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# Readiness Proposal

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**with CCCCC for Belize, Dominica, Haiti, Jamaica, Saint Lucia, Saint Vincent  
and the Greandines**

15 December 2018 | Entity Support



# Readiness and Preparatory Support Proposal

## How to complete this document?

- A [Readiness Guidebook](#) is available to provide information on how to access funding under the GCF Readiness and Preparatory Support programme. It should be consulted to assist in the completion of this proposal template.
- This document should be completed by National Designated Authorities (NDAs) or focal points with support from their delivery partners where relevant.
- Please be concise. If you need to include any additional information, please attach it to the proposal.
- Information on the indicative list of activities eligible for readiness and preparatory support and the process for the submission, review and approval of this proposal can be found on pages 11-13 of the guidebook.
- For the final version submitted to GCF Secretariat, please delete all instructions indicated in italics in this template and provide information in regular text (not italics).

## 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). We will aim to get back to you within 48 hours.
- You can also complete as much of this document as you can and then send it to [countries@gcfund.org](mailto:countries@gcfund.org). We will get back to you within 5 working days to discuss your submission and 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 page 7 of the readiness guidebook for more information.

**SECTION 1: SUMMARY**

**1. Country submitting the proposal**

**Proposal is supported by the following NDAs:**

**Country name:** Belize

**Name of institution representing National Designated Authority (NDA) or Focal Point:**

Ministry of Finance and Economic Development

**Name of NDA/Focal Point:** Amb. Yvonne Hyde

**Position:** Chief Executive Officer (CEO)

**Telephone:** (501) 822-2526

**Email:** ceo@med.gov.bz, ceo.secretary@med.gov.bz

**Full office address:** Economic Development & Petroleum Sir Edney Cain Building Ground Floor, Right Wing, Belmopan, Belize.

**Country name:** Dominica

**Name of institution representing National Designated Authority (NDA) or Focal Point:**

Ministry of Finance

**Name of NDA:** Mr. Samuel Carrette

**Position:** Chief Development Planner

**Telephone:** (767) 266-3221

**Email:** carrettes@dominica.gov.dm; [finsecfinance@dominica.gov.dm](mailto:finsecfinance@dominica.gov.dm)

**Full office address:** 5th Floor, Financial Centre

Kennedy Avenue, Roseau, Commonwealth of Dominica

**Country name:** Jamaica

**Name of institution representing National Designated Authority (NDA) or Focal Point:**

Climate Change Division - Ministry of Economic Growth and Job Creation

**Name of NDA/Focal Point:** Ms. UnaMay Gordon

**Position:** Principal Director, Climate Change Division

**Telephone:** (876) 851-8876; (876) 633-7354

**Email:** [unamay.gordon@megjc.gov.jm](mailto:unamay.gordon@megjc.gov.jm)

**Full office address:** 16A Half-Way-Tree Road, Kingston 5, Jamaica

**Country name:** Republic of Haiti

**Name of institution representing NDA or Focal Point:** Ministry of Environment

**Name of contact person:** Mr. Moise Jean-Pierre

**Contact person's position:** GCF Focal Point

**Telephone number:** (509) 4898 0453

**Email:** moisejp8@hotmail.com

**Full office address:**

Ministry of Environment, #11 Rue 4, Pacot, Port-au-Prince, Haiti

**Country name:** Saint Lucia

**Name of institution representing National Designated Authority (NDA) or Focal Point:**

Department of Economic Development, Transport and Civil Aviation (DEDTCA)

**Name of NDA/Focal Point:** Mr. Philip Dalsou

**Position:** Permanent Secretary

**Telephone:** (758)-468-2180

**Email:** [philip.dalsou@govt.lc](mailto:philip.dalsou@govt.lc)

**Full office address:** 1<sup>st</sup> Floor Finance Administrative Centre, Pointe Seraphine, Castries, Saint Lucia

**Country name:** St. Vincent and the Grenadines

**Name of institution representing National Designated Authority (NDA) or Focal Point:**

Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour

**Name of NDA/Focal Point:** Ms. Laura Anthony-Browne

**Position:** Director of Planning

	<p><b>Telephone:</b> (784)-457-1746  <b>Email:</b> cenplan@vincysurf.com  <b>Full office address:</b> Administrative Centre, Bay Street, Kingstown, Saint Vincent and the Grenadines</p>
<b>2. Date of initial submission</b>	15/12/2017
<b>3. Last date of resubmission</b>	DD/MM/YYYY <i>(if applicable)</i>
<b>4. Which entity will implement the Readiness and Preparatory Support project?</b>	<p><input type="checkbox"/> National Designated Authority X Accredited Entity <input type="checkbox"/> Delivery Partner  <i>(Please provide contact information if the implementing partner is not the NDA/focal point)</i></p> <p>Name of institution: Caribbean Community Climate Change Centre  Name of official: Dr. Kenrick Leslie                      Position: Executive Director  Telephone: (501)-822-1094 / (501)-822-1104      Email: <a href="mailto:k.leslie@sbcglobal.net">k.leslie@sbcglobal.net</a>  Full Office address: 2nd Floor, Lawrence Nicholas Building, Ring Road, P.O. Box 563, Belmopan, Belize, Central America.</p>
<b>5. Title of the Readiness support proposal</b>	<b>Building Capacity for a Regional Approach to Climate Action in the Caribbean: Caribbean Community Climate Change Centre</b>
<b>6. Type of Readiness support sought</b>	<p><i>Please select one option below (one box or circle)</i></p> <p><input checked="" type="checkbox"/> Readiness</p> <ul style="list-style-type: none"> <li><input type="radio"/> Establishing and strengthening national designated authorities or focal points</li> <li><input type="radio"/> Strategic frameworks, including the preparation of country programmes</li> </ul> <p>X Support for accreditation and accredited direct access entities</p> <p><input type="checkbox"/> Adaptation Planning</p>
<b>7. Brief summary of the request</b>	<p><i>Please include a brief description of the general readiness context; specific readiness challenge; solution/outcome identified; how GCF Readiness support activities will advance this solution; and how this change will be visible over time. (200 words maximum)</i></p> <p>The Caribbean Community Climate Change Centre (the Centre) has the mandate to coordinate the Caribbean Community's (CARICOM) response to climate change as well as provide climate change-related policy advice and guidance to CARICOM Member States. This readiness request is aimed at building greater capacity within the Centre, especially its Programme Development and Management Unit (PDMU), which is essential for identifying and shaping impactful, transformative, sustainable, innovative and replicable projects for submission to the GCF and other climate financing windows.</p> <p>The Centre was accredited as a regional implementing entity by the Board of the Green Climate Fund (GCF) on July 9, 2015. The GCF is a key multilateral financing mechanism that is essential to support climate action in the Caribbean and by extension developing countries. As a regional direct access entity, the Centre has the mechanism, which includes the Regional Framework and Implementation Plan, to coordinate climate action in the region. Utilizing a bottom-up approach the aim is to develop bankable projects, both national and regional, consistent with national priorities, the Regional Framework, GCF's</p>

	<p>strategic results area and investment criteria and the Sustainable Development Goals (with specific reference to Goal 13).</p> <p>In the Caribbean, direct access AEs seek support to enhance their capacity to identify, develop and implement projects for the GCF. It was during the GCF Structured Dialogue with the Caribbean in June 2017 in Placencia, Belize that the countries of the region emphasised the urgency of providing dedicated technical support to direct access AEs for developing high quality funding proposals. The NDAs of Jamaica and St. Lucia stepped forward with bold leadership and commitment to support this regional initiative, inviting other countries to join and support their regional DAEs. Since that time, Belize, Commonwealth of Dominica, Republic of Haiti and St. Vincent and the Grenadines have expressed their commitment to this effort.</p> <p>The objective of this proposal, therefore, is specifically aimed at accessing readiness funding to enhance the capacity of the Centre, to facilitate and increase the origination of high-quality funding proposals for GCF consideration. This Readiness proposal outlines the current key challenges encountered and capacity building support needs for advancing GCF funding proposals for CARICOM Member States. This readiness funding is expected to, inter alia, enhance the Regional Framework and its accompanying Implementation Plan both aimed at articulating clear actions to combat climate change in the Caribbean.</p>
<p><b>8. Total requested amount and currency</b></p>	<p><b>US\$1,802,657</b></p>
<p><b>9. Anticipated duration</b></p>	<p><b>3 Years (36 Months)</b></p>

## SECTION 2: LOGICAL FRAMEWORK

Please complete the table below by including proposed outcomes, baseline situations, the targets for implementation period, and the activities to be undertaken, including key outputs or deliverables. Please add rows for additional outcomes as needed. For further guidance on completing the table, please refer to the guidebook "Accessing the GCF Readiness and Preparatory Support Programme", including specific Outcomes to select from.

Outcomes	BASELINE	TARGET	ACTIVITIES
			Please include at least one specific deliverable output for each activity, and the timeframe (month number) in which it will be delivered to GCF.
<b>1. CCCCC and CARICOM Member States Capacity strengthened</b>			
1.1 Effective coordination mechanism	<input type="checkbox"/> 0 × 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2	<p>1.1.1 The CCCCC recognises the importance of transparency and accountability in all aspects of its operations. Through compliance with the Fund's information Disclosure Policy, the CCCCC endeavours to provide accurate and timely information to its stakeholders and the public at large. In fulfilling its mandate to strengthen public trust in the Centre, the following communication and information disclosure strategies will be implemented: documentary (short clips), newsletters, data recovery workshops and webinars/teleconference.</p> <p><b>Deliverables:</b> Three documentaries. Completed 36 months after 1st disbursement; Quarterly Newsletters. Completed 36 months after 1st disbursement; and, Six (at least) webinars/teleconference.  <b>Timeframe:</b> Completed 36 months after 1st disbursement.</p>
			<p>1.1.2 Improve usability and statistics proxy of the Clearinghouse Portal and Website to provide greater uptake of products related to climate change data and GCF related information.</p> <p><b>Deliverable:</b> Clearinghouse Portal and Website updated.  <b>Timeframe:</b> Completed 12 months after 1st disbursement.</p>
			<p>1.1.3 Organise technical and sector-specific workshops and meetings to highlight GCF policies and procedures and deliver training in the development of concept notes.</p> <p><b>Deliverable:</b> workshop reports, inclusive of participants' list.  <b>Timeframe:</b> Completed 24 months after 1st disbursement.</p>
			<p>1.1.4 Deliver advanced-level training to 5Cs staff (at least 3 members) in the collection, storage, process, use and presentation of LIDAR data for better climate resilience building.</p> <p><b>Deliverable:</b> Certificates of completion in the collection, storage, process, use and presentation of LIDAR data.  <b>Timeframe:</b> Completed 24 months after 1st disbursement.</p>

			<p>1.1.5 Increase Storage Capacity to accommodate data gathered from LIDAR for better adaptation interventions and climate resilience building.</p> <p><b>Deliverable:</b> Data storage hardware procured and installed. <b>Timeframe:</b> Completed 12 months after 1st disbursement.</p>
1.4 Monitoring, oversight and streamline of climate finance flows	<input type="checkbox"/> 0 X1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 X2	<p>1.4.1 Development of Baselines of Climate Resilience and GHG Emissions of CCCCC's overall portfolio of activities.</p> <p><b>Deliverable:</b> Baseline Report on Climate Resilience and GHG Emissions of CCCCC's overall portfolio of activities. <b>Timeframe:</b> Completed 6 months after 1st disbursement.</p>
			<p>1.4.2 Review and update the Monitoring and Evaluation Manual including the development of indicators, monitoring and evaluating procedures and reporting standards. (including gender related and sex disaggregated data).</p> <p><b>Deliverable:</b> Updated and Revised Monitoring and Evaluation Manual. <b>Timeframe:</b> Completed 12 months after 1st disbursement.</p>
			<p>1.4.3 Review and Revise Financial/Accounting, Procurement guidelines/manuals and Reporting guidelines and ensure that gender considerations are mainstreamed into fiduciary systems..</p> <p><b>Deliverables:</b> Updated and Revised Financial Management and Procurement Manuals. <b>Timeframe:</b> Completed 12 months after 1st disbursement.</p>
			<p>1.4.4 Develop a Computerised Integrated Management System.</p> <p><b>Deliverable:</b> A Computerised Integrated Management System. <b>Timeframe:</b> Completed 30 months after 1st disbursement.</p>
<b>2. Stakeholders Engaged</b>			
2.2 Country programmes, including adaptation priorities, developed and continuously updated	<input type="checkbox"/> 0 X1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 X2	<p>2.2.1 Conduct inclusive and participatory consultations with CARICOM Member States on the Implementation Plan to accelerate country-driven adaptation and mitigation projects that are aligned with National Development Strategies/Plans, NAPs and NDC goals. The consultative process should determine a list of priority investment options (mitigation/adaptation) consistent with the GCF's strategic results areas.</p> <p><b>Deliverables: (1)</b> Consultation reports with countries and a listing and description of priority investment options derived from the Implementation Plan, consistent with the GCF's strategic results areas. <b>(2)</b> 5Cs Entity Programme aligned with the Country Programmes following the countries strategies, plans and priorities. <b>Timeframe:</b> Completion 12 months after 1st disbursement.</p>

2.3 Gender Consideration	<input type="checkbox"/> 0 X1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 X2	<p>2.1.1 Conduct a comprehensive gender analysis/assessment to examine the extent to which gender mainstreaming is visible in the design/implementation of the Regional Framework. Specifically, the assessment should take stock of the design features included in the Regional Framework to address gender concerns and provide tangible benefits to vulnerable groups, inclusive of the women, children, elderly, youths, ethnic minorities, indigenous peoples and physically challenged. This exercise should make specific recommendations for gender-sensitive monitoring and evaluation indicators to be adopted in the Implementation Plan and organise a consultative meeting to endorse the findings.</p> <p><b>Deliverables:</b> Gender analysis/assessment report of the Regional Framework and gender-sensitive M&amp;E indicators for the Implementation Plan. <b>Timeframe:</b> Completion 12 months after 1<sup>st</sup> disbursement. To be undertaken by the consultant recruited under 2.1.1</p>
	X0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 X2	<p>2.1.2 Recruitment of Gender Specialist (consultant) to screen All Funding Proposals developed by the PDMU and develop Gender Action Plans for, and incorporate gender considerations into, ALL funding proposals.</p> <p><b>Deliverables:</b> Gender Action Plan and Gender considerations incorporated into at least 5 Funding Proposals submitted to the GCF for consideration. <b>Timeframe:</b> Completed 36 months after 1st disbursement.</p>
2.4 Annual Participatory Review	X0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 X2	<p>2.4.1 Organise and conduct annual participatory review of CCCCC EWP/ portfolio performance through a gender-sensitive and inclusive stakeholder engagement process.</p> <p><b>Deliverable:</b> Annual Review workshop report. <b>Timeframe:</b> Completed 36 months after 1st disbursement.</p>
<b>3. Direct Access Realized</b>			
3.2 Accreditation upgrade of direct access entity	X0 <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 X1 <input type="checkbox"/> 2	<p>3.2.1 Conduct a situation and needs assessment to facilitate an upgrade in CCCCC's accreditation to on-lending/or blending.</p> <p><b>Deliverable:</b> Situation and Needs Assessment. <b>Timeframe:</b> Completed 12 months after 1st disbursement.</p>
			<p>3.2.2 Develop a capacity building plan of actions needed to fill identified gaps to up-grade CCCCC's accreditation.</p> <p><b>Deliverable:</b> A framework for addressing gaps in CCCCC accreditation and consideration for upgrades to medium size project, on-granting, on-lending and/or blending (Accreditation for on-lending for micro or small). <b>Timeframe:</b> Completed 24 months after 1st disbursement.</p>



4. Access to Finance			
4.4 Funding concept notes, project preparation support and proposal development, including for adaptation projects/programmes	<input type="checkbox"/> 0 X1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 X2	<p>4.4.1 Recruitment of Environmental Specialist (consultant) to undertake Environmental and Social Impact Assessments and develop associated Environmental and Social Management Plans (ESMP) for, and incorporate Environmental considerations into, ALL funding proposals. The Environmental Specialist will provide technical expertise to support the CCCCC's assessments of funding proposals and provide timely and appropriate recommendations for improving project and programme safeguards design and implementation. To ensure consistent and institutionalized application of safeguards, the Specialist will document existing gaps between the country E&amp;S requirements, CCCCC's and GCF's ESS standards.</p> <p><b>Deliverables:</b> At least five (5) ESIA and ESMP Completed for Funding Proposal submitted to the GCF for consideration.</p> <p><b>Timeframe:</b> Completed 36 months after 1st disbursement.</p>
		<p>4.4.2 Strengthen the Programme Development and Management Unit to enable the CCCCC to provide on-demand technical guidance to CARICOM Member States on GCF policies, operational modalities and aid in the development of high-quality concept notes and funding proposals.</p> <p><b>Deliverable:</b> At least 5 Funding Proposals submitted to the GCF for consideration.</p> <p><b>Timeframe:</b> Completed 36 months after 1st disbursement.</p>	
	<input type="checkbox"/> 0 X1 <input type="checkbox"/> 2	<input type="checkbox"/> 0 <input type="checkbox"/> 1 X2	<p>4.4.3 Design a Framework Agreement setting out the general terms and conditions (applicable fees, billing cycle, reporting etc.) upon which CCCCC will contract long term legal advisory services in connection with its GCF operations on an 'On Call Basis'. This exercise should also include the establishment of a roster of qualified Firms in the Caribbean to provide legal services on an as-needed, case-by-case or matter-by-matter basis.</p> <p><b>Deliverable:</b> Framework Agreement for contracting long term legal advisory services and roster legal firms.</p> <p><b>Timeframe:</b> Completed 6 months after 1st disbursement.</p>
			<p>4.4.4 Design and launch an RFP to transparently and competitively seek qualified law firms interested in acting as CCCCC outside Counsel in connection with various transactions and legal advisory services.</p> <p><b>Deliverables:</b> (1) 'On Call' Legal advisory services retained for GCF related operations, FAA signed for the approved proposals and legal support for countries on signing their Privileges and Immunities.</p> <p><b>Timeframe:</b> Completed 36 months after 1st disbursement.</p>
5. Private Sector Mobilization			



<p>5.1 Private sector engagement</p>	<p><input type="checkbox"/> 0 X1 <input type="checkbox"/> 2</p>	<p><input type="checkbox"/> 0 <input type="checkbox"/> 1 X2</p>	<p>5.1.1 Complementing the Readiness Proposal, "Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development In Jamaica and other CARICOM States" that is currently been implemented, this readiness will organise additional technical and sector-specific workshops and meetings with private sector movers and shakers to highlight GCF policies and procedures, opportunities and deliver training in the development of concepts notes.</p> <p><b>Deliverables:</b> Private Sector Focused Workshops and Training Reports, including participants' list. <b>Timeframe:</b> Completed 24 months after 1st disbursement.</p>
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### SECTION 3: ADDITIONAL INFORMATION

*Please explain how this grant will help deliver on the country's readiness needs as identified above and build on institutions, processes or existing work already underway in the country. Please refer to the Guidebook for more specific information on completing this section.*

At the first Caribbean Structured Dialogue held in June, 2017, NDAs collectively called on the GCF to provide technical support to the region's DAEs for developing high quality funding proposals to be addressed through the Fund's Readiness and Preparatory Support Programme and/or the Project Preparation Facility (PPF). The current proposal is in response to this regional outcome, and is intended to enhance the capacities of CCCCC to identify, develop and implement projects for the GCF.

While DAEs comply with the GCF's standards they have been accredited for, there are a number of challenges for some direct access entities, including the CCCCC, in the development of their project/programme proposals. Some of these challenges are as follows:

- (i) The size and scale of funding proposals coming from direct access entities are usually limited. This is because the large majority of direct access entities are accredited for micro- and small-size projects;
- (ii) The lack of direct access entities with specialized fiduciary standards as most are only accredited for project management;
- (iii) Their need to increase capacity in designing, structuring and appraising investments, including conducting feasibility assessments, environmental and social impact assessments, economic and financial modelling amongst others; and
- (iv) Their need to enhance support (human and financial resources) for project management and implementation as well as keep abreast of, and disseminate information [to CARICOM member states] related to, GCF policies, procedures and standards.

These challenges account for the limited number and scale of projects that some direct access AEs can undertake with the GCF. In response to these challenges and in support of potential upgrades in its GCF accreditation (size category, fiduciary functions, and environmental and social risk category) CCCCC seeks support in the following areas:

- (i) Support to increase the climate change focus of projects or in developing specific kinds of projects, particularly renewable energy and energy efficiency projects.
- (ii) Develop enhanced multi-stakeholder consultation and engagement processes for project identification and development purposes, often targeting particular areas such as the private sector.
- (iii) Upgrading monitoring and evaluation procedures in order to address GCF's Monitoring and Accountability Framework.
- (iv) Provide training sessions and communication material on the improved capacities, such as a new environmental and social safeguard manual or a grant award mechanism.

The objective of this proposal is to enhance the capacity of the CCCCC to facilitate and increase the origination of high-quality funding proposals for GCF consideration. Further, readiness support is expected to, inter alia, enhance the Regional Framework and its accompanying Implementation Plan both aimed at articulating clear actions to combat climate change in the Caribbean. This will be realised through four strategic areas:

1. Revision of the Regional Framework and Priority Investment Options for Climate Resilience
2. Improvement in Data Collection and Dissemination
3. Strengthening the Programme Development and Management Unit (PDMU)
4. Strengthening Administrative Capacity

These strategic areas cut across several of the GCF's Readiness outcomes. These include:

1. Capacity Strengthened through an effective coordination mechanism and Monitoring, oversight and streamline of climate finance flows;
2. Stakeholders Engaged through Country programmes, gender consideration and annual participatory review;
3. Direct Access Realized via accreditation upgrade of direct access entity;
4. Access to Finance as result of concept notes, project preparation support and proposal development, including for adaptation projects/programmes; and,
5. Private Sector Mobilization through Private sector engagement.

The proposed activities to be undertaken are critical to building on existing assets at the disposal of CARICOM member states and the CCCCC. This readiness provides an opportunity to boost the Centre's efforts to know its customers (Member States of CARICOM) whilst building the capacity to better serve their needs. It presents a holistic approach to building capacity across the region and major aspects of the CCCCC's operations including data and communication, plans, policies and frameworks, project development and administration.

The Centre is currently revising the regional framework and complementary implementation plan (IP). The revision of the regional framework is aimed at updating and aligning with national plans and strategies, priority climate actions and sustainable development goals. Given the drive towards gender inclusive climate action, which the Centre supports and endorses, the revision of the regional framework must include the guidelines of the GCF gender and environmental and social safeguards and other gender sensitive frameworks/policies specific to each CARICOM member. Additionally, it is also important that a framework for monitoring and evaluating gender inclusive climate action be developed and implemented.

The IP identifies a suite of actions for building resilience to climate change at national and regional levels. Readiness support is therefore being sought to allow the Centre, through a consultative process with CARICOM member states, to develop a portfolio of priority investment options consistent with the national development strategies and goals as well as the GCF's strategic results areas and six investment criteria.

The activities 1.1.1 to 1.1.5 are intended to strengthen the existing capacity building support and coordination mechanism seeded through previous donor initiatives within the Centre and region. Specifically, this readiness grant will complement baseline initiatives including the USAID CCAP Program's investment in remote sensing technology (see Box 1), by delivering additional training and certification for at least three members of staff. Building capacity within the Centre to collect, store, process, use and present LIDAR data for better climate resilience building is a strategy to minimise the cost to member states to acquire such data. Further, the

**Box 1: Complementary Baseline Initiatives: USAID Climate Change Adaptation Program (CCAP 2016-2020)**

- *The goal of the Program is to reduce risks to human and natural assets resulting from climate change vulnerability.*
- *The Centre recently acquired a state-of-the-art LiDAR system, RIEGL VQ-880-G Airborne LiDAR System, with the intention to equip the region with relevant baseline and monitoring information on coastal topography, bathymetry, benthic classification and water column characteristics. This tool also equips the region with information necessary to improve vulnerability models and develop tools for decision making and disaster risk reduction. Further, it enables in-depth scientific research and recommendations for adaptation and mitigation.*
- *The LiDAR system is expected to be operationalised within the second quarter of 2018 and three members of staff are receiving preliminary training in the collection, storage, process, use and presentation of LiDAR data.*

Centre as a regional hub will have the ability to store<sup>1</sup> and standardize the data across countries. This allows for ease of reporting, monitoring and comparison across countries. The current LiDAR training that members of staff are receiving is at the introductory level. The training is being conducted by Riegl, the manufacturer of the LiDAR system. It offers a basic introduction to the equipment and 3 flights as observers. Given the highly technical nature of LiDAR and our initiatives in place to provide end to end LiDAR services, more training is required in each of the phases in our operations. Our LiDAR operations include the following phases:

- Equipment installation and calibration (necessary before each mission)

<sup>1</sup> Increase storage is being sought under this Readiness to support surveys associated with the LiDAR. The CCCCC is currently exploring other avenues to aid countries to conduct these baseline studies. There is preliminary favourable response and it is expected that surveys could begin as early as 2019.

- Flight planning
- Data acquisition and validation
- Data processing and post processing
- Product development (contours, topographic and other GIS products)

The CCCCC is looking to partner with National Oceanic and Atmospheric Administration (NOAA) to provide additional training going forward. The CCCCC already has a Memorandum of understanding (MOU) with NOAA<sup>2</sup>. This has been in place since 2003 and has under gone several reviews and updates. NOAA has the same equipment and they facilitated the observational flights. It is envisioned that going forward the trainings should be done in the form of multi-week attachments of CCCCC personnel to NOAA. These attachments will address specific operation(s) in the LiDAR workflow.

Beside NOAA, the CCCCC has a working relationship with the United States Geological Survey and they will to provide technical support and training for CCCCC staff. Further, the CCCCC is also exploring other potential offerings of short courses<sup>3</sup> in the collection, storage, process, use and presentation of LIDAR data for better climate resilience building.

The dissemination of climate change data is vital to engaging in climate action and engaging with NDAs and other stakeholders. This readiness will increase the flow of information to NDAs and other stakeholders, especially about GCF procedures and processes, by enhancing the clearinghouse and website as well as publication of quarterly newsletters, documentaries and webinars/teleconference on GCF-related projects and activities in all CARICOM member states

Aligned with the concerns expressed by the NDAs at the first Caribbean Structured Dialogue held in June, 2017, this readiness will result in increased project development support to CARICOM member states. This outcome of the readiness is of paramount importance to realising the priority investment options for building climate resilience. The Centre needs to build capacity to better serve the countries of the Region, especially in the provision of guidance and hand holding related to the development of bankable projects accepted to the GCF requirements and standards. Prior and subsequent to the Centre's accreditation, the Centre expanded its Programme Development and Management Unit (PDMU). The aim was to be able to meet the technical support that countries might require to develop priority projects for building climate resilience and submission for consideration to the GCF. The Centre currently has three Project Development Officers, tasked with providing project development and technical support to 14 CARICOM member states, each with several sector-specific interventions<sup>4</sup>. The Centre's recent experience with aiding Barbados to develop a Funding Proposal (FP) and Belize to secure a preparatory grant via the Fund's Project Preparation Facility (PPF), whilst helping other CARICOM member to move their project concepts and proposals forward, has demonstrated the need for greater capacity within the PDMU. Further, the PDMU does not have a Gender Specialist (Sociologist, Anthropologist, etc) and Environmental Specialist. The addition of these experts will ensure that gender and environmental considerations are mainstreamed into all funding proposals and develop Gender Action Plans and Environmental Social Management Plans. The Environmental Specialist will also consider social safeguards particularly on labour, land and resettlement, IP and cultural heritage. This readiness proposes the recruitment of two Project Development Consultants, a Gender and Stakeholder Specialist (consultant) and an Environmental Specialist (consultant) for a minimum of two years. It is also essential to retain legal advisory services to review ongoing contractual and framework agreements between the CCCCC and GCF as well as all other agreements that may come on stream during the implementation of this readiness including the Term Sheets and Funded Activities Agreements (FAA) that will emerge as a result of pipeline funding proposals. The lessons learnt from developing the funding proposal titled, "Water Sector Resilience Nexus for Sustainability in Barbados (WSRN S-Barbados)" for Barbados, emphasize the need for continuity and a process that bridges the gaps between CCCCC and sector-specific technical

<sup>2</sup> The basic organizational structure of the National Oceanic and Atmospheric Administration NOAA include: 1) National Weather Service (NWS, weather forecasting); 2. National Ocean Service (NOS, sanctuaries, tides, and more); 3. National Environmental Satellite, Data, and Information Service (NESDIS, satellites); 4. National Marine Fisheries Service (NMFS, fisheries); 5. Office of Oceanic and Atmospheric Research (OAR, hurricane forecasting, ocean research, corals, and more) AOML; 6. Office of Marine and Aviation Operations; 7. National Geodetic Survey; 8. National Integrated Drought Information System; and, 9. Office of Program Planning and Integration. The CCCCC is currently working with the Atlantic Oceanographic & Meteorological Laboratory and the National Geodetic Survey, Remote Sensing Division and NOS and NESDIS.

<sup>3</sup>For example, Penn State College of Earth and Mineral Sciences. Topographic Mapping with Lidar (3 credits) with an estimated cost US\$900 per credit. More information can be found via: <https://www.e-education.psu.edu/geog481/syllabus>.

<sup>4</sup> Up to two months ago the CCCCC had only two Project Development Specialist. Within the past two months another Project Development Specialist was contracted for two years.

experts in the respective CARICOM member states. It also involves real-time and continuous interactions with stakeholders, which the PDMU and the Communication Unit will continue to spearhead.

To complement the work of the PDMU and address the challenges outlined above, there is need to enhance the administrative capacity of the CCCCC, which will be realised under outcome 4.

Engaging the Private Sector is also very critical to moving the climate change agenda forward. Building on the initiatives by the NDA of Jamaica, this readiness will engage and organise technical and sector-specific workshops with private sector movers and shakers to highlight GCF policies and procedures, opportunities and develop concepts notes. The aim is to help the private sector develop projects that could be submitted to the GCF for financing through the CDB or other accredited entities. The Centre recognises that its current accreditation to the GCF limits its ability to providing financing to the private sector, primarily because private sector financing involves either loans or concessional financing. Notwithstanding, the CCCCC still has a role to play in providing climate data and information as well as technical and strategic advice to the private sectors of the Region.

Currently, the CCCCC is accredited to the GCF for small Category B/1-2 project; however, this accreditation, although critical for climate action in the region, limits the CCCCC ability to work in some sector vital to mitigate climate change and building climate resilience. One such sector is the energy sector. Most CARICOM countries have made commitments, through their Nationally Determined Contributions (NDCs), to reduce their greenhouse gas emissions in the near future. The majority of these emissions are in the energy sector. The interventions needed in the energy sector and aligned with the GCF results areas will attract grants, loans and concessional financing, with greater emphasis on the loans and concessional financing. The CCCCC current accreditation does not allow for lending and blending; therefore, limiting the interventions that could be implemented in the energy sector and mandate of the CCCCC. This readiness will explore and document the CCCCC capacity needs to undertake specialised activities relating to, on-lending and/or blending and provide specific recommendations for filling existing gaps.

Additionally, this readiness will help to enhance the CCCCC's financial management, audits and reporting, monitoring and evaluation systems, which all be incorporated into a Computerised Integrated Management System. These activities will significantly improve the efficiency of the Centre to meet the needs of CARICOM member states and various sectors with those states.

**SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT**

**4.1. Budget Plan**

*Please provide a breakdown of cost estimates and implementation schedule analysed according to the activities suggested in Section 2. Please feel free to replicate this table on Excel spreadsheet if needed.*

**Please see excel document attached for further details on the Budget.**

Outcomes	ACTIVITIES	TOTAL COST	COST CATEGORIES				EXPENDITURE AND IMPLEMENTATION SCHEDULE					
	<i>Please include at least one specific deliverable output for each activity, and the timeframe (month number) in which it will be delivered to GCF.</i>		Consultants	Travel	Workshops/ Trainings	Others	6m	12m	18m	24m	30m	36m
<b>1. CCCCC and CARICOM Member States Capacity strengthened</b>		<b>484,586</b>	<b>261,500</b>	<b>42,000</b>	<b>81,086</b>	<b>100,000</b>	<b>175,800</b>	<b>107,968</b>	<b>61,658</b>	<b>89,160</b>	<b>45,000</b>	<b>5,000</b>
1.1 Effective coordination mechanism	1.1.1 The CCCCC recognises the importance of transparency and accountability in all aspects of its operations. Through compliance with the Fund's information Disclosure Policy, the CCCCC endeavours to provide accurate and timely information to its stakeholders and the public at large. In fulfilling its mandate to strengthen public	30,000	21,000 <sup>5</sup>	-	9,000 <sup>6</sup>	-	5,000	5,000	5,000	5,000	5,000	5,000

<sup>5</sup> Budget include: Videographer/Editor for documentaries (1 per year for 3 years) at US\$6,000 per year and quarterly e-newsletters (4 per year at US\$250 per e-newsletter).

<sup>6</sup> This budget is associated with the cost for broadband internet (US\$1,500 per month) connections needed to facilitate at least six webinars/teleconference.



READINESS AND PREPARATORY SUPPORT

<p>trust in the Centre, the following communication and information disclosure strategies will be implemented: documentary (short clips), newsletters, data recovery workshops and webinars/teleconference. Deliverables: Three documentaries. Completed 36 months after 1st disbursement; Quarterly Newsletters. Completed 36 months after 1st disbursement; and, Six (at least) webinars/teleconference. Timeframe: Completed 36 months after 1st disbursement.</p>											
<p>1.1.2 Improve usability and statistics proxy of the Clearinghouse Portal and Website to provide greater uptake of products related to climate change data and GCF related information. Deliverable: Clearinghouse Portal and Website updated. Timeframe: Completed 12 months after 1st disbursement.</p>	6,000	6,000 <sup>7</sup>	-	-	-	-	-	6,000	-	-	-

<sup>7</sup>Activity will be carried out by a local consultant (webmaster) over a 6-month period with an estimated effort of 25% priced at US\$200 per day.



<p>1.1.3 Organise technical and sector-specific workshops and meetings to highlight GCF policies and procedures and deliver training in the development of concept notes. Deliverable: workshop reports, inclusive of participants' list. Timeframe: Completed 24 months after 1st disbursement.</p>	87,440 <sup>8</sup>	- <sup>9</sup>	36,000 <sup>10</sup>	51,440 <sup>11</sup>	-	-	43,280	-	44,160	-	-
<p>1.1.4 Deliver advanced-level training to 5Cs staff (at least 3 members) in the collection, storage, process, use and presentation of LIDAR data for better climate resilience building. Deliverable: Certificates of completion in the collection, storage, process, use and presentation of LIDAR data. Timeframe: Completed 24 months after 1st disbursement.</p>	26,646 <sup>12</sup>	-	6,000 <sup>13</sup>	20,646 <sup>14</sup>	-	-	15,988	10,658	-	-	-

<sup>8</sup>This line item include budget for two workshops to be held in St. Lucia and Haiti with 20 participants (est.) each workshop from different CARICOM member states. See Annex for detailed budget.

<sup>9</sup>No consultants will be required since the Project Development Specialists are expected to carry out these consultations and deliver consultation reports and priority investment options.

<sup>10</sup> This budget includes airfare for 20 participants at US\$800 per participant for the workshop in St. Lucia and airfare for 20 participants at US\$1,000 per participant for the workshop in Haiti.

<sup>11</sup>Workshop in St. Lucia: DSA-US\$94 per day, airfare US\$800 per person and accommodation US\$204 per day. Workshop in Haiti: DSA US\$118 per day, Airfare US\$1000 and accommodation US\$128. Budget also includes funding for ground transportation (US\$1,600), venue and equipment (US\$9,000), workshop materials (US\$4,000) and catering (US\$4200).

<sup>12</sup> In partnership with NOAA, 3 staff members of CCCCC will be trained in the collection, storage, process, use and presentation of LIDAR data.

<sup>13</sup> This budget covers US\$1000 per person per trip (3 Trips, 3 persons)

<sup>14</sup> Travel to NOAA includes DSA of US\$49 per person per day, accommodation US\$200.00 per night. The budget also includes US\$600 per credit for 12 credits (short course).

	1.1.5 Increase Storage Capacity to accommodate data gathered from LIDAR for better adaptation interventions and climate resilience building. Deliverable: Data storage hardware procured and installed. Timeframe: Completed 12 months after 1st disbursement.	100,000 <sup>15</sup>	-	-	-	100,000	100,000	-	-	-	-	-
1.4 Monitoring, oversight and streamline of climate finance flows	1.4.1 Development of Baselines of Climate Resilience and GHG Emissions of CCCCC's overall portfolio of activities. Deliverable: Baseline Report on Climate Resilience and GHG Emissions of CCCCC's overall portfolio of activities. Timeframe: Completed 6 months after 1st disbursement.	33,000	33,000 <sup>16</sup>	-	-	-	33,000	-	-	-	-	-
	1.4.2 Review and update the Monitoring and Evaluation Manual including the development of indicators, monitoring and evaluating procedures and reporting standards. (including gender related and sex disaggregated data). Deliverable: Updated and Revised Monitoring and Evaluation Manual.	54,000	54,000 <sup>17</sup>	-	-	-	37,800	16,200	-	-	-	-

<sup>15</sup> This line item is intended to increase storage capacity to complement existing efforts to improve scientific data (LiDAR) to inform initiatives for climate resilience. It estimated that this will increase data storage capacity by approximately 300-500 Tebiyte. These will be procured using single-source selection since the hardware must be compatible with existing technologies within CCCCC.

<sup>16</sup> Activity will be carried out by a national/regional consultant over a 6-month period with an estimated effort of 50% priced at US\$550 per day.

<sup>17</sup> Activity will be carried out by a regional consulting firm over a 6-month period with an estimated effort of 75% (90 man-days) priced at US\$600 per day.

	Timeframe: Completed 12 months after 1st disbursement.											
	1.4.3 Review and Revise Financial/Accounting, Procurement guidelines/manuals and Reporting guidelines. Deliverables: Updated and Revised Financial Management and Procurement Manuals. Timeframe: Completed 12 months after 1st disbursement.	27,500	27,500 <sup>18</sup>	-	-	-	-	27,500	-	-	-	-
	1.4.4 Develop a Computerised Integrated Management System. Deliverable and timeframe: A Computerised Integrated Management System. Completed 30 months after 1st disbursement.	120,000	120,000 <sup>19</sup>	-	-	-	-	-	40,000	40,000	40,000	-
<b>2. Stakeholders Engaged</b>		283,374	150,000	27,374	91,000	15,000	25,000	148,374	25,000	30,000	25,000	30,000

<sup>18</sup> Activity will be carried out by a local/regional consultant over a 3-month period with an estimated effort of 83% priced at US\$550 per day.

<sup>19</sup> Activity will be carried out by an international/regional consulting firm over a 24-month period with an estimated effort of 50% priced at US\$600 per day.

<p>2.2 Country programmes, including adaptation priorities, developed and continuously updated</p>	<p>2.2.1 Conduct inclusive and participatory consultations with CARICOM Member States on the Implementation Plan to accelerate country-driven adaptation and mitigation projects that are aligned with National Development Strategies/Plans, NAPs and NDC goals. The consultative process should determine a list of priority investment options (mitigation/adaptation) consistent with the GCF's strategic results areas. Deliverables: (1) Consultation reports with countries and a listing and description of priority investment options derived from the Implementation Plan, consistent with the GCF's strategic results areas. (2) 5Cs Entity Programme aligned with the Country Programmes following the countries strategies, plans and priorities. Timeframe: Completion 12 months after 1st disbursement.</p>	<p>118,374<sup>20</sup></p>	<p>-<sup>21</sup></p>	<p>27,374<sup>22</sup></p>	<p>91,000<sup>23</sup></p>	<p>-</p>	<p>-</p>	<p>118,374</p>	<p>-</p>	<p>-</p>	<p>-</p>	<p>-</p>
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<sup>20</sup> This line item include accommodation in ALL CARICOM member states for 3 nights for one Project Development Specialist to carried stakeholder consultation and identify priority investment options. The CARICOM member states are divided among three Project Development Specialists and it is expected that a coordinated approach will be taken so that All countries in the portfolio of that officer is covered by one airline ticket.

<sup>21</sup> No consultants will be required since the Project Development Specialists are expected to carry out these consultations and deliver consultation reports and priority investment options.

<sup>22</sup> This budget covers one airfare, accommodation, daily subsistence and ground transportation for each of the three Project Development Specialist to visit ALL CARICOM member states.

<sup>23</sup> Stakeholder consultations with at least 25 persons. Cost per country estimated at US\$1000 Venue, Rental of Conference Room and Equipment US\$1000, Lunch and Breaks for 3 days - US\$5000 and Ground Transportation- \$1,000.

<p>2.3 Gender Consideration</p>	<p>2.3.1 Conduct a comprehensive gender analysis/assessment to examine the extent to which gender mainstreaming is visible in the design/implementation of the Regional Framework. Specifically, the assessment should take stock of the design features included in the Regional Framework to address gender concerns and provide tangible benefits to vulnerable groups, inclusive of the women, children, elderly, youths, ethnic minorities, indigenous peoples and physically challenged. This exercise should make specific recommendations for gender-sensitive monitoring and evaluation indicators to be adopted in the Implementation Plan and organise a consultative meeting to endorse the findings. Deliverables: Gender analysis/assessment report of the Regional Framework and gender-sensitive M&amp;E indicators for the Implementation Plan. Timeframe: Completion 12 months after 1st disbursement.</p>	<p>Bundled with Activity 2.3.2</p>	-	-	-	-	-	-	-	-	-	-
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	<p>2.3.2 Recruitment of Gender Specialist (consultant) to screen All Funding Proposals developed by the PDMU and develop Gender Action Plans for, and incorporate gender considerations into, ALL funding proposals. Deliverables: Gender Action Plan and Gender considerations incorporated into at least 5 Funding Proposals submitted to the GCF for consideration. Timeframe: Completed 36 months after 1st disbursement.</p>	150,000	150,000 <sup>24</sup>	-	-	-	25,000	25,000	25,000	25,000	25,000	25,000
2.4 Annual Participatory Review	<p>2.4.1 Organise and conduct annual participatory review of CCCCC EWP/ portfolio performance through a gender-sensitive and inclusive stakeholder engagement process. Deliverable: Annual Review workshop report. Timeframe: Completed 36 months after 1st disbursement.</p>	15,000 <sup>25</sup>	-	-	-	15,000	-	5,000	-	5,000	-	5,000
<b>3. Direct Access Realized</b>		<b>60,000</b>	<b>60,000</b>	-	-	-	-	-	<b>18,000</b>	<b>29,400</b>	<b>12,600</b>	-

<sup>24</sup> One Gender and Stakeholder Specialists for 2.5 years or 600 man-days priced at US\$250 per day. This consult will also carry out Activity 2.3.1. This consultant will carry out activity 1.1.1 and support activity 3.1.1.

<sup>25</sup> Utilizing teleconferencing facility, the CCCCC will conduct annually review of its EWP/ portfolio performance in consultation with NDAs and stakeholders. It is estimated at US\$5,000 per year including broadband internet (3 months) and estimated telephone charges.

3.2 Accreditation upgrade of direct access entity	3.2.1 Conduct a situation and needs assessment to facilitate an up-grade in CCCCC's accreditation to on-lending/or blending. Deliverable: Situation and Needs Assessment. Timeframe: Completed 12 months after 1st disbursement.	18,000	18,000 <sup>26</sup>	-	-	-	-	-	18,000	-	-	-
	3.2.2 Develop a capacity building plan of actions needed to fill identified gaps to up-grade CCCCC's accreditation. Deliverable: A framework for addressing gaps in CCCCC accreditation and consideration for upgrades to medium size project, on-granting, on-lending and/or blending (Accreditation for on-lending for micro or small). Timeframe: Completed 24 months after 1st disbursement.	42,000	42,000 <sup>27</sup>	-	-	-	-	-	-	29,400	12,600	-
<b>4. Access to Finance</b>		<b>604,800</b>	<b>604,800</b>	-	-	-	<b>104,000</b>	<b>100,160</b>	<b>100,160</b>	<b>100,160</b>	<b>100,160</b>	<b>100,160</b>

<sup>26</sup> Activity will be carried out by an international/regional consultant over a 3-month period with an estimated effort of 50% priced at US\$600 per day.

<sup>27</sup> Activity will be carried out by an international/regional consulting firm over a 6-month period with an estimated effort of 58% priced at US\$600 per day.

<p>4.4 Funding concept notes, project preparation support and proposal development, including for adaptation projects/programmes</p>	<p>4.4.1 Recruitment of Environmental Specialist (consultant) to undertake Environmental and Social Impact Assessments and develop associated Environmental and Social Management Plans (ESMP) for, and incorporate Environmental considerations into, ALL funding proposals. The Environmental Specialist will provide technical expertise to support the CCCCC's assessments of funding proposals and provide timely and appropriate recommendations for improving project and programme safeguards design and implementation. To ensure consistent and institutionalized application of safeguards, the Specialist will document existing gaps between the country E&amp;S requirements, CCCCC's and GCF's ESS standards. Deliverables: At least five (5) ESIA and ESMP Completed for Funding Proposal submitted to the GCF for consideration. Timeframe: Completed 36 months after 1st disbursement.</p>	<p>150,000<sup>28</sup></p>	<p>150,000</p>	<p>-</p>	<p>-</p>	<p>-</p>	<p>25,000</p>	<p>25,000</p>	<p>25,000</p>	<p>25,000</p>	<p>25,000</p>	<p>25,000</p>
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<sup>28</sup> One Environmental Specialists for 2.5 years or 600 man-days priced at US\$250 per day.



	<p>4.4.2 Strengthen the Programme Development and Management Unit to enable the CCCCC to provide on-demand technical guidance to CARICOM Member States on GCF policies, operational modalities and aid in the development of high-quality concept notes and funding proposals. Deliverable: At least 5 Funding Proposals submitted to the GCF for consideration. Timeframe: Completed 36 months after 1st disbursement.</p>	330,000	330,000 <sup>29</sup>	-	-	-	55,000	55,000	55,000	55,000	55,000	55,000
	<p>4.4.3 Design a Framework Agreement setting out the general terms and conditions (applicable fees, billing cycle, reporting etc.) upon which CCCCC will contract long term legal advisory services in connection with its GCF operations on an 'On Call Basis'. This exercise should also include the establishment of a roster of qualified Firms in the Caribbean to provide legal services on an as-needed, case-by-case or matter-by-matter basis. Deliverable: Framework Agreement for contracting long term legal</p>	24,000 <sup>30</sup>	24,000	-	-	-	24,000	-	-	-	-	-

<sup>29</sup> Two (2) Project Development Specialists for at least 2.5 years or 600 man-days priced at US\$275 per day. These consultants will support activities 1.1.2, 1.1.3, 2.2.1, 2.4.1, and 5.1.1.

<sup>30</sup> Activity will be carried out by a local consultant over a 4-month period with an estimated effort of 75% priced at US\$400 per day.

	advisory services and roster legal firms. Timeframe: Completed 6 months after 1st disbursement.											
	4.4.4 Design and launch an RFP to transparently and competitively seek qualified law firms interested in acting as CCCCC outside Counsel in connection with various transactions and legal advisory services. Deliverables: (1) 'On Call' Legal advisory services retained for GCF related operations, FAA signed for the approved proposals and legal support for countries on signing their Privileges and Immunities. Timeframe: Completed 36 months after 1st disbursement.	100,800	100,800 <sup>31</sup>	-	-	-	-	20,160	20,160	20,160	20,160	20,160
<b>5. Private Sector Mobilization</b>		<b>90,340</b>	-	<b>32,000</b>	<b>58,340</b>	-	-	-	<b>45,800</b>	<b>44,540</b>	-	-

<sup>31</sup> 240 hours (42 days over 3 years) of Legal Services (legal firm) priced at US\$300 per hour.

5.1 Private Sector Engagement	5.1.1 Complementing the Readiness Proposal, "Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development In Jamaica and other CARICOM States" that is currently been implemented, this readiness will organise additional technical and sector-specific workshops and meetings with private sector movers and shakers to highlight GCF policies and procedures, opportunities and deliver training in the development of concepts notes. Deliverables: Private Sector Focused Workshops and Training Reports, including participants' list. Timeframe: Completed 24 months after 1st disbursement.	90,340 <sup>32</sup>	-	32,000 <sup>33</sup>	58,340 <sup>34</sup>	-	-	-	45,800	44,540	-	-
<b>Project Activities Sub-total</b>		1,523,100	1,076,300	101,374	230,426	115,000	304,800	356,502	250,618	293,260	182,760	135,160
Contingency <sup>35</sup>		76,155	53,815	5,069	11,521	5,750	12,692.50	12,692.50	12,692.50	12,692.50	12,692.50	12,692.50

<sup>32</sup> This line item include budget for two workshops specifically directed at the private sector in the Region. Each workshop will be theme specific and target different groups from All CARICOM countries. One to be held in Barbados and another in Jamaica with 20 participants (est.) each workshop. See Annex for detailed budget. These workshops will be separate and apart from those to be implemented under Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development in Jamaica and other CARICOM States.

<sup>33</sup> This budget includes airfare US\$800 per participant (2 workshops).

<sup>34</sup> Workshop in Barbados: DSA-US\$106 per day and accommodation US\$234 per day. Workshop in Jamaica: DSA US\$84 per day, Airfare US\$800 and accommodation US\$235. Budget also includes funding for ground transportation, venue and equipment, workshop materials and catering.

<sup>35</sup>Contingency is expected to cover unforeseeable expenditures and changes related to exchange rate fluctuation, unforeseen adjustment in prices, and unpredictable events, which do not constitute a Major Change, during the implementation of this readiness.

Project Management Cost (PMC)	Project Manager(20% per day for 720 days @ 200 per day)	28,800	28,800				4,800	4,800	4,800	4,800	4,800	4,800
	Project Assistant (50% per day for 720 days @ 50 per day)	18,000	18,000				3,000	3,000	3,000	3,000	3,000	3,000
	Procurement Officer(50% per day for 720 days @ 80 per day)	28,800	28,800				4,800	4,800	4,800	4,800	4,800	4,800
	Office, Equipment and Supplies	16,800	16,800				16,800					
	Financial Audit (3) <sup>36</sup>	12,000	12,000					4,000		4,000		4,000
<b>Sub-total (PMC) (7%)</b>		<b>104,400</b>	<b>104,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>29,400</b>	<b>16,600</b>	<b>12,600</b>	<b>16,600</b>	<b>12,600</b>	<b>16,600</b>
<b>Sub-total (PA Total Cost+PMC+Audits+ Contingency)</b>		<b>1,703,655</b>	<b>1,234,515</b>	<b>106,443</b>	<b>241,947</b>	<b>120,750</b>	<b>346,893</b>	<b>385,794</b>	<b>275,911</b>	<b>322,553</b>	<b>208,053</b>	<b>164,453</b>
DP Fee (6.5%) <sup>37</sup>		99,002	1,523,100	1,076,300	101,374	230,426	115,000	304,800	356,502	250,618	293,260	182,760
<b>Grant Total</b>		<b>1,802,657</b>	<b>1,304,475</b>	<b>113,032</b>	<b>256,925</b>	<b>128,225</b>	<b>366,705</b>	<b>408,967</b>	<b>292,201</b>	<b>341,614</b>	<b>219,932</b>	<b>173,238</b>

<sup>36</sup>One annual audits of this readiness will be conducted. Three audits, one each year for a period of one month, priced at US\$200 per day (i.e. US\$4000 per Audit).

<sup>37</sup>This is estimated based on a number of the indicative list of eligible costs and the parties (Executive Director, Deputy executive Director, Project Development and Management Head, Financial Officer and Accountant, among others) and effort involved in carrying out these activities. These activities include: assisting project management to draft terms of reference (TOR) of for consultants to implement activities under this readiness; advising on, and participating in, workshops; providing high-level government interaction and technical guidance needed to implement this readiness; overseeing procurement and financial management; disbursing funds to vendors/consultants and reviewing financial reports; supporting the auditing processes throughout the implementation of this readiness; preparing and submitting reports to the GCF; monitoring and reviewing deliverable and targets of this readiness; preparing periodic revisions to reflect any necessary changes in project activities and or expenditure; and, conducting a midterm and final review of this readiness and submitting these reports, including financial reports, to the GCF.

<b>4.2. Procurement Plan</b>						
<i>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. Also, please feel free to replicate this table on Excel spreadsheet if needed.</i>						
ITEM	ITEM DESCRIPTION	ESTIMATED COST (US \$)	PROCUREMENT METHOD	THRESHOLDS	ESTI-MATED START DATE	PROJECTED CONTRACT-ING DATE
				<i>(Min-Max monetary value for which indicated procurement method must be used)</i>		
<b>Goods and Non-Consulting Services</b>						
G1	Hard drives and software <sup>38</sup>	100,000.00	SSS	N/A	TBD	
G2	Broadband Internet <sup>39</sup>	13,500.00	SSS	N/A	TBD	
G3	Telephone <sup>40</sup>	10,500.00	SSS	N/A	TBD	
G4	Office, Equipment and Supplies	16,800.00	N/A	N/A	TBD	
G5	Workshop Venue and Equipment, Training Material, Catering and Ground Transportation	137,648.00	Invitation to Quote (ITQ)	<25,000 (items less than threshold)	TBD	
G6	Ticketing and DSA	118,909.00	N/A	N/A	N/A	N/A
G7	Accommodation	66,243.00	N/A	N/A	N/A	N/A
<b>SUB-TOTAL (US \$)</b>		<b>463,600.00</b>				
<b>Consultancy Services</b>						
C1	Two(2) Project Development Specialists (PDMU 2.5 years contract)	330,000.00	IICQ	Contact value: 165,000		June, 2018
C2	One (1) Stakeholder and Gender Specialist (PDMU 2.5 years contract)	150,000.00	IICQ	Contact value: 150,000		June, 2018
C3	One (1) Environmental Specialist (PDMU 2.5 years contract)	150,000.00	IICQ	Contact value: 150,000		June, 2018
C4	Consultancy for Videographer/Editor	21,000.00	NCB	<25,000	TBD	

<sup>38</sup> This is intended to support the CCCCC efforts to collect, storage, process, use and present LIDAR data for better climate resilience building.

<sup>39</sup> The CCCCC is located in Belmopan, Belize. Belize has one major internet provider Belize Telemedia Limited (BTL), which results in some market inefficiencies (relative high per unit cost for internet); therefore, to facilitate proposed webinars/teleconference (at least six) broadband Internet will be secured. Hosting webinars/teleconference (over an extended period) on CCCCC existing broadband internet will affect the normal operations of CCCCC as such this readiness is propose securing direct lines on demand to facilitate the use of web-tools via webinars.

<sup>40</sup> This is critical to support continue interaction between the CCCCC and the NDA and other stakeholders of ALL CARICOM member states over the 3 years for which this readiness will be implemented. This estimate represents 40 days per year over 3 years.



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C5	Consultancy for Web Developer	6,000.00	NCB	<25,000	TBD	
C6	Consultancy to conduct a Situation and Needs Assessment and Develop an Action Plan as well as Develop Framework for addressing gaps in CCCCC accreditation	60,000.00	IICQ	Contact value: 60,000		March, 2019
C7	Consultancy to establish baseline for CCCCC's GCF related activities and develop indicators (Activities 4.1.1).	33,000.00	IICQ	Contact value: 33,000		June, 2018
C8	Consultancy to Review and update the Monitoring and Evaluation Manual including the development of indicators, monitoring and evaluating procedures and reporting standards (Activities 4.1.2)	54,000.00	IICQ	Contact value: 54,000		June, 2018
C9	Consultancy to Review and Revise Financial/Accounting, Procurement guidelines/manuals and Reporting guidelines as well as	27,500.00	NICQ	Contact value: 27,500		January, 2019
C10	Consultancy to Design a Framework Agreement setting out the general terms and conditions (applicable fees, billing cycle, reporting etc.) upon which CCCCC will contract long term legal advisory services in connection with its GCF operations on an 'On Call Basis'.	24,000.00	NICQ	Contact value: 24,000		June, 2018
C11	Consultancy to develop a Computerised Integrated Management System	120,000.00	QCBS	Contact value: 60,000		June, 2019
C12	Lawyer/Legal Counsel to review contracts associated with GCF projects (Retained for 3 years, 42 work day/336 hours)	100,800.00	QCBS	Contact value: 72,000		January, 2019
C13	Project Manager	28,800.00	NICQ	Contact value: 28,800 each year		January, 2019
C14	Project Assistant	18,000.00	NICQ	Contact value: 18,000 each year		January, 2019
C15	Procurement Officer	28,800.00	NICQ	Contact value: 28,800 each year		January, 2019
C16-C18	One (1) Auditor (once per year @ US\$7000 each year)	12,000.00	NICQ	Contact value: 4,000 each year		June, 2019; June 2020; June, 2021
<b>SUB-TOTAL (US \$)</b>		<b>1,163,900.00</b>				
<b>TOTAL COST (US \$)</b>		<b>1,627,500.00</b>				

(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.



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#### 4.3. Disbursement schedule

Specify the proposed schedule for requesting disbursements from the GCF, including amounts and periodicity. For amounts requested, keep to multiples of USD 5,000, and for periodicity, specify whether it's quarterly, bi-annually or annually only.

The disbursement of this Readiness financing will be in accordance with the Readiness Framework Agreement between the Centre and GCF, which states that, "The Centre shall be entitled to submit its first request for disbursement at any time following the effective date; thereafter, the Centre shall be entitled to submit two requests for disbursement each year, which must be submitted to the GCF within 30 days of receipt by the semi-annual report, "Portfolio Report"." The Framework Agreement has already been effected as such the CCCCC will submit two requests for disbursement each year. It is expected that disbursement will resemble those set out in the Disbursement Schedule (see table below), subject to the fulfilment of the disbursement conditions in relations to each tranche as set out in the Framework Agreement and Standard Conditions.

"Disbursements will be made in accordance to [Clause 4] "Disbursement of Grants" and [Clause 5] "Use of Grant Proceeds by the Delivery Partner" of the Framework Readiness and Preparatory Support Grant Agreement entered into between GCF and [Caribbean Community Climate Change Centre] 5 June 2017. The Delivery Partner is entitled to submit [2] request(s) for disbursement each year."

**Table: Disbursement Schedule**

GCF Disbursement	Amount (US\$ )	GCF Proceeds (%)
First Disbursement (Month 1)	366,705	20%
Second Disbursement (Month 6)	408,967	23%
Third Disbursement (Month 12)	292,201	16%
Fourth Disbursement (Month 18 )	341,614	19%
Fifth Disbursement (Month 24)	219,932	12%
Sixth Disbursement (Month 30)	173,238	10%
<b>TOTAL</b>	<b>1,802,657</b>	<b>100%</b>

Funds received in accordance with the agreed disbursement schedule will be placed in a separate designated account established exclusively for the purpose of implementation of this Readiness Programme. The Centre will follow internationally acceptable financial standards in the management of all funds received under this Readiness Proposal.

#### 4.4. Additional information

This box provides an opportunity to include further explanations related to the budget, procurement plan and disbursement schedule, including any details on the assumptions to justify costs presented in the budget.

The Centre recognises the need to build its capacity to better support CARICOM Member States (CMS) to better adaptation to and mitigate climate change impacts. The Centre has taken the decision, with the support of CMS through there NDAs, to strategically build this capacity by considering expanding its human and knowledge based resources as well as institute policies that complement the efforts aimed at building resilience to climate change in the region.

Critical to achieving this is the expansion of the Programme Development and Management Unit. The Centre will therefore contract for 2.5 years: Two (2) Project Development Specialists (consultants); One (1)



Stakeholder and Gender Specialist (consultant); One (1) Environmental Specialist (consultant); and, retain legal counsel for the period of this readiness. The capacity expansion will help the centre engage more efficiently with various stakeholders across the region. The Centre has recognized the need for concerted support to countries and regional organizations to combat climate change as evident by its most recent experiences in helping to develop the funding proposal, Water Sector Resilience Nexus for Sustainability in Barbados (WSRN S-Barbados); and the support it has been providing to the Commonwealth of Dominica, Belize and Haiti, and with regional organizations like the Caribbean Regional Fisheries Mechanism (CRFM) and the Caribbean Public Health Agency (CARPHA). This, coupled with the outcomes of the Caribbean Structural Dialogue, where countries are open to the development of both national and regional programmes/project for submission to the GCF, the Centre has begun stepping up its engagement with countries but is limited by its human capacity. One of the lessons learnt from developing WSRN S-Barbados is need to provide guidance on the GCF processes and procedures and how best to meet the criteria of the GCF. Furthermore, the process of developing funding proposals is time consuming and requires continuous engagement with countries and major stakeholders. Over the past year, the Centre's PDMU at had two Project Development Specialists<sup>41</sup>, this is not sufficient to meet the needs of the 14 CMSs and numerous sectors in each CMS.

The strategic approach, which is also the most cost effective and sustainable approach, is to enhance the Centre's administrative capacity, data collection and dissemination and expand the PDMU and charge it with the responsibility of delivering specific outcomes outlined above. This minimizes the need to hire several short-term consultants, which over the three-year period would be more expensive to the countries, Centre and GCF and is unlikely to have imbedded the requisite skills needed for sustainability of these activities in many instances. Additionally, by hiring/contracting competent professional, who will operate from within the CCCCC, there are spill-over effects (indirect benefits) to existing staff members. Capacity building through this modality is particularly important for continuity and sustainability.

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<sup>41</sup> Within the past two months another Project Development Specialist was contracted for two years.

## SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

### 5.1. Please attach an “implementation map” or describe how funds will be managed by the NDA/FP or delivery partner

*If the entity implementing the readiness support is not an accredited entity of the GCF, please complete the [Financial Management Capacity Assessment \(FMCA\)](#) questionnaire and submit it with this proposal.*

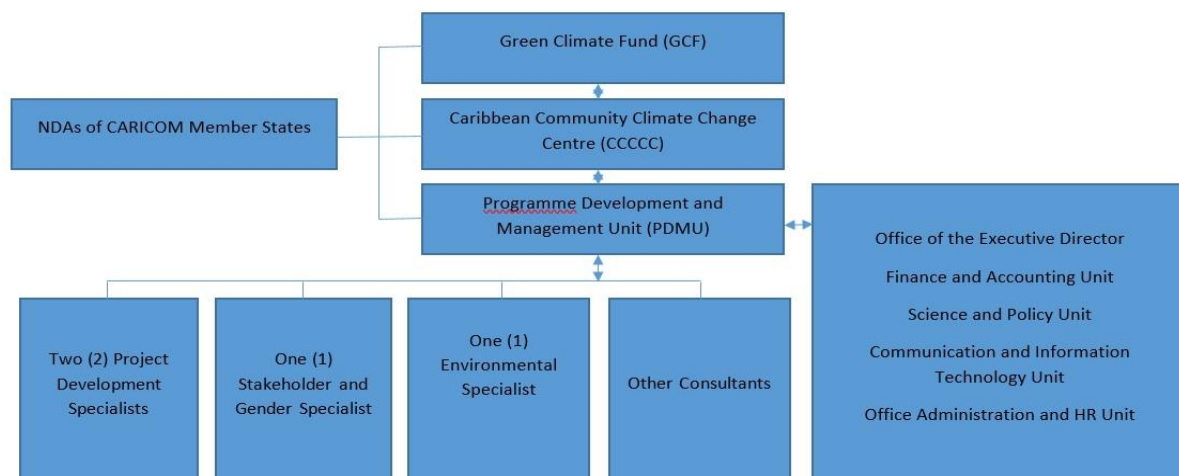
The funds to be provided for this readiness will be managed in accordance with the terms and conditions of Readiness Framework Agreement between the Centre and the GCF. These funds will be placed in a separate designated account established exclusively for the purpose of implementation of this Readiness and will be subject to an annual audit.

The Centre will be responsible for reporting on the progress of the activities outline and share all deliverables with the sponsoring countries and the GCF. The Assistant Executive Director and Head, Programme Development and Management Unit will oversee and report on the implementation of this Readiness. The Head of the Programme Development and Management Unit will also help in the delegation of tasks and responsibilities, including the drafting of TORs and contracting; coordinate the financial management; and, report to CMS and the GCF in a timely manner.

The Centre will be responsible for all fiduciary including banking, procurement and hiring an independent auditor, with a proven track record (ranked top 10 nationally), to audit the Centre’s accounts including this project on an annual basis. The Centre will procure all services for the project using international best practice and the appropriate procurement method as is detailed in the procurement plan above.

A system of semi-annual reporting will be employed during the period of implementation. This report will detail both technical accomplishments and financial expenditure at that time. Additionally, there will be a final report at the end of the period of implementation.

The below figure demonstrates implementation arrangement.



**Figure 1: Implementation and Reporting Schematic**

**5.2. Other relevant information**

*This box provides an opportunity to include any important information you wish to bring to the attention of the GCF Secretariat, but did not have an opportunity to provide in the sections above.*

The Centre has been exploring other avenues to strengthen its capacity, inclusive of the support provided by the USAID CCAP, the Government of the Italy, the Caribbean Catastrophe Risk Insurance Facility (CCRIF), the IMPACTS project<sup>42</sup>.

Support Areas	Donor	Funding
1. Aided the revision of the Regional Framework.	CCRIF	US\$50,000 <sup>43</sup>
	IMPACT Project	In-kind <sup>44</sup>
2. Helped to enhance capacity in gathering climate data, among other, and modelling.	USAID	US\$2,300,000 <sup>45</sup>
3. Enable greater information dissemination and communications via various means including the clearinghouse.	USAID	US\$50,000 <sup>46</sup>
4. Supported project development activities including GCF Concept Notes and the Funding Proposal titled, "Water Sector Resilience Nexus for Sustainability in Barbados (WSRN S-Barbados)".	USAID	US\$20,000 <sup>47</sup>
	Government of Italy	US\$250,000 <sup>48</sup>

This readiness is critical for CCCCC enhancement as it aims to build greater climate resilience in the Caribbean Community.

Notwithstanding the importance of this readiness, the following risks and mitigation actions were identified.

Type of risk	Risk	Measure (Low, Moderate, High)	Mitigation
Management Risk	Poor management of this readiness.	Low	Implementation and reporting structure as is set out in the Framework Agreement between the CCCCC and GCF mitigate any risk associated with mismanagement. Further, the CCCCC pride itself on the sound fiduciary and reporting standards it has demonstrated to today. CCCCC take full ownership of this readiness.
Cost and Market Risk	Exchange rate and budgeting. Variation in the exchange rate could result in changes in the amount budget for various activities. Additionally, inflationary pressures	Low	To mitigate this risk, the CCCCC will hold the funding associated with this readiness in the US dollars. This eliminate the how changes in the local currency could affect the funding for

<sup>42</sup> This list is not exhaustive but is indicative of the some of the major efforts associated with activities proposed in this readiness aimed at developing bankable projects for consideration by the GCF and aiding CARICOM member states address and cope with the effects of climate change.

<sup>43</sup> CCRIF grant funds supported stakeholder engagement and consultations for the ongoing revision of the Regional Framework.

<sup>44</sup> IMPACT project provided a consultant to aid the revision of the Regional Framework.

<sup>45</sup> Acquisition of LIDAR, training and expansion of the data storage capacity achieved under USAID CCAP.

<sup>46</sup> USAID CCAP enhanced the CCCCC communication strategy and implementation

<sup>47</sup> USAID CCAP provided support for stakeholder engagement and consultations.

<sup>48</sup> The Government of Italy has provided support for two (2) Project Development Specialist

	could result in the reduction in the purchasing power of the monies budgeted.		the project. To mitigate against inflation, the CCCCC will enter into negotiation with consultants to match the funding available with the requires activities resulting outputs and outcomes.
Financing Risk	Funding not received in timely manner to implement this readiness.	Low	Once funding for this readiness is approved by the GCF, the existing Framework Agreement between the CCCCC and GCF will govern the request for disbursement and disbursement of funding for this readiness. CCCCC will make request of disbursement in accordance with the Framework Agreement and timely manner.
Operational Risk	Bottlenecks: Procedure and Processes limits the realisation of activities and outputs	Low	CCCCC, as an accredited entity to the GCF, is guided by its internal policies and procedures that are, for the most part, aligned with international best practises including those of the GCF. Additionally, as a regional organization, the CCCCC entitled to certain privileges, which allows for the smooth implementation of activities in CARICOM member states.
Schedule Risk	Delays in the implementation of activities.	Moderate	To mitigate delays the CCCCC will conduct periodic review and convene internal meetings to identify potential delays and, where necessary, make adjustment to optimal implement all activities of this readiness.
Environmental Risk	External Hazards and Climatic Natural Disasters: The Caribbean experiences climatic natural disasters including hurricanes/tropical cyclones, flooding and drought. These extreme climatic events have the potential to disrupt and delay the implementation of some activities identified in this readiness.	High	To mitigate the potential impacts of climatic natural disasters, activities that will be implemented in the countries will take into consideration the hurricane season and as much as possible avoid implementing activities during these period.







	<p>4.4.3 Design a Framework Agreement setting out the general terms and conditions (applicable fees, billing cycle, reporting etc.) upon which CCCCC will contract long term legal advisory services in connection with its GCF operations on an 'On Call Basis'. This exercise should also include the establishment of a roster of qualified Firms in the Caribbean to provide legal services on an as-needed, case-by-case or matter-by-matter basis.</p>	Yellow	Yellow	White	White	White	White	White	White	White	White	White	White	White
	<p><b>Deliverable: Framework Agreement for contracting long term legal advisory services and roster legal firms.</b></p>	White	Red	White	White	White	White	White	White	White	White	White	White	White
	<p>4.4.4 Launch an RFP to transparently and competitively seek qualified law firms interested in acting as CCCCC outside Counsel in connection with various trans-actions and legal advisory services. Implement Framework Agreement via the selected legal firm from the RFP.</p>	White	White	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
	<p><b>Deliverable: 'On Call' Legal advisory services retained for GCF related operations.</b></p>	White	White	White	White	White	White	White	White	White	White	White	White	Red
<p><b>5. Private Sector Mobilization</b></p>		White	White	White	White	White	Green	Green	White	White	White	White	White	White
<p>5.1 Private Sector Engagement</p>	<p>5.1.1 Complementing the Readiness Proposal, "Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development In Jamaica and other CARICOM States" that is currently been implemented, this readiness will organise additional technical and sector-specific workshops and meetings with private sector movers and shakers to highlight GCF policies and procedures, opportunities and deliver training in the development of concepts notes.</p>	White	White	White	White	White	Yellow	Yellow	White	White	White	White	White	White
	<p><b>Deliverables: Private Sector Focused Workshops and Training Reports, including participants' list.</b></p>	White	White	White	White	White	White	Red	White	White	White	White	White	White