

Readiness Proposal

**with the Caribbean Community Climate Change Centre (CCCCC)
for Saint Vincent and the Grenadines**

25 February 2022 | Capacity Building, Pipeline Development and Knowledge Sharing and Learning



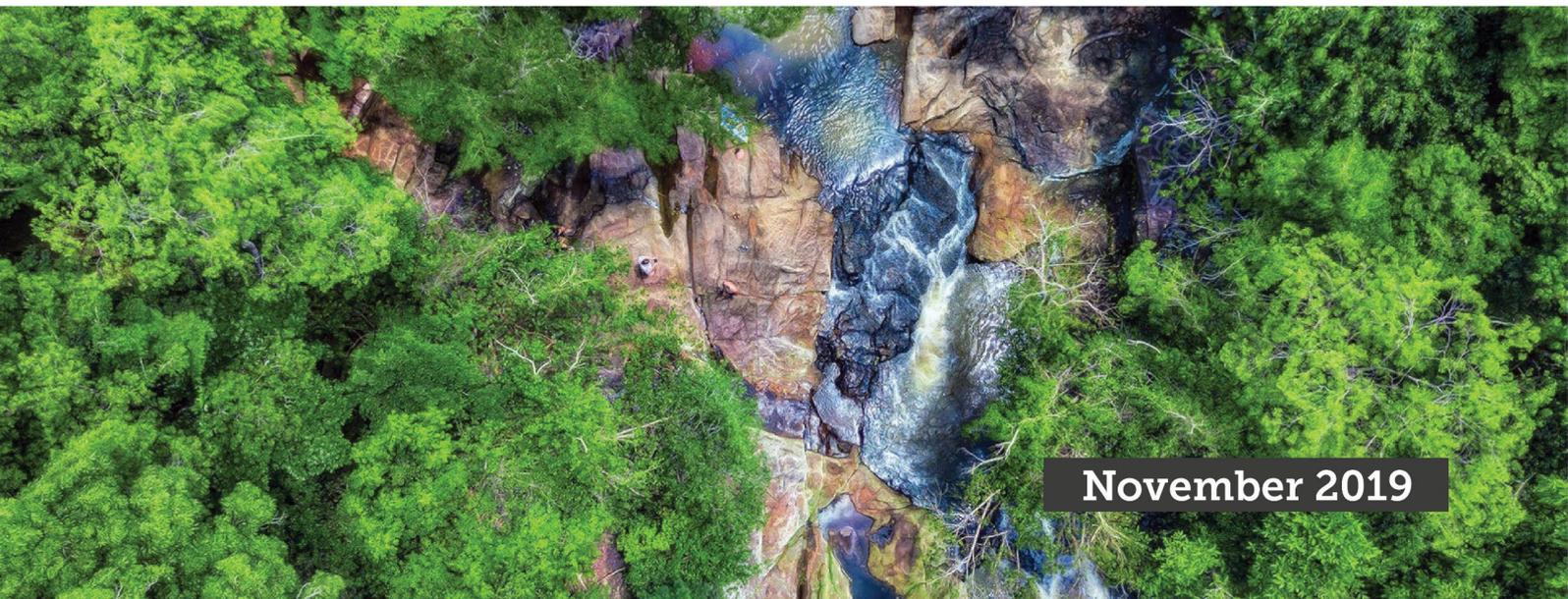
**GREEN
CLIMATE
FUND**

READINESS & PREPARATORY SUPPORT

PROPOSAL TEMPLATE



Proposal title:	Capacity Building to support Institutional Strengthening, Planning, and Programming to enable increased Climate Finance mobilization for Saint Vincent and the Grenadines
Country:	Saint Vincent and the Grenadines [SVG]
National Designated Authority:	Ministry of Finance, Economic Planning and Information Technology
Implementing Institution:	Caribbean Community Climate Change Centre
Date of first submission:	2 June 2021
Date of current submission / version number	7 October 2021 V.02



November 2019

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



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

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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	Country name: Saint Vincent and the Grenadines Name of institution representing NDA or Focal Point: Ministry of Finance, Economic Planning, and Information Technology Name of contact person: Mr. Recardo Frederick Contact person's position: National Designated Authority Telephone number: 1-784-457-1746 Email: cenplan@svgcpd.com Full office address: Ministry of Finance, Economic Planning, and Information Technology 1st Floor Administrative Building Bay Street, Kingstown Saint Vincent and the Grenadines Additional email addresses that need to be copied on correspondences: gmyers@svgcpd.com, nyakkh@gmail.com, rjohn@svgcpd.com, rfrederick@svgcpd.com
1.2 Date of initial submission	2 June 2021
1.3 Last date of resubmission	7 October 2021
1.4 Which institution will implement the Readiness and Preparatory Support project?	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="flex: 1;"> <input type="checkbox"/> National designated authority <input type="checkbox"/> Accredited entity <input checked="" type="checkbox"/> Delivery partner </div> <div style="border: 1px solid #ccc; padding: 2px 5px; font-weight: bold; color: #008000;">Version number</div> <div style="flex: 1; text-align: right;">V.2</div> </div> Name of institution: Caribbean Community Climate Change Centre (CCCCC) Name of official: Mr. Keith Nichols Position: Head Program Development and Management Unit Telephone number: (501) 822-1094/1104 Email: knichols@caribbeanclimate.bz Full office address: 3rd Floor, David McKoy Business Centre, P.O. Box 563, Bliss Parade, Belmopan, Belize Additional email addresses that need to be copied on correspondences: dcain@caribbeanclimate.bz vpeter@caribbeanclimate.bz
1.5 Title of the Readiness support proposal	Capacity Building to support Institutional Strengthening, Planning, and Programming to enable increased mobilization of Climate Finance for Saint Vincent and the Grenadines
1.6 Type of Readiness support sought	<input checked="" type="checkbox"/> I. Capacity building

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

1.7 Brief summary of the request

Saint Vincent and the Grenadines must implement measures to grapple with the myriad challenges of climate change that the country experiences routinely because of being located within the Caribbean chain of islands. Numerous studies, including the IPCC's 5th Assessment Report indicates that the Caribbean is one of the most vulnerable regions in the world to existing and projected impacts of climate change. Over the course of the past few decades SVG like most of the countries in the Caribbean, has been severely affected by the adverse impacts of climate change which has exacted a heavy toll on the economy, ecology and livelihoods of the country. Part of the island's response to the challenge has been to develop a strong national climate change framework and development agenda, inclusive of a National Climate Change Policy, National Climate Change Strategy, a National Adaptation Plan (NAP), a Nationally Determined Contribution and the National Economic and Social Development Plan (2013-2025) among others which together outline a strong proactive climate response agenda.

However, to enable SVG to achieve the goals and objectives set out in that agenda including scaling up investment in adaptation initiatives in line with the resilience building needs of the country, several in-country barriers need to be addressed. This Readiness will address the following specific barriers:

- 1). Inadequate local institutional capacity to support enhanced national adaptation planning and decision making in the country
- 2). Limited capacity in country to produce and use climate change risks data, information and analysis in planning and formulating appropriate adaptation initiatives at the sectoral level
- 3). The absence of a long-range vision and plan for the programming and utilization of readiness resources to support the development of a robust investment pipeline that is responsive to national needs and priorities.
- 4). The limited capacity of the NDA to produce and disseminate suitable knowledge products to raise awareness of and engage multiple stakeholders on climate change related matters in the country and
- 5). Limited experience in country in developing high quality adaptation projects to address the resilience building needs of the country.

This Readiness will address the aforementioned barriers by facilitating/supporting (i) capacity building for the NDA office and pertinent stakeholders (ii) the improved availability and accuracy of data and information for climate forecasting purposes (iii) the development and deployment of a programmatic approach to Readiness financing, (iv) the development of at least two concept notes (iv) increased access to information about the GCF and the procedure to be followed in pursuing access to GCF funds namely the NDA no-objection procedure, and to share lessons learnt among stakeholders, sectors and communities in the country.

Key beneficiaries of this intervention shall include relevant stakeholders- NDA staff, civil servants and other public sector officials in line Ministries and sectors such as agriculture, tourism, water who will have improved access to the services of the NDA, and the end users of climate data and information in the country. Additionally, the private sector, civil society actors such as community organizations, and the public will be targeted as part of a sensitization programme on climate change issues in SVG, the required adaptive actions, how they can contribute positively to community and country resilience, and about the operations of the GCF.

1.8 Total requested amount and currency

USD 700,000

1.9 Implementation period

24 months

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

- Yes
 No

1.11 Complementarity and coherence of existing readiness support

- Yes
 No

Saint Vincent and the Grenadines is the beneficiary of three approved national Readiness grants, and technical assistance from GCF in the form of a technical advisory services consultancy¹ undertaken by Le Groupe-Conseil BAASTEL that looked at local efforts to produce an independent analysis of climate change risks. The island is also the beneficiary of several regional and or multi-country readiness initiatives. The details of how this readiness complements and is coherent with these GCF initiatives and other non-GCF funded climate initiatives is presented in the table below.

¹ Undertaken by Le Groupe-Conseil BAASTEL et al -Capacity Needs Assessment Report (D6) Technical Assistance to Saint Vincent and the Grenadines

TABLE 1: POTENTIAL SYNERGIES WITH PAST/ONGOING INITIATIVES

Project Title: Project Partner/Delivery Partner: Source of Funds:	Date Approved (D): Dollar Value: (\$) Implementation: Status (S):	Areas of complementarity/coherence: Country Programming, NDA Strengthening and Capacity Building
GCF Funded		
Project Title: VCT-RS-01 NDA Strengthening & Country Programming Project Partner/Delivery Partner: N/A Source of Funds: Green Climate Fund	Date Approved (D) :21 Feb 2017 Dollar Value (\$):300,000 Implementation Status (S): Completed	The main objective of VCT-RS-01 was to bolster SVG's readiness to access and receive climate financing mainly through capacity building in the form of initial capacity building support to (i) the office of the FP/NDA which has responsibility for overall coordination of GCF related activities and (ii) the initial strategic framework development activities. This readiness proposes a considerable enhancement on that initial support including digitalization of the NDA function to make it more readily accessible, improvements to climate change modelling, monitoring, analysis and forecasting in the country, and fostering community resilience building among other things.
Project Title: VCT-RS-02 NDA Strengthening & Country Programming & Access to Climate Finance Project Partner/Delivery Partner: CCCCC Source of Funds: Green Climate Fund	Date Approved (D):22 Nov 2019 Dollar Value (\$):627,346 Implementation Status (S): Completed	This readiness has contributed to further strengthening of the capacity of the country to engage with the GCF and others to access climate finance resources, built on the activities, outputs and outcomes of VCT-RS-01 through further development of the NDA mechanism; deepening engagement with stakeholders through consultations designed to promote broad based national support, mainstream gender considerations into the country programme development process and to develop concept notes and proposals to access resources from the GCF and others for the adaptation priorities of the country. This proposed readiness grant will build on the platform and work undertaken with previous readiness VCT -RS-01 and VCT-RS-02 as outlined above.
Project Title: LAC-RS-001 Entity Support for selected CARICOM Member States through the Building Capacity for a Regional Approach to Climate Action in the Caribbean: Caribbean Community Climate Change Centre Project Partner/Delivery Partner: CCCCC Source of Funds: Green Climate Fund	Date Approved (D) :01 Jan 2019 Dollar Value (\$):1,802,657.00 Implementation Status (S): Ongoing	Areas of Complementarity/Coherence CCCCC has developed concept note development modules and is executing project development training across the Caribbean. The project development and sector-specific expert engagement activities are complementary as the beneficiaries of this proposed Readiness grant will benefit from the existing training material and expertise that exist within the CCCCC, which is due largely to LCA-RS-001.
Project Title: LAC-RS-007- Improving Eastern Caribbean Engagement with the Green Climate Fund through the OECS. Project Partner/Delivery Partner: CCCCC Source of Funds: Green Climate Fund	Date Approved (D) :29 Dec 2019 Dollar Value (\$):493,880 Implementation Status (S): Ongoing	This Readiness Project 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 project development and public-private engagement activities present an opportunity for complementarity in the execution of the ongoing initiative, and this proposed Readiness Project.

Project Title: LAC-RS-006 -Caribbean Disaster Emergency Management Agency (CDEMA) Early Warning Systems (EWS) Regional Readiness Project Project Partner/Delivery Partner: CCCCC Source of Funds: Green Climate Fund	Date Approved (D) : 01 Dec 2019 Dollar Value (\$): 1,747,223.00 Implementation Status (S): Ongoing	This ongoing Readiness seeks to provide support for improving regional and national level mechanisms and capacity for achieving climate resilience through advancing Multi-hazard Early Warning Systems (MHEWS). This proposed Readiness complements the ongoing Readiness primarily as it relates to addressing gaps in the planned activities for enhancing the production and utilization of climate change data and information.
Project Title: Resilient Recovery Rapid Readiness Support in St. Vincent and the Grenadines Project Partner/Delivery Partner: FAO Source of Funds: Green Climate Fund	Date Approved (D) : 29 July 2021 Dollar Value (\$): 299,839 Implementation Status (S): Ongoing	This readiness seeks to establish a national strategy or plan to build resilience against the impacts of COVID-19. The strategy developed will contribute towards food security and socio-economic resilience. Emerging from this recovery rapid readiness, concept notes for the agriculture and other key sectors may be developed. This further contributes to the NESDP goals and the prioritization of sectors in the country program.

2. SITUATION ANALYSIS

CURRENT SITUATION OF SVG IN THE CONTEXT OF CLIMATE CHANGE [CAPACITIES TECHNICAL GAPS AND GOVERNANCE FOR CLIMATE CHANGE

2.1 COUNTRY CLIMATE CHANGE CONTEXT

Saint Vincent and the Grenadines is an archipelagic state in the southeastern Caribbean consisting of 32 islets and cays. It has a population of 109,188 (Preliminary Census report, 2012) occupying a total land area of 359 square kilometer. Its geographical coordinates place it in the Caribbean Hurricane Belt². The country has a small open economy which is highly susceptible to external shocks and natural disasters. Production is focused on a narrow range of goods and services most of which are exported, and the country relies heavily on imports to satisfy local demand for consumer and producer goods. The geography, geology and socio-economic circumstances of the island, makes it highly vulnerable to climate related impacts and disasters, which has negatively impacted human health and wellbeing, economic growth and the sustainability of natural resources and the environment. As a Small Island Developing State (SIDS), SVG is beset by varied climate change associated risks, including sea-level rise and coastal inundation, increased impacts from hurricanes, reduction of biodiversity, ocean acidification and coral bleaching; and adverse changes in weather patterns such as changes in intensity and frequency of floods and droughts.

According to the SNC (2015), the sectors that are most susceptible to climate change impacts include agriculture, coastal zones infrastructure, water resources, health, tourism. According to the NAP, "SVG is being negatively impacted by climate change and some sectors have already undertaken vulnerability assessments (e.g., Agriculture and Coastal Zones), which have led to the implementation of some adaptation projects and measures. Civil society organizations are supporting actions to increase resilience in some sectors as well.

However, SVG needs to continue efforts to mainstream Climate Change Adaptation (CCA) in medium to long term planning; improve the coordination of climate change issues; better collect, analyze and share climate change data and information; maintain trained personnel; enforce legislation; and monitor and evaluate (M&E) policies, plans, strategies, projects and actions. Further mainstreaming of gender considerations in the climate change adaptation process is also needed.

² Caribbean Hurricane Belt is an area in the Atlantic, including the Caribbean Sea and Gulf of Mexico that has a high-level tendency to get hit by a hurricane. (Source: Caribbean Hurricane Belt, 2014)

Global climate change projections predict for SVG an increase in the mean air and sea temperature, decreased rainfall in the rainy season, more intense hurricanes of the North Tropical Atlantic and sea level rise (SLR). The implication of these projections is that one can expect a drier and hotter Saint Vincent and the Grenadines with less natural coastal defense structures (mangroves, coral reefs, sand dunes) to buffer more intense and more frequent storm systems. The population segment that is particularly vulnerable are those who live near the poverty line, households managed by single adults, the elderly, persons with disabilities, and people who do not own land.

According to the SNC (2015), if Saint Vincent and the Grenadines is to effectively mitigate and/or adapt to the adverse impacts of climate, there is a need for targeted actions. These actions include, but are not limited to: capacity building, systematic observation and research and data collection; development and implementation of climate change related policies and strategy documents; increased public awareness initiatives including strengthening community-based natural resource management programmes; engendering a cooperative approach to policy implementation among stakeholders; and, establishing a national climate change committee or other coordinating body for climate change. This is expected to lead to better informed decision making at the level of policy and public administration and engender a sustained national effort including increased resource mobilization for the implementation of initiatives to mitigate and adapt to the adverse effects of climate change.

2.2 POLICY AND INSTITUTIONAL FRAMEWORK /CAPACITY FOR CLIMATE CHANGE RESPONSE

Given the need to protect its fragile environment, Saint Vincent and the Grenadines has signed and/or ratified several Multilateral Environmental Agreements (MEAs) including the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC). The island ratified the UNFCCC on December 2, 1996.

The national planning and development framework for SVG is embodied in the National Economic and Social Development Plan (NESDP) 2013-2025, the country's principal planning document which outlines national development priorities and guides public and private sector actions and resource allocation. Goal 4 of the NESDP refers specifically to Climate Change and calls for 'Improving Physical Infrastructure, Preserving the Environment and Building Resilience to Climate Change'. The NESDP also outlines the foundation for the pursuit of sustainable development in SVG through its other strategic goals including re-engineering economic growth; enabling increased human and social development; promoting good governance and increasing the effectiveness of public administration; and building national pride, identity and culture. The NESDP also envisages the continued development and strengthening of national institutions and the improvement of technical and administrative capacity to deal with climate threats. The vision outlined for the country along with the proposed development strategies in the NESDP will, if carefully pursued, lead to balanced, comprehensive, and sustainable development.

Objective 4.10 of the NESDP - which is "to reduce the adverse impacts of climate change" -suggests a few strategic interventions to support sustainable development. These include: i) Increase public awareness with regard to climate change issues; ii) Build resilience to minimize damage to settlement and infrastructure; iii) Minimize damage to beach and shoreline integrity and marine ecosystems; iv) Minimize the negative impact of climate change on agriculture and human health; v) Develop an appropriate legislative and regulatory framework for proper environmental management, and vi) establish institutional systems for responding and mitigating effects of climate change. The climate policy and strategy of SVG is enunciated in the following keynote documents: The Climate Change Policy (2018-2030), The Climate Change Strategy (2019-2030), NDC (2015-2020) and the National Adaptation Plan (2019-2030). The country has also formulated several plans and strategies to build climate resilience countrywide, and to meet its commitments under various regional and international agreements.

The activities of this Readiness will also support objectives and actions identified in the country's National Adaptation Plan to (i) develop an enabling environment for climate change adaptation in the public and private sectors, civil society and academia; (ii) improve the capacity for data and information collection, knowledge management and sharing through the determination of climate risk; and (iii) formulate and implement appropriate adaptation actions that will lead to increased resilience of the most vulnerable segments of the population of SVG.

2.3 READINESS NEEDS- PROBLEM STATEMENT

Despite being routinely impacted by climate change events, SVG has not been able to attract climate change financing to implement major transformative adaptation initiatives commensurate with its level of vulnerability, because of key capacity constraints and deficiencies that need to be addressed including:

- The need to mainstream CCA into the national planning process, and to make the procedures and processes of the NDA office more easily accessible by stakeholders and the public.
- The need to develop the institutional, operational and human resource capacity in the country to support more reliable climate change modelling, analysis and forecasting
- The need for a more strategic and programmatic approach to planning and utilization of Readiness resources in line with the adaptation building needs of the country
- Limited knowledge of the GCF among state and non-state actors
- The need to develop and implement transformative adaptation projects to address major vulnerabilities in the country

2.4 CHALLENGES, BARRIERS AND GAPS

In 2017 SVG embarked on a consultation process to develop a framework to mainstream climate change adaptation (CCA) into the planning and budgeting process of the country, and to support and promote efforts to advance towards a higher level of national adaptation planning. A National Adaptation Plan development process was undertaken in pursuit of that aim, and it identified the following main groups of barriers, constraints and needs:

1. **Poor National Coordination:** This is manifested in the form of (i) Poor institutional coordination and decision-making nationally due to the mandate for climate change being dispersed among several national agencies; (ii) CCA is not sufficiently integrated into medium and long-term planning in the country; (iii) Limited communication and dialogue across government agencies which militates against integration and policy coherence; (iv) Perceived conflict between the country's climate change and development agendas as a result of which the opportunities, potential synergies and the risks of pursuing a conjoined climate change and development agenda are not sufficiently explored and exploited;
2. **Absence of robust data and information to inform CCA planning and decision making:** Lack of data and information on current and projected climate change and socioeconomic scenarios for the archipelago;
3. **Skills Capacity deficiencies:** (i) Uneven distribution of technical skills and knowledge in national institutions- Ministries of the environment, institutions in charge of disaster risk reduction and meteorological offices are the main repositories of climate change knowledge. Awareness and technical skills for climate change adaptation planning including the formulation of appropriate response measures should be more evenly distributed across the various institutions, stakeholders, sectors and experts in the country which is needed to generate more feasible resilience building ideas; This skills gap has been a major constraint on the country's ability to access and mobilize climate funds

To support SVGs efforts to increase capacity to develop and implement appropriately tailored adaptation responses, GCF funded a technical advisory services consultancy³ undertaken by Le Groupe-Conseil BAASTEL to produce an independent analysis of climate change risks, to inform the adaptation and mitigation opportunities and priorities that the country should explore. The consultancy focused specifically on the production of climate change vulnerability and risk analyses and adaptation planning recommendations for the two key economic sectors of agriculture and tourism. BAASTEL assessed the capacity of stakeholders in SVG to produce and use climate change risks data, information, and analysis to formulate adaptation initiatives in those sectors. BAASTEL's assessment **identified and confirmed key capacity gaps in relation to climate change data and information at the individual, organizational and institutional levels:**

Individual capacity gaps: technical skills and stakeholder awareness-raising: Overall there is limited expertise in climate change adaptation among the different stakeholders in SVG. As noted by BAASTEL, "Public institutions have weak technical skills in (i) producing and updating climate change-related data, information, and analysis on a regular basis (ii) in modelling and interpreting climate data, and (iii) undertaking vulnerability and economic impacts assessments of the effects of climate change. There is also limited capacity to tailor and adapt available information to end-users' needs, as well as to identify the appropriate channels and formats to disseminate that information to end-users and the general population'.

³ Undertaken by Le Groupe-Conseil BAASTEL et al -Capacity Needs Assessment Report (D6) Technical Assistance to Saint Vincent and the Grenadines

The private sector in particular is a case in point: the adaptation needs of that sector is not being adequately catered to, there is a lack of technical capacity among businesses and more so, there is need for a comprehensive guiding adaptation plan for the private sector. As well, there is as an urgent need for more awareness-raising and capacity strengthening among the private sector in matters of climate change adaptation.

Two consequences of this deficiency are: (a) The dissemination of and access to climate change related information is limited and it does not reach all relevant stakeholders and (b) There is limited use of climate change related information, data and analysis for adaptation planning at the sectoral level

Organizational capacity gaps: insufficient human, financial and material resources: At the organizational level, there is limited human, financial and material resources to produce climate data, information and analyses. There are major deficiencies in the tools and technologies available to collect, store, compile and process climate change-related data. There are major deficiencies in the collection, storage and processing of data relating to climate change – the data collected is not climate change focused, which hampers quantitative assessment of the vulnerability of various sectors to inform adaptation efforts both at policy and implementation levels⁴. The country has little or no information on the vulnerability and economic impacts of climate change on the different sectors, on the cost of sectoral adaptation actions and no forward-looking analysis of the cost of inaction or prospective climate change and socioeconomic scenarios.⁵

Also, there are weakness' in the national hydro-meteorological network system, which needs to be improved to allow for the production of more accurate forecasts and reliable climate projections.

Institutional capacity gaps – insufficient coordination mechanisms: At the institutional level, the country does not have an institution that is responsible for doing climate modelling or the human resources capacity to undertake that function. At the present time there is no centralized information management, monitoring and evaluation system on climate change, and further there is a dearth of clear protocols for sharing of information between governmental institutions. Limited implementation and monitoring of adaptation measures is one consequence of this deficiency.

BAASTEL's findings above corroborates those of The Second National Communication (2015) which identified capacity building needs in key areas related to climate change. The findings are also in line with the results of the National Capacity Self-Assessment (NCSA) conducted in 2005 pertaining to cross-cutting and sectoral issues. The resources of this Readiness grant will contribute to addressing the deficiencies and gaps identified above during the National Adaptation Planning process, which were corroborated and confirmed by the BAASTEL Consultancy. Addressing these barriers will lead to improved national adaptation planning and the mainstreaming of climate change adaptation into the planning and development processes of the country.

2.5 COMPLEMENTARY INITIATIVES

The activities and outputs of this Readiness will (i) respond to national capacity needs and constraints, (ii) contribute towards an holistic approach to national adaptation planning and implementation as enunciated in the National Climate Change Policy and Strategy, and the National Adaptation Plan of the Country and (iii) build on and advance activities undertaken as part of previous Readiness in a manner that maintains consistency and complementarity with the defined national vision for addressing the myriad problems of climate change in the country.

The first readiness, VCT-RS-001 was approved November 14, 2017 and was completed on September 30, 2019. It focused on strengthening the capacity of the National Designated Authority (NDA) or Focal Point (FP) and developing a strategic framework for engagement with the GCF including addressing several factors challenging the NDA's ability to effectively perform its role of coordinating GCF matters in St Vincent and the Grenadines.

⁴ IICA (2014): Vulnerability Assessment of the agricultural sector.

⁵ Baastel (2020): Climate Vulnerability and Economic Risk Assessment of the Impact of Climate Change on Agriculture and Tourism (D2&d4) Saint Vincent and the Grenadines

The second Readiness VCT-RS-002 was approved November 22, 2019 and is earmarked for completion on May 31, 2022. It is contributing to further strengthening of the capacity of the country to engage with the GCF and other institutions to access climate finance. It builds on the activities, outputs and outcomes of VCT-RS-001 through further development of the NDA mechanism; deepening of the engagement with stakeholders through consultations designed to promote broad based national support, mainstreaming of gender considerations into the country programme development process, and development of concept notes and eventually funding proposals seeking to access resources from the GCF.

The provisions of this readiness grant will build on the activities and outputs of previous through:

- **Digitalization of the process, procedures, and systems of the NDA office-** this will be done via the establishment of a multi-functional digitalized system online to allow access to the process, procedures and systems of the NDA office. Through this digitalized system or hub, all of the services and transactions offered by NDA Office, most of which were established and implemented under previous readiness grants VCT-RS-01 and VCT-RS-02, will now be hosted online. This will contribute to enhanced accessibility to the services of the NDA office including the no-objection procedure, and hosting of knowledge sharing and training events among others. The availability of these functions online through a simple user-friendly interface will ensure increased transparency and efficiency in the performance of the No-objection function.

The knowledge and information products developed under previous readiness grants including the operational guidelines and the NDA Toolkit; and flyers with information on climate finance, the GCF and NDA procedures, will now be made available for use online. This is a very pragmatic approach in line with the “reality of the day” given the constraints imposed by a global pandemic that makes face-to-face contact more difficult. Digitalization will facilitate a move beyond disseminating information through hard copy and will allow the NDA to maintain a more structured, inclusive and transparent process for engaging a broader range of relevant stakeholders.

These stakeholders will include prospective project developers or partners, national stakeholders (public, private, CSOs and NGOs), potential Accredited Entities and other organizations interested in engagements with the GCF and supporting SVG in realizing its climate change ambitions. In summary, the web-based platform will enable digitalization of the NDA services/function to make those services available online thus eliminating the need for face-to-face physical interactions. Some of the key services and functions that will be available initially shall include but is not limited to:

- Serving as a hub for knowledge sharing through on-line learning
- Serving as the platform for future public-private sector partnerships and engagements on GCF matters
- Facilitating Stakeholder engagement with the office of the NDA
- Serving as the medium for providing all required information about the GCF and other pertinent climate change entities/agencies
- Serving as the platform to receive concept notes, funding proposals, Readiness requests and the like for review and appraisal.

To guard against the possibility of over-design, software bloat and the creation of an unduly complex and unwieldy platform the following general principles will inform the initial design and construction considerations: (i) The system will be developed so as to facilitate an iterative and incremental approach to its establishment where both system design and system construction can be undertaken on a modular basis to allow for incorporation of IT specific solutions as need arise and (ii)The system will be benchmarked to existing comparable IT Solutions that are being used elsewhere such as through the GCF Readiness Programme, where NDAs and DP have set out to develop similar IT solutions from which lessons can be drawn.

- **Capacity Building for the NDA Office to increase proficiency and the capacity to carry out its designated function.** There is need for capacity building to enhance the proficiency of the NDA office and to ensure that NDA personnel have the necessary knowledge, the institutional structure and system to be fully effective and efficient in carrying out their role. Furthermore, the services of the NDA must be more easily and transparently available to the rest of the public sector, the private sector, civil society and the general public,
- **Increased awareness of climate change issues in SVG and the role of various institutions in particular the NDA in the response effort.** There is limited information and knowledge products about GCF processes and the no-objection procedure in SVG. Increased dissemination of information about the GCF and the NDA no-objection procedure using the operational guidelines and knowledge products developed under previous Readiness. Consequently, a National Awareness Action Plan and Campaign to increase public awareness of pertinent climate change issues in SVG will be developed and implemented. Which will be available to provide information to guide the development of high-quality proposals that respond to national priorities, policies, and strategies, and align with the requirements set out by the GCF
- **Improved collection, management, analysis, and dissemination of data and information on climate risk, vulnerability and impacts in SVG.**

Robust data and information (both historical and projected) are needed for adaptation planning at the macro and sectoral level and to provide the scientific justification or the climate rationale as it is referred to for GCF project proposals. Data for climate change projects is not readily available and accessible and certainly not in a form that allows for quick and tailored analysis. The Saint Vincent and the Grenadines Meteorological Services Department (SVGMS) is the national entity responsible for the collection, authentication, and storage of meteorological data. There is need to strengthen the nationwide hydrometeorological monitoring network which is maintained by the organization to increase the reliability and accuracy of forecasting under a changing climate scenario. Additionally, there is need to establish a centralized information and research management system on climate change in the country.

SVGMS currently maintains a network of 5 automated and 1 manual weather observing stations throughout the country. However, there is a need to expand the number of weather sensing equipment in the national network to enable more consistent, reliable and accurate measurement of a wider range of climatic parameters such as rainfall, temperature(heat), wind, relative humidity, soil moisture among others. The purpose of such expansion is twofold: (i) to contribute to an improved baseline of climate data and information that can be used now and into the future in an environment in which climatic conditions appear to be variable and constantly changing and (ii) to improve the quality and utility of data and information that is made available to end users in the various sectors and regions of the country to improve resilience decision making. As a complement to the weather stations (weather sensing) in the field there is a need to upgrade the data and forecasting computers in-house.

Quite apart from addressing the data and information deficiencies identified previously and building on the output of previous GCF funded initiatives, this readiness will undertake activities that will contribute to and are prerequisite for a major non-GCF funded project that will come on stream for the MET services namely: The National Strategic Plan and Framework for Weather, Water and Climate Services 2021-2025 which is being financed by the Caribbean Meteorological Organization(CMO) through an Agreement with the World Meteorological Organization (WMO) under the World Bank, Climate Risk Early Warning Systems (CREWS) Caribbean project. An amount of USD 4.7 is being made available for the implementation of this project which is expected to get under way sometime in 2022.

Through this Readiness, an Institutional Restructuring and Human Resource Gap and Needs Assessment of the Meteorological Services of SVG {SVGMS} will be undertaken leading to the development of an Institutional Restructuring and Human Resource Capacity Development Plan for the Meteorological Service. The Plan will layout the strategic direction to strengthen SVGMS' capacity to deliver effective weather, water and climate services which is a major objective of the planned restructuring of the SVGMS' to achieve improved service delivery. SVGMS is seeking to improve the effectiveness of observational data collection, data processing and data sharing capability (including electronic hardware, operating systems, and data analysis software to process and analyze signals) to better serve the needs of stakeholders and the country.

To do so, SVGMS' capabilities must be enhanced by adopting data integration software and data management systems. Monitoring and hazard detection tools in the field must be compatible with the equipment and data integration software in the national office and with global and regional networks. The availability of data processing and visualization software platforms within SVGMS will enable easier and more timely processing of information, promote better understanding of prevailing and upcoming hazards, and ensure a higher forecasting quality in terms of timeliness and accuracy. The ability to collect, store, retrieve, and disseminate information electronically facilitates more effective information exchange, and allows the SVGMS to widely disseminate to the sectors for better response preparation.

SVGMS envisaged that robust communication, dissemination and notification tools should be in place to ensure delivery of impact-based forecasts. This can be achieved by developing infrastructure and processes for three types of communications systems:

- Communication of Earth data observations and hazard detection;
- Communication of technical risk posed by a natural hazard to decision makers and stakeholders with a responsibility in disaster risk reduction for communities;
- Communication with public and local communities.

The Plan will also provide the strategic framework to build and strengthen the capacity of SVGMS and other national entities ensuring that support is coordinated and delivered effectively in partnership with GoSVG, international and regional agencies, private sector stakeholders, donors and technical partner

Additionally, equipment upgrades to the national hydrometeorological monitoring network to be undertaken by this Readiness will increase the accuracy and timeliness of forecast, provide updated forecasts and advisories of climate parameters to support scenario planning in climate-sensitive sectors, and to assist those sectors in the preparation of adequate response plans for ongoing and/or emerging threats. A complementary centralized information management system for the storage and processing of hydro met data will be installed.

- **A programmatic approach to future Readiness implementation.** This readiness grant will develop a strategic action plan for the utilization of Readiness funds which is in keeping with recent declarations from the GCF (under the Readiness and Preparatory Support Programme) encouraging countries to develop and submit multiple-year Readiness Proposals. This approach is also consistent with SVG's resolve to ensure that all readiness funds are programmed and utilized within a national programmatic framework. To contribute to this approach, a comprehensive assessment of the country's readiness needs will be undertaken through a national consultative process inclusive of stakeholder consultations and validation workshops. This is expected to lead to the development of a long-term vision and programmatic approach for the utilization of all readiness funds obtained by the country irrespective of source.
- **Implementation of a National Awareness Action Plan-** under the first Readiness programme a Communication Strategy was developed but has not been implemented due to the absence of an accompanying implementation Plan. However there remains an urgent need

for more awareness-raising in respect of climate change in the country particularly among the private sector and the general public. Using the previously prepared Communication Strategy as a platform, this proposed readiness grant will lead to the development and implementation of a National Awareness Action Plan and Campaign to increase public awareness of pertinent climate change issues in SVG which will include the development and dissemination of tailored and audience-specific communication products via various available communication platforms to inform, educate and to effect positive behavioral change.

In addition to the above, this proposed readiness grant complements the activities and deliverables envisaged and undertaken within the following other Readiness initiatives:

Strategic frameworks support for Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Haiti, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname through CDEMA. The Delivery Partner for this Readiness is Antigua & Barbuda -Department of Environment, Ministry with responsibility for the Environment. The proposal provides support to improve regional and national level mechanisms and capacity for achieving climate resilience through advanced Multi-hazard Early Warning Systems (MHEWS). These Early warning forecast can help support resilience building by enabling national authorities and communities to prepare and evacuate vulnerable areas if needed to prevent loss of life and property.

Entity Support for Belize, Dominica, Haiti, Jamaica, Saint Lucia, Saint Vincent, and the Grenadines through CCCCC. Readiness funding was made available to enhance the Centre's capacity to be able to facilitate and produce an increasing volume of high-quality funding proposals submitted to the GCF on behalf of CARICOM members states.

OBJECTIVES AND ANTICIPATED DELIVERABLES

The overall adaptation objective of SVGs National Climate Change Strategy [NCCS] – which is the centerpiece of the country's climate change resilience framework- is to reduce vulnerability to the impacts of climate change in the country by building adaptive capacity and resilience, especially among the most vulnerable population.

The activities of this proposed readiness grant contribute directly to the stated objective of the NCCS, builds on the outcomes of previous Readiness, and address barriers mentioned previously. The objectives of this readiness grant are to:

1. build capacity within the NDA office to improve operational efficiency and effectiveness
2. improve the collection, management, analysis, and dissemination of data and information on climate risk, vulnerability and impacts in SVG
3. define a strategic programmatic approach for the identification of the Readiness needs of the country and the resources required to address them
4. Increase the number of quality project proposals that are developed in SVG to mobilize resources for priority adaptation action

Outcomes:

To achieve the above objectives, the proposed activities of this Readiness will produce outputs that contribute to four key outcomes of the GCF Readiness and Preparatory Support Programme. These are:

- Outcome 1.1: Country NDAs or focal points and the network systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective

- 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
- Outcome 4.3: An increase in the number of quality project concept notes developed and submitted that target SIDS, LDCs and African states
- Outcome 5.1: Best practices with respect to institutional capacity building and coordination, direct access, and pipeline development are developed and disseminated to strengthen engagement by NDAs, DAEs, and delivery partners with the GCF

Outputs and Deliverables:

This Readiness grant will produce the following Outputs:

- The operation of the NDA Office (the No-objection procedure, website, knowledge sharing and training) will be fully established, digitalized and available to the public online
- Training delivered to NDA personnel and partner stakeholders
- Upgrade of the National Hydrometeorological service and network system to support more reliable climate change modelling, monitoring, analysis and forecasting that will result in improved production and utilization of climate Risk data and information for forecasting, planning and implementation of resilience building initiatives
- A Strategic Action Plan to address SVG's long-term Readiness Needs is developed that enables the country to utilize a longer-term programmatic approach to addressing readiness needs
- Project Development training provided.
- At least two concept notes submitted to the GCF or other Donors. The project initiative - Climate Elucidation for Adaptive Resilience in the Water Sector in St. Vincent and Grenadines (SVG-CLEAR-Water) project is earmarked for further development and will be supported.
- A National Climate Change Awareness programme implemented to improve and enhance public awareness and understanding of climate change issues and the operations of the GCF in Saint Vincent and the Grenadines.

3. LOGICAL FRAMEWORK

Outcomes	Baseline ⁶	Targets	Outputs	Activities (Brief description)	Deliverables ⁷
<p>Outcome 1.1 Country NDAs or focal points and the network/ systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective</p>	<p>The NDA is established and operational with systems such as a No-objection procedure, and some knowledge products which have been developed such as an NDA toolkit, but these are not mainstreamed into the national planning process, neither are they readily accessible by stakeholders</p>	<p>NDA operational mechanism is operating effectively and able to fulfill its roles and responsibilities efficiently through enhanced capacity and a digital platform.</p>	<p>Output 1.1.1 The operations of the NDA Office (processes and procedures) are fully established, digitalized and accessible to the public online with the potential for scale-up for continued GCF engagement, knowledge transfer and reporting on national climate financing mechanisms and investments</p>	<p>Activity 1.1.1(a): Undertake a technical assessment and produce detailed technical designs for the architecture of an appropriate web-based hub/platform to host Saint Vincent and the Grenadines NDA climate change digital platform comprising a website, the hosting of software to perform the No-Objection Procedure function. This Activity will include consultation, with relevant stakeholders.</p>	<p>Deliverable 1.1.1(a): Finalized Designs of the NDA digital platform to include components for the hosting of the No-Objection procedure function, a repository for Climate Change knowledge products (toolkit, Knowledge products), the conduct of knowledge sharing events and training. (By Month 7)</p> <p>A report that documents the Stakeholder Consultation process including articulation of user requirements and priorities will be one of the reports of this component of the assignment.</p>
				<p>Activity 1.1.1(b): Conduct, test and validate Saint Vincent's NDA climate change digital platform based on Deliverable 1.1.1(a) and Activity 1.1.1 (a) inclusive of programming development, launching the website, ensure interoperability, and testing/monitoring of user traffic and acceptability.</p> <p>Activity 1.1.1 (C): Train relevant staff of the NDA office and technical personnel who will be involved in operating and maintaining the website, and in quality control. This</p>	<p>Deliverable 1.1.1(b): Operationalized digital platform compliant with the requirements of Deliverable 1.1.1 (a) and Activity 1.1.1(b) comprising a website, software to perform the No-Objection Procedure and associated knowledge sharing and training. Report with test outcomes, which also highlights the validation results for the website. A programming manual or document of sort for access to the website. (By month 15)</p> <p>Deliverable 1.1.1 (C): Report on the Training conducted. A key deliverable of the assignment is a Manual/Guidebook detailing</p>

⁶ 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.

⁷ 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.

	and the general public.			will be an integral part of the process of testing, validating, and rendering operational the digital portal.	the process of uploading of content and backend maintenance of the portal among other things. (by month 15)
			<p>Output 1.1.2 Capacity of NDA personnel and partner stakeholders strengthened through training and capacity building leading to strengthening of the engagement with the GCF, increased efficiency and effectiveness of the NDA function via the online platform, which will support development of high-</p>	<p>Activity 1.1.2(a): Conduct Pre-evaluation survey on participating stakeholder’s knowledge - Pre-training assessment</p>	<p>Deliverable 1.1.2(a): Report on Pre-evaluation survey on participating stakeholder’s knowledge (by month 9)</p>
				<p>Activity 1.1.2 (b): Develop Training material – training modules for knowledge building and learning sessions whether face to face⁸, virtual or self-paced learning to build knowledge of GCF operational modalities and financial instruments, the GCF results framework and application of digital solutions for effective and transparent NDA operations (linking to output 1.1.1).</p>	<p>Deliverable 1.1.2(b): Finalized Training modules and material available for the conduct of capacity building exercises. (by month 12)</p>
				<p>Activity 1.1.2 (c): Undertake up to five training sessions with NDA staff and personnel from key sectors and stakeholder institutions (public, private sector and civil society utilizing the training modules of D 1.1.2(b) in the operation and use of the new digital system (approx. 60 participants/5 sessions) that will contribute to a more effective and transparent NDA</p>	<p>Deliverable 1.1.2(c): Summary Reports for all training sessions consolidated into one Workshop Report including pre-training evaluations identifying number of persons trained by Gender. (by month 15)</p>

⁸ Where such training is conducted it will be consistent with COVID-19 physical distancing protocols

			quality project proposals	operation. Training will be conducted over 5-month period	
				Activity 1.1.2 (d): Conduct post - evaluation related to Activity 1.1.2 (c) no earlier than 3 months after training	Deliverable 1.1.2(d): Post Evaluation Assessment Report outlining any further capacity development needs (by month 17)
			Output 1.1.3 Strategic Action Plan to address SVG's long-term Readiness Needs incorporating gender-based considerations (women's groups and institutions) endorsed by the NDA	<p>Activity 1.1.3.1 Undertake 5 Stakeholder consultations and Validation Workshops of duration 3 hours per session for approximately 50 participants) and develop a long-term plan and programmatic approach for the utilization of GCF readiness funding based on a long-range vision for the use of the funds including through the execution of Multi-Year Readiness grants.</p> <p>Activity 1.1.3.2: Undertake a comprehensive assessment of Readiness Needs through a national consultative process</p> <p>Activity 1.1.3.3: Develop the Strategic Action Plan</p> <p>Activity 1.1.3.4: Post Event Survey of the Stakeholder Consultations undertaken as Activity 1.1.3.1</p>	<p>Deliverable 1.1.3.1 Stakeholder consultations and Validation Reports, including pre-event survey of participants; including report of post-evaluation survey. The lists of participants should demonstrate a balance of stakeholders (women, civil society and private sector participants) (by month 9)</p> <p>Deliverable 1.1.3.2 A Comprehensive Readiness Needs Assessment Report and Implementation/work Plan (by month 11)</p> <p>Deliverable 1.1.3.3 Strategic Action Plan (By month 13)</p> <p>Deliverable 1.1.3.4: Post- event survey report of the Stakeholder Consultations undertaken as Activity 1.1.3.1 (By month 11)</p>

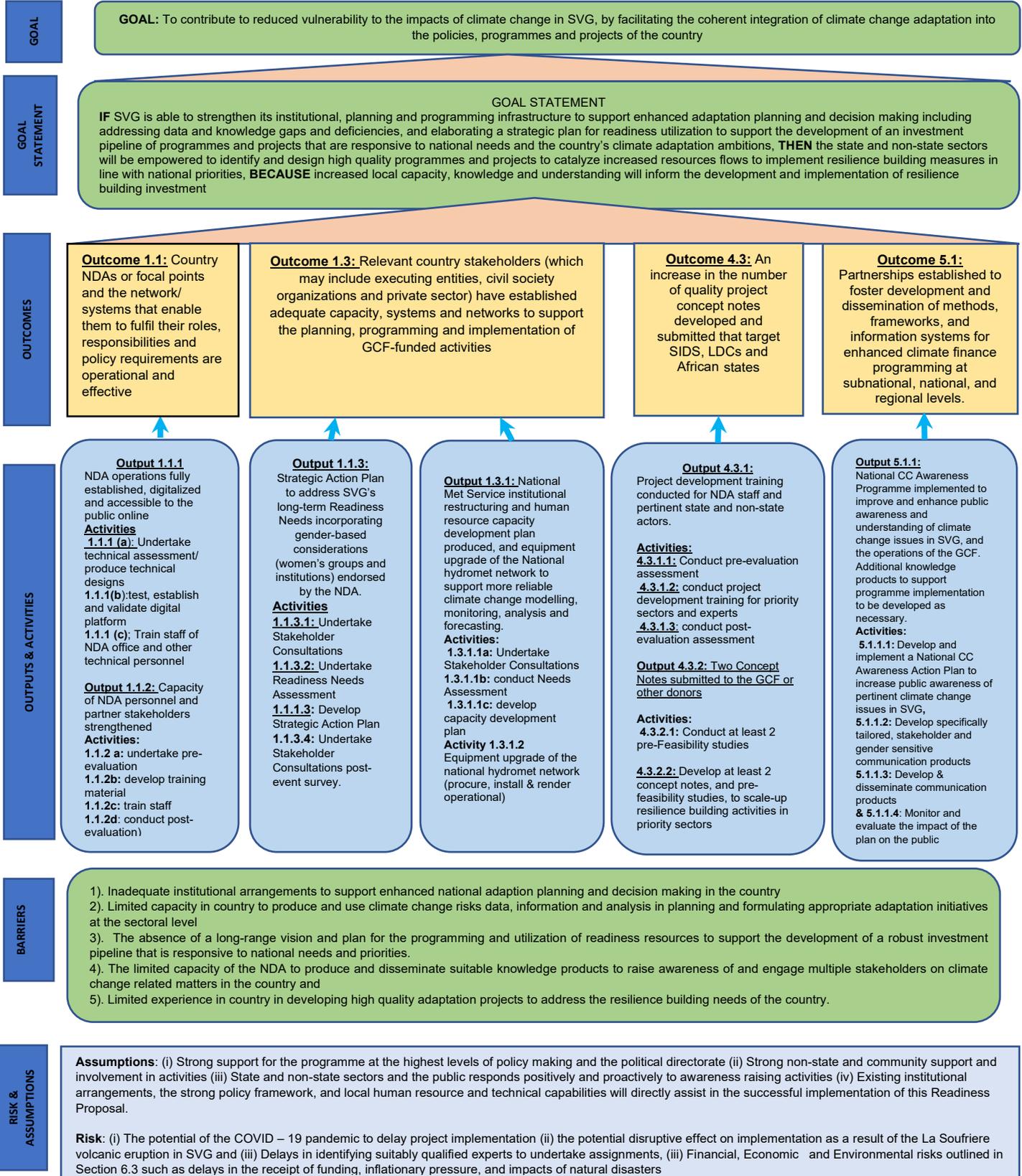
<p>Outcome 1.3: Relevant country stakeholders (which may include executing entities, civil society organizations and private sector) have established adequate capacity, systems and networks to support the planning, programming and implementation of GCF-funded activities</p>	<p>Limited production, analysis and use of climate change risks data & information, in national sectoral adaptation planning and implementation</p>	<p>Improved functioning, more efficient service delivery and products from a restructured Met Service, trained staff, and an improved hydrometeorological monitoring network that is better able to support economic development and national resilience building</p>	<p>Output 1.3.1 National Met Service institutional restructuring and human resource capacity development plan produced, and equipment upgrade of the National hydromet network to support more reliable climate change modelling, monitoring, analysis and forecasting.</p>	<p>Activity 1.3.1.1 (a): Undertake 3 Stakeholder consultations and Validation Workshops of duration 5 hours per session for approximately 40 participants) as part of the process of conducting the institutional and human resource gap and needs assessment of the Meteorological Services of SVG.</p> <p>Activity 1.3.1.1(b): Conduct an institutional and human resource Gap and Needs Assessment of the Meteorological Services of SVG including conduct of pre-evaluation assessment</p> <p>Activity 1.3.1.1 (c): Develop an institutional restructuring and human resource capacity development Plan for the National Meteorological Service.</p> <p>Activity 1.3.1.2: Procure, install and render operational, equipment upgrades including technical training to staff of SVGMS & allied agencies in the equipment upgrade</p>	<p>Deliverable 1.3.1.1(a): A report that describes the Stakeholder Consultation process undertaken, articulates findings, participation by gender and other pertinent considerations (by month 10)</p> <p>Deliverable 1.3.1.1(b): Gap and Needs Assessment Report including pre-evaluation report (by month 11)</p> <p>Deliverable 1.3.1.1 (c): Institutional restructuring and human resource capacity development plan developed (by month 12)</p> <p>Deliverable 1.3.1.2: Report on upgrades to the hydrometeorological monitoring network and the centralized information system (by month 18)</p>
<p>Outcome 4.3: An increase in the number of quality project concept</p>	<p>Saint Vincent and the Grenadines does not have an</p>	<p>At least two concept notes developed and submitted to the</p>	<p>Output 4.3.1 Project development training conducted for NDA staff and other key public sector officials, the private sector, NGOs and other civil</p>	<p>Activity 4.3.1.1: Conduct pre-evaluation assessment.</p> <p>Activity 4.3.1.2: Develop training material and Conduct project development training for specific priority sectors and experts associated with the development of concept note(s). At least 3 workshops targeting</p>	<p>Deliverable 4.3.1.1: pre-evaluation assessment report (by month 5)</p> <p>Deliverable 4.3.1.2: Project Development Workshop Reports, (by month 10)</p>

notes developed and submitted that target SIDS, LDCs, and African states	approved GCF project	GCF or other donors for Saint Vincent and the Grenadines	society actors, and sector experts	at least 90 participants with a strong gender presence. Activity 4.3.1.3: Conduct post-evaluation assessment	Deliverable 4.3.1.3: post-evaluation assessment report (by month 12)
			Output 4.3.2 Two concept notes submitted to the GCF or other Donors	Activity 4.3.2.1: Conduct at least two pre-feasibility studies including the conduct of stakeholder consultation and validation. Activity 4.3.2.2: Develop at least two (2) concept notes, to scale-up activities geared towards building climate resilience in priority sectors. Both the prefeasibility studies and the concept notes will be required to demonstrate understanding of and factor the different roles of men and women in the phases of project conceptualization, design and implementation	Deliverable 4.3.2.1: At least Two Pre-feasibility study(s). The outcome of the stakeholder engagement process will form part of the pre-feasibility study (By months 19 & 22) Deliverable 4.3.2.2: At least two (2) concept notes developed and submitted to the GCF or other donors (By months 19 and month 22)
Outcome 5.1: Best practices with respect to institutional capacity building and coordination, direct access, and pipeline development are developed and	Limited information and knowledge products of GCF processes and the no-objection procedure and limited climate	Increased dissemination of information about the GCF and the NDA no-objection procedure	Output 5.1.1 National Climate Change Awareness Programme implemented to improve and enhance public awareness and understanding of climate change issues in SVG, and the	Activity 5.1.1.1: <u>Develop and implement a National Awareness Action Plan to increase awareness of pertinent climate change issues in SVG</u> Utilize the previously prepared Communication Strategy and the national awareness campaign workplan of activities drafted under VCT-RS-002 as the frame of reference . Sub-activities will include: Activity 5.1.1.2: Develop specifically tailored, stakeholder and gender sensitive communication products	Deliverable 5.1.1.1: National Climate Change Awareness Action Plan developed (by month 12) Deliverable 5.1.1.2: Developed knowledge and Communication products (by month 15)

disseminated to strengthen engagement by NDAs, DAEs, and delivery partners with the GCF	data at the national and sectoral levels		operations of the GCF. Additional knowledge products to support programme implementation to be developed as necessary.	<p>Activity 5.1.1.3: Disseminate communication products via at least one (1) traditional media (including public events), and one (1) digital/ social media platform (including a website)</p> <p>Activity 5.1.1.4: Monitor and evaluate the impact of the campaign on the general public.</p>	<p>Deliverable 5.1.1.3: Reports on media dissemination activities (Reports on activities undertaken at month 17 and 21)</p> <p>Deliverable 5.1.1.4: Evaluation report on the awareness raising programme (by Month 21)</p>
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4. THEORY OF CHANGE

Theory of Change Diagram



THEORY OF CHANGE NARRATIVE

This readiness grant will address the five principal capacity gaps and deficiencies (consistently identified in various analyses of the situation in SVG) that have constrained the ability of SVG to attract the level of financing from the GCF and other dedicated climate financing mechanisms to implement transformative mitigation and adaptation initiatives commensurate with the level of vulnerability of the country. These barriers are:

- 1). Inadequate institutional arrangements to support enhanced national adaptation planning and decision making in the country
- 2). Limited capacity in country to produce and use climate change risks data, information and analysis in planning and formulating appropriate adaptation initiatives at the sectoral level
- 3). The absence of a long-range vision and plan for the programming and utilization of readiness resources to support the development of a robust investment pipeline that is responsive to national needs and priorities.
- 4). Limited experience in country in developing high quality adaptation projects to address the resilience building needs of the country.
- 5). The limited capacity of the NDA to produce and disseminate suitable knowledge products to raise awareness of and engage multiple stakeholders on climate change related matters in the country

Addressing these institutional, technical and human resource barriers will empower national institutions, the private sector, civil society, and communities in SVG to be able to design and implement resilience building investments in line with national priorities. The capacity building measures in this proposal will contribute to a paradigm shift in resource mobilization in the country by addressing capacity constraints in the three work areas identified in the Readiness Guidebook⁹ namely CAPACITY BUILDING WORK AREA (objective 1), , PARADIGM SHIFTING PIPELINE DEVELOPMENT Work area (Objective 4) and KNOWLEDGE SHARING AND LEARNING (Objective 5).

The first barrier to be addressed pertains to the inadequacy of existing institutional arrangements to support enhanced national adaptation planning and decision making in the country. Related to this is the need to mainstream CCA into the national planning process, and to make the procedures and processes of the NDA office more transparent and easily accessible by stakeholders and the public. The barrier will be addressed through Output 1.1.1 and Output 1.1.2, the result being that the operations of the NDA Office (processes and procedures) will be fully established, digitalized and available to the public online. Key activities to be undertaken to realize the end results will include technical assessment and production of detailed technical designs of an appropriate web-based hub/platform to host SVG's climate change digital platform. The finalized platform shall include components for the hosting of the No-Objection procedure function, a repository for Climate Change knowledge products (toolkit, Knowledge products), the capacity to conduct knowledge sharing events and training. The end product, the digital platform will be tested, validated and rendered operational as part of the activities under this Readiness. Personnel of the NDA office and other pertinent stakeholders will receive training in the system to be able to do future content update, maintenance

Alongside the planned infrastructural, process and procedures improvements, staff of the NDA office and pertinent partner stakeholders will - through a process of capacity development – receive training to be better equipped to engage with the GCF on the one hand and local stakeholders on the other.

⁹ Readiness Guidebook Theory of Change Narrative pg 31 and 32

The above should result in significant efficiency and productivity improvements, and the increased effectiveness of the operations of the NDA office. Through the implementation of this component, the readiness grant will boost the capacity of key public sector institutions including the NDA, other public sector agencies, non-state actors such as the private sector and community-based organizations to deliver on national climate change priorities identified in the NAPs, NAPAs, NAMAs, the NDC and climate-resilient development strategies

The second major barrier to be addressed is limited capacity in country to produce and use climate change risks data, information and analysis in planning and formulating appropriate adaptation initiatives at the sectoral level. The need to build/develop the institutional, operational and human resource capacity in the country to support more reliable climate change modelling, monitoring, analysis and forecasting is imperative to support adaptive capacity building, support sectoral adaptation planning, in addition to providing the scientific evidence for a strong climate change rationale for climate change proposals. Robust data and information (both historical and projected) are needed to provide the scientific justification for GCF project proposals or the climate rationale as it is referred to.

Data for climate change projects is not readily available and accessible in SVG and certainly not in a form that allows for quick and tailored analysis. The Saint Vincent and the Grenadines Meteorological Services Department (SVGMS) is the national entity responsible for the collection, authentication, and storage of meteorological data. There is need to strengthen the hydrometeorological monitoring network which is maintained by the organization to increase the reliability and accuracy of forecasting under a changing climate scenario. There is also a need to establish a centralized information and research management system on climate change in the country. Hence the interventions proposed herein, including the conduct of a gap assessment, preparation of an institutional restructuring and human resource capacity development plan for the National Meteorological Service, and installation of equipment upgrade to the hydrometeorological monitoring network to facilitate the analysis and presentation of climate change data in a format that is of increased utility to end users

Planned activities will include Stakeholder consultations and Validation Workshops undertaken as part of the process of conducting the institutional and human resource gap and needs assessment of the Meteorological Services of SVG. A Gap and Needs Assessment Report, an Institutional, Organizational Restructuring Plan and a Human Resource Capacity Development Plan for the National Meteorological Service will be produced. Additionally the national hydrometeorological monitoring network will be upgraded to increase the accuracy of forecasting to ensure the availability of timely, updated forecasts and advisories of climate indicators to support scenario planning in climate-sensitive sectors, to assist sectors with the preparation of adequate response plans for ongoing and/or emerging climate threats, and also to develop a complementary centralized information and research management system for the storage and processing of hydro met data and information among other things.

This readiness grant will make a major contribution to the strategic planning and programming process in the country by addressing the third major barrier namely the absence of a long-range vision and plan for the programming and utilization of readiness resources that will inevitably support the development of a robust investment pipeline that is responsive to national needs and priorities. This will be achieved directly via Outcome 1.1 and Output 1.1.3 which will produce a Strategic Action Plan for the utilization of readiness resources on a long-term basis incorporating gender-based considerations. This Output will contribute towards strengthening SVGs national strategic framework for engaging with the GCF, by developing a long-term vision of readiness use including the execution of multi-year grants to address gaps in climate finance planning.

The programmed long term readiness funds will ultimately be used to define and support the development of the major programmes and projects of the country's resilience building portfolio.

The process to be used in developing the action plan will ensure inclusive participation from key stakeholder institutions and agencies from both the state and non-state sectors.

A major objective of the process will be to ensure that climate change priorities are integrated into the national development planning process.

4). The fourth major barrier that will be addressed is limited experience in country in developing high quality adaptation projects to address the resilience building needs of the country. The ultimate aim of all activities enunciated in this and future Readiness programmes will be to increase the number of quality project proposals developed in SVG to mobilize resources for priority adaptation action. Outcome 4.3 through Output 4.3.1 and Output 4.3.2 are intended to immediately address this fourth barrier and to enhance national systems and processes for identifying feasible projects that will simultaneously meet the adaptation needs of the country and satisfy GCF investment criteria. As part of the process of developing the concept notes, at least three workshops (project development/validation workshops) will be hosted. Project development training will be conducted for priority sectors and experts associated with the development of concept note(s) and project proposals. Coming out of this process at least two high quality (2) concept notes and the related pre-feasibility studies, will be developed to scale-up activities geared towards climate resilience building in priority sectors. For the future, the capacity building that is undertaken is expected to result in an increase in the rate of submission of high-quality concept notes to the GCF and other climate finance institutions.

5). The limited capacity of the NDA to produce and disseminate suitable knowledge products to raise awareness of and engage multiple stakeholders on climate change related matters in the country.

Outcome 5.1.1 will utilize the outputs of previous Readiness VCT -RS-001 and VCT-RS-002 to develop knowledge products and to implement a National Climate Change Awareness programme that will improve knowledge, awareness, and practices among the general populace about the issue of climate change, that will continue beyond the lifespan of this grant.

The activities above are a direct response to the barriers listed and are vital to effect the transformational change that is needed to enhance SVGs climate resilience portfolio which is the basic proposition of the Theory of Change. Achieving the outputs, contributing to the outcomes and ultimately the goal of this project requires that key assumptions hold true in combination with astute management of potential risk. Key Assumptions include: (i) Strong support for the programme at the highest levels of policy making and the political directorate (ii) Strong non-state and community support and involvement in activities (iii) existing institutional arrangements, the strong policy framework, and local human resource and technical capabilities will directly assist in the successful implementation of this Readiness Proposal and (iv) that the general public responds positively and proactively to awareness raising activities. Potential Risks include: (i) the potential of the COVID – 19 pandemic to delay project implementation (ii) delays in identifying suitably qualified experts to undertake assignments, and (iii) the various financial and environmental risk elaborated in Section 6.3 below.

5. BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT PLAN

5.1 Budget plan

5.2 Procurement plan

5.3 Implementation Plan

5.4 Disbursement schedule

Readiness Proposal that falls within a Framework Agreement with the GCF

Disbursements will be made in accordance to *[Clause xx] “Disbursement of Grants”* and *[Clause xx] “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.

Readiness Proposal that requires a bilateral Grant Agreement

- Please include an indicative disbursement table showing the expected amounts to be requested and kept 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

The National Designated Authority (NDA) of Saint Vincent and the Grenadines, the Ministry of Finance, Economic Planning, and Information Technology will lead this project and be responsible for the coordination of stakeholder's input. The NDA's role is critical to the execution of the identified activities and will include (not exhaustive):

- 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 committees.
- Identify all stakeholders and support execution of stakeholder consultations
- coordinate with beneficiaries and provide approval for deliverables.
- Review and sign semiannual interim progress reports

CCCCC, the Delivery Partner, will be responsible for the implementation of the activities under this readiness proposal and will carry out all fiduciary matters (banking, procurement, and hiring an independent auditor to audit the project) and financial management, procurement of goods and services and monitoring and reporting under this proposal in accordance with CCCCC policies and procedures and with 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"). The CCCCC, in collaboration with the NDA of Saint Vincent and the Grenadines, will be responsible for overall execution of the project and for the timely achievement of project results. This includes the recruitment and selection of consultants, provision of financial and technical oversight services for the outputs, and project monitoring, reporting and evaluation. This includes reporting 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 peoples and a mechanism to adhere to address any grievance that may arise.

As defined in the framework agreement between the GCF and the CCCCC, the Head, Programme Development Management Unit (PDMU) will oversee and report on the implementation of this readiness to the GCF. The Head of the Programme Development and Management Unit is responsible for identifying and/or hiring the project staff that will be given the responsibilities to oversee the day-to-day implementation of this readiness grant. The identified or hired project manager will be responsible for the drafting of TORs and contracting; coordinate the financial management; and, report to the Executive Management Team and prepare the IPRs. This project manager reports directly to the Head of PDMU who reports directly to the GCF on matters related to the Readiness. The PDMU will be ably supported by Office of the Executive Director, Finance and Accounting Unit, Science and Policy Unit, Communication and Information Technology Unit, Office Administration and HR Unit. Key experts will be hired as is required for the execution of the activities envisioned for the project.

The NDA will be the point of contact in country for the CCCCC in the implementation of the readiness proposal. The NDA in consultation with the CCCCC will determine the progress of the project with regards to the logical framework, work programme and budget. Additionally, the NDA will collaborate with the CCCCC in ensuring proper financial management and timely reporting on activities. The NDA will also be responsible for maintaining buy-in and support at the highest levels of policy setting and public administration, consistent with its role as the GCF designated authority in the country. CCCCC, in collaboration with the NDA, will be responsible for overall execution of the project and for the timely achievement of project results. The NDA's coordinating role in the implementation of the Readiness will include aiding the CCCCC and consultants in contacting and arranging meetings with key stakeholders. CCCCC, the NDA and other relevant stakeholders will collaboratively prepare draft terms of references (ToRs) for consulting services. All consultants, contracts and deliverables will be vetted, endorsed and or approved by the NDA prior to initiating payments by the CCCCC. This will be facilitated by designated staff of the NDA office who will be critical in providing support for reviewing deliverables and coordinating stakeholder engagements including keeping the relevant stakeholders updated.

CCCCC is required to report to the GCF in a timely manner and in accordance with its Framework Agreement with the GCF. The Framework Agreement mandates the preparation of biannual interim progress reports (IPR) for all Readiness support. This report will detail both technical accomplishments and financial expenditure at the time of submission. The project will be audited annually, and the report shared with the GCF. Additionally, there will be a final report at the end of the project that will be assessed against the activities agreed to in the logical framework. This report will also be accompanied by the final project financial audit to be completed by an Independent and accredited auditor. As is standard CCCCC praxis, all records on this grant will be kept for at least five years for review by the GCF or its authorized bodies after project completion. All reports to be prepared and submitted to the GCF will be authorized in accordance with the Framework Agreement between the GCF and CCCCC and endorsed by the NDA.

After approval of the Grant, a notification letter will be sent by the GCF to the NDA. The date of notification of approval by the GCF will be the start date for project implementation and the end date of the project is determined by the duration of the project from the date of notification.

The prioritization of investments and projects in the context of this readiness grant, will be through a broad-based consultation process with relevant stakeholders, including other potential implementing entities. The project concepts to be developed and submitted to the GCF shall reflect the priorities realized through SVG's coordination mechanism and institutional arrangements, with the participation of other government agencies, as well as representatives from civil society and private sector as the NDA deemed relevant, to ensure chosen priorities are fully aligned with national plans and strategies and includes adequate inputs from consulted stakeholders.

The current state of damage and dislocation in SVG in the aftermath of the volcanic eruption will require a time period for re-building and adjustment in order to return to the level of normalcy of the pre-eruption period. This together with the wide-ranging nature of the planned programme envisaged under this readiness means that an adequate time period should be allowed for implementation of activities.

The diagram below depicts the implementation arrangements for the Grant

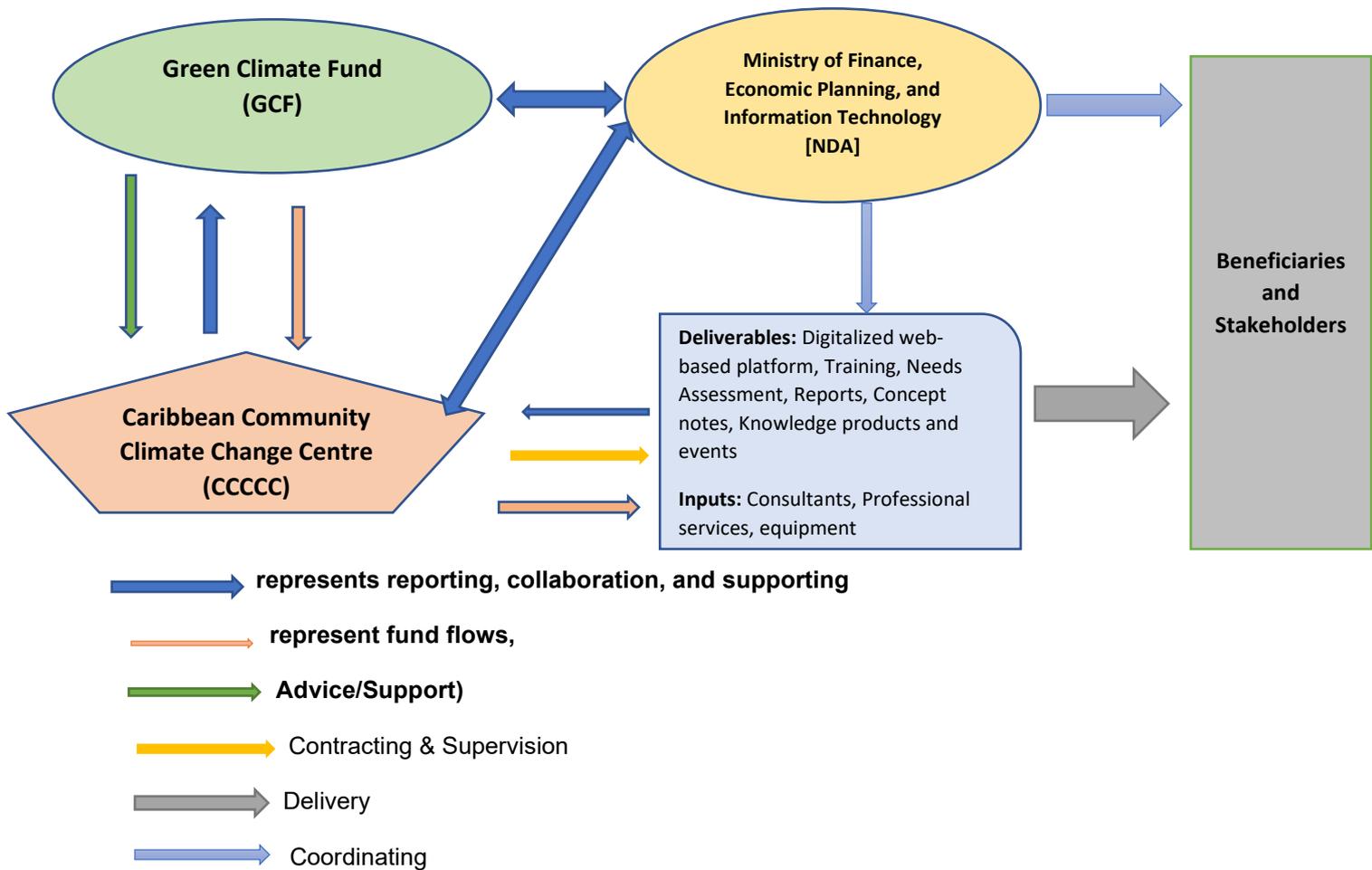


Figure 1 implementation and Reporting Structure for the Readiness

Gender Dimension

Gender equality and social inclusion considerations are integrated into and will be sustained throughout the implementation of this readiness grant in keeping with CCCCCs commitment to carry out its mission and undertake all programmes and projects, in accordance with an established gender policy that ensures a gender-sensitive approach.

The CCCCC gender approach is reinforced by the unwavering commitment and demonstrative actions of the Government of St. Vincent and the Grenadines to promote gender equality and empowerment of women in its policies and programmes. As a starting point a general policy of prohibition of discrimination on the basis of sex is embodied in article 13 of the constitution of the Country and legislation has been passed overtime which seeks to provide relief for women in specific situation where discrimination is perceived to be taking place as for example in the case of maternity leave.

Apart from these constitutional and legislative provisions prohibiting discrimination on grounds of sex, measures have been taken to implement this in practice, and this includes the provision of support services for women who feel they have been victims of discrimination. One avenue has been through the Family Court Act of 1992 where within the province of the Family Court, women can pursue remedies in the protection of their legal rights as mandated by various legislative provisions.

The Gender Affairs Division of the Ministry of National Mobilization, Social Development, Family, Gender Affairs, Youth, Housing and Informal Human Settlement is charged with the responsibility for catering for gender equity, equality and gender mainstreaming continues to provide information and training to women and to the general public on issues related to gender. The Divisions has also instituted a series of interventions overtime aimed at: reducing gender-based violence, poverty, addressing HIV/AIDS, sexual and reproductive health, strengthening legislative reform and gender responsive social policies.

Recognizing that equality in decision- making is essential to the empowerment of women, the Government of St. Vincent and the Grenadines seeks to promote the full and active participation of women in all spheres of public life and believes this is best achieved through educative approaches in partnership with civil society thus creating a level of gender sensitive administration and leadership in senior public life. Overtime this has borne fruit in terms of the high percentage of women in positions of leadership in the political sphere and at the highest levels of public administration, in the judiciary and business. The present Governor General is female, there is a high proportion of female parliamentarians, and Heads of Government Ministries. By virtue of their positions these women are influencing agendas and helping to change the culture of women in politics and leadership in the country.

Financing for gender equality and women's empowerment is also a high priority for the government Through business financing and economic empowerment programs for business enterprises e.g., the Micro and Small Enterprise Loan Programme, which provides concessional financing. Women are said to comprise approximately fifty six percent of recipients/beneficiaries.

Progress on gender-related Outcomes and Outputs will be monitored and reported on to ensure a strong gender dimension to these result areas. Therefore, the target will be to ensure equal percentage participation of women in all organized activities and to ensure that deliverables are gender-sensitive and that the interests of both men and women are considered and represented throughout the implementation of activities. CCCCC will ensure effective gender and social inclusion mainstreaming in line with the CCCCC gender equality policy, and environmental and social safeguards, and the GCF standards on gender equality and social inclusion.

The provisions of this readiness are aligned with the stipulation of the National Adaptation Plan that adaptation options to be implemented should be subjected to a gender analysis and respect agreed-upon social and environmental safeguards. In the design and implementation of activities, clear consideration will be given to the fact that climate change affects different people in different ways, men and women may need to be incentivized differently in order to obtain the optimal participation of all and that persons do not feel marginalized or excluded. For this reason every effort will be made to ensure that people can participate in an environment in which they are comfortable and empowered e.g. (i) Workshops and trainings sessions are to be child-friendly, such as including access to on-site nursery or day care, to enable mothers with young children to fully participate; and (ii) Ensure that equitable provisions for elderly men and women are determined not only by their contribution to the formal wage sector, but also as an understanding of their contribution to the care economy (reproductive work in the home and community), contribution to subsistence agriculture, and participation in the informal economy among others.

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, key staff Members from CCCCC involved in the implementation of a readiness proposal include the Project Management Lead, Procurement Officer, and the Financial Officer. These officials will provide technical back-stopping support during implementation. Additionally other technical staff of CCCCC including Project Development Officers, Communication Specialist and Scientific, Policy and Legal Officers, are required to aid in the development of terms of references (TORs) and review outputs/deliverables periodically or as needed. The Project Manager (consultant) to be hired will report to the Project Management Lead and will have day to day responsibility for the Readiness, which includes ensuring that TORs are developed and for liaising with the Procurement Unit to ensure timely procurement of goods and services. The Project Manager (not a CCCCC staff) 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 for commissioning an annual audit of the project. Similarly, the Procurement Unit is responsible for overseeing the procurement of the resources, human and otherwise, for the execution of the Readiness. The Project Administrative Assistant [not a CCCCC Staff] who will be hired along with the Project Manager is essential to support the Project Manager in carrying out her/his function activities including the preparation of payment memos, procurement requisitions, filing and stakeholder engagement.

For the execution of this readiness the CCCCC will:

- continuously liaise with the NDAs to ensure clear communication and expectations.
- Provide technical guidance to the consultants and pertinent officials of Saint Vincent and the Grenadines.
- Prepare reports as necessary for the NDAs.
- Coordinate and consult with stakeholders.
- Liaise with consultants to ensure delivery of outputs aligned with the TORs.
- Monitor the activities of the consultants and review and comment on outputs of this readiness support project.

On the other hand, the NDAs' office will support the implementation of this project by:

- Liaising with the Project Manager to ensure clear communication between the NDA and CCCCC;
- Providing technical guidance to the CCCCC and consultants;
- Supporting the identification of and facilitating engagement with stakeholders in Member States; and,
- Providing oversight and feedback on consultants' approach and outputs (whether those are national or regional public goods).

To deliver the envisioned outputs, external support will be procured as follows in accordance with the CCCCC procurement guidelines.

WEB-Based IT Systems Design and Operation: To execute Activity 1.1.1.(a & b) Consultants services will be engaged to undertake the detailed technical design, testing and operationalization of a digital no-objection procedure, software and platform aligned to Deliverable 1.1.1(a & b). Train NDA staff and personnel from key sectors and stakeholder institutions in the operation, use and maintenance of the digital system (6 sessions)

Capacity Building Consultancy: Professional firm (specializing in Climate Finance/GCF, knowledge learning and training) to develop online learning modules and conduct up to 6 face to face training of up to 2 days on GCF operational modalities and to build capacity in the operation of the new digitalized no-objection procedure software and platform in output 1.1.1. Train NDA staff and personnel from key sectors and stakeholder institutions in the operation and use of the digital system (6 sessions)

Hydro-Meteorological Services Improvement: Professional services will be procured through a firm/company to execute the Activities 1.3.1.1 and 1.3.1.2, including the conduct of a gap assessment, preparation of an institutional, organization and human resource Capacity Development Plan for the National Meteorological Service, delivery of training to the Met staff and allied agencies in climate change modelling, and the analysis and presentation of

climate change data in a format(s) that is of increased utility to end users and installation of equipment in the hydrometeorological monitoring network to facilitate the analysis and presentation of climate change data in a format that is of increased utility to end users. The team is expected to possess:

- experience conducting institutional Gap Assessments, and institutional and skill-based capacity development, particularly for Met services.
- demonstrated experience in the compilation, analysis and presentation of climate change data
- experience in providing training in climate change data collation and analysis
- experience in coordination and working with national counterparts (including senior government officials at national and state level), partners or donors.

Readiness Needs Strategic Action Plan: Professional services will be engaged to deliver a comprehensive Readiness Needs Assessment and develop an associated Strategic Actions Plan (Activity 2.1.1.1). The selected candidate will be expected to have experience in conducting, and demonstrated in-depth knowledge of, institutional Gap Assessments, developing Strategic Plans and institutional and skill-based capacity development. At a minimum the consultant must have a master's degree in strategic planning, Strategic Management, Business Administration, Economics, Development and Planning, or a related field. Demonstrable experience in climate change, International Development, sustainable development or similar knowledge and expertise of international finance institutions in particular the GCF and in prioritizing readiness capacity needs would be an asset.

Concept Note Development: To execute Activities 4.3.1.1) and 4.3.1.2, Professional Services will be procured to conduct two pre-feasibility study(s) and develop concept notes. The selected firm will have to provide evidence of proven experience conducting pre-feasibility studies and developing projects and programmes preferably in the Caribbean, and geared towards addressing the impacts of climate change.

Communication Specialist: The services of a local consultant will be procured for the execution of Activity 5.1.1. The selected candidate should have:

- minimum Bachelor's Degree in Communication, Journalism, Public Relations, Social Sciences, Development, Planning, Business Administration, communication or a related field.
- At least 5 years' experience in the mass communications field with a track record of communication strategy development and implementation in the Caribbean.
- At least five (5) years of relevant experience in developing, designing, production and publishing/dissemination/airing of communication products using various media, and organizing, and producing major events of regional or international nature;
- Experience in developing and managing information sharing, social and knowledge management platforms.
- Experience producing educational and promotional materials for diverse audiences.
- Demonstrated track record delivering/organizing workshops and public outreach events in SVG and the Caribbean.

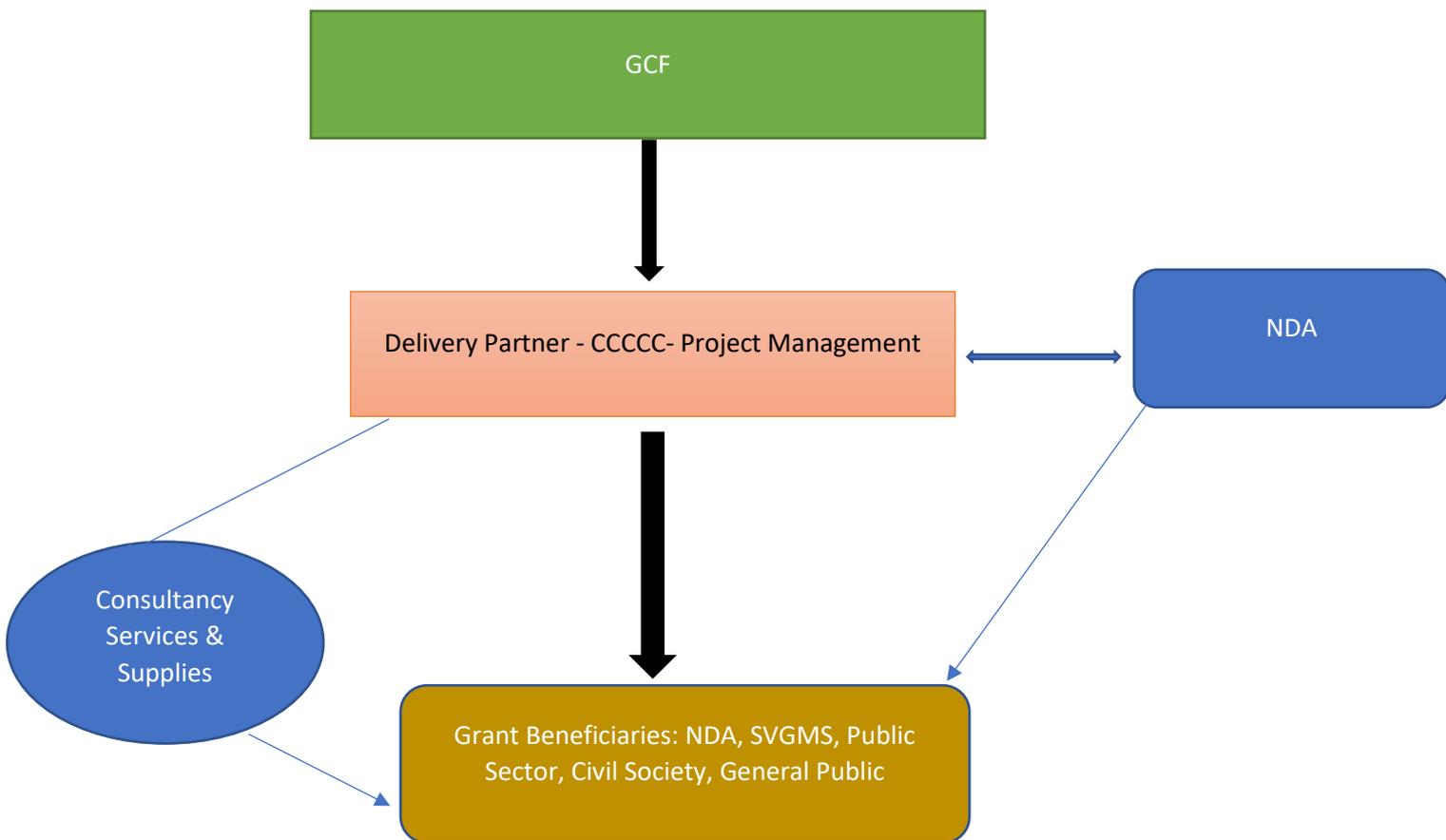
Results Monitoring/Reporting Specialist: Given the monitoring and reporting requirements of the GCF in respect of the conduct of workshops and training, particularly the pre- and post-evaluation assessment reports, Results Monitoring/Reporting Specialist services will be contracted to ensure that these requirements are fulfilled. This service is associated with the production of the pre- and post-evaluation assessment reports associated with Activities 1.1. 2., 1.3.1.1, 1.3.2.1, 1.3.2.2. The consultant(s) contracted to perform this service is expected to possess a first degree or equivalent in the social sciences and must demonstrate experience in the design, monitoring and evaluation of projects and the production of associated technical documents as well as experience in the use of computers and software packages, for analyzing and presenting data from a survey.

The pre- and post-evaluation assessment for Activities 4.3.1.1 and 5.2.1.1 will be done by the consultants engaged to deliver those activities.

To address implementation capacity constraints within the NDA office and among key stakeholders, **Local Consultant Services** will be procured to provide in-country support to the NDA office in the implementation of this grant. This is to include support to the NDA in day-to-day project management activities including reporting, facilitation and regular monitoring of project results and risks, including social and environmental risk. The local Consultants will operate under the direct supervision of the NDA who will have the ultimate responsibility for all outputs and deliverables under the grant. In summary the role and function of the local Consultant in relation to Output 1.1.1, 1.1.2, 1.3.1, 2.1.1, 4.3.1, 4.3.2 and 5.1.1 will include Support in the planning and overall

implementation of the grant working in close collaboration with the CCCCC Project Manager; Working closely with all consultants and other key stakeholders [including the CCCCC, NDA, and counterparts] for the execution of project activities, Providing logistical/event management support for training workshops, awareness sessions and stakeholder meetings; Ensure the accurate recording of all data relevant for operational, financial and results-based monitoring; Facilitate and provide support where necessary for the successful execution of training activities, workshops, and awareness sessions; Ensure that relevant reports on expenditures, forecasts, progress against work plans, are prepared and submitted in accordance with CCCCC and GCF defined procedures; and Support capacity strengthening and GCF Readiness related activities, determined as necessary by the NDA's office and/or CCCCC and which is mutually agreed to between all parties.

Figure 1 Indicative Project Governance Framework for the Readiness



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-CCCCC Framework Agreement is already in place.	CCCCC GCF
	Inflationary pressures could result in a reduction of the purchasing power of budgeted amounts	low	medium	To mitigate this risk CCCCC will hold the funding associated with this readiness in US dollars. This will reduce or otherwise eliminate the likelihood of loss of funds due to adverse movements on foreign exchange. To mitigate against inflation, CCCCC will enter negotiation with consultants to match funding available to require activities.	CCCCC
Financing risk	Funding not received in a timely manner to implement the readiness	low	medium	Once funding is approved by the GCF, the existing Framework Agreement between the CCCCC and GCF will govern the request for disbursement of funding for this readiness. CCCCC will make a request for disbursement in accordance with the Framework Agreement in a timely manner.	GCF CCCCC
Environmental Risk	External Hazards and Climatic Natural Disasters: St. Vincent and the Grenadines is located geographically 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.	High	High	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	Timely identification of suitable consultants and/or consulting firms	medium	medium	Implementation of parallel activities under the project will be used to compensate for time lapses	CCCCC
Financial mismanagement and corruption	Financial mismanagement and corruption risk (bribery, nepotism, absenteeism, Money Laundering /combating the Financing of Terrorism 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	CCCCC

				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	
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. Given changes in results in changes in prices and lengthen of time needed to execute activities.	medium	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; however, the CCCCC, within the confine of its accreditation, will reallocate budgetary allocation as is needed to execute all activities. The NDA will also provide guidance to the CCCCC, consultants and other stakeholders on the Government of St. Kitts and Nevis guidelines that govern the execution of activities.	CCCCC NDA Consultants Other Stakeholders

6.4 Monitoring

The NDA of Saint Vincent and the Grenadines will collaborate with the CCCCC to execute the project. While the CCCCC has responsibility for overall implementation of activities, to ensure strong country ownership and sustainability, all activities are implemented in collaboration with the NDA. The NDA is responsible for coordinating stakeholder engagement and supporting the CCCCC in the development of all TORs and the selection consultants. CCCCC has fiduciary responsibility for project implementation and is answerable to the NDA and the GCF. Consultants hired to execute activities will be required to present close out reports as it is important for CCCCC to document the lessons learnt during project implementation. The CCCCC has developed and is maintaining a lesson learnt log. These lessons learnt are an essential part of the CCCCC's reporting requirements to the GCF and for improving the operational efficiency of the CCCCC.

Adequate timelines are estimated for project activities. CCCCC will conduct periodic review and convene internal meetings to identify potential delays and, where necessary make adjustments to ensure timely implementation of all activities under this Readiness. Periodic internal meetings are essential so that all members are aware of the activities, challenges and risk associated with implementation of planned activities. This is 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 critical that information flows between all parties to allow for the timely procurement of goods, works and services as well as requests for disbursements and payment for goods, works and services.

The Head of PDMU will have oversight responsibility for all Readiness initiatives but there are individual managers for each Readiness. Additionally, the CCCCC will produce a final completion report at the end of the project that will be judged against the logical framework. This report will 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 with the GCF, CCCCC, will produce biannual interim progress reports (IPR). This report will detail both technical accomplishments and financial expenditure at the time of reporting. The project will be audited annually and this report shared with the GCF and NDA.

Given the ongoing COVID-19 Pandemic, the CCCCC will monitor the potential risk to implementation of the project from the pandemic and report these to the NDA and the GCF in a timely manner so as to enable continued implementation of the project and avoid protracted delays arising from the contagion. The Monitoring Plan for this Readiness grant will be consistent with the Monitoring and Reporting Framework for the Country Programme as a whole. Both quantitative and qualitative assessments of the activities will be undertaken as part of the M & E. In collaboration with the NDA and other national stakeholders, CCCCC will develop – for each Activity and its counterpart deliverable(s) – quantitative as well as qualitative indicators that best help to measure progress, and which are relevant to the context of the specific activities and deliverables of the grant. This assessment shall highlight issues that are instructive in terms of lessons learnt, best practices and informing the way-forward. An integral part of the bi-annual reporting process for the grant shall include critical evaluation of the activities that have been undertaken.

Where feasible and practicable the M & E monitoring plan will utilize relevant data and information that is already being collected from other existing M & E systems to ensure synchronization of the Country Programme process and the broader national planning and development process/framework. The CCCCC will collaborate with the NDA to implement the activities under this readiness grant and to ensure that progress towards achieving specified results will be closely and systematically monitored. That will involve monitoring the progress of the project vis-a-vis the objectives and expected outcomes of the logical framework, work programme and budget. Data and information on the financial management aspects will also be included to ensure that all necessary information is provided in a timely manner.

In the case of capacity building activities such as training workshops and others, reports must be prepared capturing the results/outputs of the workshop (e.g., list of stakeholders participating in the meeting, inputs from stakeholders, lessons learnt, conclusions, recommendations, way-forward, etc.), in addition to information on the objectives and content of the workshop.

6.5 Other Relevant Information

CCCCC is the only regional entity mandated by the governments of the Caribbean Community (CARICOM) - including that of Saint Vincent and the Grenadines- to assist the countries in developing and implementing appropriate responses to climate change. In that regard the CCCCC has been working in close collaboration with the countries in fashioning their climate change response. CCCCC has collaborated with the NDA in the preparation and delivery of a previous Readiness and is proactively involved in assisting the country in developing several other projects and programmes. CCCCC has also spearheaded the development and implementation of several other resilience building projects in the country and has developed an acute understanding and appreciation of the resilience building needs of the country. Therefore, the CCCCC is endorsed by the Government as having the requisite credentials and being well placed to implement the proposal by virtue of its track record.

All project activities undertaken via this Readiness will be sustained beyond the life of the project as the majority of outputs are either inputs for subsequent projects/programmes or otherwise are activities and actions that will be mainstreamed into the country's adaptation planning and resilience building processes.

Sustainability is incorporated into the design of the activities and proposed Outputs to ensure sustainability beyond the life of the Readiness. Capacity building, skills transfer, learning and access to knowledge products are among the key sustainability promoting dimension of this Readiness and this is incorporated in several of its elements. Building capacity in relevant institutions, stakeholders, and communities to be able to design and implement better programmes and projects will be a major legacy benefit of this Readiness. For capacity building activities such as training workshops, stakeholder consultations and others, training will be delivered through the use of modules that will be available for the delivery of future repeat/refresher programmes. Reports will be prepared on workshops capturing the keys results and outcomes e.g., list of stakeholders/participants disaggregated by gender, inputs from stakeholders, lessons learnt, conclusions, recommendations), in addition to information on the objectives and content of the workshop. Pre and post participation assessments will be carried out for every capacity building exercise and the findings and recommendations used to inform future training exercises.

The planned programme involves a significant amount of skills transfer, capacity building and institutional strengthening for the Office of the NDA which will result in improved productivity, efficiency and effectiveness of NDA operations. The availability of the NDA services online, means that all stakeholders desirous of accessing the services of the NDA can do so in a predictable and transparent manner a factor that will doubtlessly contribute to enhancing efforts to adopt a programmatic approach to the resilience building in the country. All digital and online platforms developed as a result of this grant will be linked to the existing online presence of the NDA and other key stakeholder entities and will be accessible by the general public. They will also be operated as an integral part of and routinely maintained as part of the existing web presence portals of the ministry; and the portal will be maintained by the ITSD department which Ministry of Finance, Economic Planning and Information Technology.

The interventions for the Met service will contribute to a considerable enhancement of the operation and functioning of that organization and its contribution to national sustainable development and resilience building efforts. The weather stations and complementary IT equipment will be procured in accordance with international stipulations established by WMO for collecting standard environmental variables e.g., standard climatic data and information, agrometeorological data and information such as soils moisture, soil temperature, stream flow and others. WMO has set the standard for the way weather information is recorded to guarantee the accuracy and integrity of the climate variables, and also prescribe the specification for that equipment. The equipment and technology to be sourced is the SUTRON/OTT Hydromet automatic weather stations which come with full warranty and service agreement, along with after sale technical support. It is the market standard for the region compliant with the WMO requirements. All technicians who are employed in using these systems receive factory training based on that equipment which is standardized across the Caribbean region. This is vital to the support systems for the equipment and sustainability of use of the system in the country and the link to the regional network bearing in mind that SVG as a member of CIMH must adhere to the Institute's standardized programmes including equipment.

This Readiness will make a major contribution to the planning framework for future strategic engagement with the GCF and other climate finance mechanisms by developing a Strategic Action Plan to address the Readiness needs of Saint Vincent and the Grenadines. The NDA will assume ownership of the management and implementation of the Strategic Action Plan and will ensure that the initiatives outlined therein are programmed as part of the country's adaptation programme in a systematic manner and will pursue funding for the plan through Multi-year Readiness requests.

The actions in this Readiness will foster increased collaboration between the public sector, private sector and civil society which will contribute to improved transformational planning and programming at the highest levels of public administration, and support the creation of the desired enabling environment for more proactive country driven actions to enable SVG to realize its climate change ambition. The engagement process that is outlined will lead to improved participation of key stakeholders via participatory decision-making, value addition and the development of more sustainable approaches/models of programme and project implementation. The country will be able to adopt a better informed, evidenced-based programmatic approach to the development and implementation of CCA initiatives.

The Outputs of this grant will contribute towards the availability of improved data, information, and analysis; will build skills sets and promote a more robust evidence-based, country driven approach to formulating climate adaptation responses leading to improved planning, decision-making, and implementation.

To avoid any possible conflicts of interest deriving from the delivery partner's role as an accredited entity, the prioritization of investments and projects in the context of this readiness grant, will be made through a broad consultation process with relevant stakeholders, including other potential implementing entities. The final validation of these priorities will be carried out through the countries' own relevant coordination mechanism and institutional arrangements, with the participation of other government agencies, as well as representatives from civil society and private sector as the NDA deems relevant, to ensure chosen priorities are fully aligned with national plans and strategies and adequately includes inputs from consulted stakeholders.”

The Government of Saint Vincent and the Grenadines continues to undertake responsible governance as part of the global community and has not been, nor is subject to UNSC sanctions. As a democratic State the Constitution of Saint Kitts and Nevis allows for the fundamental right of freedom of speech. In addition, the Government of Saint Vincent and the Grenadines 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 Vincent and the Grenadines is not subject to any United Nations Security Council sanctions.

READINESS & PREPARATORY SUPPORT

BUDGET, PROCUREMENT & IMPLEMENTATION PLAN



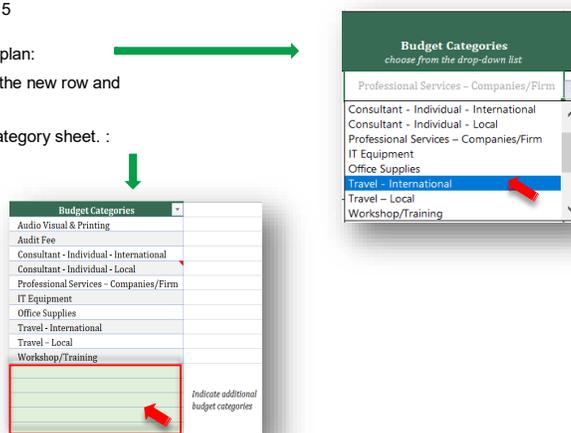
Readiness Grant Budget Preparation Guidelines

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:

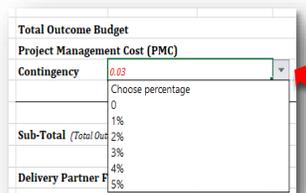
Project management costs (PMC) are the direct administrative costs incurred to execute a project. They should cover only incremental costs incurred due to the GCF contribution. In most cases, these costs are directly related to the support of a dedicated project management unit which manages the day 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
Meteorology weather sensing equipment and complementary IT equipment
Bank Charges

Indicate additional budget categories

5.1 Budget Plan

Please add rows for Outcomes, Outputs and Cost Categories as required. Additional budget categories may be added by manually typing them on the Budget Category sheet.

Outcomes / Outputs		Detailed Budget (in US\$)						Expenditure Plan						Budget notes		
		Budget Categories <small>choose from the drop-down list</small>	Unit	# of Unit	Unit Cost	Total Budget <small>(per budget category)</small>	Total Budget <small>(per sub-outcome)</small>	Total Budget <small>(per outcome)</small>	6m	12m	18m	24m	30m		36m	
Outcome 1.1 Country NDAs or focal points and the network/ systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective	Output 1.1.1: The operations, processes and procedures of the NDA office are fully established, digitalized and accessible to the public online	Professional Services – Companies/Firm	Lumpsum	1	55,000.00	55,000.00	86,000.00	237,700.00	25,000.00	15,000.00	15,000.00				A	
		Workshop/Training	W/Day	3	2,000.00	6,000.00			4,000.00	2,000.00						B
		IT Equipment	Lumpsum	1	15,000.00	15,000.00				15,000.00						C
		Audio Visual & Printing	Lumpsum	1	10,000.00	10,000.00				10,000.00						D
	Output 1.1.2: Capacity of NDA personnel and partner stakeholders strengthened	Professional Services – Companies/Firm	Lumpsum	1	50,000.00	50,000.00	78,000.00		30,000.00		20,000.00					E
		Workshop/Training	W/Day	5	2,000.00	10,000.00				5,000.00	5,000.00					F
		Consultant - Individual - Local	month	6	3,000.00	18,000.00			9,000.00	9,000.00						G
	Output 1.1.3 Strategic Action Plan to address SVG's long-term Readiness Needs incorporating gender-based considerations (women's groups and institutions) endorsed by the NDA.	Professional Services – Companies/Firm	Lumpsum	1	42,000.00	42,000.00	73,700.00		21,000.00	21,000.00						H
		Workshop/Training	W/Day	5	2,000.00	10,000.00			5,000.00	5,000.00						I
		IT Equipment	Lumpsum	1	6,000.00	6,000.00				6,000.00						J
		Consultant - Individual - Local	month	5	3,000.00	15,000.00				15,000.00						K
		Travel – Local	trips	7	100.00	700.00				700.00						L
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	Output 1.3.1: National Met Service institutional restructuring and human resource capacity development plan produced, and equipment upgrade of the National hydromet network to support more reliable climate change modelling, monitoring, analysis and forecasting.	Professional Services – Companies/Firm	Lumpsum	1	60,000.00	60,000.00	134,000.00	134,000.00		24,000.00	24,000.00	12,000.00				M
		Workshop/Training	W/Day	3	2,000.00	6,000.00				6,000.00						N
		Meteorology weather sensing equipment and complementary IT equipment	Lumpsum	1	62,000.00	62,000.00				31,000.00		31,000.00				O
		Consultant - Individual - Local	month	20	300.00	6,000.00			6,000.00							P
Outcome 4.3: An increase in the number of quality project concept notes developed and submitted that target SIDS, LDCs and African states	Output 4.3.1: Project development training conducted for NDA staff and pertinent state and non state actors.	Workshop/Training	W/Day	3	2,000.00	6,000.00	146,000.00	146,000.00	6,000.00						Q	
	Output 4.3.2: Two concept notes submitted to the GCF or other Donors	Professional Services – Companies/Firm	Lumpsum	1	122,000.00	122,000.00				48,000.00	48,000.00	26,000.00				R
		Consultant - Individual - Local	month	6	3,000.00	18,000.00					18,000.00					S
Outcome 5.1: Best practices with respect to institutional capacity building and coordination, direct access, and pipeline development are developed and disseminated to strengthen engagement by NDAs, DAEs, and delivery partners with the GCF.	Output 5.1.1: National Climate Change Awareness programme implemented to improve and enhance public awareness and understanding of climate change issues in Saint Vincent and the Grenadines, and the operations of the GCF.	Professional Services – Companies/Firm	Lumpsum	1	40,000.00	40,000.00	78,073.00	78,073.00		12,000.00	12,000.00	16,000.00				T
		Audio Visual & Printing	Lumpsum	1	12,000.00	12,000.00					12,000.00					U
		Workshop/Training	W/Day	3	2,000.00	6,000.00				2,000.00	2,000.00	2,000.00				V
		IT Equipment	Lumpsum	1	2,073.00	2,073.00				2,073.00						W
		Consultant - Individual - Local	month	6	3,000.00	18,000.00							18,000.00			
Total Outcome Budget								595,773.00	106,000.00	228,773.00	156,000.00	105,000.00	-	-		
Project Management Cost (PMC) <small>Up to 7.5% of Total Activity Budget</small>	Consultant - Individual - Local	Month	24	1,000.00	24,000.00	Actual amount and % of PMC requested: do not change the formula	Maximum PMC that can be requested: do not change the formula								PMC 1	
	Consultant - Individual - Local	month	24	500.00	12,000.00											PMC 2
	Audit Fee	Lumpsum	2	1,500.00	3,000.00											PMC 3
	Office Supplies	Lumpsum	1	1,130.00	1,130.00											PMC 4
	Travel - International	Lumpsum	1	3,000.00	3,000.00			43,430.00	44,682.98							PMC 5
	Bank Charges	Lumpsum	1	300.00	300.00			7.29%	7.50%							

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Breakdown (per budget category)	Total (per budget category)
Audio Visual & Printing	22,000.00
Audit Fee	3,000.00
Consultant - Individual - International	-
Consultant - Individual - Local	111,000.00
Professional Services – Companies/Firm	369,000.00
IT Equipment	23,073.00
Office Supplies	1,130.00
Travel - International	3,000.00
Travel – Local	700.00
Workshop/Training	44,000.00
Meteorology weather sensing equipment and complementary IT equipment	62,000.00
Bank Charges	300.00
0	-
0	-
0	-
Total Outcome Budget + PMC	639,203.00

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Total Outcome Budget	595,773.00
Project Management Cost (PMC)	43,430.00 7.3% requested
Contingency	5,957.73 1% requested
<hr/>	
Sub-Total (Total Outcome Budget + Contingency + PMC)	645,160.73
Delivery Partner Fee (DP) - Up to 8.5% of the Sub-Total	54,838.66
<hr/>	
Total Project Budget (Total Activity Budget + Contingency + PMC + DP)	\$ 700,000.00

	Budget Note	Detailed Description
1.1.1	A	Professional firm (specialising in web / IT software services) to create, test and operationalize the virtual/digital platform for the online operation of the NDA No-Objection procedure for Saint Vincent & the Grenadines. [\$55,000]
	B	Consultation/validation sessions to inform technical assessment and training of relevant NDA staff and technical personnel in the operation and use of the digital system (approx 40 participants/10 sessions), these consultation/validation sessions and training will be undertaken and conducted at different stages during the duration of the assignment(3 workshops/ costed at \$2000 each) [\$6000]
	C	Financial provision to procure the IT equipment, including new software and applications as appropriate that will constitute the architectural and operating system of the digital portal of outcomes 1.1 based on the technical recommendations and validation by stakeholders [\$15,000]
	D	Development of audio-visual materials to support training sessions in output 1.1.1 and 1.1.2 , such as infographics, printing for training sessions or developing other audio visual training aids (\$10,000)
1.1.2	E	Professional firm (specialising in Climate Finance/GCF, knowledge learning and training) to develop online learning modules and conduct up to 4 face to face training of up to 2 days each including travel costs(\$50,000)
	F	Five targeted technical training sessions for NDA and other relevant stakeholders, up to 30 persons over two days per sessions @ \$2000 each day, to cover venue, logistics, stationery, catering costs. (\$10,000)
	G	Implementation Capacity support (Local Consultant-individual) to the Office of the NDA to provide coordination and implementation support to Activities to realize planned Output 1.1.1 and 1.1.2[\$18,000]
1.1.3	H	Professional Firm (competence in GCF readiness, capacity needs assessments) to conduct a comprehensive Readiness Needs Assessment and develop a long term readiness vision and workplan for the country. This Comprehensive Readiness Needs Assessment is for all sectors. A lump sum of \$42,000 is budgetted for this purpose
	I	5 stakeholder consultation sessions with key stakeholders in St. Vincent and The Grenadines for the identification/assessment of readines needs including validation of strategic approaches to securing GCF assistance via this modality. Each sessions is budgetted at US\$2000 each. Virtual meetings will be utilised as the first order of preference; however, where one on one meetings are required, resources will be made available to support those. The allocated resources will also ensure the availability of the necessary online platform for the convening of virtual sessions (5 workshops/ costed at \$2000 each) \$10,000
	J	IT equipment and licencing (2 laptops, software license to facilitate virtual consultations (2 years), 2 hard-drives to store and backup project information, computing accessories (bag, mouse, etc.). These are essential to support hosting of webinars and consultations sessions from the NDA office for all activities listed in this Readiness [\$6,000]
	K	Implementation Capacity support (Local Consultant-individual) to the Office of the NDA to provide coordination and implementation support to Activities to realize planned Output 2.1.1 [\$15,000]
	L	Local travel costs to facilitate participation of local stakeholders 7 trips at \$100 per trip (\$700)
1.3.1	M	Professional firm (Specialization in hydrometeorological services) for the execution of Activities 1.3.1.1 and 1.3.1.2, 1.3.1.3 including (i) the conduct of an insitutional and human resource needs and gap assessment and (ii) the preparation of an Institutional Restructuring and Human Resource Capacity Building Plan for the National Meteorological Service. A lump sum of \$60,000 is budgetted for this purpose
	N	Sensitization and consultation sessions/workshops to be conducted with personnel of the SVGMS and allied agencies and institutions, beneficiary institutions, sector representatives to obtain input into, mobilize support and buy-in for the proposed restructuring of the SVGMS to improve service delivery (approx 100 participants/3sessions), Training will be conducted over 3 month period (3 workshops costed at \$2000 each) \$6000
	O	Meteorology weather sensing equipment and complementary IT equipment for climate data recording and processing (2 Desktops, 2 external hard-drives, 2 automatic weather stations, 2 UPS, printer/scanner and electrical accessories) some components to be located within the ofices of the SVG Meteorological services and weather stations deployed in the field as part of the process of restructuring and upgrade to improve the operations and services of the Met Service (\$62,000)
	P	Results Monitoring/Reporting Specialist to conduct and produce the pre and post-evaluation assessment reports associated with Activities 1.1.2(d); 2.2.1.1(c) ; 4.3.1.1(a) Estimated budget is US\$300 per day for 20days [\$6,000].
4.3.1	Q	Conduct workshops with key stakeholders as part of the development of project concept notes (3 workshops costed at \$2000 each) \$6000
4.3.2	R	Professional firm to undertake the preparation of two concept notes and the related pre-feasibility analyses. This include conducting and producing the post-evaluation assessment reports associated with the Project Development Training.(\$122,000)
	S	Implementation Capacity support (Local Consultant-individual) to the Office of the NDA to provide coordination and implementation support to Activities to realize planned Output 4.3.1 [\$18,000]
5.1.1	T	Professional Services Firm - (Communication Specialist) to develop and implement a National Awareness Action Plan [including monitoring and evaluation]. This will include among other things disseminating communication products via at least one (1) traditional media and social media initiative. A lump sum of (\$40,000)
	U	Development of audio visual products includig at least one for traditional media and social media - not limited to newspaper/social media ads (US\$1000), recording and editing of video/audio products (US\$9,500), banners (2 at US\$500 each) and advertising costs (social media or traditional media) (US\$500). [Total \$12,000]
	V	Three workshops (3) to targetted audiences convened as part of the national sensitization campaign that will inter alia validate audio/visual products, and M/E plans. Estimated costs \$2,000 per workshop [\$6000]
	W	Procurement of equipment to support the national effort to improve and enhance public awareness and understanding of climate change issues in Saint Vincent and the Grenadines, and the operations of the GCF: projector (1) @ \$750/unit [\$750], laptop (1) @ \$1000/unit [\$1000], laser pointer (1) @ \$30/unit [\$30], surge protectors (1) @ \$23/unit [\$23], extension cords (1) @ \$35/unit [\$35], HDMI (1) @ \$25/unit [\$25], VGA to HDMI connectors (1) @ \$20/unit [\$20], HDMI to VGA connector (1) @ \$20/unit [\$20], projector bag (1) @ \$50/unit [\$50], rolling laptop bag (1) @ \$120/unit [\$120] [Total costs: \$2,073]
	X	Implementation Capacity support (Local Consultant-individual) to the Office of the NDA to provide coordination and implementation support to Activities to realize planned Output 5.1.1 [\$18,000]
PMC	PMC 1	Consultant - Individual - Local Individual Consultants to provide project management services [Project Manager] for 24 months @ \$1000 per month [\$24,000]
	PMC 2	Consultant - Individual - Local Individual Consultants to provide project management services [Project Administrative Assistant] for 24 months @ \$500 per month [\$12,000]
	PMC 3	Audit Fee- budgetted for 2 audits over the lifetime of the readiness grant [\$3,000]
	PMC 4	Office Supplies and equipment for the 24 month period inclusive of Office supplies (stationary, office chair/desk, USB flash drives, note pads, folders) and equipment (computer, printer, computer softwear, electrical accessories ect.) used in carrying out project management functions [\$1130]
	PMC 5	International Travel for project manager one trip @ \$ 3,000 per trip to attend meetings, trainings, workshops, field visits and other activities in conducting activities [\$3000]
	PMC 6	Bank Charges- budgetary allocation for the payment of Bank transaction costs that will be incurred in the receipts and payments of funds from the Grant Account [\$300]

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						
Workshop/training (1.1.1)	Six workshops to be conducted to train NDA staff and personnel from key sectors and stakeholder institutions in the operation and use of the digital system (aprox 40 participants/10 sessions), Training will be conducted over 3 month period (6 workshops costed at \$2000 each) \$12000	10,000.00	Shopping/Invitation to Quote (ITQ)	<25,000	M7	NA
IT equipment (1.1.1)	Provision for IT equipment, including new software and applications to develop the digital solutions in outcomes 1.1 [\$15,000]	15,000.00	Shopping/Invitation to Quote (ITQ)	<25,000	M10	10 months after project start
Audio Visual and printing (1.1.1)	Audio-visual materials to support stakeholder consultations and training sessions of output 1.1.1 and 1.1.2 , such as infographics, printing for training sessions and development of other audio visual training aids	10,000.00	Shopping/Invitation to Quote (ITQ)	<25,000	M10	M10
Workshop/training (1.1.2)	Three targeted technical training sessions for NDA and other relevant stakeholders, up to 30 persons over two days per sessions @ \$2000 each day, to cover venue, logistics, stationery, catering costs. (\$6,000)	6,000.00	Shopping/Invitation to Quote (ITQ)	<25,000	M10	NA
Workshop/training (1.1.3)	5 stakeholder consultation sessions for the identification/assessment of readiness needs and validation of strategic approaches to secure GCF assistance via this modality. Each sessions is budgeted at US\$2000 each.	10,000.00	Shopping/Invitation to Quote	<7,500 Individual components /items less than threshold	M7	NA
IT Equipment (1.1.3)	US\$6,000 budget [IT equipment and licencing,2 laptops, software license to facilitate virtual consultations (2 years), 2 hard-drives, computing accessories (bag, mouse, that are essential to support hosting of webinars and consultations sessions from the NDA office	6,000.00	Invitation to Quote (ITQ)	<25,000	M7	M7
Travel -Local (1.1.3)	local travel cost associated with Readiness assessment and Action Plan preparation	700.00	NA	NA	variable over implementation period as per workplan	NA

Workshop/training (1.3.1)	5 Stakeholder consultations and Validation Workshops of duration 5 hours per session for approximately 40 participants) as part of the process of conducting the institutional and human resource gap and needs assessment of the SVG Met Services. Estimated costs \$2,000 per workshop [\$10,000]	6,000.00	Shopping/Invitation to Quote (ITQ)	<25,000	M7	NA
Meteorological Weather Sensing Equipment (1.3.1)	Weather stations and allied IT equipment for climate data recording and storage (2 laptops, 2 hard-drives, 1 server, computer and electrical accessories) to be located within the offices of the SVG Meteorological services and deployed in the field as necessary as part of the function and operation of the Met Services	62,000.00	Invitation to Quote (ITQ)	>50,000	M13	M13
Workshop/training (4.3.1)	Concept Note development/validation Workshops	6,000.00	Shopping/Invitation to Quote	<7,500 Individual components /items less than threshold	M5	NA
Audio Visual & Printing (5.1.1)	To support the development of traditional and social media a/v products - inclo newspaper/social media ads (US\$2000), production of video/audio products (US\$10,000-15,000), banners (2 at US\$500 each) and advertising costs (social media or traditional media) (US\$500).	12,000.00	Invitation to Quote (ITQ)	<25,000	M10	M10
Workshop/training (5.1.1)	Three workshops (3) to targetted audiences as part of the national public awareness campaign. Estimated costs \$2,000 per workshop	6,000.00	Shopping/Invitation to Quote	<7,500 Individual components /items less than threshold	variable over implementation period as per workplan	
IT Equipment (5.1.1)	Equipment to support efforts to enhance public awareness and understanding of climate change issues in SVG, and the operations of the GCF: projector (2) @ \$750/unit, laptops (2) @ \$1000/unit, laser pointer (4) @ \$30/unit, surge protectors (2) @ \$22.50/unit, extension cords (2) @ \$35/unit, HDMI (4) @ \$25/unit, VGA to HDMI connectors (2) @ \$20/unit, HDMI to VGA connector (2) @ \$20/unit, projector bag (2) @ \$50/unit, rolling laptop bag (2) @ \$120/unit	2,073.00	Shopping/Invitation to Quote	<7,500 Individual components /items less than threshold	M10	M10
Audit Fees (PMC3)	Conduct of Annual audits [\$3000]	3,000.00	NICQ	≤50,000	Annually	NA
Office Supplies (PMC4)	Office supplies (stationaries, office chair/desk,USB flash drives, note pads, folders) for 24 months (2 years) for project management @ \$715 per year	1,130.00	Shopping/Invitation to Quote	<7,500 Individual components /items less than threshold	M1	NA
Travel -International (PMC 5)	International Travel for project manager one trip @ \$ 3,000 per trip to attend meetings, trainings, workshops, field visits and other activities in conducting activities [\$3000]	3,000.00				

Bank charges (PMC 6)	Bank Charges	300.00	Direct	<7,500 Individual components /items less than threshold	M1	M1
Sub-Total (US\$)		US\$ 159,203.00				
Consultancy Services						
Professional firm	Create, test and operationalize the virtual/digital platform for the online operation of the NDA No-Objection procedure. [1.1.1]	55,000.00	FBS/QBS	≤100,000	M5	M5
Professional firm	Develop online learning modules and conduct up to 4 face to face training sessions [1.1.2]	50,000.00	FBS/QBS	≤50,000	M6	M6
Professional firm	Gap assessment, capacity building plan preparation, and improvements in climate data collection, analysis and presentation [1.3.1]	60,000.00	FBS/QBS	≤100,000	M7	M7
Consultant - Individual Local	Results Monitoring/Reporting Specialist to produce the post-evaluation assessment reports associated with Activities 1.3.1.3. Estimated budget: US\$300 per day for 20days.	6,000.00	SSS	NA	variable over implementation period as per workplan	NA
Professional firm	Individual consultant to deliver a comprehensive Readiness Needs Assessment and develop a Strategic Action Plan (1.1.3]	42,000.00	IICQ	N/A	M4	M4
Consultant - Individual Local	Local Consultancy Services -implementation support to the Office of the NDA to assist in the implementation of activities to produce Outputs 1.1.1 and 1.1.2, , 2.1.1.1, 4.3.1, 4.3.2, and 5.1.1.	69,000.00	NICQ	>50,000	M2	At start of implementation
Professional firm	Individual consultants to conduct a pre-feasibility study and develop concept note [4.3.1 & 4.3.2]	122,000.00	FBS/QBS	>100,000	M5	M5
Professional firm	(Communication Specialist) to develop and implement a national communication strategy and awareness campaign [including monitoring and evaluation]. [5.1.1]	40,000.00	FBS/QBS	≤100,000	M6	M6
Consultant - Individual Local	Individual Consultant (Local) to function as Project Manager CCCCC [PMC 1]	24,000.00	NICQ	≤50,000	M1	At start of implementation
Consultant - Individual Local	Individual Consultant (Local) to function as Project Administrative Assistant CCCCC [PMC 2]	12,000.00	NICQ	≤50,001	M1	At start of implementation
Sub-Total (US\$)		US\$ 480,000.00				

(1) **Goods and Works:** ICB: international competitive bidding; NCB: national competitive bidding; CPP: Community Participation in Procurement; (2) Consulting Firms: QCBS: quality and cost-based selection; QBS: quality-based selection; FBS: selection under a fixed budget; LCS: least-cost selection; CQS: selection based on the Consultant's Qualifications; SSS: single-source selection. Individual Consultants: NICQ: national individual Consultant selection based on qualifications; IICQ: international individual Consultant selection based on Qualifications

US\$ 639,203.00

