
Readiness Proposal

**with the Caribbean Community Climate Change Centre (CCCCC)
for Saint Kitts and Nevis**

25 February 2022 | Capacity Building, Strategic frameworks and Pipeline Development



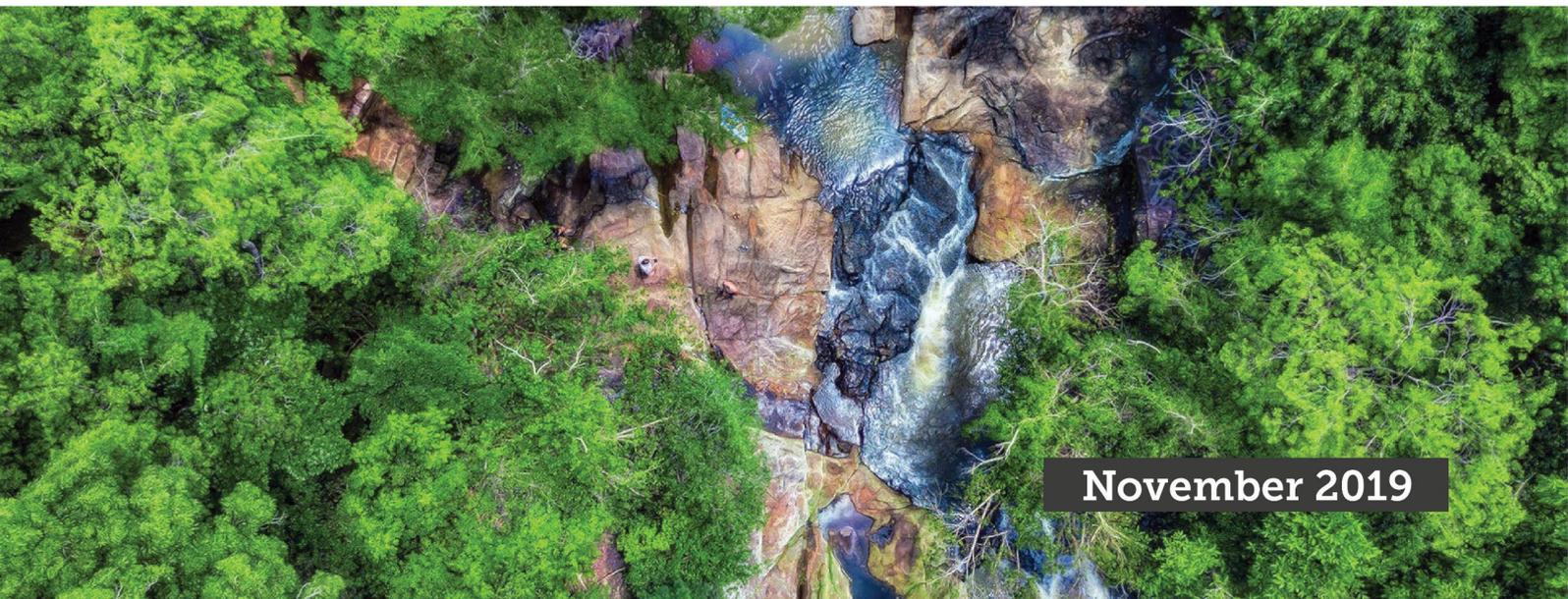
**GREEN
CLIMATE
FUND**

READINESS & PREPARATORY SUPPORT

PROPOSAL TEMPLATE



Proposal title:	Capacity Building to facilitate Climate Resilience in Disaster Risk Management and Private Sector Access to Climate Finance in St. Kitts and Nevis
Country:	St. Kitts and Nevis
National designated authority:	Department of Economic Affairs and Public Sector Investment Planning, Bladen Commercial Development, Wellington Road, Basseterre, St. Kitts and Nevis
Implementing Institution:	Caribbean Community Climate Change Centre
Date of first submission:	30 June 2021
Date of current submission / version number	11 February 2022 V.4



November 2019

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Download the guidebook:
<https://g.cf/xxxxx>



How to complete this document?

This document should be completed by National Designated Authorities (NDA) or focal points with support from their Delivery Partners where relevant. Once completed, this document should be submitted to the GCF by the NDA or focal point via the **online submission system**, accessible through the Country Portal of the GCF website.

Please be concise. If you need to include any additional information, please attach it to the proposal.

If the Delivery Partner implementing the Readiness support is not a GCF Accredited Entity for project Funding Proposals, please complete the Financial Management Capacity Assessment (FMCA) questionnaire and submit it prior to or with this Readiness proposal. The FMCA is available for download at the [Library](#) page of the GCF website.

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You can also complete as much of this document as you can and then send it to countries@gcfund.org, copying both the Readiness Delivery Partner and the relevant GCF Regional Desks. Please refer to the [Country Profiles](#) page of the GCF website to identify the relevant GCF Country Dialogue Specialist and Regional Advisor.

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Note: Environmental and Social Safeguards and Gender

Throughout this document, when answering questions and providing details, please make sure to pay special attention to environmental, social and gender issues, particularly to the situation of vulnerable populations, including women and men. Please be specific about proposed actions to address these issues. Consult Annex IV of the Readiness Guidebook for more information.

Please visit the Country Portal on the GCF website to submit this proposal via the **online system**.

When submitting the proposal, please name the file:
GCF Readiness -[Country]-[yyymmdd]

1. SUMMARY

1.1 Country submitting the proposal	<p>Country name: St. Kitts and Nevis</p> <p>Name of institution representing NDA or Focal Point: Department of Economic Affairs and PSIP</p> <p>Name of contact person: Lavern Queeley</p> <p>Contact person's position: Senior Director</p> <p>Telephone number: 869-467-1255 lcqueeley@gmail.com</p> <p>Email: lavernqueeleyskn@gmail.com</p> <p>Full office address: Bladen's Commercial Development Basseterre, St. Kitts aurenmanners@yahoo.com bettbo@msn.com teslyns@gmail.com aneskabrowne@gmail.com</p> <p>Additional email addresses that need to be copied on correspondences:</p>	
1.2 Date of initial submission	30 June 2021	
1.3 Last date of resubmission	24 January 2022	Version number V.3
1.4 Which institution will implement the Readiness and Preparatory Support project?	<p><input type="checkbox"/> National designated authority</p> <p><input checked="" type="checkbox"/> Accredited entity</p> <p><input type="checkbox"/> Delivery partner</p> <p>Please provide contact information if the implementing partner is not the NDA/focal point</p> <p>Name of institution: Caribbean Community Climate Change Centre (CCCCC)</p> <p>Name of official: Mr. Keith Nichols</p> <p>Position: Head, Programme Development and Management Unit</p> <p>Telephone number: (501) 822-1094/(501) 822-1104</p> <p>Email: knichols@caribbeanclimate.bz</p> <p>Full office address: 2nd Floor, Social Security Commercial Building, Bliss Parade, P.O. Box 563, Belmopan, Belize, Central America.</p> <p>Additional email addresses that need to be copied on correspondences: dcain@caribbeanclimate.bz</p>	
1.5 Title of the Readiness support proposal	Capacity Building to facilitate Climate Resilience in Disaster Risk Management and Private Sector Access to Climate Finance in St. Kitts and Nevis	
1.6 Type of Readiness support sought	<p>Please select the relevant GCF Readiness objective(s) below (click on the box – please refer to Annex I and II in the Guidebook):</p> <p><input checked="" type="checkbox"/> I. Capacity building</p>	

- II. Strategic frameworks
- III. Adaptation planning
- IV. Pipeline development
- V. Knowledge sharing and learning

1.7 Brief summary of the request

The Government of St. Kitts and Nevis (SKN) is committed to tackling the adverse impacts of climate change through the implementation of ambitious policies and actions enshrined in its Nationally Determined Contributions (NDCs), in consensus with the Paris Agreement. However, in order to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate variability and change, the Government of St. Kitts and Nevis needs to strengthen existing institutions and systems including addressing the inadequate legislative, regulatory, and operational frameworks and staff capacity as well as deepen private sector and other stakeholders' involvement in climate action. It is against this background that the Government of St. Kitts and Nevis is proposing this Readiness to strengthen key national institutions that have limited climate change capacity to support the effective development and implementation of climate change interventions as well as raising awareness, and crowding private sector investment for climate action. More specifically, the aim of this readiness is two-fold: (1) to enhance the capacity of the St. Kitts and Nevis Meteorological Services (SKNMS), National Emergency Management Agency (NEMA), Nevis Disaster Management Department (NDMD) and St. Kitts and Nevis Geographic Information System (SKNGIS); and (2) to strengthen private sector involvement in climate action including engagement with the GCF through capacity building and direct support through the development of concept notes.

Climate Change has generated significant threats to the Caribbean region, including the increasing severity of hurricanes and other forms of natural disasters. In this context, the importance of SKNMS, NEMA, NDMD and SKGIS to building resilience in SKN is more critical now than it has ever been. It is projected that extreme weather events will increase in frequency and magnitude in the coming years, due to climate change, as such these institutions will be required to systematically identify, predict, monitor, react, assess to support in reducing vulnerabilities and risks associated with climate variability and change. Currently, there are gaps in the policies, plans and operational frameworks for meteorological services and disaster management that can hinder the country's effective and efficient response to climate variability and change. The SKNMS needs to strengthen its institutional framework as well as information technology infrastructure and develop early warning systems in collaboration with NEMA and NDMD and other national and regional agencies. The NEMA and NDMD need to take steps to mainstream climate change into their policies and response measures as well as put in place operational modalities for dealing with multiple hazards, including climate change. The SKGIS, which plays a critical role in planning and development, is advancing work to systematically archive hazard assessment and reports; however, more needs to be done including reviewing the inventory of

existing geospatial, hazard datasets and risk maps within SKNGIS and developing tools to identify at risk areas as well as building the capacity of its staff. This Readiness will address the aforementioned gaps by ensuring that SKNMS, NEMA, NDMD and SKGIS integrate climate change considerations in their management processes by strengthening plans and operational frameworks, enhancing knowledge and data capture and storage and increasing the arsenal of tools available to aid in address climate change issues.

Besides the public sector agencies described above, the private sector is a key stakeholder group in achieving the goals and objectives toward building climate resilience in SKN. Presently, the private sector has limited knowledge about climate change and the GCF and its engagement in climate actions in SKN. Given the climate change challenges facing SKN, this Readiness project will:

- Strengthen the private sector engagement with the GCF.
- Build the capacity within the private sector to develop GCF concept notes/funding proposals.

This will enable the private sector to play a greater role in climate action in SKN. The NDA will partner with the SKN Chamber of Industry and Commerce (CIC) and the Small Business Development Centre (SBDC) to identify key private sector players that can contribute to the paradigm shifting mitigation and adaptation measures that must be pursued in order to achieve the targets set out in SKN's Nationally Determine Contribution (NDC), 2021 and other strategic plans.

To this end, this readiness proposal is to support the creation of an enabling environment and strengthen St. Kitts and Nevis' capacity for resilient planning, coordination and project/programme development and attract investment, from the public and private sectors, that contributes to a low carbon and resilient development pathway. The outputs of this Readiness are:

- i. Stakeholder sensitized and a Stakeholder Matrix and Action Plan developed to support the implementation of the project;
- ii. Enhanced engagement with, and awareness of the, private sector on climate change, GCF and climate finance;
- iii. Improved policy and legislative environment for enhancing meteorological services in the St. Kitts and Nevis;
- iv. National Emergency Management Plans updated to respond effectively to all man-made disasters and natural hazards, particularly those associated with climate change;
- v. NEMA and NDMD Operational Framework and Training Plan updated and formalized outlining technical assistance and training needs, staff requirements, Standard Operating Procedures, and staff/volunteer training manuals;
- vi. Framework to implement an End-to-end Impact based Early Warning Systems completed;

- vii. Upgraded Climate Data Repository and enhanced stakeholders and communities understanding climate change, early warnings and emergency response;
- viii. Enhanced decision making related to storms and hurricanes and other climate change risk;
- ix. Roadmap/action plan to support the crowding -in of private sector investment for climate actions; and,
- x. At least two (2) concept notes submitted to the GCF

These outputs contribute to Outcome 1.3, 2.2, 2.4 and 4.3 of GCF's Readiness and Preparatory Support facility.

The main beneficiaries of this project are the SKNMS, NEMA, NDMD and SKGIS, the Government of SKN, the Nevis Island Administration, and the private sector, especially Micro Small and Medium Enterprises (MSMEs) in St. Kitts and Nevis; additionally, the outputs of this project will indirectly benefit the entire population of St. Kitts and Nevis. It is important to note that due consideration for gender and social inclusion will be a factor during the implementation of this Readiness project.

1.8 Total requested amount and currency

US\$999,853.00

1.9 Implementation period

30 months

1.10 Is this request a multiple-year strategic Readiness implementation request?

- Yes
- No

For more information on how a country may be eligible to access Readiness support through this modality, please refer to **Annex IV of the Readiness Guidebook**.

1.11 Complementarity and coherence of existing readiness support

- Yes
- No

The following list of projects are supporting readiness efforts in St. Kitts and Nevis by strengthening institutional capacities, governance mechanisms, strategies and plans, direct access and country pipeline development.

- GCF Readiness Proposal for St. Kitts and Nevis for Institutional Capacity and Coordination and Country Programming (KNA-RS-002) with Caribbean Development Bank (CDB)
- Capacity building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis (KNA-RS-003) with CCCCC
- Caribbean Disaster Emergency Management Agency (CDEMA) Early Warning Systems (EWS) Regional Readiness Project (LAC-RS-006) with Caribbean Disaster Emergency Management Agency (CDEMA)

- Institutionalizing a common framework for climate finance MRV to enhance complementarity and coherence for climate action in CARICOM States with Caribbean Development Bank (CDB)
- Enhancing Caribbean Civil Society's Access and Readiness for Climate Finance (LAC-RS-004) with Caribbean Natural Resources Institute (CANARI)
- Enhancing climate change resilience of health systems in seven CARICOM States with World Health Organization (WHO)
- Improving Eastern Caribbean Engagement with the Green Climate Fund (LAC-RS-007) with Organisation of Eastern Caribbean States (OECS)
- Strengthening the foundation for a climate responsive agricultural sector in the Caribbean with Inter-American Institute for Cooperation on Agriculture (IICA)

The complementary and coherence of these projects are described in Section 2, Table 2.

2. SITUATION ANALYSIS

CONTEXT

Climate change is one of the most critical issues facing the Caribbean region, which includes the islands of St. Kitts and Nevis, and its impact is observed through rising sea levels, extended drought periods, increased intensity and frequency of storms, increasing mean temperatures and changes in rainfall and weather patterns. These impacts are affecting the socio-economic development of St. Kitts and Nevis in sectors such as Tourism, Agriculture, Water and Infrastructure, particularly, coastal infrastructure. The country faces the prospect of irreversible and permanent loss and damage resulting from climate change and extreme weather events (see Table 1 for overview of economic and non-economic loss and damage due to extreme climate events in St. Kitts and Nevis).

Table 1: Overview of economic and non-economic loss and damage due to extreme climate events in St. Kitts and Nevis

Extreme Event	Economic loss and damage (total estimated damages, USD)	Non-economic loss and damage (non-exhaustive)
Hurricane Hugo, 1989	\$41 Million	1 death, heavy shoreline erosion, cases of gastro-enteritis due to poor water quality
Hurricane Luis, 1995	\$197 Million	Soil erosion
Hurricane Georges, 1998	\$445 Million	5 deaths, ~3,000 people displaced from their homes
Hurricane Jose, 1999	\$3.8 Million	
Hurricane Lenny, 1999	\$41.9 Million	Coastal erosion, loss of personal effects, ~100 people displaced from their homes
Hurricane Omar, 2008	\$11 Million	54 people displaced, coastal erosion
Hurricane Earl, 2010	\$3 Million	Beach and coastal erosion
Subtropical Storm Otto, 2010	\$20.1 Million	Beach erosion
Hurricane Irma, 2017	\$19.7 Million	
Hurricane Maria, 2017	\$7.9 Million	Beach erosion, eroded cliffs, salt water intrusion into fresh water supply

Source: St. Kitts and Nevis NDC (2021)¹.

Notwithstanding, SKN is committed to tackling these adverse impacts and mitigating climate change. SKN NDCs, 2021, is considered ambitious and continues to exhibit evidence of sustainable and environmentally sound development. In addition, SKNs' GHG inventories demonstrate that "the country is a net sink for global carbon emissions, although like other Small Island Developing States

¹ St. Kitts and Nevis' Updated Nationally Determined Contribution Communicated to the UNFCCC October 2021. Retrieved from: https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Saint%20Kitts%20and%20Nevis%20First/St.%20Kitts%20and%20Nevis%20Revised%20NDC_Updated.pdf

(SIDS), it is expected to bear the brunt of climate change impacts.” SKN remains vulnerable to mounting development challenges due to its geographic location; small land mass and population size; economic fragility; scarce resources and intensifying vulnerability to climate change related impacts.

POLICY AND INSTITUTIONAL CAPACITY

The Government of St. Kitts and Nevis (GSKN) is currently advancing efforts to improve economic and social development by building climate resilience into development planning across all sectors, which is aligned with the country’s climate change goals and policies. Through a consultative process, the GSKN will be undertaking the development of a National Development Planning Framework (NDPF) to chart the way forward. The NDPF will build on the successes of the previous Development Plan, the Nationally Determined Contributions (NDCs), the Climate Change Policy for SKN, the Sustainable Development Goals (SDGs), the Sendai Framework and the Samoa Pathway. Such an integrated approach will facilitate resilient development by reducing climate impacts and identifying development opportunities for more climate-resilient development investments that may otherwise be overlooked.

In 2017, the St. Kitts and Nevis National Climate Change Policy was developed with a vision of implementing policy legislation at the national level to achieve the global and regional objectives regarding climate change and sustainable development. This includes goals to realise clean development and climate resilience across all sectors. The policy is guided by the seven objectives, with the reduction of GHGs in accordance with the NDCs being key elements. The policy is buttressed by the 2018 St. Kitts and Nevis National Climate Change Strategy which provides guidance on priorities and appropriate measures for adaptation to reduce vulnerability to the impacts from climate change and build resilience over the long term in St. Kitts and Nevis.

Problem Statement

The achievement of St. Kitts and Nevis’ NDCs and climate resilience, aligned with its National Climate Change Strategy, is contingent on the availability of, and access to, financing and technological support as well as the creation of a stronger enabling environment through update to, or the development of, policies and legislations. As such, **in order to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate variability and change, the Government of St. Kitts and Nevis needs to strengthen existing institutions and systems, which includes addressing the following broad set of barriers:**

- **the limited climate change capacity at the sector agency and national level.**
- **the inadequate climate change sensitivity within key government and statutory entities leading to the implementation of climate change-relevant activities exclusive of climate change considerations;**
- **the inadequate level of climate change awareness, especially among the private sector actors**
- **the absence of well-developed project concepts**

This readiness grant will directly contribute to addressing these **barriers**, particularly, **the inadequate legislative, regulatory, and operational frameworks, staff capacity lack of knowledge and awareness and preparedness to access climate finance through bankable project amongst key government agencies and private sector actors.** In particular, this readiness proposal seeks to respond to the need to create this enabling environment by strengthening national institutions that must play a greater role in the country’s response to climate change. As a first step, this readiness project will **enhance the capacity of the St. Kitts and Nevis Meteorological Services (SKNMS), National**

Emergency Management Agency (NEMA), Nevis Disaster Management Department (NDMD) and St. Kitts and Nevis Geographic Information System (SKNGIS) and private sector.

St. Kitts and Nevis Meteorological Services

St. Kitts and Nevis Meteorological Services (SKNMS) is charged with providing weather, and climate services to diverse audiences and all sectors across St. Kitts and Nevis. It aspires to deliver these services based on understanding of, and response to, users' requirements to adequately respond and minimize the impacts from hazards. The public requires information about the state of the atmosphere over periods ranging from hours to decades. Socioeconomic sectors require information targeted to their specific needs. Provision of actionable, accessible, authoritative, and user-oriented weather and climate services will assist decision makers in reducing vulnerability and adapting to climate impacts in agriculture and food security, water, energy, tourism, transport, health and disaster risk reduction, which are key sectors in St. Kitts and Nevis.

The SKNMS in collaboration with Caribbean Meteorological Organisation (CMO)², with financial support from the World Meteorological Organisation, Climate Risk and Early Warning Systems and Environment and Climate Change Canada, recently conducted an Assessment and Analysis of Organizations Strengths, Weakness, Opportunities and Threats, which formed the basis for the Draft St. Kitts and Nevis Meteorological Services National Strategic Plan and Framework for Weather, Water and Climate Service (2021-2025). The SWOT analysis of SKNMS was conducted to assess internal capacities and stakeholder needs vis-a-vis organizational responsiveness and the contextual realities in which the SKNMS operates. The analysis provided insights on the gaps between current performance and what the SKNMS aims to achieve. These are summarized in the Table 1 below.

Table 1: SWOT analysis of SKNMS

INTERNAL	
Strengths	Weaknesses
<ul style="list-style-type: none"> Support and oversight by Caribbean Meteorological Organisation (CMO), Caribbean Institute for Meteorology and Hydrology (CIMH) and Antigua and Barbuda Meteorological Services (ABMS) International and regional treaty obligations which encourages progress in local policy making Farmers are using climate forecasts and understand wet and dry season Primary model of communications by emails to media house to connect to the general public NEMA leads on communication for potential impacts 	<ul style="list-style-type: none"> Legislative enactment does not focus on National Meteorological and Hydrological Services (NMHS) Weak institutional coordination Two separate statutory bodies which makes communication challenging Limited financial and technical resources Lack of a multi-hazard EWS to accurately assess hydro-meteorological risks due to climate change
EXTERNAL	
Opportunities	Threats

² CMO is an institution of the Caribbean Community that coordinates regional scientific and technical activities in weather, climate, and water in the Caribbean.

<ul style="list-style-type: none"> • Legislative and institutional strengthening is needed • Multi-hazard EWS can ensure a comprehensive assessment of risk at a national level • Development of community-based multi-hazard EWS • Increasing collaboration with external funding agencies • Telecommunication supports SMS • The multi-hazard public awareness and education campaign will reduce vulnerability to hazards 	<ul style="list-style-type: none"> • Challenges with private sector buy in • There is no mechanism in place to address unpredictable hazards, for example, human induced hazards and tsunamis • Limited human capacity • Limited financial resources
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Source: SKNMS Draft National Strategic Plan and Framework for Weather, Water and Climate Service (2021-2025)

It is against the above findings that this Readiness propose to enhance the operations of the SKNMS. This includes the adoption of the model policy framework developed by the CMO. The model policy is already developed; however, it needs to be adjusted to fit the context of SKN. There is also need to sensitize policy makers on the importance of this policy framework. Further, in collaboration with NEMA and NDMD, the SKNMS will upgrade its Climate Data Repository and enhance stakeholders and communities understanding of climate change, early warning and emergency response. It will enhance decision making related to storms and hurricanes and other climate change risks through the development of a Storm Surge Model and Climate Change Risk Atlas for SKN. It is also important that the aforementioned entities also develop a suite of communications and public awareness products, including products tailored for the business/private sector, to raise awareness among the general population of St. Kitts and Nevis.

National Emergency Management Agency (NEMA)

NEMA has the mandate to operate at both the national and community levels in coordinating and facilitating pre- and post-disaster management activities. NEMA's main role is to mitigate against effects of possible disasters for the people SKNs. They are the official point of contact for disaster management in the country. Their roles include:

- Advise government, regional and international entities on disaster related matters in St. Kitts and Nevis;
- Develop, manage and implement a Disaster Management Program;
- Promote education and awareness to residents and school children;
- Organize and execute drills and training programs;
- Provide accessible and accurate information on risks of multiple hazards to residents and visitors, and record keeping.

However, there are several barriers to achieving the most effective framework for national disaster management in St. Kitts and Nevis, including:

- (i) the need for legislative review and the development of regulations to ensure that the national disaster management framework has the required enforcement authority to ensure effective and efficient disaster management response;
- (ii) the need to enhance the risk management framework at both the legislative and operational levels;
- (iii) the need for updating the NEMA National Disaster Plan (2013) and NDMD Nevis Disaster Management Plan (2017) to reflect current threats/risks, hazards and response needs;

- (iv) the need for training staff in comprehensive disaster management, including the development of more specialist in-house capabilities (eg. forecasting, and the incorporation of digital mapping), the development of a staff/volunteer training manuals, and access to sector-specific scholarship programmes;
- (v) the need for technical assistance in a number of areas, including: (1) assessment of the most effective organizational structure for NEMA and NDMD and associated financing mechanisms; (2) establishment of a national Early Warning System (EWS); (3) the development of incentives and liability protection for the NEMA volunteer Corp.; (4) establishment of a Relief Fund to support the NEOC framework; and, (5) the establishment of a robust public awareness and community engagement strategy.

This Readiness directly respond to (ii) and (iii) above and will contribute to (i), (iv) and (v). This Readiness will ensure that climate change is mainstreamed in disaster management by building on the Caribbean Disaster Emergency Management Agency (CDEMA) approach, which has produced a model for incorporating climate change into a Comprehensive Disaster Management (CDM) Strategy and Programme Framework. This approach will improve coordination and collaboration between community disaster organizations and other research/data partners including climate change entities for undertaking comprehensive disaster management. As such, this readiness will update the National Disaster Management Plan for St. Kitts and Nevis with due consideration for the growing threat of climate change. In addition, this Readiness will identify and close gaps in the legislative and operational frameworks enabling the national disaster management apparatus to mobilize more effective responses to climate related disasters.

St. Kitts and Nevis Geographic Information System (SKNGIS)

SKNGIS is within the Department of Physical Planning, in the Ministry of Sustainable Development. SKNGIS is the central repository for all spatial data for the Government of St. Kitts and Nevis and is critical to the planning and development process. Its mapping and GIS services are critical to assisting the government and the general public in identifying the proper siting for development activities. This is becoming more important in the context of climate change given the coastal vulnerabilities and the increasing number of extreme climatic events facing the island nations of the Caribbean.

Despite the importance placed on the services of SKNGIS, there are capacity constraints to overcome and improve its efficiency and effectiveness. The most urgent needs appear to be technical support and software. There is a need for training of staff in GIS to expand its use. Further, there is a need for greater budgetary allocation for the development of, and access to, high resolution maps as well as update existing maps, especially hazards maps.

In 2018, SKN conducted an assessment on the state of Hazard data and maps for the country³. The assessment aimed to lay down a solid foundation for developing a functioning hazard mapping system for St. Kitts and Nevis; however, as is posited in the Final Assessment Report, *“Due to the time limit, this document is not in the position to examine how these collected hazard maps of individual hazards will be further improved and how to be used in development planning process and disaster management.”* Despite this, the assessment made the following observation and recommendations:

- (i) Systematically document existing hazard information including establishing a document library, integrate multi-hazard maps and other maps into one database and continuously gather local and community-based knowledge of hazards to support regular updates to the

³ This assessment was funded by a European Union (EU) Technical Assistance Programme (TAP) for the preparation of a Disaster Vulnerability Assessment for the Health, Education and Public Infrastructure Sectors in St. Kitts and Nevis.

- hazard database. Further, the design of hazard maps should take into consideration the full range of map users, from technical agencies through policy makers and community groups.
- (ii) Update existing maps to include emerging hazards such as drought, flooding, inundation, water scarcity, bush fire (forest fire), and landslide.
 - (iii) Support training and capacity building for understanding, translating, applying and maintaining hazard information and maps at the national and local levels into all hazard assessment and mapping activities. This include training appropriate national technical agencies, such as SKNGIS, environment, physical planning, water resources, disaster management, public works, fire services, etc., to explain the hazard assessment results and to maintain and update hazard information as local conditions change.
 - (iv) Develop user-oriented hazard knowledge portals. Both NEMA and NDMD have disaster and hazard portals; however, their content should be updated to be more context-specific and user-oriented.
 - (v) Enhance individuals and communities' involvement in updating hazard information ensuring the accuracy and currency of environmental and natural hazard information. Individuals and communities are closest to hazard sources, most directly affected by their impact, and often best situated to monitor development, environmental changes, and other factors contributing to hazard vulnerability.

With these recommendations and limitations of the assessment, this Readiness intends to build on this effort by directly responding to (i), (ii) and (iii) and contribute to (iv) and (v). This Readiness will enhance the National Data Infrastructure for Facility Vulnerability Assessment, with particular focus on the climate and climate change hazards. It will review the inventory of existing geospatial and hazard datasets and risk maps within SKNGIS, develop a Digital Storm Surge Model and Climate Change Risk Atlas for St. Kitts and Nevis and conduct training sessions with technical experts within SKNMS, NEMA, NDMD and the Department of Physical Planning, specifically the SKNGIS. Further, it will develop a framework to implement an End-to-end Impact based Early Warning System, which by design should ensure individual and community involvement and a user-friendly interface.

Private Sector

The private sector is another key partner in driving the transformational change needed to build resilience and mitigate greenhouse gas emissions. The private sector in St. Kitts and Nevis can be described as driven largely by services and manufacturing. The median firm size is fairly small (around 55% of firms employ fewer than 20 people). Given the small size of firms on the islands, it is unsurprising that many of them are either sole proprietorships or partnerships, although it is noteworthy that just over 40% of firms are privately held limited-liability companies.⁴ The size and capitalization of these firms make them vulnerable to exogenous shocks as such those external threats associated with climate change and natural disasters. For example, the tourism sector suffers extensive damages and loss of revenues during hurricanes and flooding related events. In 2008, damages estimated at over US\$19 million⁵ were caused by high winds and storm surge from Category IV Hurricane Omar that destroyed residential and other infrastructure on the coast. Further, the natural capital of SKN, on which some private sector entities depend, is vulnerable to climate variability and change and as such increases the risk faced by potential investors.

⁴ Private Sector Assessment of Saint Kitts and Nevis (2013). Retrieved on June 6, 2021 from: <https://www.caribank.org/publications-and-resources/resource-library/private-sector-assessments/private-sector-assessment-saint-kitts-and-nevis>

⁵ International Monetary Fund (May 16, 2009). "IMF Executive Board Approves US\$3.4 Million in Emergency Natural Disaster Assistance for St. Kitts and Nevis". The Caribbean Disaster Emergency Response Agency. Retrieved June 29, 2021.

The Government of St. Kitts and Nevis has invested significant resources in the development of essential infrastructure and remains committed to the provision of adequate infrastructure to support private sector led growth and social development. In order to realize the development potential of SKN, continued investments must be injected to facilitate enhancements in the areas of energy, transportation, water, sewerage, waste management, coastal protection, drainage/flood control and slope stabilization, social infrastructure and telecommunications. This investment will come in the form of public and private sector funding; therefore, it is critical that the private sector is empowered to participate and support resilience building efforts in St. Kitts and Nevis.

There is no notable comprehensive report on the impact of climate change on the private sector in St. Kitts and Nevis; however, as part of the Regional Scoping Study for Private Sector Investment in Climate Change Mitigation and Adaptation⁶, it was identified that the private sector, particularly MSMEs, were being adversely affected by climate change. Severe and extended drought conditions, sea-level rise, storm surge, bush fires and coastal erosion were identified as main hazards faced. Despite the need for urgent action to build resilience and contribute to reducing greenhouse gas emissions, the private sector faces the following key challenges, which hinder the delivery of climate related support: (1) lack of financial resources; (2) disconnection between public and private sector; (3) lack of adaptive capacity; and, (4) inadequate capital to transfer knowledge, implement adaptive technology and information deficit. Similarly, the key barriers/challenges hindering MSMEs ability to implement proactive climate measures include lack of awareness of long-term impact, lack of information, lack of funding and cost of some technology.

It is expected that the private sector in SKN faces the same challenges; however, there does not exist a rounded understanding of the plight of the private sector nor is there a strategy to address the challenges faced by this sector in accessing financing and de-risking investment related to the resilience building and the low carbon development pathway. Further, there still remains limited understanding and awareness of climate change, climate finance and the GCF. As such, this Readiness will investigate further the challenges, in the context of SKN, with the intention to develop a Strategic Plan for crowding in private sector investment for climate action whilst raising awareness about climate variability and change, adaptation and mitigation, climate financing and the GCF including how to design and develop a GCF project as well as the GCF procedures and modalities for accessing the GCF Private Sector Facility. This Readiness intend to directly support the private sector in the preparation of two (2) GCF concept notes for submission to the GCF.

Gender and Social Inclusion

The CCCCC and Government of St. Kitts and Nevis recognize the importance of systemic gender and social inclusion mainstreaming into climate change actions to ensure the sustainability of climate change interventions. To this end, this project acknowledges that gender roles, responsibilities, power dynamics and relations often determine men and women's access to and control over resources, information and decision making and puts forward; as such, in the implementation of this project gender and social considerations will be mainstreamed and monitored to ensure that there is equal opportunity for all citizen. This will be achieved through the adherence to the Gender Policy of the CCCCC and St Kitts and Nevis Constitution, speaks to the non-discrimination on the grounds of sex. It is important to note that St. Kitts and Nevis is currently developing its National Gender Policy.

⁶ Winston McCalla and Associates, 2019: Final Report for the Regional Scoping Study for Private Sector Investment in Climate Change Mitigation and Adaptation: Produced for the Climate Change Division of the Ministry of Economic Growth and Job Creation, 16A Half-Way-Tree Road, Kingston, Jamaica. This report was prepared with financial support from the Green Climate Fund under the readiness grant for "Mobilizing Private Sector to Support Low Carbon and Climate Resilient Development in Jamaica and Other CARICOM States (JAM-RS002)". The report focused primarily on the private sector in Barbados, Belize, Saint Lucia and Trinidad and Tobago.

Summary

This project seeks to address the inadequate legislative, regulatory, and operational frameworks, and staff capacity, within SKNMS, NEMA, NDMD and the private sector to contribute to climate actions that effectively respond to the emerging threats and risks caused by climate change. Further, it seeks to overcome the major barriers in pursuing adaptation and mitigation projects in St. Kitts and Nevis by enhancing awareness and knowledge about climate change, climate financing (including GCF), and climate data capture, processing and use in tools for decision making, amongst public and private sector actors and other stakeholders. The main beneficiaries of the project will be pertinent agencies and government offices and the general public. Specifically, this project will enhance the work of the National Designated Authority (NDA), SKNMS, NEMA, NDMD, the private sector in St. Kitts and Nevis, sector experts, especially experts from the Agriculture and Water Sectors and the Metrological Department, among other key stakeholders.

COMPLEMENTARITY

Through collaboration and effective management of the readiness grant and associated risks, this proposed readiness will identify complementary, maximize synergies and, where possible, avoid duplications during implementation. Table 2 presents a list for projects that are supported St. Kitts and Nevis to strengthen institutional capacities, governance mechanisms, planning, frameworks, direct access and country programming for climate change actions.

Table 2: Complementarity and Coherence with existing Readiness Projects

Project/ Programme	Date Approved and Status	Linkage to Current Readiness Request
GCF Readiness Proposal for St. Kitts and Nevis for Institutional Capacity and Coordination and Country Programming (KNA-RS-002) DP: Caribbean Development Bank (CDB) Country: Saint Kitts and Nevis	December 2019 – ongoing	KNA-RS-002 aims to strengthen the country's capacity for resilient planning and coordinating and supports the development of St. Kitts and Nevis' programming processes including the development of a country programme for engaging the GCF. Two major outcomes expected from this Readiness grant are the development of a new National Development Plan (NDP) and the creation of an Urban Resilience Plan (URP). This readiness complements the activities set out in Section 3 as those are activities intend to enhance the capacity of other pertinent national institutions to support national development planning and urban resilience building. Further, it will support the NDA in developing its coordinating mechanism for engaging with stakeholders and prioritizing climate actions. These are critical inputs into some activities presented in Section 3 such as call for project ideas and prioritization project ideas for development into concept notes.
Capacity building to support Accreditation, Planning, Programming and Implementation of GCF-funded activities in St. Kitts and Nevis (KNA-RS-003) DP: CCCCC Country: Saint Kitts and Nevis	December 2020-ongoing	KNA-RS-003 encompasses building capacity of the NDA and at the sector and national levels. It intends to enable St. Kitts and Nevis to achieve its desired national goals and to access climate finance by identifying institutional gaps and needs and strengthening institutional capacity and coordination mechanisms. It complements the activities proposed in Section 3 geared towards supporting institutional capacity building in an effort to address the issue of limited climate change capacity at the sector agency and national level. Further, KNA-RS-003 is supporting capacity

		<p>building for St. Kitts and Nevis Meteorological Services. The actions being proposed, as set out in Section 3, intends to build on that efforts and support the strategic efforts of the St. Kitts and Nevis Meteorological Services, which are detailed in St. Kitts and Nevis Meteorological Services National Strategic Plan and Framework for Weather, Water and Climate Service (2021-2025). It is also noteworthy that KNA-RS-003 will sensitize some private sector entities, who will be invited to the broad stakeholder consultations including other state and non-state actors, with respect to GCF programming and also facilitate comprehensive vulnerability assessments and resilience building at the community level. These actions will support the proposed activities in Section 3, which are targeted at key national institutions, namely the SKNMS, NEMA and NDMD and the private sector, identified as critical to improved coordination, planning, programming and implementation of climate action in St. Kitts and Nevis.</p>
<p>Caribbean Disaster Emergency Management Agency (CDEMA) Early Warning Systems (EWS) Regional Readiness Project (LAC-RS-006)</p> <p>DP: Caribbean Disaster Emergency Management Agency (CDEMA)</p> <p>Countries: Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Haiti, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname</p>	<p>December 2019-ongoing</p>	<p>LAC-RS-006 provides support for improving regional and national level mechanisms and capacity for achieving climate resilience through advancing Multi-Hazard Early Warning Systems (MHEWS). It intends to tackle the issues of weak MHEWS architecture and absence of a common EWS vision for the Caribbean. It also contributes to addressing redundancy in emergency communications; segregated approaches to addressing Disaster Risk Reduction (DRR) and climate change as well as identify the role and responsibility of stakeholders in coordination of DRR and early responses. This regional readiness with CDEMA will result in outputs such as a Gender Responsive regional MHEWS communications plan and implementation plan and a Roadmap and opportunities for improving MHEWS management and implementation in the Caribbean. These outputs will complement those envisioned as part of the current proposal. These include the updating of National Emergency Management Plans of St. Kitts and Nevis, developing NEMA and NDMD Operational Framework and Training Plan and developing the Framework to implement an End-to-end Impact based Early Warning System. CDEMA has experience some delays in the implementation of LAC-RS-006 and has communicated that some activities will be advanced in 2022 as such CCCCC, NEMA, NDMD and St. Kitts and Nevis' NDA will work closely with CDEMA to maximize synergies, particularly harmonizing the national Operational Framework and EWS Framework with the regional approach. Further, training and sensitisation sessions will include the inputs of CDEMA, especially since CEDMA is also developing and delivering training programme and materials for national stakeholders.</p>
<p>Institutionalizing a common framework for climate finance MRV to enhance complementarity</p>	<p>August 2020-ongoing</p>	<p>This multi-country Readiness will: (1) develop a common framework and support a fully functional climate finance monitoring, reporting and</p>

<p>and coherence for climate action in CARICOM States</p> <p>DP: Caribbean Development Bank (CDB)</p> <p>Countries: Jamaica, Haiti, St. Kitts and Nevis, Belize</p>		<p>verification (MRV) system to centrally manage information on sources of funding flows; (2) incorporate national investment ideas for climate change adaptation and mitigation investments targeting urban spaces into a GCF multi-country Concept Note; (3) seek to promote a better understanding of the climate finance landscape in the participating countries through mapping of climate funds and donors, including outlining how donor support is complementary and/or coherent; and, (4) engaging NDAs and Ministries of Finance on the financial structuring of GCF projects and programmes. Objectives (3) and (4) have implications for the effectiveness of some planned activities set out below. For example, the extent to which the private sector is involved in and made aware of the potential climate financing options will impact how much more effort will be needed to sensitise and expand the knowledge of that sector on climate finance. The same can be said about the complementarity related to development of concept notes and knowledge of the private sector, NDA and Ministries of Finance. It is therefore prudent that the CCCCC works close with CDB and the NDA to identify the gaps remaining after the CDB project has completed certain activities and the strategic approach to building on those outputs. If the activities are being implemented in parallel then the parties will ensure that synergies are optimized, especially with a view to avoid stakeholder fatigue.</p>
<p>Enhancing Caribbean Civil Society's Access and Readiness for Climate Finance (LAC-RS-004)</p> <p>DP: Caribbean Natural Resources Institute (CANARI)</p> <p>Countries: Antigua and Barbuda, Belize, Grenada, Jamaica, Saint Lucia, Saint Kitts and Nevis, Suriname</p>	<p>November 2019- under implementation</p>	<p>LAC-RS-004 aims to enhance Caribbean Civil Society's Access and Readiness for Climate Finance. It seeks to enhance civil society's capacity, including knowledge, skills and organisational structures, and the enabling external institutions to improve access to climate financing and delivery of climate change adaptation and mitigation in the Caribbean. LAC-RS-004 complements activities proposed in Section 3, especially those related to the concept note development and CSOs involvement in the Framework for EWS and associated training. Engagement with civil society organisations (CSOs) is also a critical part of the stakeholder engagement process for the update NEMA and NDMD Plans and operational framework and forms part of the community level engagement which is vital for the effective delivery of this Readiness. This CCCCC will work closely with CANARI and the NDA to ensure the projects interact to generate the best results possible.</p>
<p>Enhancing climate change resilience of health systems in seven CARICOM States</p> <p>DP: World Health Organization (WHO)</p> <p>Countries: Guyana, Belize Jamaica, Saint Lucia, Saint Kitts and Nevis, Haiti, Trinidad and Tobago</p>	<p>December 2020 – ongoing</p>	<p>This readiness proposal aims to: (1) strengthen institutional and technical capacities and cooperation mechanism on health and climate change; (2) improve knowledge about climate and health to prioritize actions and policies that promote health; and, (3) enhance access to human, technical and financial resources needed to address the effects of climate change on health. The main expected results that are complementary to the activities proposed in section 3 are: from this proposal are:</p>

		<p>i. Generate baseline data (e.g. country profiles on health and climate change and a multi-country health V&A) and engage whole-of-society in consultations for enhancing health issues integration in national and regional plans and strategies;</p> <p>ii. Prepare strategies and project proposals for the development of climate and health data integration systems;</p> <p>iii. National representatives trained and technical knowledge and capacities enhanced to address climate change and health issues; and,</p> <p>iv. Communication strategies for public awareness and outreach on health and climate change developed</p> <p>These outputs may feed directly or indirectly into the outputs presented in Section 3. Specifically, it could enhance the framework for the EWS from health perspective and ensure that the health sector and climate change implications are duly considered as part the operational framework and emergency plans as well as updates to repository of climate data. The following two deliverables of this health sector are critical to for what is proposed in the following section:</p> <ul style="list-style-type: none"> - National representatives trained and technical knowledge and capacities enhanced to address climate change and health issues. - a report with information about methods and indicators used by countries in their health surveillance system, and environment and meteorological data monitoring systems. <p>The CCCCC will work closely with the NDA and WHO to ensure these deliverables are considered to maximize the inputs into the outputs envisioned.</p>
<p>Improving Eastern Caribbean Engagement with the Green Climate Fund (LAC-RS-007)</p> <p>DP: Organisation of Eastern Caribbean States (OECS)</p> <p>Countries: Antigua and Barbuda, Commonwealth of Dominica, Grenada, Saint Lucia, Saint Kitts and Nevis and Saint Vincent and the Grenadines</p>	<p>December 2019- ongoing</p>	<p>LAC-RS-007 seeks to address some of the issues pertaining to project development; data and information gaps; public-private engagement; facilitate and support the participation of non-state stakeholders in project identification and development and address previously-identified fiduciary and related gaps within the OECS to better serve member states. The activities geared towards concept note development and the development of a private sector engagement strategy for the OECS complements and presents an opportunity to coordinate activities related to the private sector to ensure that the Communication Strategy and Private Sector Roadmap developed for the national context is aligned with that of the OECS. It is therefore vital that the OECS is consulted when executing these activities.</p>
<p>Strengthening the foundation for a climate responsive agricultural sector in the Caribbean</p> <p>DP: Inter-American Institute for Cooperation on Agriculture (IICA)</p>	<p>November 2020 – ongoing</p>	<p>This Readiness intends to raise awareness of the Agriculture sector potential contribution to climate solutions, identifying promising practices and technologies to enhance resilience, and quantifying its contribution to GHG reductions. The potential complementary with the activities proposed in Section 3 is related to capacity</p>

<p>Countries: The Bahamas (lead), Belize, Dominica, Haiti, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago</p>		<p>building and training for project development amongst the agriculture sector's actors, including the private sector. IICA intends to identify and compile ideas for the projects aligned with public and private sector interest as well as conduct regional consultation with a private-public sector focus aimed at prioritizing and subsequently developing these project ideas into concept notes. Given the private sector focused activities highlighted in Section 3, particularly those related to concept note development, it is important work in collaboration with the NDA to ensure there are no duplications and that synergies are maximized.</p>
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Beside the projects mentioned in the table above, NDC Partnership support to the Government of St. Kitts and Nevis is also complementary to this proposal, particularly efforts to: (1) assist the government in coordinating with key partners (including i.e., GCF, GEF) on aligning country programs and projects with the needs and gaps identified; (2) support the country in following up on and mobilizing partner support for its needs and priorities; and, (3) facilitate periodic coordination and information exchange among partners in the country, with the aim of leveraging and mobilizing their respective advantages in support of the implementation of the NDCs.

3. LOGICAL FRAMEWORK					
Outcomes	Baseline ⁷	Targets	Outputs	Activities (brief description)	Deliverables ⁸
<p>Outcome 1.3: Relevant country stakeholders (which may include executing entities, civil society organizations and private sector) have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF-funded activities.</p>	<p>No network established to support the planning and implementation of this Readiness Project</p>	<p>A network of stakeholders established to support the planning and implementation of this Readiness Project</p>	<p>Output 1.3.1: Stakeholder sensitized and a Stakeholder Matrix (disaggregated by sex) and Action Plan developed to support the implementation of the project.</p>	<p>Activity 1.3.1.1: Organise and convene a half day Gender-Sensitive launch and inception workshop to inform at least 30 stakeholders from St. Kitts and Nevis Meteorological Services, National Emergency Management Agency (NEMA), Nevis Disaster Management Department (NDMD), Geographic Information System of St. Kitts and Nevis (SKNGIS), St. Kitts and Nevis Chamber of Industry and Commerce, the Small Business Development Centre and the MSMEs in St. Kitts and Nevis about the project objectives.</p>	<p>Deliverable 1.3.1.1a: One Completed Project Inception workshop launch (<i>completed by month 3</i>)</p> <p>Deliverable 1.3.1.1b: One Launch/Inception Workshop Report including list of stakeholder disaggregated by sex). (<i>completed by month 4</i>)</p>

⁷ Please briefly elaborate on current baselines on which the proposed activities can be built on, processes that are in place that the current Readiness proposal can strengthen, or any gaps that the proposed activities would fill in. If more space is needed, please elaborate this in Section 4.

⁸ Please include tangible and specific deliverables for each activity proposed, please note that during implementation all deliverables should be included within the implementation reports for GCF consideration.

			<p>Output 1.3.2: Enhanced engagement with, and awareness of the, private sector on climate change, GCF and climate finance.</p>	<p>Activity 1.3.2.1(a): Develop a database of private sector and other stakeholders to be trained on climate change, GCF, and climate finance.</p> <p>(b) conduct pre-workshop evaluation.</p> <p>Activity 1.3.2.2: Conduct a 3-day Gender-sensitive training workshop to build the capacity of at least 20 private sector actors on climate change, GCF and climate finance as well as GCF concept notes and funding proposals requirements and development.</p> <p>Activity 1.3.2.3: Conduct a post-evaluation assessment</p>	<p>Deliverable 1.3.2.1(a): One finalized database of stakeholders disaggregated by sex. <i>(completed by month 11)</i></p> <p>Deliverable 1.3.2.1(b): <i>Finalized pre-workshop evaluation report.</i> <i>(completed by month 12)</i></p> <p>Deliverable 1.3.2.2(a) Completed Training for private sector actors. <i>(completed by month 13)</i></p> <p>Deliverable 1.3.2.2(b) <i>One finalized report on training workshop for private sector and other stakeholders including list of stakeholders disaggregated by sex</i> <i>(completed by month 15)</i></p> <p>Deliverable 1.3.2.3: <i>Finalized report on Post-evaluation (completed by month 15)</i></p>
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				<p>Activity 1.3.2.4: Develop a communication strategy targeting the private sector; along with at least (6) communication products with attention paid to female owned businesses. This is intended to guide the development of communication products to ensure the private sector is made more aware about climate change and the GCF.</p>	<p>Deliverable 1.3.2.4a: One finalized Communication Strategy <i>(completed by month 11)</i></p> <p>Deliverable 1.3.2.4b: At least six (6) finalized Communication Products. <i>(completed by month 30)</i></p>
<p>Outcome 2.2: GCF recipient countries have developed or enhanced strategic frameworks to address policy gaps, improve sectoral expertise, and enhance enabling environments for GCF programming in low-emission investment</p>	<p>Climate change consideration are not mainstream into the policy and strategic and operational frameworks of NEMA, NDMA, SKNMS and SKGIS.</p>	<p>Climate change consideration mainstreamed into the updated policy and the development strategic and operational frameworks of NEMA, NDMA, SKNMS and SKGIS, including data and tools for early warning, mitigating climate change risk and country programming.</p>	<p>Output 2.2.1: Improved policy environment for enhancing meteorological services in the St. Kitts and Nevis</p>	<p>Activity 2.2.1.1: Conduct 2 gender-sensitive consultation sessions with at least 20 relevant national, regional and international stakeholders for the Develop a St. Kitts and Nevis Meteorological Policy Framework</p> <p>Activity 2.2.1.2a: Develop a St. Kitts and Nevis Meteorological Policy Framework through stakeholder consultation by adopting, reviewing and revising the existing 'model policy framework' developed and recommended by CMO for Caribbean countries to adopt.</p>	<p>Deliverables 2.2.1.1: One Completed Stakeholder Consultation Report including list of stakeholder disaggregated by sex <i>(completed by month 10)</i></p> <p>Deliverable 2.2.1.2a: One Draft Final National Meteorological Policy Framework Completed <i>(completed by month 11)</i></p>

				<p>Activity 2.2.1.2b: Conduct a One half-day workshop (sensitization/validation session) with at least 10 policy makers to finalise and validate the National Meteorological Policy Framework</p>	<p>Deliverable 2.2.1.2b: Finalized Validation Workshop Report for the half-day workshop with at least 10 policy makers <u>(completed by month 11)</u></p>
			<p>Output 2.2.2 National Emergency Management Plans updated to respond effectively to all man-made disasters and natural hazards, particularly those associated with climate change</p>	<p>Activity 2.2.2.1: Conduct Desk review of National Disaster Management Act 1998 (NDMA), National Disaster Plan 2013 and Nevis Disaster Management Plan 2017, along with associated legislation, policies, strategies, conventions and international best practices for the sector</p>	<p>Deliverable 2.2.2.1: One Completed Desk Review on findings and recommendations for the review and update of:</p> <ul style="list-style-type: none"> a) Draft recommended amendments to legislation and regulations b) National Disaster Management c) Nevis Disaster Management Plan 2017 d) validate the recommendations to amended legislation and regulations <i>(completed by month 16).</i>

				<p>Activity 2.2.2.2: Conduct 6 gender sensitive consultation sessions with at least 30 relevant national, regional and international stakeholders to gauge direction for the sector, including a 1-day workshop for at least 15 relevant stakeholders to validate findings and recommendations.</p>	<p>Deliverable 2.2.2.2 (a) Completed consultations report (completed by month 18)</p> <p>(b) Finalized and Validated Workshop Report including list of stakeholders disaggregated by sex (completed by month 19)</p>
				<p>Activity 2.2.2.3 (a-c): Update the National Disaster Plan and Nevis Disaster Management Plan 2017</p> <p>Activity 2.2.2.3d: 1-day workshop for at least 15 relevant stakeholders to validate National Disaster Plan and Nevis Disaster Management Plan</p>	<p>Deliverable 2.2.2.3:</p> <p>(a) Final recommended amendment to the legislation and regulations (completed by month 22)</p> <p>(b) One Finalized Updated National Disaster Plan 2013 (completed by month 24)</p> <p>(c) One Finalized Updated Nevis Disaster Management Plan 2017 (completed by month 24) .</p> <p>(d) Finalized and Validated Workshop</p>

					Report including list of stakeholders disaggregated by sex (completed by month 24)
			Output 2.2.3 NEMA and NDMD Operational Framework and Training Plan updated and formalized outlining technical assistance and training needs, staff requirements, Standard Operating Procedures, and staff/volunteer training manuals	Activity 2.2.3.1: Conduct an Institutional Mapping/Gap Assessment including a review of existing internal procedures and programs, staff complement, and staff capacities (qualifications/experience); and international best practice for the sector	Deliverable 2.2.3.1: One Finalized Institutional Mapping/Gap Assessment Report detailing initial findings and recommendations (completed by month 13) .
				Activity 2.2.3.2: Conduct 6 gender-sensitive consultation sessions with at least 30 relevant national, regional and international stakeholders to gauge direction for the sector including a 1-day workshop with at least 15 relevant stakeholders to validate findings and recommendations	Deliverable 2.2.3.2: (a) Completed consultations and associated report (completed by month 18) (b) Completed Validation Workshop Report including list of stakeholder disaggregated by sex (completed by month 20)
				Activity 2.2.3.3: Produce a Draft Operational Framework and Training Plan for NEMA and NDMD including organizational	Deliverable 2.2.3.3: One Draft Operational Framework and Training Plan for NEMA and

				<p>chart for a disaster management office that include recommendations for staffing.</p> <p>Activity 2.2.3.4: Conduct Pre-workshop evaluation</p> <p>Activity 2.2.3.5: Conduct Two 2-day capacity building Workshop with at least 20 staff (disaggregated by sex) of NEMA and NDMD.</p> <p>Activity 2.2.3.6: Conduct Post-workshop evaluation</p>	<p>NDMD (<i>completed by month 20</i>)</p> <p>Deliverable 2.2.3.4: Pre-workshop evaluation (<i>completed by month 20</i>)</p> <p>Deliverable 2.2.3.5a: Completed two 2-day workshops (<i>completed by month 24</i>)</p> <p>Deliverable 2.2.3.5b: One Finalized Workshop Report including list of staff trained disaggregated by sex (<i>completed by month 26</i>)</p> <p>Deliverable 2.2.3.6: Post-workshop evaluation (<i>completed by month 26</i>)</p>
			<p>Output 2.2.4: Framework to implement an End-to-end Impact based Early Warning Systems completed.</p>	<p>Activity 2.2.4.1: Review the inventory of existing geospatial and hazard datasets and risk maps within SKNGIS.</p>	<p>Deliverables 2.2.4.1: An updated inventory of Multi-Hazard Risk dataset and maps (<i>completed by month 11</i>)</p>
				<p>Activity 2.2.4.2a: Conduct a Capacity Needs Assessment and</p>	<p>Deliverable 2.2.4.2a: One Completed Capacity Needs Assessment and</p>

				Design End-to-End Impact based Early Warning System ⁹	Design for Early Warning System (<i>completed by month 13</i>)
				Activity 2.2.4.2b: Conduct 2 gender-sensitive consultation sessions with at least 20 relevant national, regional and international stakeholders	Deliverable 2.2.4.2b: Completed stakeholder consultations and associated report (<i>completed by month 13</i>)
				Activity 2.2.4.3: Conduct a gender-sensitive half-day validation workshop with key stakeholders including staff of SKNMS, NEMA, NDMD, general public, media, CSOs and academia.	Deliverable 2.2.4.3a: Validation workshop <i>completed by month 14</i> Deliverable 2.2.4.3b: One Finalized Workshop Report including list of staff trained disaggregated by sex (<i>completed by month 15</i>)
				Activity 2.2.4.4: Prepare Action Plan to upgrade SKNMS's Information and communications technology (ICT) systems for effective early warning system	Deliverables 2.2.4.4: One finalized Action Plan for ICT Systems Upgrade (<i>completed by month 16</i>)
			Output 2.2.5: Upgraded Climate	Activity 2.2.5.1: Improve the existing IT systems for climate	Deliverable 2.2.5.1: One Upgraded Climate Data

⁹ This activity develops a comprehensive design for an End-to-End Early Warning System to replace the existing limited ad-hoc system in place.

			Data Repository and enhanced stakeholders and communities understanding climate change, early warnings and emergency response	data and forecast archives (repository).	Repository (<i>completed by month 19</i>)
				<p>Activity 2.2.5.2a: Develop database of stakeholders to be trained on climate change, early warning and emergency response</p> <p>Activity 2.2.5.2b: conduct pre-workshop evaluation.</p> <p>Activity 2.2.5.2c: Create tailored training manuals and materials to train selected stakeholders on climate change, early warning and emergency response with stakeholders</p>	<p>Deliverable 2.2.5.2a: One Finalized Database of stakeholders (disaggregated by sex) (<i>completed by month 9</i>)</p> <p>Deliverable 2.2.5.2b One Pre-workshop evaluation (<i>completed by month 12</i>)</p> <p>Deliverable 2.2.5.2c: Finalized Training manuals and materials based on results of pre-workshop evaluation results (<i>completed by month 12</i>)</p>
				<p>Activity 2.2.5.3: Conduct One gender sensitive 2-day capacity building Workshop/Sensitization session with at least 30 stakeholders, including media/journalist, CSOs, etc., on climate change, early warning and emergency response to improve public awareness.</p>	<p>Deliverable 2.2.5.3a: Completed 2-day workshop (<i>completed by month 18</i>)</p> <p>Deliverable 2.2.5.3b: One Finalized Workshop Report including list of participants</p>

				<p>Activity 2.2.5.4: Conduct Post-workshop evaluation</p>	<p>disaggregated by sex (<i>completed by month 20</i>)</p> <p>Deliverable 2.2.5.4: Post-workshop evaluation (<i>completed by month 20</i>)</p>
				<p>Activity 2.2.5.5: Develop and launch the SKNMS's website to enhance the dissemination of Climatic Data.</p>	<p>Deliverable 2.2.5.5: SKNMS's Website launched and functional (<i>completed by month 20</i>)</p>
			<p>Output 2.2.6: Enhanced decision making related to storms and hurricanes and other climate change risks.</p>	<p>Activity 2.2.6.1: Develop a Digital Storm Surge Model and Climate Change Risk Atlas for St. Kitts and Nevis</p>	<p>Deliverable 2.2.6.1: One finalized Digital Storm Surge Model and Climate Change Risk Atlas (<i>completed by month 22</i>)</p>
				<p>Activity 2.2.6.2a: Host a 2-day Training sessions for at least 10 technical experts within National Meteorological Service, NEMA and NDMD, Department of Physical Planning.</p>	<p>Deliverable 2.2.6.2a: Completed workshop for technical experts within National Meteorological Service, NEMA and NDMD Atlas (<i>completed by month 23</i>)</p>
				<p>Activity 2.2.6.2b: Conduct a post-workshop evaluation</p>	<p>Deliverable 2.2.6.2b: One finalized Post-</p>

					workshop evaluation (<i>completed by month 24</i>) Deliverable 2.2.6.2c: One finalized Workshop Report on training session for National Meteorological Service, NEMA and NDMD Atlas (<i>completed by month 24</i>)
				Activity 2.2.6.3: Develop and disseminate a suite of communications and public awareness products to raise awareness about the Storm Surge Model and Climate Change Risk Atlas	Deliverable 2.2.6.3: Communications and Public Awareness Products developed and disseminated (<i>completed by month 30</i>)
Outcome 2.4: Strategies for transforming and attracting private sector investment for low emissions and resilience developed and being used	No strategic for crowding in private sector investment for climate action.	Strategy developed for crowding in private sector investment for climate action.	Output 2.4.1 Roadmap/action plan to support the crowding -in of private sector investment for climate actions	Activity 2.4.1.1: Organise and conduct a gender-sensitive 2-day capacity building and discussion forum with at least 30 public and private stakeholders with the objective of sensitizing persons on the GCF processes and examining the private sector's potential to unlock GCF resources, thereby contributing to climate actions in St. Kitts and	Deliverable 2.4.1.1a: Completed 2-day capacity building Public/private sector discussion forum (<i>completed by month 12</i>); Deliverable 2.4.1.1b: One finalized report on completed forum

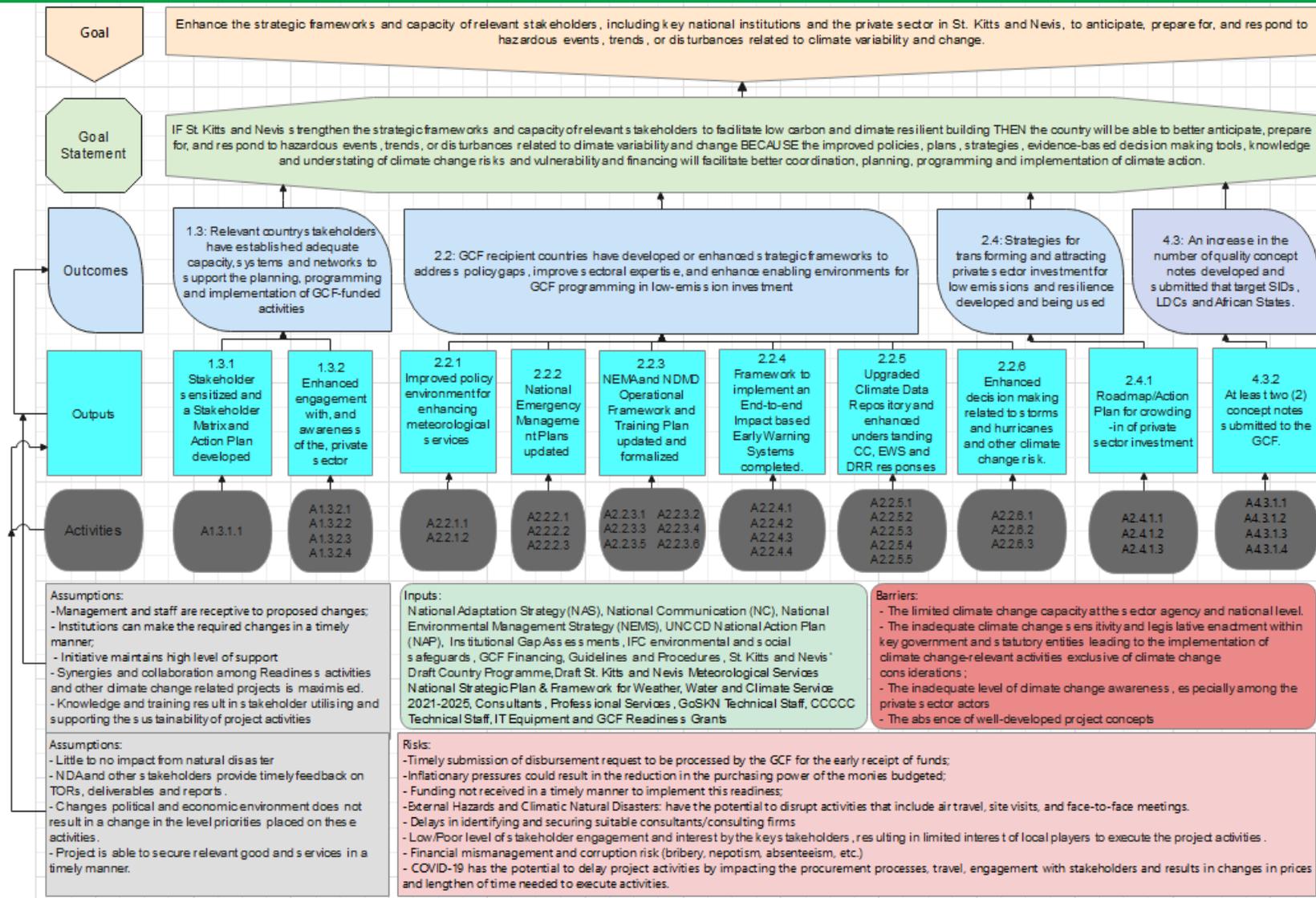
				<p>carbon and climate resilient development with attention given to MSMEs which includes recommendations/roadmap to address the barriers/gaps.</p> <p>Activity 2.4.1.2c: Conduct 2 gender-sensitive consultation sessions with at least 20 relevant national, regional and international stakeholders</p>	<p>private sector investment in low-carbon and climate resilient development with attention given to MSMEs. <i>(completed by month 16)</i></p> <p>Deliverable 2.4.1.2b: One finalized assessment report on barriers/gaps to private sector investment with recommendations for a roadmap showing actions to be taken. <i>(completed by month 18)</i></p> <p>Deliverable 2.4.1.2c: Completed stakeholder consultations and associated report (completed by month 18)</p> <p>Deliverable 2.4.1.3: One Finalized roadmap/action plan to support crowding in</p>
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				<p>Activity 2.4.1.3: Elaborate a roadmap/action plan to support crowding in private sector investments for climate action in St. Kitts and Nevis, based on deliverable 2.4..25b.</p>	<p>private sector investments for climate action in St. Kitts and Nevis. <i>(completed by month 18)</i></p>
<p>Outcome 4.3: An increase in the number of quality concept notes developed and submitted that target SIDs, LDCs and African States.</p>	<p>No concept note has been developed for the private sector in St. Kitts and Nevis.</p>	<p>At least two (2) concept notes, which feature the private sector, developed and submitted to the GCF.</p>	<p>Output 4.3.1: At least two (2) concept notes submitted to the GCF.</p>	<p>Activity 4.3.1.1 Design and launch a call for Project Ideas from national private sector entities aligned with the GCF strategic areas (including the PSF), and national priorities enshrined in National Plans and Strategies including NDCs.</p> <p>Activity 4.3.1.2 Evaluate and prioritise project ideas consistent with the GCF's investment criteria and aligned with national priorities.</p>	<p>Deliverable 4.3.1.1 (a): Completed suite of document for Request for call of projects document including guidelines, templates and evaluation criteria <i>(completed by month 12)</i></p> <p>Deliverable 4.3.1.1 (b): Launched Call for Project ideas targeting national private sector entities <i>(completed by month 12)</i></p> <p>Deliverable 4.3.1.2 (a): Completed Evaluation of project ideas received <i>(completed by month 15)</i></p> <p>Deliverable 4.3.1.2 (b): Finalized report</p>

				<p>Activity 4.3.1.3: Conduct Pre-Feasibility Study for the two selected Project ideas to support the development of the Concept Notes.</p> <p>Activity 4.3.1.4a: Develop at least 2 project concept for the private sector that are aligned to the government's country programme; GCF strategic areas, the Nationally Determined Contributions (NDCs), the Kitts and Nevis Disaster Management Country Work Program and the National Climate Change Adaptation Strategy.</p> <p>Activity 4.3.1.4b: Conduct 3 gender-sensitive consultation sessions with at least 20 relevant national, regional and international stakeholders</p>	<p>containing shortlisted project proponents (<i>completed by month 15</i>)</p> <p>Deliverable 4.3.1.3: Finalized Pre-Feasibility Studies for the two selected Project ideas to support the development of the Concept Notes (<i>completed by month 27</i>)</p> <p>Deliverable 4.3.1.4a: At least two (2) concept notes developed and submitted to the GCF (<i>completed by month 30</i>).</p> <p>Deliverable 4.3.1.4b: Completed stakeholder consultations and associated report (<i>completed by month 30</i>)</p>
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4. THEORY OF CHANGE



It is projected that, in the coming years, extreme weather events will increase in frequency and magnitude due to climate change as such it is important for St. Kitts and Nevis to enhance the strategic frameworks and capacity of relevant stakeholders, including key national institutions and the private sector, to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate variability and change. The key national institutions namely the SKNMS, NEMA and NDMD and the private sector are identified as critical to improved coordination, planning, programming and implementation of climate action in St. Kitts and Nevis.

To this end, this Readiness will enhance the capacity and empower SKNMS, NEMA, NDMD and the private sector to contribute to climate action in SKN. It will deliver instruments to improve the policy and planning environments for provision of hydro-metrological services and disaster management in St. Kitts and Nevis. It will also enhance the provision of climate data and information for decision making. Further, this readiness proposal will build the capacity of the private sector, specifically the MSMEs, to facilitate engagement in climate change adaptation and resilient projects, assess the barriers to private sector investments in climate actions, identify private sector projects that can be developed into concept notes and develop a communication strategy for the private sector.

The importance placed on taking steps to mainstream climate change considerations into their overarching policy, planning and operating frameworks of SKNMS, NEMA and NDMD necessitated the activities outlined in this Readiness that respond directly to the needs for improved climate change capacity at the sector agency and national level, sensitisation and enact legislations within key government and statutory entities to support the development and implementation of climate change related projects and programmes. This Readiness will create the foundation needed to ensure that aforementioned entities assimilates climate change considerations and support decision making, adaptation measures and disaster risk management processes. The Readiness address the following key areas: 1. Hazard, vulnerability and risk assessment and hazard and vulnerability mapping; 2. Climate data and disaster management legislation and policies; 3. Disaster mitigation and response plans; 5. Capacity building, through training, for enhanced decision making and the development of project/programs to address climate change impacts; and, 6. Education and awareness amongst policy maker, technicians, the private sector and other key stakeholders (CSO and journalist).

This Readiness will update the legislative and regulatory framework for the Disaster Management sector to enable SKN to respond effectively to all man-made and natural disasters, particularly those associated with climate change. It will also update the NEMA and NDMD Operational Framework and develop a training plan outlining technical assistance and training needs, staff requirements, standard operating procedures, and staff/volunteer training manuals. Well needed upgrades to the Climate Data Repository is planned and the development of complementary Storm Surge Model, Atlas and Digital Platform will enhance the ability of the SKNMS, NEMA, MDNA and SKNGIS to analyse and evaluate storm surge risk hazards using various scenarios and provide monitoring and issuing warning related to storm surge and flooding. This is important to foster better preparedness and inform evacuation routes when faced with the threat of tropical cyclones. The Project also critically ensures that stakeholders at all level are continuously engaged while taking due consideration to gender issues, and actively contribute to realization of the deliverables and outputs envisioned for this project. This will be achieved through tailored communication strategies, products, training manuals and materials to engage

and involve stakeholders throughout the project and beyond. These activities should result in the following outputs, which are aligned with GCF Outcomes of 1.3 and 2.2:

- i. Stakeholder sensitized and a Stakeholder Matrix and Action Plan developed to support the implementation of the project (Output 1.3.1);
- ii. Improved policy and legislative environment for enhancing meteorological services in the St. Kitts and Nevis (2.2.1);
- iii. National Emergency Management Plans updated to respond effectively to all man-made disasters and natural hazards, particularly those associated with climate change (2.2.2);
- iv. NEMA and NDMD Operational Framework and Training Plan updated and formalized outlining technical assistance and training needs, staff requirements, Standard Operating Procedures, and staff/volunteer training manuals (2.2.3);
- v. Framework to implement an End-to-end Impact based Early Warning System completed (2.2.4);
- vi. Upgraded Climate Data Repository and enhanced stakeholders and communities understanding climate change, early warnings and emergency response (2.2.5); and,
- vii. Enhanced decision making related to storms and hurricanes and other climate change risk (2.2.6).

These outputs will all contribute to development of the concept notes which is associated with Output 4.3.1. However, to realise these outputs the following assumptions must hold:

- Little to no impact from natural disaster
- NDA and other stakeholders provide timely feedback on TORs, deliverables and reports.
- Changes political and economic environment does not result in a change in the level of priority placed on these activities.
- Project is able to secure relevant good and services in a timely manner.

To achieve the desired outcomes from the outputs, the following assumptions are made:

- Management and staff beneficiary organisations are receptive to proposed changes;
- Institutions can make the required changes in a timely manner;
- Initiative maintains high level of support beyond the tangible outputs
- Synergies and collaboration among Readiness activities and other climate change related projects is maximised.
- Knowledge and training result in stakeholder utilising and supporting the sustainability of project activities

Besides delivering tangible adjustments to the overarching policy and operating framework of SKNMS, NEMA and NDMD, this Readiness Proposal includes activities that will build the capacity within the private sector, with consideration for MSMEs. Through this Readiness grant the knowledge and awareness of the private sector will be enhanced to facilitate in-depth understanding of the GCF and its various windows and opportunities. Presently, involvement of the private sector of St. Kitts and Nevis in GCF climate finance related actions is minimal. Contributing to the GCF's Outcome 1.3, 2.4 and Outcome 4.3, this project will deliver the following outputs in support of the private sector:

- i. Enhanced engagement with, and awareness of the, private sector on climate change, GCF and climate finance (Output 1.3.2);

- ii. Roadmap/action plan to support the crowding -in of private sector investment for climate actions (Output 2.4.1); and,
- iii. At least two (2) concept notes submitted to the GCF (Output 4.3.1).

The project will seek to achieve these by carrying out several activities which include (a) engage the private sector through a GCF sensitization forum and project development training; (b) conduct an assessment of the barriers to private sector investments in climate actions; (c) identify private sector project ideas that can be developed into GCF concept notes; and (d) develop a communication strategy. Building capacity in the private sector, particularly the MSMEs to access GCF funding is one of the top priorities of the Government of St. Kitts and Nevis. Further, it is believed that the private sector should always be an active partner in climate change actions. These activities, associated deliverables and subsequent outputs are essential for the private sector to become fully involved and to be effective in responding to climate change in SKN. These outputs are in direct response to the limited climate change capacity and awareness within the private sector to enable greater involvement in climate action including the need to develop bankable projects that respond to the needs of the private sector. However, these barriers will only be overcome and the outputs achieved if there is little to no impact from natural disasters, high private sector response and participation in sensitization sessions and trainings and changes to political and economic environment does not result in a change in the level of priority placed on these activities. Similarly, for the desired outcomes are to be derived from the outputs, the following assumptions must hold:

- the private sector must be receptive to proposed changes and effect these in a timely manner;
- beyond the life of the project, there is continued ownership of, and high level of support for, the outputs;
- there is close collaboration with ongoing Readiness activities such as activities geared towards accreditation of national direct entities and awareness raising activities; and,
- Knowledge and training result in stakeholder utilising and supporting the sustainability of project activities.

The outputs and outcomes of this project will contribute to the overarching goal of enhancing the strategic frameworks and capacity of relevant stakeholders, including key national institutions and the private sector in St. Kitts and Nevis, to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate variability and change. To this end, if St. Kitts and Nevis strengthen the strategic frameworks and capacity of relevant stakeholders to facilitate low carbon and climate resilient building then the country will be able to better anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate variability and change because the improved policies, plans, strategies, evidence-based decision making tools, knowledge and understating of climate change risks and vulnerability and financing will facilitate better coordination, planning, programming and implementation of climate action.

It is important to note that risk highlighted in Section 6.3 must be managed for the effective and efficient implementation of the project activities and realisation of the associated deliverables, outputs and outcomes. Further, in accordance with the logical framework, the implementation of this project will take the necessary measures to ensure that gender and social inclusion considerations, aligned with the CCCCC and national policies, are integrated.

5. BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT PLAN

5.1 Budget plan

Please complete the Budget Plan in Excel using the template available in the [Library](#) page of the GCF website.

5.2 Procurement plan

Please complete the Procurement Plan in Excel using the template available in the [Library](#) page of the GCF website. For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in section 2, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

5.3 Implementation Plan

Please complete the Implementation Plan in Excel using the template available in the [Library](#) page of the GCF website.

5.4 Disbursement schedule

Please specify the proposed schedule for requesting disbursements from the GCF. For periodicity, specify whether it's quarterly, bi-annually or annually only.

Please choose one option among the two below and delete the one that does not apply to you. Please fill in information under brackets:

Readiness Proposal that falls within a Framework Agreement with the GCF

Disbursements will be made in accordance to Clause 4 “Disbursement of Grants” and Clause 5 “Use of Grant Proceeds by the Delivery Partner” of the “Framework Readiness and Preparatory Support Grant Agreement entered into between GCF and Caribbean Community Climate Change Centre on 5 June 2017 as amended by the Side Letter between the GCF and Caribbean Community Climate Change Centre dated 16 September 2020 (“Framework Agreement”).

Readiness Proposal that requires a bilateral Grant Agreement

- Please include an indicative disbursement table showing the expected amounts to be requested and keep to multiples of USD 5,000.
- The first disbursement *amounting* [Choose Currency] [Type the amount] will be transferred upon approval of the readiness request and effectiveness of the Grant Agreement;
- The second disbursement *amounting* [Choose Currency] [Type the amount] will be transferred upon submission of an interim progress report [and audited financial report]¹⁰, in form and substance acceptable to the Fund, [including an audited expenditure statement]; and
- The third disbursement *amounting* [Choose Currency] [Type the amount] will be made upon submission of a completion report and financial report, in form and substance acceptable to the Fund, including an audited expenditure statement.

¹⁰ For second disbursement, audited financial report and audited expenditure statement are only required for readiness and preparatory support proposals expected to last over 12 months.

6. IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

6.1 Implementation arrangements

Please describe how implementation arrangements will be made and how funds will be managed by the NDA and/or the Delivery Partner.

The Delivery Partner, the CCCCC, will be responsible for implementation of the readiness support and will carry out all fiduciary and financial management, procurement of goods and services, monitoring and reporting activities under this proposal in compliance with its internal policies and procedures and with the Framework Readiness and Preparatory Support Grant Agreement entered into with the GCF. The CCCCC will be responsible for the recruitment and selection of consultants, provision of financial and technical oversight services for the outputs, and project monitoring, reporting and evaluation. Further, the CCCCC will report to the GCF in a timely manner and in accordance with its Agreement with the GCF. The CCCCC will also ensure gender and social inclusion considerations are mainstreamed as much as possible into the execution of the project activities. All activities will adhere to the CCCCC's environmental and social safeguards, which includes consideration of the most vulnerable people and a mechanism to adhere to address any grievance that may arise. SKNMS, NEMA, NDMD, SKGIS, selected private sector organizations and other relevant stakeholders will be engaged throughout the project cycle to ensure the NDA, the consultants and the CCCCC can complete the implementation of this project in a timely manner and produce quality deliverables that are set out in the TORs and result in the realisation of the outputs of this Readiness Project.

The Government of St. Kitts and Nevis through the GCF National Designated Authority, working in collaboration with SKNMS, NEMA, NDMD, SKNGIS, St. Kitts and Nevis Chamber of Industry and Commerce, the Small Business Development Centre and the MSMEs in St. Kitts and Nevis, will support the coordination of stakeholders for the implementation of this Readiness Project.

The NDA, SKNMS, NEMA, NDMD and SKGIS will:

- support the development of, review and provide no objections (via email) for TORs and technical specifications for the execution of project activities.
- serve as a member of the technical review and evaluation committee.
- Identify stakeholders and support execution stakeholder consultations.
- coordinate with beneficiaries and provide approval for deliverables.
- review and sign semiannual IPR reports (specific to the NDA).

Project Team from within the Department of Economic Affairs and PSIP (NDA) will play a key role in the support coordination of the execution of the project inception and launch and activities associated with Outputs 2.4.1 and 4.3.1, which support the coordination of private sector actors as well as the development the project section criteria and evaluate provide no objection for the project ideas that are submitted.

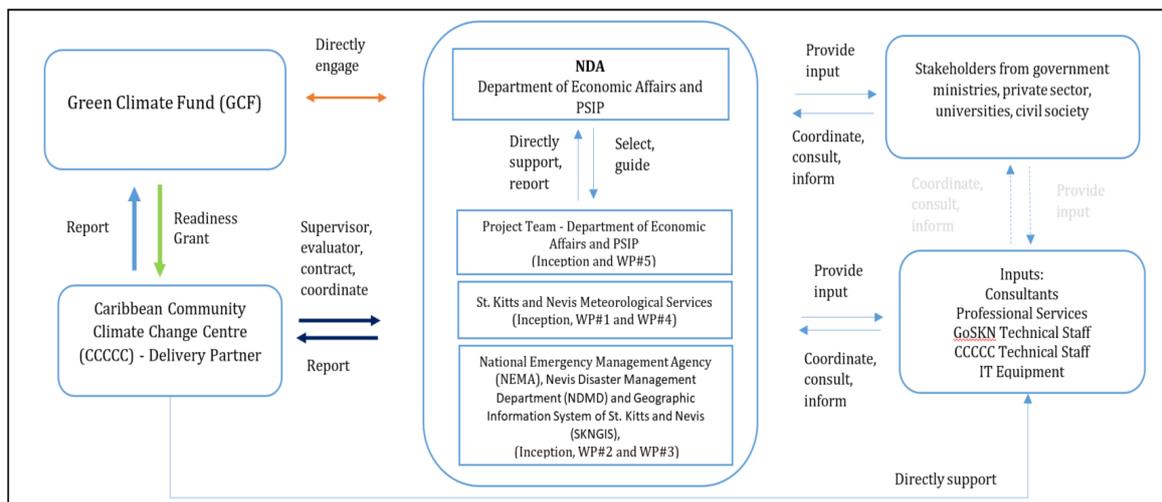
The SKNMS will provide support in the identification of relevant stakeholders that should participate in the inception phase. The SKNMS will also provide oversight for the execution of activities associated Outputs 2.2.1, 2.2.5 and 2.2.6, which is related to the adoption of the National Meteorological Policy and Framework, the upgrade of the Climate Data Repository and Digital Storm Surge Model and Climate Change Risk Atlas for St. Kitts and Nevis. The latter will be executed

in collaboration with the NEMA, NDMD and SKNGIS. The SKNMS and SKGIS will participate in the finalisation of the TORs and the evaluation of potential consulting firms as well as identify and coordinate amongst key stakeholders.

NEMA, NDMD and SKNGIS will also be engaged in the inception phase and provide inputs for activities associated with Outputs 2.2.2, 2.2.3 and 2.2.4. The outputs are related to: (1) updating the National Emergency Management Plans; (2) the NEMA and NDMD Operational Framework and Training Plan; and, (3) the Framework to implement an End-to-end Impact based Early Warning System. The aforementioned entities will support in the finalisation of the TORs and the evaluation of potential consulting firms as well as support the identification and coordination of key stakeholders.

The GCF is responsible for the approval of the Readiness Project and the timely disbursement of financing for the execution of project activities. Once approval is granted for the Readiness Proposal, the GCF shall inform, via a notification letter, the NDA and the CCCCC. The date of such notification of approval by the GCF will be treated as the start date for the project. Subsequent to the notification of approval, the CCCCC will submit a disbursement request and commence the preparation phase of the project. The end date for the project is determined by the duration of the approved project from the date of notification.

This Readiness Project requires collaboration amongst several institutional and community level stakeholders as such continued stakeholder engagement is critical to promote country ownership and support the timely delivery of this project.



*Blue Lines represent reporting, contracting, coordinating, collaboration, supervision, supporting and consulting.

*Green lines represent financial flows)

*Orange line represent the direct engagement between the NDA and GCF

Figure: Implementation and Reporting Structure for the Readiness Project

6.2 Implementation and execution roles and responsibilities

Please briefly describe how the activities will be implemented and outputs delivered by project staff and consultants.

Typically, four key personnel (staff and consultants), namely Project Management Lead, Procurement Officer, Financial Officer and Project Administrative Assistant, are involved in the day-to-day implementation of a readiness proposal. The Project Manager (consultant) to be hired will report to the Project Management Lead and will have day to day responsibility for the project, which includes ensuring that the TORs are developed and liaise with the Procurement Unit to procure goods and services. The Project Manager is also responsible for monitoring consultants and vendors to ensure that good services are being delivered in accordance with their contracts and work closely with the NDAs and other critical stakeholders to garner the necessary information for effective decision making, implementation and monitoring and reporting. In accordance with the Framework Agreement and CCCCC reporting requirements, the Project Manager in collaboration with the Finance Unit prepares monthly and biannual reports. The Finance Unit is responsible for recording all financial transactions associated with the project and commission an annual audit of the project. Similarly, the Procurement Unit provides support in the acquisition and mobilization of resources, human and otherwise, for the execution of projects. The Project Administrative Assistant (consultant) is essential for supporting the Project Manager in carrying out her/his function activities including the preparation of payment memo, procurement requisition, filing and stakeholder engagement. Supporting the staff, are other technical staff Members including Project Development Officers, Communication Specialist and Scientific, Policy and Legal Officers, who are required to aid in the development of terms of references (TORs) and review outputs/deliverables periodically or as is needed.

For the execution of this readiness a National Capacity Development and Communication Consultant to be procured and nested with the NDA's office and will be assigned to support the implementation of this project. The National Capacity Development and Communication Consultant will be contracted to support stakeholder engagement and the dissemination of communication products and conduct and produce all the post-evaluation assessment reports associated with workshops/trainings. This consultant will be placed in the NDA's office and will work in collaboration with the NDA to identify stakeholders and coordinate stakeholder consultations for the entire project and support all capacity building effort including identifying risks and capturing lessons learnt via log. More specifically, this consultant will execute activities 1.3.1.1, 1.3.2.1 and 1.3.2.3. Further, given the monitoring and reporting requirements of the GCF associated with the workshops and training, particularly the post-evaluation assessment reports, this consultant will be given this responsibility. The selected candidate should have:

- minimum a Bachelor's Degree in Public Relations, Political Science, Communication, Journalism, Public Relations, Social Sciences, Development, Planning, Business Administration, communication or a related field.
- proven record of engagement (coordination and working) with national counterparts (including government officials at national and state level and the private sector), partners or donors in at least two (2) previous assignments.
- experience in developing, designing, production and publishing/dissemination/airing of communication products using various media, and organising, and producing major events of regional or international nature;

- experience in developing and managing information sharing, social and knowledge management platforms.
- demonstrate strong track record delivering/organizing workshops and public outreach events in the Caribbean.
- demonstrate experience in the design, monitoring and evaluation of projects and produce associated technical documents

The CCCCC will procure the services of a consulting firm to execute activities that contribute to the improvement of the policy and legislative environment to enhance meteorological services in St. Kitts and Nevis (Output 2.2.1). The consulting firm are expected to have experience conducting institutional Gap Assessments, developing Strategic Plans and institutional and skill-based capacity development, particularly for Met services and demonstrate work experience producing technical and strategic documents, including drafting policy for climate services and disaster risk reduction.

Similarly, to execute Activities 2.2.2.1-2.2.2.3 and, the CCCCC will procure a consulting firm to engage with NEMA and NDMD for the update to the National Disaster Management Plans. The consulting firm is expected to possess:

- Minimum five (5) years' experience conducting institutional Gap Assessments, developing Strategic Plans and institutional and skill-based capacity development.
- experience producing technical and strategic documents, including producing National Disaster Management Plans
- experience in coordination and working with national counterparts (including senior government officials at national and state level), partners or donors.

A consulting firm will also be procured to execute the Activities 2.2.3.1-2.2.3.5 and 2.2.4.1-2.2.4.4, which are associated with NEMA and NDMD Operational Framework and Training Plan and the Framework to implement an End-to-end Impact based Early Warning System. The team is expected to possess:

- experience conducting institutional Gap Assessments, developing Strategic Plans and institutional and skill-based capacity development.
- experience producing technical and strategic documents, including Operational Frameworks and Capacity Development Plans.
- expertise in organizational behavior with emphasis on strategic planning, climate change, planning and management and expertise in financial planning, management, auditing, resource mobilization.

Upgrades to the Climate Data Repository and capacity building effort to enhance stakeholders and communities understanding of climate change, early warnings and emergency response (Activities 2.2.5.1 to 2.2.5.4) will be executed by a Consulting Firm or a consortium. The Consulting Firm or a consortium is expected to possess at least 3 years pertinent experience and proven track record in analyzing climatological data. Experience in IT systems upgrades and database development and maintenance, data quality verification and the transfer of paper-based files into digital medium. The team lead should possess at least a first degree in Meteorology, Atmospheric Sciences, Physical Sciences, Mathematics or related field. The consulting firm or consortium should also demonstrate the ability to mobilize the services of data entry clerks.

To upgrade SKNMS's website to enhance the dissemination of Climatic Data (Activity 2.2.5.5) a consulting firm will be procured. The consulting firm will be required to have at least five years'

experience in programming and CMS development and demonstrate excellent knowledge of graphic design, web sites, including online video publishing, and social media networking and the ability to create innovative and visually appealing design (last three similar assignment).

A consulting firm will be hired to develop a Storm Surge Model and Climate Change Risk Atlas for St. Kitts and Nevis and conduct related training and develop communication products (Output 2.2.6). The consulting firm must demonstrate the following:

- A minimum of 5 years of relevant working experience and expertise in meteorology, oceanography or disaster management
- Executed at least 3 projects related to storm surge modelling within the last 10 years.
- At least 5 years' experience in the mass communications field with a track record of implementing communication actions in the Caribbean.
- Experience working with a cross-section of stakeholders in the non-governmental and public sector in CARICOM Region.

The consulting firm to execute activities 1.3.2.2, 1.3.2.4 and 2.4.1.1-2.4.1.3 should consist of persons having the appropriate professional and academic qualifications and a minimum of five years' relevant experience in project management, environmental science/climate change, and international development. The Team should demonstrate experience working with private sector, particularly Small and Mid-size Enterprise (SME) to develop and implement projects/programmes. Experience developing and implementing private sector project related to climate change would be an asset.

To execute realise Output 4.3.1, the CCCCC will task two Project Development Specialist from within the Programme Development and Management Unit (PDMU) to conduct a pre-feasibility study and develop two concept notes. The selected candidate will have at least a Master's in Project Planning/Development, Development Studies, Finance, Climate Change, Environment Science/Management, Economics or related discipline and proven experience conducting (pre) feasibility study and developing and managing projects/programmes, preferably in the Caribbean and related to climate change.

It is important to note that Consultants will be engaged to execute the approved project activities when the scope of work is beyond the expertise/capacity or time constraints of the CCCCC. Example, so long as there are no time constraints, the CCCCC utilises its existing project management capacity, which has experience in managing GCF Readiness Project, to manage the project as part of a team task with coordinating GCF activities. Further, the CCCCC uses a time and activity tracking system to monitor the amount of time spent and the type of activities performed in the execution of the project by its staff members. Costs are categorized into three cost categories:

1. Direct Operational Costs (DOC) are costs relating to specific technical inputs required to deliver an activity/component;
2. Direct Support Costs (DSC) are the costs of those services that can be attributed to supporting an overall requirement for the execution and management of a project/programme; and,
3. Indirect Support Costs (ISC) are costs that support the execution of the delivery of activities but cannot be directly associated to their implementation.

DSC and ISC are executed in accordance to fee policies of the GCF. Person- days associated with each activity listed above can be found in the budget notes. In accordance with the CCCCC procurement policy, the Centre is an Equal Opportunity Employer and encourages people of diverse backgrounds to apply for jobs and consultancy. Consulting firms are also encouraged to demonstrate this adhere to this. Besides gender and social inclusion, the procurement of goods and services may also factor

economic and environmental considerations that might otherwise be driven strictly by the purchase price.

6.3 Risks and mitigation measures

Risk category	Specific risk(s) / Risk(s) description	Probability of occurrence (low, medium, high)	Impact level (low, medium, high)	Mitigation action(s)	Entity(ies) responsible to manage the risk(s)
Delay in the start of project activities	Timely submission of disbursement request to be processed by the GCF for the early receipt of funds.	low	Medium	GCF-CCCC Framework Agreement is already in place and CCCCC has begun the process of engaging and sensitizing internal project managers of the pipeline to ensure a smooth transition from project development to implementation. During this transition period TORs and other preparatory actions are taken to minimize delays in the implementation of the project	GCF CCCCC
Cost and Market Risk	Inflationary pressures and supply chain interruptions could result in the reduction in the purchasing power of the monies budgeted and availability of the goods.	High	Medium	To mitigate this risk, the CCCCC will hold the funding associated with this readiness in the US dollars. This eliminates how changes in the local currency could affect the funding for the project. To mitigate against inflation, the CCCCC will enter into negotiation with consultants to match the funding available with the required	CCCCC

				activities resulting in outputs and outcomes; however, it is important to note that due to the current state of affairs in the international market access to good and services could be hindered by supply chain issues and inflationary pressures imported. In the event this risk affects the project implementation the CCCCC and NDA will need to engage with the GCF for support and guidance on how to best overcome the challenges faced.	
Financing Risk	Funding not received in a timely manner to implement this readiness.	low	medium	Once funding for this readiness is approved by the GCF, the existing Framework Agreement between the CCCCC and GCF will govern the request for disbursement and disbursement of funding for this readiness. CCCCC will make a request for disbursement in accordance with the Framework Agreement and in a timely manner.	GCF CCCCC
Environmental Risk	External Hazards and Climatic Natural Disasters: St. Kitts and Nevis is geographically located within the Atlantic Hurricane Belt and can be prone to experience climatic extremes. These have the potential to disrupt activities that include air travel, site visits, and face-to-face meetings.	Medium	Medium	To mitigate the potential impacts of climatic natural disasters, activities that will be implemented will take into consideration the hurricane season and as much as possible avoid implementing activities during these periods.	CCCCC NDA

Human Resource/Consultant deficit	Delays in identifying and securing suitable consultants/consulting firms	Medium	Medium	Based on CCCCC experience, the project may experience delays in implementation due to the limited or lack of response to procurement notices. In response to this CCCCC has included a launch period of three (3) months to allow for adequate time to procure the necessary goods and services. Further, the CCCCC will advertise widely and where delays are experienced it will implement activities, where possible, in parallel to compensate for time lapses.	CCCCC
Financial mismanagement and corruption	Financial mismanagement, corruption and money laundering and financing of terrorism risk (bribery, nepotism, absenteeism, etc.)	low	Medium	The CCCCC's procurement rules will be used to source all services required to carry out the activities under this readiness Project. The existing Framework Agreement between the CCCCC and GCF will govern all procurement activities carried out. The CCCCC carries out continuous financial monitoring of activities by all partners, donors, clients and other associates to ensure that all parties are compliant to all Anti-Money Laundering/combating the Financing of Terrorism (AML/CFT) policy. To prevent ML and FT from occurring at a country level, the CCCCC will partner with national bodies to promote the enforcement of	CCCCC

				AML/CFT measures at the national level.	
Low/Poor level of stakeholder engagement	Interest by the key stakeholders, resulting in limited interest of local players to execute the project activities.	Low	Medium	The CCCCC will convene periodic progress update meetings with key stakeholders including the NDA, implementing partners (for this project these include SKNMS, NEMA, NDMD and SKGIS) and or consultants to ensure continuous engagement throughout the project cycle as well as identify and manage the concerns and expectations. The CCCCC will continuously sensitize stakeholders about the importance of their involvement in the project cycle.	NDA, CCCCC
COVID-19	COVID-19 has the potential to delay project activities by impacting the procurement processes, travel, engagement with stakeholders (including surveys, face to face interviews, etc.) and mode to deliver the studies. This could result in changes in prices and lengthen of time needed to execute activities.	High	Medium	The CCCCC has developed a business continuity plan that guides its operations during the COVID-19 pandemic. This includes working from home directives and no travel for CCCCC staff. Consultants hired by the CCCCC are obligated to observe the laws, health advisories and social distancing guidelines of the CARICOM Member States. Virtual means of consultations are encouraged and where possible local consultants are engaged for the execution of activities given challenges with international travel. The budget and timeframe are adjusted to account for potential delays;	CCCCC NDA Consultants Other Stakeholders

				<p>however, the CCCCC, within the confine of its accreditation, will reallocate budgetary resources as is needed to execute all activities. This and other adaptive management arrangements are important for dealing with supply chain issues and inflationary pressure induced by the impact of COVID-19. The NDA will provide guidance to the CCCCC, consultants and other stakeholders on the Government of St. Kitts and Nevis guidelines that govern the execution of activities.</p>	
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6.4 Monitoring

The CCCCC, as Delivery Partner, is responsible for the implementation of the activities set out in this Project Proposal; however, to ensure country ownership and sustainability, where applicable, it is important that all activities are implemented in collaboration and consultation with the Government of St. Kitts and Nevis through the NDA. The NDA, working closely with the CCCCC and consultants, will be responsible for identifying stakeholders and facilitate the coordination of stakeholder engagement. The NDA will also support the CCCCC in the development of all TORs and provide endorsement of the final TORs as well as serve on the evaluation committee for the selection of consultants. The CCCCC will have all fiduciary responsibility and in accordance with the Framework Agreement between the GCF and CCCCC, the CCCCC will produce a biannually interim progress report (IPR), which will be submitted to the GCF. This IPR will detail both technical accomplishments and financial expenditure at the time of reporting. As per the Standard Operating Procedures of the CCCCC, the project will be audited annually, and this report shared with the GCF and the NDA.

Consultants hired to execute the activities envisioned as part of the readiness will be required to deliver quality deliverables that adhere to the TORs. Further, consultants will deliver close out reports that are important for CCCCC to document the lessons learnt. These are used to develop and maintain a lessons-learnt log, which is an essential part of the CCCCC's reporting requirements to donors, like the GCF. It is also important for improving the operational efficiency of the CCCCC.

CCCCC will conduct periodic review and convene internal meetings to manage and the risk identified in the previous section (Section 6.3), where necessary, make adjustments to optimally implement all activities of this readiness. Periodic internal meetings are essential such that all members are aware of the activities, challenges and risks associated with the project. This is also important for the monitoring of the project and reporting to the GCF in a timely manner. These periodic meetings will include the

Procurement and Finance Units as it is critical that information flows between all parties to allow for the timely procurement of goods, works and services as well as request for disbursements and payment for goods, works and services. The Head of Programme Development and Management Unit (PDMU) will have overarching oversight for all Readiness but there are individual project managers for each Readiness. Additionally, the CCCCC will produce a completion report at the end of the project that will assess the actually deliverables and outputs against those presented in the logical framework presented in Section 3. This report will also be accompanied by the final project financial audit to be completed by an independent and accredited auditor. All reports prepared and submitted to the GCF will be authorized in accordance with the Framework Agreement between the GCF and CCCCC with the endorsement of the NDA.

Equally as important is the need to ensure that the project is collecting sex disaggregated data and applying the correct mix of gender and social inclusive responsive methodologies to collect data. The CCCCC Project Manager and Gender and Stakeholder Specialist will be responsible for monitoring the gender and social inclusion performance during project implementation against the CCCCC's Gender Action Plan and the project's logical framework as well as assess unanticipated impacts on the desired outputs and outcomes. The CCCCC will require in country support to ensure that stakeholder consultations are sufficiently inclusive and incorporates the voice of the most vulnerable.

Given the ongoing COVID-19 outbreak, the CCCCC is continuously monitoring the potential risk to implementation of all Readiness Projects and is reporting these to the NDA and the GCF in a timely manner. This is important to support the adaptive management responses to ensure the continued implementation of the project without delaying for extended periods of time.

6.5 Other Relevant Information

All activities proposed in this Readiness Proposal were informed by strategic actions documented and studies informed by best available data and information at the time the study was being conducted as well as broad stakeholder consultations with the NDA, SKNMS, NEMA, NDMD and SKGIS, the Government of SKN, the Nevis Island Administration and Caribbean Meteorological Organization (CMO). Majority of the studies reviewed have been carried out in the last 5 years as such it assumed that those findings remain relevant SKN. Through a concerted effort by the stakeholders involved in implementation of this Readiness Project, all project activities will be sustained beyond the life of the project. Through the defined ownership and involved capacity building initiatives envisioned as part of this Readiness further outputs and the follow-up programmes/projects will be developed.

As is indicated in the implementation plan in Section 6.1 each of the aforementioned entity will be responsible for the implementation of different Work Packages. This is important as it demarcates ownership of the various processes. The Met Service will be enabled through improved policy and legislative environment and upgraded climate data repository. The Met Service will be supported

by the CMO and CIMH as these enhancements will contribute to the network of National Met Services in the Caribbean, which is coordinated by the CMO. CIMH also provides continuous technical assistance to Met Services in the region and as such will play a pivotal role in ensuring that the SKNMS maintain the highest standard in its functionalities. The NEMA and NDMD will own and be responsible for implementing the National Disaster Plan and operationalizing the Operational Framework and Training Plan. This involves working closely with national stakeholders, such as the Ministry of Finance and SKGIS, and regional stakeholders, such as CEDEMA and CCCCC, to mobilise resources for its implementation. Given that engagement with private sector is in its infancy, the NDA will be responsible delivering the work package related to the private sector. It is envisioned that once the knowledge of the private sector is enhanced, entities in that sector will take ownership of the progress and begin to engage with the NDA and GCF through appropriate accredited entities.

The CCCCC, a regional intergovernmental organization, was established by Heads of Government to coordinate the Caribbean region's response to managing and adapting to climate change in addition to serving as the main repository for regional and national information on climate change. The CCCCC is supporting the people of the Caribbean in their efforts to address the impact of climate variability and change through the provision of timely forecasts and analyses of potentially hazardous impacts of both natural and man-induced climatic changes on the environment, and the development of special programs that create opportunities for sustainable development. Against this background, the Government of Kitts and Nevis approached the CCCCC to support in the development of this readiness project and subsequently serve as the delivery partner. St. Kitts and Nevis is signature to the agreement establishing the Centre as such the CCCCC is responsible for responding to, in accordance with its mandate, the needs of the Government of St. Kitts and Nevis. The entities involved in the implementation of this Readiness Project will have access to the knowledge products developed. The knowledge products will be shared widely and with all stakeholders. The CCCCC as a Regional Hub for climate change information and data will share these knowledge products via its website, social media page and the clearinghouse. These lessons are also logged within the CCCCC to improve the project development and implementation in CARICOM Member States. The CCCCC has developed modules for GCF project development and will build the capacity of the Nominated Entities and the NDA to develop GCF project.

The GSKN is subject to UNSC sanctions. As a democratic State the Constitution of St. Kitts and Nevis (1983) allows for the fundamental right of freedom of speech. In addition, GSKN passed the Freedom of Information Act (2018) which provides Whistleblower Protection under Section 48 and provision for Good Faith Disclosures under Section 49. Currently, Saint Kitts and Nevis is not subject to any United Nations Security Council sanctions.

READINESS & PREPARATORY SUPPORT

BUDGET, PROCUREMENT & IMPLEMENTATION PLAN



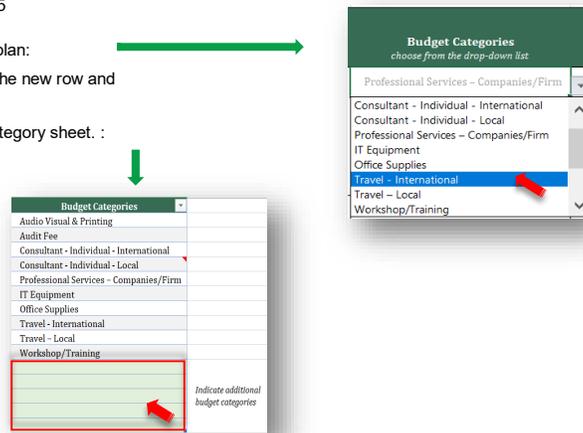
Readiness Grant Budget Preparation Guidelines

This file contains three specific planning tools to complete the supplementary information required when submitting a proposal for Readiness Programme support (including for NAP/adaptation planning):

- Budget plan and accompany Budget notes
- Procurement plan
- Implementation plan

The following considerations are important when completing the budget:

1. Before preparing the Readiness and budget, procurement, and implementation plans, please read the full guidance contained in the Readiness Programme Guidebook, specifically Part III Section 5
2. You can select the appropriate budget categories from the dropdown list in the budget plan:
3. To insert additional rows, right click on the row number below where you wish to insert the new row and choose INSERT.
4. Additional budget categories may be added by manually typing them on the Budget Category sheet. :
5. The Budget Notes sheet should be used to record explanations, further details or cost breakdowns for individual lines



Project Management Cost:

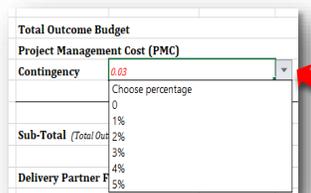
Project management costs (PMC) are the direct administrative costs incurred to execute a project. They should cover only incremental costs incurred due to the GCF contribution. In most cases, these costs are directly related to the support of a dedicated project management unit which manages the day to day execution related activities of the project.

General Principles for PMC costs:

1. The percentage of PMC financed by GCF should not be more than the percentage share of the overall budget financed by GCF
2. PMC budget thresholds: Up to 7.5 per cent of total activity budget.
 - > PMC exceeding 7.5 per cent for the readiness (including NAPs) proposals, and PPF proposals, up to \$ 3 million will require detailed documentation and justification supporting the entire PMC budget.
 - > The PMC should be shown as a separate component in the project budget. A detailed breakdown of PMC should be provided by budget category.
 - > Indicative list of eligible project management costs:
 - > **Project staffing and consultants:** Project manager, Project Assistant, Procurement personnel, Finance personnel & Support/admin. Personnel
 - > **Other direct costs:** Office equipment, Mission related travel cost of the PMU, Project management systems and information technology, Office supplies, Audit cost

Contingency :

1. Select the appropriate % of Contingency Budget from the dropdown list :
2. Contingency budget for unforeseen costs arising during the project implementation should not be included in the outcome budget separately.
3. Contingency budget must be used for any unforeseen programme (output level) cost that is unrelated to implementation/service fee.
4. Any use of contingency must be reported to and agreed by the GCF Secretariat in writing in advance provided with justifications that are acceptable to the GCF
5. If by the end of the grant implementation period, you have not spent Contingency, you may not increase the scope of the project or make any other expenditures using the Contingency.



Budget Categories
Audio Visual & Printing
Audit Fee
Consultant - Individual - International
Consultant - Individual - Local
Professional Services – Companies/Firm
IT Equipment
Office Supplies
Travel - International
Travel – Local
Workshop/Training
Stakeholder Consultation
Bank Charges

Indicate additional budget categories

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Breakdown (per budget category)	Total (per budget category)
Audio Visual & Printing	12,000.00
Audit Fee	3,300.00
Consultant - Individual - International	90,000.00
Consultant - Individual - Local	132,000.00
Professional Services – Companies/Firm	487,000.00
IT Equipment	101,820.00
Office Supplies	-
Travel - International	6,020.00
Travel – Local	-
Workshop/Training	70,000.00
Stakeholder Consultation	10,500.00
Bank Charges	390.00
0	-
0	-
0	-
Total Outcome Budget + PMC	913,030.00

0

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Total Outcome Budget		849,340.00
Project Management Cost (PMC)	7.5% requested	63,690.00
Contingency	1% requested	8,493.40
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Sub-Total (Total Outcome Budget + Contingency + PMC)		921,523.40
Delivery Partner Fee (DP) - Up to 8.5% of the Sub-Total		78,329.49
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Total Project Budget (Total Activity Budget + Contingency + PMC + DP)	\$	999,853.00

Budget Note	Detailed Description
A1	The budget line makes provision for payment to local mediums for the publication of procurement notices and the production of content and communications products associated with the project launch.
A2	National Capacity Development and Communication Consultant to coordinate amongst stakeholders and support the organisation of the workshop for the execution of Activities 1.3.1.1 and deliver workshop report. US\$3,000 per month for two months.
A3	A half day launch and inception workshop to inform stakeholders about the project objectives for at least 30 persons at \$5,000 (venue, catering, training and promotional materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services) for Activity 1.3.1.1
A4	Consulting services to develop communication strategy and products for engaging the private sector budgeted at US\$30,000 lumpsum as well as develop material for, and facilitate 3-day training workshop with the private sector.
A5	National Capacity Development and Communication Consultant to coordinate amongst stakeholders for the execution of Activities 1.3.1.1, 1.3.2.1, and 1.3.2.3. US\$3,000 per month for two months.
A6	\$5,000 (venue, catering, training and promotional materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services) for Activity 1.3.2.2 for a 3-day Training Workshop to build capacity of at least 20 private sector and other stakeholders on climate change, GCF and climate finance as well as GCF concept notes and funding proposals requirements and development.
A7	The budget line makes provision for payment to local mediums for the publication of procurement notices and the production of content and communications products associated at least (6) communication products directed at the engagement with the private sector (Activity 1.3.2.4).
A8	Consulting services to execute activities that contribute to the improve the policy and legislative environment to the enhance meteorological services in the St. Kitts and Nevis (Output 2.2.1). Lumpsum contract of US\$35,000.
A9	Two (2) consultation sessions estimated at US\$500 each (venue, catering, consultation materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services). Virtually meetings will be utilised as the first preference; however, where one on one meetings will be required resources will be made available to support those. These resources will also ensure that necessary platform is available to support the hosting of consultation via the internet.
A10	National Capacity Development and Communication Consultant to coordinate amongst stakeholders for the execution of Activities 2.2.1.1 and 2.2.1.2 and deliver workshop report. US\$3,000 per month for two months.
A11	One half-day workshop (sensitization/validation session) with at least 10 policy makers to present the Draft National Meteorological Policy Framework. The workshop is estimated at US\$5000 (venue, catering, training and promotional materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services). Virtually meetings will be utilised as the first preference; however, where one on one meetings will be required resources will be made available to support those. These resources will also ensure that necessary platform is available to support the hosting of consultation via the internet.
A12	A consulting firm to execute Activities 2.2.2.1-2.2.2.3 budgeted at US\$60,000 (lumpsum).
A13	6 stakeholder consultation sessions with the stakeholders at US\$500 each (venue, catering, consultation materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services). Virtually meetings will be utilised as the first preference; however, where one on one meetings will be required resources will be made available to support those. These resources will also ensure that necessary platform is available to support the hosting of consultation via the internet.
A14	National Capacity Development and Communication Consultant to coordinate amongst stakeholders for the execution of Activities 2.2.2.1-2.2.3.6. US\$3,000 per month for two months. (National Capacity Development and Communication Consultant will support stakeholder coordination, the dissemination of communication products and conduct and produce all the post-evaluation assessment reports associated with workshops/trainings)
A15	Two 1-day workshop with at least 15 relevant stakeholders in each workshop to: (1) validate the recommendations to amended legislation and regulations and (2) validate Update the National Disaster Plan and Nevis Disaster Management Plan. Budgeted at US\$5,000 (venue, catering, training and promotional materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services) each workshop.
A16	A consulting firm to execute Activities 2.2.3.1-2.2.3.5 including the delivery of an Operational Framework and Training Plan for NEMA and NDMD and training to the staff of NEMA and NDMD. Total budgeted at US\$40,000 (lumpsum).
A17	6 stakeholder consultation sessions with the stakeholders at US\$500 each (venue, catering, consultation materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services). Virtually meetings will be utilised as the first preference; however, where one on one meetings will be required resources will be made available to support those. These resources will also ensure that necessary platform is available to support the hosting of consultation via the internet.
A18	Two 2-day capacity building Workshop with at least 20 staff of NEMA and NDMD and One 1-day workshop with at least 15 relevant stakeholders to validate Operational Framework and Training Plan for NEMA and NDMD budgeted at US\$5,000 (venue, catering, training and promotional materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services) each workshop.
A19	Consulting services to execute Activities 2.2.4.1-2.2.4.3 budgeted at US\$40,000 (Lumpsum)
A20	2 stakeholder consultation sessions with the stakeholders at US\$500 each. Virtually meetings will be utilised as the first preference; however, where one on one meetings will be required resources will be made available to support those. These resources will also ensure that necessary platform is available to support the hosting of consultation via the internet.
A21	National Capacity Development and Communication Consultant to coordinate amongst stakeholders for the execution of Activities 2.2.4.1-2.2.4.3. US\$3,000 per month for two months.
A22	A half-day validation workshop with key stakeholders including staff of SKNMS, NEMA, NDMD, general public, media, CSOs and academia budgeted at US\$5,000.
A23	Consulting services to execute Activities 2.2.5.1-2.2.5.4 budgeted at US\$72,000 (Lumpsum)
A24	IT Equipment lumpsum US\$81,510 including laptops and docking stations (6) at \$3,500/unit, Office 365 Software (5) at \$150/licence, Adobe Acrobat Pro - PDF Editing Software (5) - \$300/licence, Rapid Scanners (2) at \$1000/unit, External Hard Drives (5) at \$150/unit, Laptop Bags (6) at \$120/unit, HDMI Cables (3) at \$30/unit, Protectors (10) at \$30/unit, Network switch (1) at \$1500, Network Attached Storage (NAS) (3) at \$1,800, Server (3) at \$15,000 and Commercial Multi-Function Photocopier Machine \$2500
A25	One 2-day capacity building Workshop/Sensitization session with at least 30 stakeholders, including media/journalist, CSOs, etc, on climate change, early warning and emergency response to improve public awareness budget at US\$5,000 and 2-days Training sessions for at least 10 technical experts within National Meteorological Service, NEMA and NDMD, Department of Physical Planning budget at US\$5,000.
A26	Consulting services budgeted at US\$30,000 to Upgrade SKNMS's website to enhance the dissemination of Climatic Data (Activity 2.2.5.5).
A27	National Capacity Development and Communication Consultant to coordinate amongst stakeholders for the execution of Activities 2.2.5.1-2.2.5.4. US\$3,000 per month for five months. (National Capacity Development and Communication Consultant will support stakeholder coordination, the dissemination of communication products and conduct and produce all the post-evaluation assessment reports associated with workshops/trainings)
A28	Consulting services to Develop a Storm Surge Model and Climate Change Risk Atlas for St. Kitts and Nevis and conduct related training and develop communication products budgeted at US\$120,000 (Lumpsum)

A29	National Capacity Development and Communication Consultant to coordinate amongst stakeholders for the execution of Activities 2.2.5.1-2.2.5.4. US\$3,000 per month for five months. (National Capacity Development and Communication Consultant will support stakeholder coordination, the dissemination of communication products and conduct and produce all the post-evaluation assessment reports associated with workshops/trainings).
A30	IT Equipment lumpsum US\$20,310 including laptops and docking stations (1) at \$3,500/unit, Office 365 Software (1) at \$150/licence, Adobe Acrobat Pro - PDF Editing Software (1) - \$300/licence, Rapid Scanners (1) at \$1000/unit, External Hard Drives (1) at \$150/unit, Laptop Bags (1) at \$120/unit, HDMI Cables (1) at \$30/unit, Protectors (2) at \$30/unit and Server (1) at \$15,000
A31	The budget line makes provision for payment to local mediums for the publication of procurement notices and communications products associated with Activity 2.2.6.3 associated with communications and public awareness products to raise awareness about the Storm Surge Model and Climate Change Risk Atlas.
A32	One 2-day Training workshop for at least 10 technical experts within National Meteorological Service, NEMA and NDMD, Department of Physical Planning budget at US\$5,000 (venue, catering, training and promotional materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services).
A33	National Capacity Development and Communication Consultant to coordinate amongst stakeholders, organise workshops and stakeholder consultation sessions for the execution of Activities 2.4.1.1-2.4.1.3. US\$3,000 per month for two months.
A34	Consulting services to execute Activities 2.4.1.1- 2.4.1.3 budgeted at US\$60,000
A35	A 2-day capacity building and discussion forum with 30 public and private stakeholders. Total budget US\$10,000 (venue, catering, training and promotional materials, local travel and other expenses, internet, workshop equipment (projector, IT, audio), IT support and services).
A36	2 stakeholder consultation sessions with the stakeholders at US\$500 each. Virtually meetings will be utilised as the first preference; however, where one on one meetings will be required resources will be made available to support those. These resources will also ensure that necessary platform is available to support the hosting of consultation via the internet.
A37	Project Development Specialist to develop two (2) concept notes and conduct training and post-workshop evaluation budgeted at 150 man-days at US\$600 per day.
A38	National Capacity Development and Communication Consultant to coordinate amongst stakeholders for the execution of Activities 4.3.1.1-4.3.1.4. US\$3,000 per month for two months(National Capacity Development and Communication Consultant will support stakeholder coordination, the dissemination of communication products and conduct and produce all the post-evaluation assessment reports associated with workshops/trainings).
A39	3 stakeholder consultation sessions with the stakeholders at US\$500 each. Virtually meetings will be utilised as the first preference; however, where one on one meetings will be required resources will be made available to support those. These resources will also ensure that necessary platform is available to support the hosting of consultation via the internet.
A40	Travel for consultants for two trips to facilitate a 2-day capacity building and discussion and forum with public and private stakeholders and data gather mission for concept note development. Estimated at 3 nights per person at US\$420 per night, 2 nights layover at US\$325 (assumed Miami) per night per person and estimated airfare of US\$1,100 per ticket person.
PMC1	Project Manager for 30 months at US\$1,400 per month, which is approximately 3.5-man days per month.
PMC2	Project Administrative Assistant for 30 months at US\$600 per month, which is approximately 4-man days per month.
PMC3	Three (3) audits to be conducted by an independent Auditor.
PMC4	Estimated at bank charges for maintaining project bank account over life and project and closure period.

5.2 Procurement Plan

For goods, services, and consultancies to be procured, please list the items, descriptions in relation to the activities in Section 3, estimated cost, procurement method, relevant threshold, and the estimated dates. Please include the procurement plan for at least the first tranche of disbursement requested below and provide a full procurement plan for the entire duration of the implementation period if available at this stage.

Item	Item Description	Estimated Cost (US\$)	Procurement Method	Thresholds (Min-Max monetary value for which indicated procurement method must be used)	Estimated Start Date	Projected Contracting Date
Goods and Non-Consulting Services						
Audio Visual & Printing	Material for stakeholder engagement such as videos, banners, posters, infographics, social media post, press releases & Ads.	12,000.00	Shopping/Invitation to Quote (ITQ)	<7,500 (individual components/items less than threshold)	March, 2022	N/A
IT Equipment	Laptops and docking stations (5) at \$3,500/unit, Office 365 Software (5) at \$150/licence, Adobe Acrobat Pro - PDF Editing Software (5) - \$300/licence, Rapid	81,510.00	Invitation to Quote (ITQ)	<7,500 (individual components/items less than threshold)	March, 2022	N/A
IT Equipment	Laptops and docking stations (1) at \$3,500/unit, Office 365 Software (1) at \$150/licence, Adobe Acrobat Pro - PDF Editing Software (1) - \$300/licence, Rapid	20,310.00	Invitation to Quote (ITQ)	<7,500 (items less than threshold)	March, 2022	N/A
Bank Charges	Monthly bank charges for maintaining project account	390.00	Direct	<7,500 (items less than threshold)	March, 2022	N/A
Travel - International	International travel (airfare) for facilitators/consultants (2)	2,200.00	Invitation to Quote (ITQ)	<7,500 (items less than threshold)	March, 2022	N/A
Workshop/Training	Validation sessions and training workshop for the execution of project activities. Items to be procured for the execution of the workshops are less than the threshold for competitive bidding as such either shopping or invitation to quote will be used to procure the necessary goods and services. This include venue, catering, consultation materials, equipment, internet, phone calls, software, logistics.	70,000.00	Invitation to Quote (ITQ)	<7,500 (items less than threshold)	March, 2022	
Stakeholder Consultation	32 Stakeholder gender inclusive consultation sessions. Inputs may include venue, catering, consultation materials, equipment, internet, phone calls, software, logistics)	10,500.00	Shopping/Invitation to Quote (ITQ)	<7,500 (items less than threshold)	March, 2022	
Auditor	Audits (3)	3,300.00	Request for Expressions of Interest (REOI)	\$7,500-\$100,000	December 2022, 2023, 2024	January 2022, 2023, 2024
Sub-Total (US\$)		\$ 200,210.00				
Consultancy Services						
Consultant - Individual - Local	National Capacity Development and Communication Consultant to support stakeholder coordination, the dissemination of communication products and conduct and produce all the post-evaluation assessment reports associated with workshops/trainings.	72,000.00	Request for Expressions of Interest (REOI)	\$7,500-\$100,000	March, 2022	April, 2022
Professional Services – Companies/Firm	Consulting services to execute activities 1.3.2.2, 1.3.2.4 and 2.4.1.1-2.4.1.3	90,000.00	Request for Expressions of Interest (REOI)	\$7,500-\$100,000	June, 2022	July, 2022
Professional Services – Companies/Firm	Consulting services to execute activities that contribute to the improve the policy and legislative environment to the enhance meteorological services in the St. Kitts and Nevis (Output 2.2.1)	35,000.00	Request for Expressions of Interest (REOI)	\$7,500-\$100,000	March, 2022	April, 2022
Professional Services – Companies/Firm	Consulting services to execute activities 2.2.2.1-2.2.2.3	60,000.00	Request for Expressions of Interest (REOI)	\$7,500-\$100,000	March, 2022	April, 2022
Professional Services – Companies/Firm	Consulting services to execute activities 2.2.3.1-2.2.3.5 and 2.2.4.1-2.2.4.4	80,000.00	Request for Proposal (RFP)	\$100,000-300,000	June, 2022	July, 2022
Professional Services – Companies/Firm	Consulting services to Upgrade SKNMS's website to enhance the dissemination of Climatic Data (Activity 2.2.5.5).	30,000.00	Request for Expressions of Interest (REOI)	\$7,500-\$100,000	June, 2022	July, 2022
Professional Services – Companies/Firm	Consulting services to execute activities 2.2.5.1-2.2.5.4	72,000.00	Request for Expressions of Interest (REOI)	>\$7,500	June, 2022	June, 2022
Professional Services – Companies/Firm	Consulting services to Develop a Storm Surge Model and Climate Change Risk Atlas for St. Kitts and Nevis and conduct related training and develop communication products (Output 2.2.6).	120,000.00	Request for Proposal (RFP)	\$100,000-300,000	March, 2022	April, 2022
Consultant - Individual - International	Project Development Specialist (2)	90,000.00	Request for Expressions of Interest (REOI)	>\$7,500	September, 2022	October, 2022
Consultant - Individual - Local	Project Manager	42,000.00	Request for Expressions of Interest (REOI)	>\$7,500	January, 2022	January 2022
Consultant - Individual - Local	Project Administrative Assistant	18,000.00	Request for Expressions of Interest (REOI)	>\$7,500	January, 2022	January 2022
Sub-Total (US\$)		\$ 709,000.00				

