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# Readiness Proposal

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**with Caribbean Natural Resources Institute (CANARI)**

**for Antigua and Barbuda, Belize, Grenada, Jamaica, Saint Lucia, Saint Kitts  
and Nevis, Suriname**

08 November 2019 | Strategic Frameworks



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# Readiness and Preparatory Support Proposal Template

<b>Programme title:</b>	Enhancing Caribbean Civil Society's Access and Readiness for Climate Finance
<b>Country:</b>	Antigua & Barbuda, Belize, Grenada, Jamaica, Saint Kitts and Nevis, Saint Lucia, Suriname
<b>National designated authority:</b>	Climate Change Division, Ministry of Economic Growth and Job Creation, Jamaica/ Una May Gordon (lead NDA)
<b>Implementing Institution:</b>	Caribbean Natural Resources Institute (CANARI)
<b>Date of first submission:</b>	5 June 2019
<b>Date of current submission / version number</b>	29 October 2019 V.4



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### How to complete this document?

- Please visit the [Empowering Countries](#) page of the GCF website to download the Readiness Guidebook and learn how to access funding under the GCF Readiness and Preparatory Support Programme.
- This document should be completed by National Designated Authorities (NDA) or focal points with support from their Delivery Partners where relevant. Once completed, this document should be submitted to the GCF by the NDA or focal point to [countries@gcfund.org](mailto:countries@gcfund.org).
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- If the Delivery Partner implementing the Readiness support is not a GCF Accredited Entity for project Funding Proposals, please complete the Financial Management Capacity Assessment (FMCA) questionnaire and submit it prior to or with this Readiness proposal. The FMCA is available for download at the [Library](#) page of the GCF website.

### Where to get support?

- If you are not sure how to complete this document, or require support, please send an e-mail to [countries@gcfund.org](mailto:countries@gcfund.org).
- You can also complete as much of this document as you can and then send it to [countries@gcfund.org](mailto:countries@gcfund.org), copying both the Readiness Delivery Partner and the relevant GCF Country Dialogue Specialist and Regional Advisor. Please refer to the [Country Profiles](#) page of the GCF website to identify the relevant GCF Country Dialogue Specialist and Regional Advisor.
- We will get back to you within five (5) working days to acknowledge receipt of your submission and discuss the way forward.

#### 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 submit the completed form to:**

[countries@gcfund.org](mailto:countries@gcfund.org)

**Please use the following naming convention for the file name:**

"GCF Readiness Proposal-Jamaica-190605"



1. SUMMARY			
Country submitting the proposal	<p><b>Lead NDA:</b></p> <p>Country name: Jamaica</p> <p>Name of institution representing NDA or Focal Point: Climate Change Division – Ministry of Economic Growth and Job Creation</p> <p>Name of contact person: Ms. UnaMay Gordon</p> <p>Contact person's position: Principal Director, Climate Change Division</p> <p>Telephone number: (876) 851-8876; (876) 633-7354</p> <p>Email: <a href="mailto:unamay.gordon@megjc.gov.jm">unamay.gordon@megjc.gov.jm</a></p> <p>Full office address: 16A Half-Way-Tree Road, Kingston 5, Jamaica</p> <p>Additional email addresses that need to be copied on correspondences: <a href="mailto:katherine.Blackman@megjc.gov.jm">katherine.Blackman@megjc.gov.jm</a></p> <p><b>The proposal is also supported by the NDAs in the following countries:</b></p> <ul style="list-style-type: none"> <li>• Antigua and Barbuda</li> <li>• Belize</li> <li>• Grenada</li> <li>• Saint Kitts and Nevis</li> <li>• Saint Lucia</li> <li>• Suriname</li> </ul>		
	Date of initial submission	5 June 2019	
Last date of resubmission	29 October 2019	Version number	V4
Which institution will implement the Readiness and Preparatory Support project?	<p><input type="checkbox"/> National designated authority</p> <p><input type="checkbox"/> Accredited entity</p> <p><input checked="" type="checkbox"/> Delivery partner</p> <p>Please provide contact information if the implementing partner is not the NDA/focal point</p> <p>Name of institution: Caribbean Natural Resources Institute (CANARI)</p> <p>Name of official: Nicole Leotaud</p> <p>Position: Executive Director</p> <p>Telephone number: +1 868 638-6062 / +1 868 674-1558</p> <p>Email: <a href="mailto:Executive.Director@canari.org">Executive.Director@canari.org</a></p> <p>Full office address: #105 Twelfth Street, Barataria, Trinidad and Tobago</p> <p>Additional email addresses that need to be copied on correspondences:</p> <p>Sasha Jattansingh – <a href="mailto:sashaj@canari.org">sashaj@canari.org</a></p> <p>Ainka Granderson – <a href="mailto:ainka@canari.org">ainka@canari.org</a></p>		
Title of the Readiness support proposal	Enhancing Caribbean Civil Society's Access and Readiness for Climate Finance		



<p><b>Type of Readiness support sought</b></p>	<p>Please select the relevant GCF Readiness activity area below (click on the box):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I. Country capacity for engagement with GCF</li> <li><input checked="" type="checkbox"/> II. Country programming process</li> <li><input checked="" type="checkbox"/> III. Direct access to climate finance</li> <li><input checked="" type="checkbox"/> IV. Climate finance accessed</li> <li><input type="checkbox"/> V. Formulation of national adaptation planning and/or other adaptation planning processes</li> </ul>		
<p><b>Brief summary of the request</b></p>	<p>Climate change poses a critical challenge for Caribbean small island developing states (SIDS). While civil society organisations (CSOs) are well positioned to lead “bottom up” approaches to reduce vulnerability and build the resilience of high-risk communities and their livelihoods, they currently have limited access to and engagement in climate finance mechanisms.</p> <p>Enabling CSO leadership for climate resilience and enhancing CSOs’ capacity to access climate finance and deliver climate change projects nationally and regionally is critical. This was emphasised at the GCF Structured Dialogue for the Caribbean in St. George’s, Grenada in November 2018, where the Government of Jamaica and Caribbean Natural Resources Institute (CANARI) were identified to lead the initiative to seek GCF Readiness and Preparatory Support to address this gap. A summary of the proposed project is provided below (and the theory of change included as Annex 1).</p> <p><b>Project goal:</b> To enhance civil society’s capacity, including knowledge, skills and organisational structures, and the enabling external institutions to improve access to climate financing and delivery of climate change adaptation and mitigation in the Caribbean.</p> <p><b>Project level outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Mechanisms for CSO engagement and consultation developed and/or enhanced at the national and regional levels in the Caribbean</li> <li>2. Increased uptake for scaling up of appropriate community-based and ecosystem-based climate change solutions among Caribbean CSOs and their public and private sector partners to build local resilience</li> <li>3. The technical and organisational capacity of Caribbean CSOs strengthened to directly access climate finance and effectively deliver climate change adaptation and mitigation</li> <li>4. Enhanced awareness and actions among civil society and the public and private sector to develop climate change projects led/co-implemented by Caribbean CSOs and strengthen the GCF pipeline of projects nationally and regionally</li> </ol> <p><b>Approach:</b> A participatory approach will be used that actively engages leading national and regional CSOs, along with CANARI, in project coordination and implementation in partnership with the National Designated Authority (NDA) and other supporting public and private sector organisations in each Caribbean Community (CARICOM) Member State and regional Accredited Entities. Lead national CSOs will be selected to champion the process in each island along with the NDAs and national implementing entities (NIEs), while regional CSOs will focus on coordination, stakeholder mobilization and knowledge sharing at the regional level, including CANARI, PANOS Caribbean and the Caribbean Network of Fisherfolk Organisations (CNFO).</p> <p><b>Target groups:</b> The project will target all CARICOM Member States, with tailored activities for the seven countries that have pledged funds. Local, national and regional CSOs will be the primary beneficiaries of the readiness initiative, and NDAs, Accredited Entities and private sector stakeholders will benefit from the multi-stakeholder approach taken and improved coordination of efforts.</p>		
<p><b>Total requested amount and currency</b></p>	<p>USD 1,296,958</p>	<p><b>Anticipated duration</b></p>	<p>24 months</p>

**Has the country received or is expecting to receive other Readiness and Preparatory Support funding allocations (including adaptation planning) from GCF or other donors?**

- Yes  
 No

All the proposed beneficiary countries for this readiness have received prior GCF support. All of the readiness approved for the region involves stakeholder engagement and consultations and strengthening of the NDAs capability to fully implement their mandates which includes ensuring that all people groups including the most vulnerable are included in the national GCF programming. For example, in 2016 Antigua & Barbuda received readiness support for accreditation of the NDA as direct access entity, mobilizing private sector finance to meet targets for its Nationally Determined Contributions and for development of an Enhanced Direct Access funding proposal with Dominica and Grenada and facilitate a sub-regional Structured Dialogue for the Eastern Caribbean countries, and in addition supporting community level work.

In 2018, Jamaica allocated over US\$500,000 of its country allocation to support the CARICOM region to undertake a regional scoping study to identify barriers to climate investment faced by the private sector, develop a draft action plan, increase awareness of GCF and its Private Sector Facility, and identify a suitable regional private sector entity for GCF accreditation. In phase 2 of this initiative, the Caribbean Community Climate Change Centre is expected to take the lead and build upon the results of the initiative to further support the private sector in the region.

In 2018 another regional readiness initiatives, six countries (Belize, Commonwealth of Dominica Jamaica, Republic of Haiti, St. Lucia, and St. Vincent and the Grenadines) contributed a percentage of their country allocation to the initiative "Building capacity for a regional approach to climate action in the Caribbean: Caribbean Community Climate Change Centre (CCCCC)". The initiative aimed at accessing readiness funding to enhance the capacity of the CCCCC, to facilitate and increase the origination of high-quality funding proposals for GCF consideration.

Belize has received GCF readiness support to *inter alia* to support the Protected Areas Conservation Trust (PACT). In October 2018 PACT became the first Caribbean CSO to be accredited as a direct access entity for GCF, with engagement of community level stakeholders and NGOs.

All the countries stand to benefit from a regional readiness to strengthen the capacity of the CCCCC to enable a regional approach to climate action from 2019-2021.

**Synergies:**

Support to NDA: Similar to previous proposals this readiness request will allow the NDA to engage key stakeholders, specifically civil society. The proposal will establish a mechanism that will forge partnerships or foster relations with civil society.

Enhance project portfolio: The proposal will formalize a structure to facilitate the planning for climate finance. More specifically, it will enhance the project pipeline for the current

	<p>and future GCF Country Programmes in the Caribbean region.</p> <p>Support capacity building: The new proposal is in line with previous readiness requests as it supports the capacity to delivery climate finance. The proposal takes into consideration the third sector (civil society) playing a greater role in the execution/implementation of projects.</p>
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## 2. BACKGROUND

This initiative seeks to build on the aforementioned national GCF readiness initiatives and two current regional readiness initiatives. The first regional readiness initiative on “Mobilising private sector for low-carbon, climate resilience development in Jamaica and other CARICOM states” is addressing barriers to private sector investment, including for medium, small and micro enterprises (MSMEs), in climate change actions nationally and regionally. The second regional readiness initiative on “Building capacity for a regional approach to climate action in the Caribbean: Caribbean Community Climate Change Centre (CCCCC)” is supporting capacity building within the CCCCC and wider Caribbean for the identification, development and implementation of GCF projects and also enhancing stakeholder engagement to accelerate country-driven adaptation and mitigation projects. Whilst both regional readiness initiatives are inclusive in their approaches to enhancing the capacity of the region and benefits accrue to the CARICOM member states, civil society involvement is limited and is not the major focus. This regional readiness initiative will address this gap, setting out a path for civil society to play a greater role in the development and implementation of high-quality funding proposals and ensuring a multi-level and holistic approach that engages the full range of actors in building climate resilience in the Caribbean.

There is significant opportunity to scale up the work of Caribbean Civil Society Organisations (CSOs)<sup>1</sup> and deliver climate action where it is needed most in high risk communities, including vulnerable resource users like farmers, fisherfolk and community enterprises<sup>2</sup>. CSOs are actively involved in addressing climate change via raising awareness<sup>3</sup>, advocacy for changes in policy and practice<sup>4</sup>, inputting into assessments of vulnerabilities using innovative information and communication technologies (ICTs)<sup>5,6</sup>, setting priorities for actions<sup>7</sup>, and implementing practical actions to build resilient communities, ecosystems and livelihoods<sup>8</sup>. CSOs can also implement concrete actions supporting national and regional policies and plans, including Nationally Determined Contributions, and help manage land, marine and freshwater resources critical to development.

<sup>1</sup> CSOs are defined by CANARI to be non-profit, non-governmental organisations operating at international, regional, national or local levels. They include non-governmental organisations (NGOs), community-based organisations (CBOs) and formal/informal networks and associations.

<sup>2</sup> Community enterprises include micro, small or medium enterprises where members of the community are the owners, managers and employees, and often face significant risks due to climate change including from reduced workforce productivity, disruptions to supply chains and infrastructure and increased operational expenses for insurance and back up power and water supplies. See Schaer, C. and Kuruppu, N. 2018. Private-Sector Action in Adaptation: Perspectives on the Role of Micro, Small and Medium Size Enterprises. UNEP-DTU Partnership.

<sup>3</sup> For example, the Windward Islands Farmers Association conducted a sensitization workshop for farmers in St. Vincent in collaboration with the Government.

<sup>4</sup> See <http://1point5.info/en/> for the campaign by PANOS Caribbean.

<sup>5</sup> For example, see the P3DM created by CANARI and local stakeholders for Soufriere-Scotts Head-Gallion, Dominica: <http://www.canari.org/participatory-three-dimensional-modelling-of-watersheds-for-the-project-adaptation>

<sup>6</sup> For example, see the video produced by the Caribbean Network of Fisherfolk Organisations at <https://www.youtube.com/watch?v=C-DxcPsnjsQ>.

<sup>7</sup> For example, see the “Civil society agenda to address the impacts of climate change in Saint Lucia” at <http://www.canari.org/wp-content/uploads/2014/09/CANARISLUAgendadraft4.pdf>.

<sup>8</sup> See selected cases on the Panorama platform at [https://panorama.solutions/en/portal/ecosystem-based-adaptation?solution\\_type=All&region\[\]=163&sort\\_by=changed&sort\\_order=DESC](https://panorama.solutions/en/portal/ecosystem-based-adaptation?solution_type=All&region[]=163&sort_by=changed&sort_order=DESC).

However, there are few national and regional climate initiatives co-designed and co-implemented by CSOs due to limited understanding of CSOs' potential roles. Where CSO-led climate projects do exist, they are often small-scale, short-term rather than programmatic, and piecemeal and lack strategic impact. While they seek to address gender and other inequities in their climate change work, most CSOs do not have specific training, policies and procedures in place to effectively enable a gender-responsive and fully inclusive approach<sup>9,10</sup>. This is generally due to limited funding and resources. There are few funding streams available to regional, national and local CSOs that allow them to design and implement climate change adaptation and mitigation projects, or to facilitate learning and capacity building among CSOs to facilitate scale up and replication based on best practices. Notably, Caribbean CSOs have thus far had limited access to and engagement in new climate finance mechanisms, such as the Green Climate Fund (GCF) and Adaptation Fund (AF)<sup>11,12</sup>.

Enhancing CSO leadership for climate resilience will require not only building their capacity to access climate financing and deliver climate actions, but improved mechanisms for multi-stakeholder decision-making and CSO engagement nationally and regionally in defining climate investment priorities and project pipelines. Strengthening partnerships with the public and private sector, including MSMEs, is also key to mobilise action and channel funds to local level. This will be undertaken through the following components to achieve the outcomes of this readiness initiative:

1. **Enhancing CSO engagement mechanisms:** An assessment of current national and regional CSO engagement mechanisms and their effectiveness will be undertaken. Based on the assessment, CSO engagement guidelines will be developed for inclusion in Caribbean NDA toolkits and for accredited entities (AEs) to enhance country and entity programming, and regional virtual training workshops on the two sets of guidelines held for NDAs and other key national stakeholders (e.g. national implementing entities) and for AEs. At the national level, targeted activities to strengthen engagement of CSOs and other stakeholders such as MSMEs in national coordination mechanisms, including for monitoring and implementation of Nationally Determined Contributions and National Adaptation Plans, will also be undertaken in the seven countries. At the regional level, a CSO engagement strategy will be developed for the CCCCC to enhance its work as the leading CARICOM agency on climate change.
2. **Scaling up innovative climate change solutions among CSOs:** CSO-led climate change adaptation and mitigation initiatives across Caribbean will be mapped, including community-based and ecosystem-based approaches, to identify best practices, innovations and potential for scale up. Best practices and innovations will be documented and shared to support replication and scale up, and an open access, online knowledge platform created for knowledge sharing as part of CANARI's Knowledge Hub (<https://hub.canari.org/>). A regional training of trainers workshop will be facilitated for leading national CSOs across CARICOM to enable them to serve as champions and support implementation of best practices and innovative solutions with vulnerable communities and resource users in their countries. Climate Solutions community expos will also be hosted in each of the target countries to showcase innovative climate change work at community level and foster greater awareness and action among vulnerable communities and resource users.
3. **Building CSOs' capacity to access and deliver climate finance:** A scoping study to assess current levels of access to and delivery of climate finance by Caribbean CSOs will be undertaken. A regional dialogue on Civil Society's Readiness for GCF will be convened for CSOs, NDAs, accredited entities and other key partners to validate the scoping study, introduce CSOs to GCF processes and identify their potential roles and priorities. An institutional gap analysis of selected regional/national CSOs will be undertaken against GCF fiduciary, gender and other requirements, and at least one CSO nominated for GCF accreditation. Tailored capacity building for selected lead national CSOs and CSO coalitions in the seven countries and for regional CSOs to serve as delivery partners and executing entities for GCF and other climate change projects/programmes will also be provided, including training, mentoring and peer exchanges.
4. **Strengthening the GCF project pipeline and integrating CSO led/co-led climate change interventions:** A regional Civil Society Climate Change Agenda and Action Plan for 2020-2030, which is aligned with the CCCCC's Regional Climate Change Strategic Framework and Implementation Plan

<sup>9</sup> Dunn, L. (ed). 2013. Gender, climate change and disaster risk management. Working Paper Series No. 7. Institute of Gender and Development Studies, Mona Unit, University of the West Indies and Friedrich Ebert Stiftung. Available at: <http://library.fes.de/pdf-files/bueros/fescaribe/10711.pdf>

<sup>10</sup> Dulal, H. Shah, U. and Ahmad, N. 2009. Social equity considerations in the implementation of Caribbean climate change adaptation policies. Sustainability 1(3): 363-383.

<sup>11</sup> PANOS Caribbean. 2019. The role of civil society in climate finance in the Caribbean: a preliminary baseline study.

<sup>12</sup> Stockholm Environment Institute. 2017. Climate finance in the Caribbean region's Small Island Developing States. Working Paper No. 2017-08. Available at: <https://mediamanager.sei.org/documents/Publications/SEI-WP-2017-climate-finance-caribbean.pdf>

and GCF country programmes, will be developed with CSOs and key partners identifying CSO priorities and CSO led/co-led interventions. This will provide a coherent regional framework, along with the CCCCC's CSO engagement strategy, to enable CSOs to effectively play a role in designing and implementing climate actions. At least two GCF concept notes will be developed based on the Plan. A regional Climate Finance in Action Network will also be established and meet virtually every 4-6 months to support action learning, knowledge exchange and partnerships among NDAs, AEs, the private sector and leading national and regional CSOs to enhance the quality of GCF readiness and project funding proposals and integration of CSO interventions based on the Plan.

These components and activities were designed in collaboration with Caribbean NDAs and lead national and regional CSOs, particularly those from the seven target countries. This includes bilateral meetings with ten NDAs at the GCF Caribbean private sector engagement workshop in Jamaica in April 2019 and GCF global programming conference in South Korea in August 2019 as well as in-country and virtual meetings for further follow up discussions and inputs with specific NDAs and CSOs by the CANARI team from April-August 2019.

All new deliverables and other assets produced under this readiness initiative will be the intellectual property of the CARICOM Member States, and made available online for the easy access and use of CSOs, government and private sector stakeholders to support knowledge sharing and capacity building over the long-term, provided that this intent is in accordance with the standard contractual mechanism for grant agreements between grant recipients and the GCF or United Nations Office for Project Services (UNOPS) as agent for the GCF.

### 3. LOGICAL FRAMEWORK<sup>13</sup> AND IMPLEMENTATION SCHEDULE

Outcomes		Baseline <sup>14</sup>	Targets	Activities <sup>15</sup> (brief description and deliverables)	Anticipated duration: 24 months																							
					Monthly implementation plan of activities <sup>16</sup>																							
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Outcome 2: Country programming process	Sub-Outcome 2.3: Stakeholder consultative processes	1 <sup>17</sup>	2	<p>Mechanisms for CSO engagement and consultative processes strengthened to enhance climate change decision-making regionally and nationally, including for development/updating, monitoring and implementation of Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs)<sup>18</sup></p> <p><b>Activity 2.3.1:</b> Conduct study to identify and assess the effectiveness of current mechanisms for CSO/multi-stakeholder engagement in climate change decision-making at regional and national levels, including no-objection procedures for proposed and current GCF projects, within the CARICOM region and make strategic recommendations for improvement (merged with activities 2.5.1 and 3.1.1)</p> <p>Deliverable 2.3.1: Technical report on CSO engagement mechanisms (timeframe: month 6)</p>						X																		
				<p><b>Activity 2.3.2:</b> Develop guidelines for CSO engagement to (i) integrate into NDA toolkits and (ii) inform AE policies and procedures across the CARICOM region, and conduct two regional virtual training workshops (1 day each) on using each set of guidelines, to enhance CSO inputs into GCF country and entity programming</p> <p>Deliverable 2.3.2: Guidelines for CSO engagement for inclusion in NDA Toolkits and for AE policies (timeframe: month 12); Two regional virtual training workshop reports and evaluations (timeframe: month 18)</p>										X									X					
				<p><b>Activity 2.3.3:</b> Facilitate at least two national workshops (1-2 days) in each</p>																				X				

<sup>13</sup> See Annex 1 for the Theory of Change for the proposed readiness project

<sup>14</sup> For baselines rated at 1 or 2, please shortly 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 2.



















#### 4. ADDITIONAL INFORMATION (ONLY FOR ADAPTATION PLANNING SUPPORT)

This section is only to be completed when seeking support for formulation of national adaptation plans and/or other adaptation planning processes. Please see Part 3 Section 4 in the Readiness Guidebook.

## 5. BUDGET, PROCUREMENT, IMPLEMENTATION, AND DISBURSEMENT

### 5.1 Budget plan

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

### 5.2 Procurement plan

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

### 5.3 Disbursement schedule

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

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

**Readiness Proposal that falls within a Framework Agreement with the GCF**

Disbursements will be made in accordance to *[Clause 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 *[Delivery partner name]* on *Click or tap to enter a date*. The Delivery Partner is entitled to submit *[number]* request(s) for disbursement each year.

**Readiness Proposal that requires a bilateral Grant Agreement to be signed with the GCF** (please add more disbursement as needed)

- The first disbursement *amounting* USD 550,000 will be transferred upon approval of the readiness request and effectiveness of the Grant Agreement;
- The second disbursement *amounting* USD 575,000 will be transferred upon submission of first interim progress report and audited financial report<sup>32</sup>, in form and substance acceptable to the Fund, including an audited expenditure statement;
- The third disbursement *amounting* USD 171,958 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.

Please include an indicative disbursement table showing the expected amounts to be requested and keep to multiples of USD 5,000.

<sup>32</sup> 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

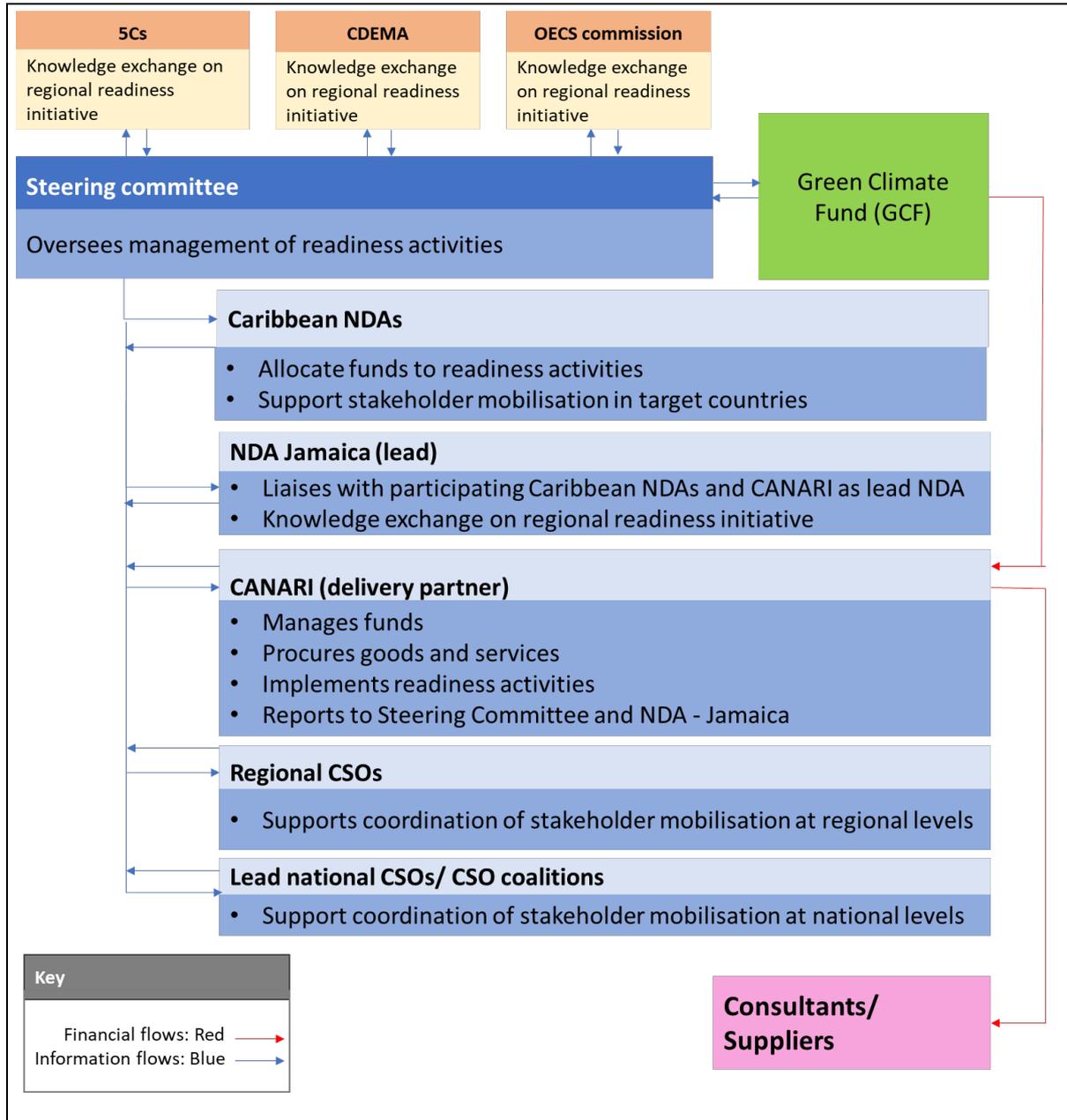
### 6.1 Implementation map

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

This project is a partnership between the Caribbean Natural Resources Institute (CANARI) and Caribbean NDAs. CANARI, the Readiness Delivery Partner, will develop the implementation plan, procure goods and services and manage the overall project in accordance with its policies and procedures. CANARI will provide technical assistance for specific activities in areas where CANARI has unique competencies and specialist consultants will also be contracted (see Annex 3 for terms of reference). CANARI will report to the Steering Committee, which will include Caribbean NDAs (primarily those that provided a financial contribution to the readiness initiative) and selected lead regional and national CSOs. This Steering Committee, led by Jamaica's NDA, will oversee the management of the readiness project and meet virtually with the Readiness Delivery Partner every quarter. Each NDA will contribute to project activities, and assist the Delivery Partner in mobilising the CSOs and other relevant stakeholders within their country. Regional and national CSOs will liaise with and report to their established networks and/or wider CSO coalitions in their countries, and engage and mobilise these networks to enable active CSO participation.

To ensure effective coordination and leverage synergies with other regional readiness initiatives being implemented by the Jamaica NDA, CCCCC, Caribbean Disaster Emergency Management Agency (CDEMA) and OECS Commission, CCCCC, CDEMA and the OECS Commission will be invited to serve as technical advisors to this readiness project's Steering Committee. This will enable two-way sharing of information among the various implementing institutions and foster knowledge exchange, partnerships and joint actions where feasible.

The start date for project implementation will be in accordance with the grant agreement to be entered into between the grant recipient and the GCF or UNOPS as agent for the GCF and from that date, the end date of implementation will be calculated taking into account the total duration of the project as presented in the approved proposal".



## 6.2 Risks, monitoring and evaluation (M&E), and other relevant information



Possible risks associated with the project are shown below:

Type of Risk	Risk	Risk and Mitigation Measure
Management and Governance	Changes in NDA or Focal Point	<b>Medium:</b> The possibility exists that changes in government administration, internal policy or personnel may influence support of NDA or focal points and affect countries' active participation in the project. Focal points from NDAs will serve on a project steering committee to ensure active engagement and buy-in to the project. Documentation of process and decisions will build institutional memory within NDAs. Any new personnel will receive an orientation to onboard and update them on the project.
	Human Resources/Consultant Deficit	<b>Medium:</b> Local competitive bidding will be used to source consultants. There is the possibility that suitable candidates may not be found. However, the caveat that "local" may include suitable CARICOM nationals will be employed in case of necessity. Implementation of parallel activities under the project will be used to compensate for time lapses.
	Fraud, misuse of funds and terrorism financing	<b>Low:</b> CANARI has the capacity to open a separate bank account for management of GCF readiness grant funds to ensure accountability and transparency. CANARI also has robust financial and procurement policies that all suppliers/consultants must adhere under the terms and conditions of their contracts, and systems for monitoring and ensuring compliance. CANARI will further ensure due diligence of underlying existing or potential counterparties and AML/CFT record keeping in accordance with our policies and procedures and with relevant national legislation in Trinidad and Tobago.
Fiscal Stability	Fluctuation of Exchange Rates	<b>Low:</b> The project is denominated in US \$ and therefore timely implementation of project activities including procurement of goods and services will be beneficial. CANARI further does all its budgets in US \$, and has a US \$ account, which will minimize the need for currency conversion.
Participation of CSOs	Limited participation of CSOs	<b>Low:</b> CANARI will leverage its existing and long-standing relationships with regional and national CSOs to ensure their engagement and mobilisation, and the



		NDA's will play a supportive role in coordinating with CSOs in their respective countries.
Natural disasters	Large scale disasters, or related political or socio-economic disruptions, affect scheduling of project activities	<b>Medium:</b> Disasters, such as hurricanes and tropical storms, and related political or socio-economic disruptions can significantly impact on scheduling of project activities and the assets, health and well-being of the project partners, including target CSOs. To reduce this risk, key project activities, especially regional meetings and workshops, will be scheduled outside of the hurricane season. An Emergency and Disaster Plan will be utilised to guide disaster preparedness and response for the project.

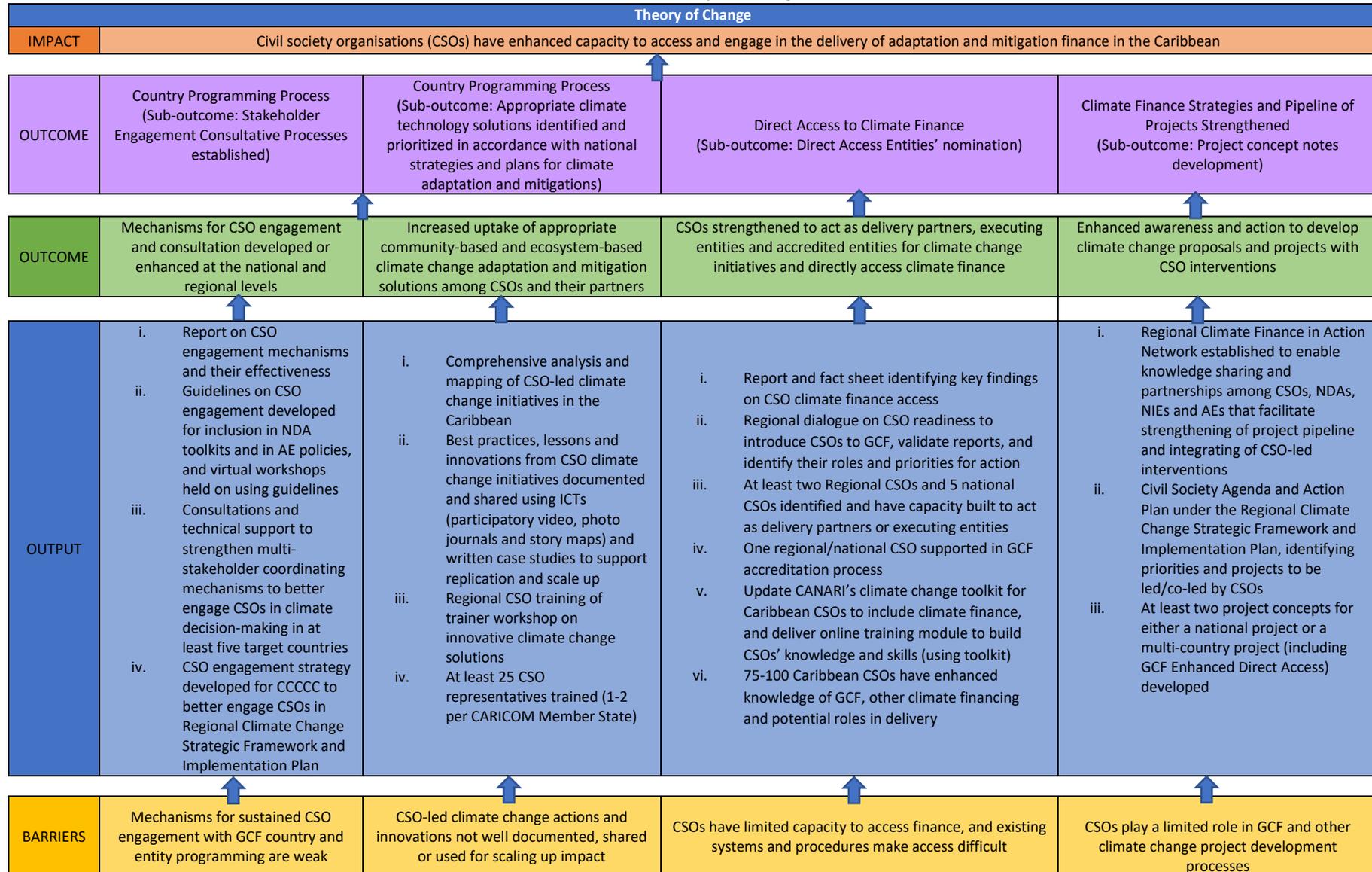
Monitoring and evaluation

Monitoring and evaluation of project results will be done against the logical framework (logframe). CANARI undertakes monthly and annual project reporting, including development of annual work plans and budgets, as part of its established project management system. This provides for ongoing information collection to support project oversight, track progress of activities and adaptive management. Information collected will include gender disaggregated data to assess gender sensitivity and responsiveness, and compliance with GCF's gender policies.

To ensure effective financial management and monitoring, CANARI further has the capacity to open a separate bank account for management of funds for GCF readiness grant support to eliminate the possibility of co-mingling of funds from different donors or with the unrestricted (operational/administrative fund). CANARI will track and report on financial flows and expenditures designated for specific project activities using its established financial control system to ensure appropriate and transparent use of funds.

CANARI will develop an evaluation plan with the Steering Committee outlining methodologies to identify key lessons and recommendations for CSO engagement in GCF and other climate finance mechanisms moving forward. This will include desk review of project reports, participant surveys (e.g. at training workshops or meetings) and targeted interviews. CANARI will also engage an independent evaluator and auditor to ensure credible and unbiased project evaluation.

**Annex 1: Theory of Change**



## Annex II: Terms of Reference for Consultants

**Position/Title:** Climate Finance and Civil Society Engagement Consultant

**Consultancy:** International

**Duration:** 18 months

**Specific objective:**

The overall objective of this consultancy is to increase understanding of climate finance flows in the Caribbean Community (CARICOM) region, and barriers and opportunities for civil society access to climate finance and engagement in the design and delivery of climate change adaptation and mitigation projects/programmes at national and regional levels.

The scope of work includes:

- Conduct study through a desk review and interviews with key informants to:
  - identify and assess current mechanisms for multi-stakeholder engagement in climate change decision-making at regional and national levels and their effectiveness, with particular emphasis on engagement of civil society organisations (CSOs)
  - assess current levels of CSO access to and delivery of climate finance in Caribbean, including from the Adaptation Fund, Green Climate Fund and Global Environment Facility
- Mapping of civil society-led projects, programmes and initiatives across region related to climate change adaptation and mitigation to identify lessons, best practices and innovations for scale up and replication, including a database of projects and relevant stakeholders
- Support development of CSO engagement guidelines for:
  - inclusion in NDA Toolkits within the region; and
  - inclusion in GCF accredited entities policies and procedures for the region.
- Design and facilitate two regional virtual training workshops for NDAs and other key national stakeholders and for AEs to enhance CSO engagement in climate change decision-making and financing using the guidelines developed
- Design and facilitate national workshops in the target countries for strengthening CSO engagement in multi-stakeholder coordination mechanisms for climate change decision-making, including for implementing, monitoring and reviewing Nationally Determined Contributions (NDCs) and National Adaptation Plans (NAPs)

**Deliverables:**

The expected deliverables of this consultancy are

- Deliverable 1: Inception report - Detailed methodology and work plan within the first 20 days of the assignment
- Deliverable 2: Technical report and summary factsheet identifying key findings on (1) mechanisms for multi-stakeholder engagement, including of CSOs; and (2) levels of CSO access to and delivery of climate finance in the Caribbean
- Deliverable 3: Mapping report on civil society-led climate change initiatives in Caribbean and database(s) of these initiatives and relevant stakeholders
- Deliverable 4: CSO engagement guidelines for inclusion in NDA Toolkits and in AE policies
- Deliverable 5: Workshop reports and evaluations of virtual regional trainings with NDAs, AEs and other key stakeholders to enhance CSO engagement
- Deliverable 6: National workshop reports and evaluations on enhancing CSO engagement and multi-stakeholder coordination mechanisms in each of the target countries

**Schedule of payment:**

- 20% Upon signature of both parties and submission of Inception Report
- 30% Upon submission of draft technical report and summary factsheet (deliverable 2) and draft mapping report (deliverable 3)
- 30% Upon submission of final technical report and summary factsheet (deliverable 2), final mapping report and project and stakeholder database(s) (deliverable 3) and draft CSO engagement guidelines (deliverable 4)
- 20% Upon submission of the final CSO engagement guidelines (deliverable 4); workshop reports and evaluations of trainings on CSO engagement guidelines (deliverable 5); and workshop reports and evaluations of national workshops to enhance CSO engagement in target countries (deliverable 6)

**Reporting:** The consultant will report to the Executive Director of the Caribbean Natural Resources Institute (CANARI)

**Qualifications:**



- Candidates must have at least an advanced degree (Masters) in Economics, Finance, Development Studies or a similar field.
- Four years' experience in analyzing climate finance flows and developing and implementing strategies for investment and resource mobilization in low and middle income countries, including small island developing states (SIDS). Experience working with an international finance institution is an asset.
- Experience in enhancing civil society readiness for delivery of climate and development projects/programmes, and multi-stakeholder engagement in policy-making and planning.
- Experience with database and information management systems, including use of Microsoft Access.
- Candidate must be competent in the use of Microsoft suite of tools and have strong analytical skills, planning, and organizing. Core competencies include good oral and written communication skills, good interpersonal skills, motivated, results, team oriented, and good time management skills.
- Candidate must be fluent in English. French is desirable.

Notes:

- All positions will be open to equally qualified male and female applicants.
- Sub-contracting and/or joint submissions are allowed.

**Position/Title:** CSO Capacity Building Expert

**Consultancy:** International

**Duration:** 9 months

**Specific objective:**

The overall objective of this consultancy is to assess the current capacities and capacity needs of the selected regional and national CSOs and strengthen their capacity to serve as delivery partners, executing entities and, if feasible, accredited entities, based on the “fit-for-purpose” approach.

The scope of work includes:

- Conduct capacity needs assessment taking into account ESS and Gender standards required by GCF
- Develop capacity building strategies for selected regional and national CSOs
- Provide support for capacity building, including training, coaching and peer exchanges, for selected regional and national CSOs

**Deliverables:**

The expected deliverables of this consultancy are

- Deliverable 1: Inception report - Detailed methodology and work plan within the first 20 days of the assignment
- Deliverable 2: Capacity needs assessment report for the selected regional and national CSOs
- Deliverable 3: Tailored capacity building strategies developed for the selected regional and national CSOs
- Deliverable 4: Capacity building activities conducted for the selected regional and national CSOs based on the strategies

**Schedule of payment:**

- 25% Upon signature of both parties and submission of Inception Report
- 50% Upon submission of assessment report and tailored capacity building strategies
- 25% Upon submission of reports of capacity building activities and evaluations with selected regional and national CSOs

**Reporting:** The consultant will report to the Executive Director of the Caribbean Natural Resources Institute (CANARI)

**Qualifications:**

- Candidates must have at least an advanced degree (Masters) in Humanities, Social Sciences, Development Studies or similar field and Finance.
- Four years' experience in CSO capacity building
- Familiarity with climate and development projects is highly desirable.
- Demonstrate experience in gender at the level of policy and programme/project level. Demonstrate commitment to manage conflicts and address social issues.
- Experience in conducting needs assessments, including against fiduciary and ESS standards.
- Experience developing workflows, moderating meetings, developing manuals.
- Experience working with an international finance institution is an asset.
- Candidate must be competent in the use of Microsoft suite of tools and have strong analytical skills, planning, and organizing. Core competencies include good oral and written communication skills, good interpersonal skills, motivated, results, team oriented, and good time management skills.
- Candidate must be fluent in English. French and Spanish is desirable.

Notes:

- All positions will be open to equally qualified male and female applicants.
- Sub-contracting and/or joint submissions are allowed.

**Position/Title:** GCF Concept Note Consultant

**Consultancy:** Local/regional

**Duration:** 9 months

**Specific objective:**

The overall objective of this consultancy is to provide technical assistance to develop a regional Civil Society Agenda and Action Plan for Building Climate Resilience, and prepare and finalise project concept notes (including for multi-country and national projects) for submission to the Green Climate Fund (GCF), with emphasis on climate change adaptation and/or mitigation actions led or co-led by Caribbean civil society organisations.

The scope of work includes:

- Facilitation of stakeholder consultations and development of a regional Civil Society Agenda and Action Plan for Building Climate Resilience based on stakeholder inputs;
- Identification, collection and integration of relevant information from a range of sources into the project concept notes through desk review and key informant interviews and meetings;
- Alignment of the project concept notes with relevant regional and national policies, plans and initiatives, including Nationally Determined Contributions, National Adaptation Plans and National Development Plans where applicable;
- Preparation of at least two (2) draft GCF project concept notes (including enhanced direct access) based on the GCF concept note template; and
- Finalisation of two (2) GCF project concept notes based on feedback from GCF and other key stakeholders

**Deliverables:**

The expected deliverables of this consultancy are:

- Deliverable 1: Inception report - Detailed methodology and work plan within the first 20 days of the assignment
- Deliverable 2: One (1) draft Civil Society Agenda and Action Plan for Building Climate Resilience in the Caribbean
- Deliverable 3: Two (2) draft GCF project concept notes, including project financing information, financial model and any pre-feasibility studies required for completion of the concept note template
- Deliverable 4: One (1) final Civil Society Agenda and Action Plan for Building Climate Resilience, and Two (2) final GCF project concept notes

**Schedule of payment:**

- 20% Upon signature of both parties and submission of Inception Report
- 30% Upon submission of one (1) draft Civil Society Agenda and Action Plan for Building Climate Resilience in the Caribbean
- 30% Upon submission of two (2) draft GCF project concept notes
- 20% Upon submission of one (1) final Civil Society Agenda and Action Plan for Building Climate Resilience, and two (2) final GCF project concept notes

**Reporting:** The consultant will report to the Executive Director of the Caribbean Natural Resources Institute (CANARI)

**Qualifications:**

- Candidates must have at least an advanced degree (Masters) in Environmental/Natural Resource Management, Social Sciences, Development Studies or similar field.
- Minimum three years' experience in developing GCF concept notes and proposals, including the financing portions. Experience with concept note and proposal development for other multi-lateral climate funds is desirable.
- Demonstrated experience and familiarity working at the national and regional levels in the Caribbean Community (CARICOM) region.
- Experience developing workflows, moderating meetings, and in project management.
- Candidate must be competent in the use of Microsoft suite of tools and have strong analytical skills, planning, and organizing. Core competencies include good oral and written communication skills, good interpersonal skills, motivated, results, team oriented, and good time management skills.
- Candidate must be fluent in English. French is desirable.

**Notes:**

- All positions will be open to equally qualified male and female applicants.

**Position/Title:** National CSO Liaison (seven positions)

**Consultancy Level:** Local

**Duration:** 24 months

**Specific objective:**

The overall objective of this consultancy is to coordinate project activities and mobilise and convene stakeholders for the readiness grant in each target country. The scope of work includes the following activities:

- Provide inputs to develop the implementation work plan based on the proposal and report to CANARI and the NDA on activities for timely submission to GCF.
- Provide technical and logistical support for international and regional consultants to undertake specified project activities in country.
- Assist in drafting of the Terms of References (ToR) for local consultants.
- Facilitate stakeholder mobilization to ensure effective engagement of civil society and the private sector, including small and micro enterprises, in workshops, consultations and other project activities in country.
- Provide logistical support for event management, particularly the local and regional workshops, consultations and other meetings related to the readiness grant.
- Follow up on local travel arrangements.
- Assist in preparing quotations, specification sheets and evaluation reports for the procurement of local goods and services.
- Assist in development and dissemination of communication and information products to enable awareness raising, advocacy and knowledge sharing as part of project activities.

**Reporting:** The National CSO Liaisons will report to the Executive Director of CANARI

**Qualifications/Minimum requirements:**

- A Bachelor's Degree in Environmental/Natural Resource Management, Sustainable Development or Business Administration or related discipline. Knowledge of climate change strategies would be an asset. Three (3) years experience in project and/or event management and stakeholder mobilisation.

OR

- Associate Degree in Environmental/Natural Resource Management, Sustainable Development or Business Administration or related discipline. Knowledge of climate change strategies would be an asset. At least five years' experience in project and/or event management and stakeholder mobilisation.
- Candidate must be competent in the use of Microsoft suite of tools and have technical skills such as basic project management, analytical skills and planning and organizing.
- Core competencies include good oral and written communication skills in English, good interpersonal skills, results, team oriented, and good time management skills and demonstrate accountability.

**Notes:**

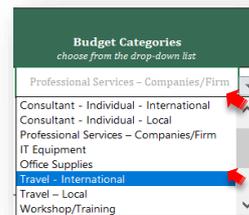
- All positions will be open to equally qualified male and female applicants.

# Readiness and Preparatory Support Budget and Procurement Plan

## Readiness Grant Budget Preparation Guidelines

The following considerations are important when completing the budget:

1. Before preparing the Readiness and PPF budget, please read the full guidance on our website (<https://www.greenclimate.fund/how-we-work/empowering-countries>).
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. :



### Project Management Cost:

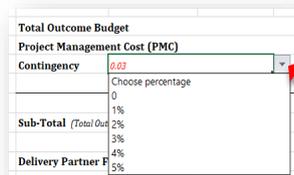
Project management costs (PMC) are the direct administrative costs incurred to execute a project. They should cover only incremental costs incurred due to the GCF contribution. In most cases, these costs are directly related to the support of a dedicated project management unit (PMU) which manages the 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 you get to the end of the project and you haven't spent Contingency, you can't increase the scope of the project or buy some more equipment to use it up.
6. The Budget Notes sheet should be used to record explanations, further details or cost breakdowns for individual lines

If you are unsure about how to complete the budget template, please send your query to: [countries@gcfund.org](mailto:countries@gcfund.org)

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	Budget Categories <small>choose from the drop-down list</small>	Detailed Budget (in US\$)				Total Budget <small>(per budget category)</small>	Total Budget <small>(per sub-outcome)</small>	Total Budget <small>(per outcome)</small>	Disbursement Plan								
		Unit	# of Unit	Unit Cost	6m				12m	18m	24m						
2. Outcome: Country programming process	2.3 Sub-outcome: Stakeholder engagement consultative processes established	Consultant - Individual - International	W/Day	180	600.00	108,000.00	373,920.00	627,320.00	38,000.00	35,000.00	35,000.00						
		Consultant - Individual - Local	W/Day	420	400.00	168,000.00			42,000.00	42,000.00	42,000.00	42,000.00					
		Travel - International	Trip	16	900.00	14,400.00			1,800.00	6,300.00	6,300.00						
		Travel - Local	Trip	21	120.00	2,520.00				1,260.00	1,260.00						
		Audio Visual & Printing	Products	2	2,500.00	5,000.00				5,000.00							
		Workshop/Training	Lumpsum	14	5,000.00	70,000.00				35,000.00	35,000.00						
		Professional Services - Companies/Firm	Products	2	3,000.00	6,000.00				6,000.00							
	2.5 Sub-outcome: Appropriate climate technology solutions identified and prioritized in accordance with national strategies and plans for climate adaptation and mitigations	merged with above consultancy in 2.3					253,400.00										
		Travel - International	Trip	70	900.00	63,000.00						31,500.00	31,500.00				
		Travel - Local	Lumpsum	2	1,800.00	3,600.00						1,800.00	1,800.00				
		Workshop/Training	Lumpsum	2	40,650.00	81,300.00						40,650.00	40,650.00				
		Audio Visual & Printing	Products	10	2,500.00	25,000.00						12,500.00	12,500.00				
		Professional Services - Companies/Firm	Lumpsum	1	6,500.00	6,500.00						6,500.00					
		Professional Services - Companies/Firm	Products	10	3,000.00	30,000.00						15,000.00	15,000.00				
Other costs	Lumpsum	2	8,000.00	16,000.00				8,000.00	8,000.00	8,000.00							
Other costs	Lumpsum	14	2,000.00	28,000.00						28,000.00							
3. Outcome: Direct access to climate finance	3.1 Sub-outcome: Direct access entities' nomination	merged with above consultancy in 2.3					406,900.00	406,900.00									
		Consultant - Individual - International	W/Day	140	600.00	84,000.00						42,000.00	42,000.00				
		Consultant - Individual - Local	W/Day	210	400.00	84,000.00						28,000.00	28,000.00	28,000.00			
		Travel - International	Trip	67	900.00	60,300.00						54,000.00	3,600.00	2,700.00			
		Travel - Local	Trip	35	120.00	4,200.00						1,800.00	1,200.00	1,200.00			
		Workshop/Training	Lumpsum	1	55,800.00	55,800.00						55,800.00					
		IT Equipment	Laptops/software	30	1,500.00	45,000.00						15,000.00	15,000.00	15,000.00			
		Audio Visual & Printing	Products	2	20,000.00	40,000.00						20,000.00	20,000.00				
		Professional Services - Companies/Firm	Lumpsum	1	5,600.00	5,600.00							5,600.00				
		Professional Services - Companies/Firm	Products	2	10,000.00	20,000.00						10,000.00	10,000.00				
		Other costs	Lumpsum	1	8,000.00	8,000.00						8,000.00					
		4. Outcome: Climate finance strategies and project pipeline strengthened	4.3 Sub-outcome: Project concept notes development	Consultant - Individual - Local	W/Day	70			400.00	28,000.00	69,100.00	69,100.00				28,000.00	
				Travel - International	Trip	20			900.00	18,000.00						18,000.00	
Workshop/Training merged with above workshop/training in 2.5																	
Audio Visual & Printing	Products			2	3,750.00	7,500.00								7,500.00			
Professional Services - Companies/Firm	Lumpsum			1	600.00	600.00								600.00			
Professional Services - Companies/Firm	Products			3	5,000.00	15,000.00								15,000.00			
<b>Total Outcome Budget</b>							<b>1,103,320.00</b>	<b>81,800.00</b>	<b>357,160.00</b>	<b>372,410.00</b>	<b>291,950.00</b>	<b>-</b>	<b>-</b>				
Project Management Cost (PMC) <small>Up to 7.5% of Total Activity Budget</small>	Consultant - Individual - Local	W/Day	80	400.00	32,000.00	81,000.00	Percentage of PMC requested: <b>7.3%</b>										
	Consultant - Individual - Local	W/Day	124	250.00	31,000.00												
	Office Supplies	Lumpsum	2	1,500.00	3,000.00												
	IT Equipment	Laptop/software	2	1,500.00	3,000.00												
	Audio Visual & Printing	Lumpsum	2	1,000.00	2,000.00												
	Audit Fee	Lumpsum	2	5,000.00	10,000.00												

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

Breakdown (per budget category)	Total (per budget category)
Audio Visual & Printing	79,500.00
Audit Fee	10,000.00
Consultant - Individual - International	192,000.00
Consultant - Individual - Local	343,000.00
Professional Services - Companies/Firm	83,700.00
IT Equipment	48,000.00
Office Supplies	3,000.00
Travel - International	155,700.00
Travel - Local	10,320.00
Workshop/Training	207,100.00
Other costs	52,000.00
0	-
0	-
0	-
0	-
<b>Total Outcome Budget + PMC</b>	<b>1,184,320.00</b>

FOR GREEN CLIMATE FUND SECRETARIAT'S USE ONLY

<b>Total Outcome Budget</b>		<b>1,103,320.00</b>
<b>Project Management Cost (PMC)</b>	7.3% requested	<b>81,000.00</b>
<b>Contingency</b>	1% requested	<b>11,033.00</b>
<hr/>		
<b>Sub-Total</b> (Total Outcome Budget + Contingency + PMC)		<b>1,195,353.00</b>
<hr/>		
<b>Delivery Partner Fee (DP)</b> - Up to 8.5% of the Sub-Total		<b>101,605.00</b>
<hr/>		
<b>Total Project Budget</b> (Total Activity Budget + Contingency + PMC + DP)		<b>\$ 1,296,958.00</b>

Budget Note	Detailed Description
A	One international consultant (Climate Finance and Civil Society Readiness Expert) for 180 working days @ \$600 per day = 108,000 total for activities 2.3.1, 2.3.2, 2.3.3, 2.5.1, 2.5.2, 3.1.1 and 3.1.2
B	Seven local consultants (National CSO Liaisons) to support the international consultant for activities 2.3.1, 2.5.1 and 3.1.1 and coordinate and mobilise stakeholders for national workshops under activity 2.3.3 in each target country - 60 working days each (total 420 days) @ \$400 per day = 168,000 total
C	Air travel for international consultant (Climate Finance and Civil Society Engagement Expert) to collect data for activities 2.3.1, 2.5.1 and 3.1.1 and to facilitate national consultation meetings in the seven target countries under activity 2.3.3
D	Local travel for up to 3 CSO representatives from remote areas to attend national consultation meetings in seven target countries
E	Printing of technical report and summary factsheet on CSO engagement - \$2,500 per product = 5,000 total
F	Two national consultation meetings (1-2 days each) in each of the seven target countries (total 14 meetings) at average cost of \$5,000 per meeting = 70,000 total for activity 2.3.3
G	Professional services - Graphic design of technical report and summary factsheet on CSO engagement (\$3,000 per product)
H	Air travel for 35 participants (at least 2 persons from 1-2 CSOs in each CARICOM country) + 2 facilitators to attend 2 sessions each of regional training of trainer workshop under 2.5; Total 70 participants
I	Local travel for up to 2 CSO representatives from remote areas in host country to attend 2 sessions of regional training of trainer workshop (total 4 participants); Local travel for field trips as part of workshop for up to 40 persons
J	Regional training of trainer workshop under activity 2.5.4 for leading national CSOs (at least 2 persons from 1-2 CSOs in each CARICOM country) - one session for technical capacity building on innovative climate change solutions and best practices (3-4 days) and one session on how to effectively facilitate training in each of their countries (3-4 days)
K	Printing of written case studies (250 copies) per selected innovation; 10 total products @ \$2,500 each = 25,000 total
L	Professional services - Developer for online knowledge platform for 13 days @ 500 per day = 6,500 total
M	Professional services - Video production/graphic design of ICT or written case studies for 10 total products @ \$3,000 each = 30,000 total
N	Other costs include events management support for logistics and coordination of regional training of trainer workshop (2 sessions) - 20 working days @ \$400 per day for each session under activity 2.5.4 = 16,000 total
O	Other costs include support for two Climate Solutions community expos (1/2 day each) to showcase innovative climate-related work by local CSOs, communities and other stakeholders in each of the seven target countries (total 14 expos) at average cost of \$2,000 per event = 28,000 total for activity 2.5.5
P	One international consultant (CSO Capacity Building Expert) for 140 working days @ \$600 per day = 84,000 total for activities 3.1.4-3.1.6
Q	Seven local consultants/mentors for organisational strengthening of selected CSOs or CSO coalitions in target countries - 30 working days each @ \$400 per day for activity 3.1.4 = 84,000 total
R	Air travel for 60 participants for regional dialogue on CSO readiness for GCF + Air travel for international consultant to support capacity building activities in seven target countries under activities 3.1.4-3.1.6; Total 67 flights
S	Local travel for up to 5 CSO representatives in remote areas to attend capacity building activities in the seven target countries under activity 3.1.4; Total 35 trips
T	Regional workshop for dialogue on CSO readiness for GCF (4 days) targeting 60 participants, including leading regional and national CSOs, NDAs and AEs across the CARICOM countries, for activity 3.1.2
U	IT equipment includes laptops, software and audiovisual equipment to support effective project and financial management as part of organisational strengthening of up to seven selected national CSOs and 3 regional CSOs (total ten CSOs) under activity 3.1.4
V	Printing of update Climate Change toolkit; \$10,000 for 200 copies per English and Spanish version = 20,000 total
W	Professional services - Spanish translation of updated Climate Change Toolkit @ \$0.07 per word for 80,000 words total
X	Professional services - Graphic design of updated Climate Change Toolkit and training module
Y	Other costs include events management support for logistics and coordination of regional dialogue on CSO readiness for GCF - 20 working days @ \$400 per day for activity 3.1.2
Z	One local/regional consultant (GCF Concept Note Expert) for 70 working days @ \$400 per day for activities 4.3.2 and 4.3.3
AA	Air travel for 20 additional participants for validation workshop for Civil Society Climate Agenda & Action Plan (other CSO participants airfares covered under regional training of trainer workshop - second session - under activity 2.5.4)
AB	Regional validation workshop under activity 4.3.2 to review and finalise Civil Society Climate Agenda and Action Plan (1-2 days) targeting leading regional and national CSOs (including 1-2 CSO representatives per CARICOM country) and key government and private sector partners, which will be held concurrently with the second session of the regional training of trainer workshop on climate change solutions and best practices under activity 2.5.4
AC	Printing of regional Civil Society Agenda and Action Plan and summary briefs (200 copies each @ \$3,750) = 7,500 total
AD	Professional services - Shipping of copies of regional Civil Society Agenda and Action Plan to target stakeholders = \$600
AE	Professional services - Graphic design of regional Civil Society Agenda and Action Plan and summary briefs; production of short video on Plan
AF	<p>Project management costs includes costs for CANARI to oversee, manage and monitor and evaluate the entire project as well as to provide technical assistance for specific activities where the Institute is equipped with expert knowledge and experience, instead of recruiting more consultants. These costs include:</p> <p>Project Manager - 65 days @ \$400 per day (12.5% of time) for project management and oversight  Plus, Project Manager will provide technical assistance based on expertise in CSO engagement and capacity building to develop CSO engagement strategy for CCCCC (activity 2.3.4), facilitate regional dialogue on CSO readiness for GCF (activity 3.1.2) and consultation process to develop Civil Society Agenda &amp; Action Plan (activity 4.3.2) and support action learning under the Climate Finance in Action Network (activity 4.3.1) - 15 days @ \$400 per day (4% of time)</p> <p>Project Officer - 100 days @ \$250 per day (20% of time) for project management support  Plus, Project Officer will provide technical assistance based on climate change expertise to support design of regional training of trainer workshop (2.5.4), update of CANARI's Climate Change Toolkit (3.1.3), develop regional Civil Society Agenda &amp; Action Plan (activity 4.3.2) and provide technical inputs on GCF concept notes (activity 4.3.3) - 24 days @ \$250 per day (5% of time)</p>
AG	Delivery partner fees include costs for CANARI administrative staff, including Finance Officer and Administrative Officer, and operational expenses including rent, utilities, etc.

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
Other costs

*Indicate additional budget categories*

## 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
<b>Goods and Non-Consulting Services</b>						
2.3 Audio Visual & Printing	Printing of technical report and summary factsheet on CSO engagement (\$2,500 per product)	5,000.00	Limited tender	\$500-\$50,000	Q3 2020	Q3 2020
2.3 Workshop/Training	Venue and catering for 30 persons per national consultation meeting (1-2 days) in 7 target countries; 14 total meetings @ \$ 5,000 per meeting	70,000.00	Limited tender	\$500-\$50,000 (per meeting)	Q1 2021	Q1 2021
2.3 Professional services	Graphic design of technical report and summary factsheet on CSO engagement (\$3,000 per product)	6,000.00	Limited tender	\$500-\$50,000	Q3 2020	Q3 2020
2.5 Workshop/Training	Hotel/DSA, venue and catering for 35 persons for regional training of trainer workshop (first session; 3-4 days)	40,650.00	Limited tender	\$500-\$50,000	Q3 2021	Q3 2021
2.5 Workshop/Training	Hotel/DSA, venue and catering for 35 persons for regional training of trainer workshop (second session; 3-4 days)	40,650.00	Limited tender	\$500-\$50,000	Q4 2021	Q4 2021
2.5 Audio Visual & Printing	Printing of written case studies (250 copies) per selected innovation; 10 total products @ \$2,500 each	25,000.00	Limited tender	\$500-\$50,000	Q4 2020	Q4 2020
2.5 Professional Services	Developer for online knowledge platform (13 days @ 500 per day)	6,500.00	Limited tender	\$500-\$50,000	Q3 2020	Q3 2020
2.5 Professional Services	Video production/graphic design of ICT or written case studies; 10 total products @ \$3,000 each	30,000.00	Limited tender	\$500-\$50,000	Q4 2020	Q4 2020
2.5 Other Costs	Events management and logistics support - regional training of trainer workshop (2 sessions)	16,000.00	Limited tender	\$500-\$50,000	Q3 2021	Q3 2021
2.5 Other Costs	Logistics support, venue, catering for up to 50 persons and audio/PSA equipment for Climate Solutions community expos; 2 per target country (total 14 expos)	28,000.00	Limited tender	\$500-\$50,000	Q3 2021	Q3 2021
3.1 Workshop/Training	Hotel/DSA, venue and catering for 60 persons for regional CSO Readiness dialogue (4 days)	55,800.00	Limited tender	\$500-\$50,000 (under threshold if excluding DSA for participants)	Q3 2020	Q3 2020
3.1 IT Equipment	1 laptop, 1 printer/camera, 1-2 software for accounting/project management per target CSO; estimated \$4,500 total per CSO (for up to 10 CSOs)	45,000.00	Limited tender	\$500-\$50,000	Q4 2020	Q4 2020
3.1 Audio Visual & Printing	Printing of update Climate Change toolkit; \$10,000 for 200 copies per English and Spanish version	20,000.00	Limited tender	\$500-\$50,000	Q4 2020	Q4 2020
3.1 Professional Services	Spanish translation of updated Climate Change Toolkit @ \$0.07 per word for 80,000 words total	5,600.00	Limited tender	\$500-\$50,000	Q4 2020	Q4 2020
3.1 Professional Services	Graphic design of updated Climate Change Toolkit and training module	10,000.00	Limited tender	\$500-\$50,000	Q3 2020	Q3 2020
3.1 Other Costs	Events management and logistics support - regional dialogue on CSO readiness for GCF	8,000.00	Limited tender	\$500-\$50,000	Q3 2020	Q3 2020
4.3 Audio Visual & Printing	Printing of regional Civil Society Agenda and Action Plan and summary briefs (200 copies each @ \$3,750)	7,500.00	Limited tender	\$500-\$50,000	Q4 2021	Q4 2021
4.3 Professional Services	Shipping of copies of regional Civil Society Agenda and Action Plan to target stakeholders	600.00	Limited tender	\$500-\$50,000	Q4 2021	Q4 2021
4.3 Professional Services	Graphic design of regional Civil Society Agenda and Action Plan and summary briefs; production of short video on Plan	15,000.00	Limited tender	\$500-\$50,000	Q4 2021	Q4 2021
<b>Sub-Total (US\$)</b>		<b>\$ 435,300.00</b>				
<b>Consultancy Services</b>						
International Consultant	Climate Finance & Civil Society Engagement Expert	108,000.00	Open tender	Over \$50,000	Q1 2020	Q1 2020
Local Consultants	National CSO Liaisons (1 consultant @ \$24,000 per target country; 7 total)	168,000.00	Limited tender	\$500-\$50,000 (per consultant)	Q2 2020	Q2 2020
International Consultant	CSO Capacity Building Expert	84,000.00	Open tender	Over \$50,000	Q2 2021	Q2 2021
Local Consultants	Organisational Strengthening Mentors (1 mentor @ \$12,000 per target country; 7 total)	84,000.00	Limited tender	\$500-\$50,000 (per consultant)	Q4 2020	Q4 2020
Local/Regional Consultant	GCF Concept Note Expert	28,000.00	Limited tender	\$500-\$50,000	Q2 2021	Q2 2021
Local Consultant - Project Manager	Project management and technical assistance for specified activities (80 days @ \$400)	32,000.00	No procurement; assignment of qualified, permanent CANARI staff @ 15% of their time annually	N/A	Q1 2020	Q1 2020
Local consultant - Project Officer	Project support and technical assistance for specified activities (124 days @ \$250)	31,000.00	No procurement; assignment of qualified, permanent CANARI staff @ 25% of their time annually	N/A	Q1 2020	Q1 2020
Auditor	Conduct 2 annual project audits (10 days @ \$500 per day for each audit)	10,000.00	Limited tender	\$500-\$50,000	Q4 2020	Q4 2020
<b>Sub-Total (US\$)</b>		<b>\$ 545,000.00</b>				