

Readiness Proposal

**with Ministry of Health and Environment of Antigua and Barbuda
for the Commonwealth of Dominica**

3 September 2018 | Adaptation Planning



**GREEN
CLIMATE
FUND**

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. 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. 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.

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SECTION 1: SUMMARY	
1. Country submitting the proposal	<p>Country name: Commonwealth of Dominica</p> <p>Name of institution representing National Designated Authority (NDA) or Focal Point: Ministry of Finance</p> <p>Name of NDA/Focal Point: Mr. Samuel Carrette Position: Permanent Secretary</p> <p>Telephone: +1 (767) 266-3340 Email: finance@dominica.gov.dm</p> <p>Full office address: Ministry of Finance 5th Floor, Financial Centre Kennedy Avenue, Roseau Commonwealth of Dominica</p>
2. Date of initial submission	31/10/2017
3. Last date of resubmission	DD/MM/YYYY <i>(if applicable)</i> <i>[Final version of the proposal was received on 3 July 2018]</i>
4. Which entity will implement the Readiness and Preparatory Support project?	<p><input type="checkbox"/> National Designated Authority <input type="checkbox"/> Accredited Entity <input checked="" type="checkbox"/> Delivery Partner</p> <p><i>(Please provide contact information if the implementing partner is not the NDA/focal point)</i></p> <p>Name of institution: Department of Environment in the Ministry with responsibility for Environment</p> <p>Name of official: Ms. Joan Carrott Position: Permanent Secretary</p> <p>Telephone: +1 (268) 464-6410; +1 (268) 462-4625</p> <p>Email: DOE@ab.gov.ag</p> <p>Full Office address: Department of Environment #1 Victoria Park Botanical Gardens, Factory Road St. John's Antigua</p>
5. Title of the Readiness support proposal	National adaptation planning in the Commonwealth of Dominica
6. Type of Readiness support sought	<p><i>Please select one option below (one box or circle)</i></p> <p><input type="checkbox"/> Readiness</p> <ul style="list-style-type: none"> <input type="radio"/> Establishing and strengthening national designated authorities or focal points <input type="radio"/> Strategic frameworks, including the preparation of country programmes <input type="radio"/> Support for accreditation and accredited direct access entities <p><input checked="" type="checkbox"/> Adaptation Planning</p>
7. Brief summary of the request	<p>The island of the Commonwealth of Dominica is already experiencing devastating damages and losses due to climate-induced variability and extremes. The Global Climate Risk Index ranked Dominica as one of the top three countries most affected worldwide by climate impacts in 2015, when it was impacted by Tropical Storm Erika and its unprecedented floods. In September 2017, Hurricane Maria upgraded from a Category 1 to a Category 5 hurricane within just 18 hours, before making landfall on Dominica leaving as estimated 70% of buildings destroyed, and electricity, telecommunications and transportation are yet to be restored.</p>

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The Government and people of Dominica are receiving considerable assistance from neighbouring countries and the international community in ongoing response to Hurricane Maria, but are determined to lead these efforts to ensure that lessons learned from Hurricane Maria and Tropical Storm Erika inform and guide future reconstruction and development along a path that ensures resilience to the devastating impacts from climate change. Sensitive to the possibility of being pulled along a path that supports the agendas of well-meaning development partners rather than the needs of the country, the Government and people of Dominica are undertaking a country-owned and country driven process to develop and implement an *Action Plan for a Climate Resilient Dominica* to tackle short-term needs that will support long-term climate resilience.

The *Action Plan for a Climate Resilient Dominica* will establish a High-Level Steering Committee Co-Chaired by Prime Minister and the Minister of Health and Environment (technical lead on climate change) to provide overall guidance and support to the process, and establish a Secretariat in the Ministry of Health and Environment (jurisdictional lead for climate change and focal point) to the High-Level Steering Committee. This National Adaptation Planning (NAP) project will foster an enabling environment within legislation, institutional arrangements, and technical capacity across the public, private and NGO sectors.

The NAP project will achieve the following key outcomes:

- *Legislation*: Support the advancement of the national climate change and environment law using the OECS model legislation to provide a national adaptation planning mandate and framework, and legal capacity building of the national climate change focal point
- *Institutional arrangements*: Empowered Environmental Coordinating Unit (ECU)/Department of Climate Change, Environment and Development to coordinate the Government's policies and programs relating to climate change; high level and participatory governance bodies are constituted and convened with adequate support; climate financing architecture is vetted and strengthened
- *Technical capacity*: Data infrastructure for adaptation and recovery are strengthened to include cloud-based storage (significant data has been lost to Hurricane Maria), and update and validation of baseline adaptation-related data;
- *Financing adaptation*: Key adaptation priorities will be identified at the national level through the NAP-supported development of up to 3 sectoral adaptation plans (e.g. Finance, Agriculture, Tourism); at the local/community level via up to 3 local area climate resilient development plans for vulnerable communities; and at the individual/private sector level with up to 22 localised resilience action plans and investment strategies

The main impact of this project is to address key barriers to adaptation planning and implementation in Dominica. The country's bespoke experience of projects has delivered significant technical outputs and achievements; however, these project outputs are often not taken up and implemented by the Government due to capacity constraints, which has been further set back after the devastation of Hurricane Maria. The proposed NAP project will overcome this barrier by focusing on the enabling environment. The NAP project will support stakeholders to review the outputs of Dominica's various projects and donor-supported initiatives, and identify modifications and/or mainstreaming. Implementation of transformational adaptation towards the goal of climate resilient development will require large amounts of accessible and predictable resources. The NAP project will therefore enable the Commonwealth of Dominica to access scaled-up accessible and predictable financing, including through direct access modalities as a result of the NAP's focus on institutional capacity building.

Antigua and Barbuda's Department of Environment has been requested by the Commonwealth of Dominica to serve as Delivery Partner for the NAP application, in furtherance of a mandate provided to Antigua and Barbuda by the Ministerial Council in 2016. The GCF has approved three (3) Readiness grants for Antigua and Barbuda to date, including one NAP project for Antigua and Barbuda, with the Department of Environment serving as Readiness delivery partner. Furthermore,

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	<p>the Department of Environment was accredited to the Green Climate Fund as a direct access Accredited Entity in October 2017.</p> <p>The Department of Environment in Antigua and Barbuda through serving as Delivery Partner for Dominica’s NAP application will facilitate transfer of knowledge and lessons learned as the Commonwealth of Dominica implements a similar process of using OECS model legislation to implement the climate change multilateral environmental agreement (MEA) commitment to undertake adaptation planning processes.</p>
8. Total requested amount and currency	US\$ 2,940,000
9. Anticipated duration	36 months

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 1	TARGET 2	ACTIVITIES <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>
1. Effective governance and coordination established for national adaptation planning			
1.1 National mandate and strategy for adaptation planning processes	N/A	N/A	<p>1.1.1 Support initiatives to establish the enabling framework (legislation, institutional structures, financing mechanism) for climate change adaptation planning and management via the Dominica Climate Change, Environment and Natural Resource Management Bill³ including public review, consultation with Parliamentarians, re-drafting and publication</p> <ul style="list-style-type: none"> • <u>Deliverable</u>: Consultation reports on the Climate Change, Environment and Natural Resource Management Bill (<u>Delivery: Month 6</u>) <p>1.1.2 Develop a 3-year strategy and 1-year operational plan for the Climate Change, Environment and Natural Resource Management agenda, establishing milestones that are aligned with the NAP project implementation</p> <ul style="list-style-type: none"> • <u>Deliverable</u>: 3-year strategy and 1-year operational plan for the implementation of the Climate Change, Environment and Natural Resource Management agenda via the ECU (<u>Delivery: Month 10</u>) <p>1.1.3. Support integration of national, sectoral, and traditional knowledge and adaptation strategies and practices into the national physical planning framework</p> <ul style="list-style-type: none"> • <u>Deliverable</u>: At least 5 knowledge products and public education material on national, sectoral, and traditional knowledge adaptation strategies and practices (<u>Delivery: Month 30</u>)

¹ For Adaptation Planning proposals, this section may be left blank until further notice.

² For Adaptation Planning proposals, this section may be left blank until further notice.

³ The Dominica Climate Change, Environment and Natural Resource Management Bill is presently being reviewed by a Parliamentary Committee prior to presentation to the House of Assembly. This Bill will establish an enabling environment for adaptation planning and a mandate for considering climate change during Environmental Impact Assessment and development approval processes. The Bill will establish an enabling environment that includes: The Council on Environment, Climate Change and Development; the Department of Climate Change, Environment and Development; the Climate Change and Environment Trust Fund; the National Climate Change Committee; the Sustainable Development Tribunal; the National Emergency Planning Organization (NEPO) Advisory Committee. The GCF Readiness support will provide critical resources to strengthen the technical inputs into the Bill enactment process.

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1.2 Technical capacity and institutional arrangements for adaptation planning	N/A	N/A	<p>1.2.1 Appoint and convene the National Climate Change Steering Committee; build capacity of the ECU/Department of Climate Change, Environment and Development⁴ to serve as Executing Entity for the NAP, and Physical Planning agencies to undertake national adaptation planning processes.</p> <ul style="list-style-type: none"> <u>Deliverable</u>: Governance/oversight structures and capacity⁵ are realized, including manuals and policies developed⁶, to facilitate project execution via the ECU/Department of Climate Change, Environment and Development (<u>Delivery: Month 6</u>) <p>1.2.2 Build capacity for adaptation planning and development within the Kalinago Territory (a special policy area)</p> <ul style="list-style-type: none"> <u>Deliverable</u>: Results of the post-Hurricane Maria⁷ Kalinago needs assessment and training materials on specialized capacity building and access to climate financing (<u>Delivery: Month 12</u>)
2. Climate and adaptation data and information, and capacity to analyse it, strengthened			
2.1 Network for sharing spatial climate data and information is strengthened	N/A	N/A	<p>2.1.1 Strengthen the National GIS database in the Environment Registry of the ECU/Department of Climate Change, Environment and Development to withstand extreme events, including cloud-based data storage options</p> <ul style="list-style-type: none"> <u>Deliverable</u>: Technical report on data infrastructure upgrades and data security (<u>Delivery: Month 12</u>)
2.2 GIS-based vulnerability and climate risk data and information at resolutions to support local area adaptation planning	N/A	N/A	<p>2.2.1 Building on local area pilots, map climate change vulnerability and risks at sectoral/local/community level, (prioritizing sectors selected under Activity 3.2.1); collection, compilation and validation of Natural Resources Inventory and geo-reference socio-economic data in a centralized repository. This will be used to produce a GIS nation-wide baseline vulnerability and risk assessment for adaptation policy analysis and adaptation planning.</p> <ul style="list-style-type: none"> <u>Deliverable</u>: Preliminary data compiled (<u>Delivery: every 6 months and final at 18 months</u>)
2.3 Monitoring, reporting and verification framework for adaptation planning established and operational	N/A	N/A	<p>2.3.1 Using as a basis Table 7-1: Monitoring and Reporting Framework in the draft Dominica National Physical Development Plan, develop SMART indicators for an adaptation monitoring and reporting framework and cost-effectively collect baseline data, streamlining data collection into relevant agencies and departments</p> <ul style="list-style-type: none"> <u>Deliverable</u>: SMART indicators for adaptation aligned with the National Physical Development Plan, including establishment of baselines (<u>Delivery: Month 24</u>)
3. Alignment with Dominica's national development plan			

⁴ The Department of Climate Change, Environment and Development will be legally established under the Climate Change, Environment and Natural Resource Management Bill

⁵ The Department of Climate Change, Environment and Development is proposed via the legislation to have a human resources structure to retain capacity beyond the life of individual projects (move towards a programmatic approach), to manage the Trust Fund and administer the safeguards necessary for direct access entities, building on lessons learned from Antigua and Barbuda.

⁶ This activity will include the development/revision of a Gender Policy, an Environmental and Social Safeguards Policy, and a Consultation Strategy, for potential Executing Entities of GCF adaptation projects in Dominica.

⁷ This activity will review previous needs assessments conducted for the Kalinago territory, for example in Dominica's Low Carbon Climate Resilient Development Strategy, the chapter on Climate Change and the Kalinago details (i) vulnerability (ii) impacts, (iii) gender and (iv) priority measures to adapt to climate impacts. This activity will coordinate with other support being provided to the Kalinago post-Hurricane Maria, focusing on enabling environments for adaptation planning and in particular climate risk analysis and access to climate finance.

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3.1 <i>Adaptation planning is aligned with the national physical development plan</i>	N/A	N/A	<p>3.1.1 <i>Develop a methodology and guidelines to conduct 1) sectoral adaptation plans and 2) climate resilient local area physical development plans that support the implementation of the national physical development plan, and provide training in the private and public sectors</i></p> <ul style="list-style-type: none"> • <i><u>Deliverable</u>: Manual to standardize and conduct both sectoral adaptation and local area development plans to inform the implementation of the national physical development plan (Delivery: Month 6)</i> • <i><u>Deliverable</u>: At least 20 people (private and public sectors) benefit from training in sectoral and local area adaptation planning through short and medium-term certifications (Delivery: Month 16)</i> <p>3.1.2 <i>Invite applications from local actors⁸ to develop climate resilient local area plans for primary and secondary settlements, including the Kalinago territory, using climate vulnerability and adaptation methodologies that have been piloted in Dominica under various projects, prioritizing “special disaster areas” identified post-Tropical Storm Erika and Hurricane Maria</i></p> <ul style="list-style-type: none"> • <i><u>Deliverable</u>: 2-3 detailed, costed climate resilient local area development plans for vulnerable communities (Delivery: Month 20)</i>
3.2 <i>Sectoral adaptation strategies and plans produced, validated and published</i>	N/A	N/A	<p>3.2.1 <i>Using the methodology under Activity 3.1.2, invite applications for sectoral adaptation planning, to develop and/or update sectoral plans with climate vulnerability and risk assessments and adaptation priorities, and presented to Cabinet for approval</i></p> <ul style="list-style-type: none"> • <i><u>Deliverable</u>: Three sectoral adaptation plans based on relevant legislation, policy, and existing baselines (Delivery: Month 20)</i>
4. Sustainable and scaled-up financing for adaptation			
4.1 <i>Localised resilience action plans and investment strategies for prioritised adaptation actions (targeting public, private, domestic and international sustainable financing sources)</i>	N/A	N/A	<p>4.1.1 <i>Develop localised resilience action plans and investment strategies for prioritised adaptation actions in the private sector via a call for applications. The localised resilience action plans and investment strategies will include (i) articulation of specific climate impacts and associated vulnerabilities to health, livelihoods, private property and public infrastructure; (ii) design of actions to address these impacts and vulnerabilities; (iii) costing of these actions and identification of potential sources of funding for each; and (iv) communication and cultivation of financing interest with domestic, international, public and private sources of funding, including but not exclusively with the GCF.</i></p> <ul style="list-style-type: none"> • <i><u>Deliverable</u>: Produce 18-22 localised resilience action plans and investment strategies across assets, sectors, gender, and social impacts that meet national policy and planning adaptation requirements, and identify investment opportunities (Delivery: Month 26)</i>

⁸ Local actors include either local governing bodies (e.g. Kalinago council) or community-based organizations that have the capacity to lead the development of costed climate resilient local area development plans

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			<p>4.1.2 Using inter alia data generated under Activity 4.2.1, quantify the costs of implementing national adaptation planning targets in Dominica, and identify financing opportunities via the national climate finance architecture (Chapter in the Adaptation section of the Dominica Low Emission Climate Resilient Strategy)</p> <ul style="list-style-type: none"> • <u>Deliverable</u>: Map Dominica’s climate finance architecture and identify sustainable financing opportunities for national adaptation planning (Delivery: Month 30) • <u>Deliverable</u>: Two concept notes including feasibility studies and environmental, social gender impact assessments and management plans for transformational adaptation projects or programmes are developed (Delivery: Month 30)
5. Approved adaptation strategy for Dominica			
5.1 Climate risk and adaptation section of Dominica’s national development strategy and plan	N/A	N/A	<p>5.1.1 Conduct stocktaking on the implementation of 2002 Dominica Low Emission Climate Resilient Strategy with a view to identifying lessons learned and developing a climate risk and adaptation strategy and plan, for endorsement of Cabinet</p> <ul style="list-style-type: none"> • <u>Deliverable</u>: Revised and endorsed climate risk and adaptation sections of Dominica’s national strategy and plan (Delivery: Month 30)
5.2 Improved public knowledge of adaptation priorities and access to adaptation finance	N/A	N/A	<p>5.1.2 Develop a locally/culturally appropriate communications strategy (as a chapter in the Dominica national adaptation plan) and awareness material for a variety of stakeholders to raise awareness about different mechanisms to access climate finance for adaptation</p> <ul style="list-style-type: none"> • <u>Deliverable</u>: Communications strategy and 5-7 multi-media knowledge products developed (Delivery: Month 36)

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.

- a. [Context](#)
- b. [Baseline situation](#)
- c. [Objectives, outcomes and impact](#)
- d. [Stakeholder consultations](#)
- e. [Sustainability of the project](#)

CONTEXT

The Commonwealth of Dominica and Antigua and Barbuda are both members of the Organization of Eastern Caribbean States (OECS) Economic Union. The OECS is an inter-governmental unit that supports integration of its Member States in a common market, protection of human and legal rights, the environment, well-being of citizens and good governance among Member States. The OECS Commission per its mandate under existing Treaties⁹ develops model legislation for Member States to tailor and adopt for various issues, from health to trade, procurement, coastal zone management, environment, among others. One such model developed by the OECS Commission was legislation for supporting implementation of multilateral environmental agreements (MEAs) – including the three Rio Conventions on biodiversity, desertification and climate change. Key features of this OECS model legislation include establishing a Department with the appropriate mandate for coordination and implementation of MEAs, including governance and oversight bodies, and establishing a sustainable financing mechanism to catalyse domestic and international resources to finance MEA implementation.

Antigua and Barbuda was the first of the OECS Member States to tailor and enact this model OECS MEA legislation with the passage of its Environmental Protection and Management Act in 2015, which empowered the Department of Environment (previously a Division) with a legal mandate for MEA implementation, and established its sustainable financing mechanism. The Department of Environment in Antigua and Barbuda through serving as Delivery Partner for Dominica's NAP application will facilitate transfer of knowledge and expertise as the Commonwealth of Dominica tailors and enacts the OECS model legislation to implement the MEAs including the climate change convention and the Paris Agreement mandate for adaptation planning process.

In Dominica, an integrated response is being implemented to build climate resilience in vulnerable communities, while enabling Green Growth through the transition to sustainable energy and resilient technologies¹⁰. The laws, policies and regulations that set the context for Dominica's integrated national adaptation planning are the following:

- Dominica National Land Use Policy, 2014
- Dominica draft National Physical Development Plan, 2016 (draft under consultation)
- Climate Change, Environment and Natural Resource Management Bill, 2016 (the NAP project will support the development and advancement of this legislation)
- Low-Carbon Climate Resilient Development Strategy, 2012 (adaptation component will be updated as an outcome of this NAP project)
- National Climate Change Adaptation Policy, 2002
- Carib Territory Local Area Plan, 2012
- St. George's Declaration of Principles for Environmental Sustainability under the Organization of Eastern Caribbean States (OECS), 2000

In 2015, Cabinet approved the **National Land Use Policy**. The National Land Use Policy sets the foundation for all land use decisions and describes how best to manage development to improve quality of life for Dominicans. It does so through a balance of economic and social development, protecting human health and safety, and conserving the natural environment. The Policy speaks to increasing resilience to climate change and hazards through proper design of roads and buildings; mapping riverine flood zones and; improving transportation networks to extreme impacts. In

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2015, after Tropical Storm Erika, a Resettlement Strategy was developed thus allowing the resettling process to be an opportunity to regain and improve habitability conditions. The Strategy aims to ‘Build Back Better’. This involves citing infrastructure in safe locations; building houses with improved capacity to survive hazards; and assisting the communities to improve their ability to respond to, and recover from shocks.

Dominica’s draft **National Physical Development Plan** sets a vision for the future of Dominica, explained through a picture of what Dominica will be like in 2035. Its outlook for climate change resilience is as follows “*Dominica will continually build resilience to the impacts of climate change and natural hazards, with development and infrastructure located in the safest areas and designed and constructed based on best practices, and with a comprehensive emergency preparedness system in place including emergency shelters, evacuation routes and evacuation jetties.*” The Plan is currently being circulated to stakeholders for consultation.

Climate Change, Environment and Natural Resource Management Bill 2014	
PART I PRELIMINARY	
1.	Short title and Commencement
2.	Interpretation
3.	Application
4.	Act to Bind Government
PART II DUTY TO PROTECT THE ENVIRONMENT	
5.	General Responsibility
6.	Responsibility of Government
7.	Enforceability
PART III ADMINISTRATION	
8.	Establishment of Council on Environment, Climate Change and Development
9.	Powers, Duties and Functions of the Council on Environment, Climate Change and Development
10.	Composition of Council on Environment, Climate Change and Development
11.	Term of Office and Remuneration of the Council on Environment, Climate Change and Development
12.	Meetings of the Council on Environment, Climate Change and Development
13.	Secretariat of the Council on Environment, Climate Change and Development
14.	Formulation of Policies for Sustainable Development and Low Carbon Climate Resilient Development
15.	Establishment of the Department of Climate Change, Environment and Development
16.	Functions of the Department of Climate Change, Environment and Development
17.	Responsibilities of the Department of Environment, Climate Change and Development
18.	Powers of the Director of the Department of Environment, Climate Change and Development
19.	Appointment of Environmental Inspectors and Officers
20.	Powers of Environmental Inspectors and Officers
21.	Establishment of Environment Registry
22.	Establishment of Climate Change and Environment Trust Fund
23.	Administration of Climate Change and Environment Trust Fund
24.	Preparation of National State of the Environment Reports
25.	Establishment of Sustainable Development Tribunal
26.	Secretary of the Sustainable Development Tribunal
27.	Remuneration and Allowances
28.	Proceedings of Sustainable Development Tribunal
PART IV CLIMATE CHANGE AND DISASTER RISK MANAGEMENT	
29.	Purpose
30.	Establishment of National Climate Change Committee
31.	Functions and Responsibilities of the National Climate Change Committee
32.	Proceedings of the National Climate Change Committee
33.	Annual Report of National Climate Change Committee
34.	Establishment of National Emergency Planning Organization (NEPO) Advisory Committee

Figure 1. Excerpt of the Climate Change, Environment and Natural Resource Management Bill

The **Climate Change, Environment and Natural Resource Management Bill** was developed to establish the enabling framework to facilitate the transition to low-carbon climate resilient development. The Government of Dominica obtained support under the GEF-funded Sustainable Land Management (SLM) initiative and Special Program on Adaptation to Climate Change (SPACC), among other environmental projects, to develop comprehensive legislation through broad-based stakeholder consultation (2009 – 2014). The proposed legislation implements commitments under UNFCCC and 22 other multilateral environmental agreements to which Dominica is a signatory, in one comprehensive and consolidated law. The Bill targets “fostering improved collaboration in the area of climate change adaptation and disaster risk management”¹¹. The Bill seeks to establish the policy, legal and institutional framework to facilitate the integration of climate change adaptation and mitigation into the country’s development process. The legislation also sets the foundation for sustainable financing for implementation by establishing a **Dominica Climate Change and Environment Trust Fund**. The Bill has undergone consultative processes, been presented to the Cabinet, and is being considered by a Parliamentary Committee. The Bill contains over 350

sections and is 370 pages in length – due to its complexity, the Bill is presently being reviewed by a Parliamentary

⁹ Revised Treaty of Basseterre establishing the OECS, and the St. George’s Declaration for Environmental Sustainability

¹⁰ Intended Nationally Determined Contribution of the Commonwealth of Dominica 2015

¹¹ Climate Change, Environment and Natural Resource Management Bill 2016

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Committee prior to presentation to House of Assembly. The NAP project will support the passage of this legislation by facilitating public review, consultation with Parliamentarians, and re-drafting (Figure 1).

In 2012, the Cabinet-approved **Low-Carbon Climate Resilient Development Strategy** and compendium Strategic Programme for Climate Resilience (SPCR) were developed through an extensive consultative process that was supported under the Pilot Program for Climate Resilience (PPCR) funded under the Climate Investment Funds (CIF). The Strategy provides an overview of the country circumstances, the development context, and the Strategy identifies climate change vulnerabilities in key sectors, for specifically vulnerable groups, for the private sector, important ecosystems and natural resources.

Currently the Third National Communication to the UNFCCC is in progress. Through this, the **2002 National Climate Change Adaptation Policy** will be revised to a Climate Change Policy and Action Plan. This will guide the development of Dominica's National Adaptation plan (NAP) and will include mitigation and cross-cutting issues.

Member States of the **Organization of Eastern Caribbean States (OECS)** have long acknowledged that their development must be predicated on individual efforts pursued within the context of regional unity, solidarity and cooperation in wide ranging areas, including environmental protection and sustainable development. To this end, the Revised treaty of Basseterre requires, under Article 24, that each protocol Member State shall implement the **St. George's Declaration of Principles for Environmental Sustainability** which seeks to, inter-alia, build the capacity of Member States and regional institutions to guide and support processes of sustainable development, achieve the long-term protection and sustained productivity of the region's natural resource base and the ecosystem services it provides, and ensure that natural resources contribute optimally and equitably to economic, social and cultural development.

Integrating vulnerable community dimensions

The Kalinago are the indigenous people of Dominica, formerly known as the Caribs. The Kalinago Territory is comprised of 3,782 acres of land stretching over 9 miles on the eastern Atlantic coast of Dominica. The Territory is divided into 8 hamlets: Sineku, Gaulette River, Mahaut River, St. Cyr, Salybia, Crayfish River, Battaca and Touna Concorde. In the 2011 Preliminary Census, the population of the Kalinago Territory was 2,145 people, of which 1,212 (56.5%) were male and 933 (43.5%) female.

The Carib Reserve Act of 1978 provides for the establishment of a body corporate for the administration of the Reserve¹². It gives the Kalinago Council the authority and responsibility for the management of the Kalinago Territory. The Act gives the Kalinago Council powers to institute various bylaws pertinent to the management of the community. The Council is further organized into Hamlet Development Committees, governed by a constitution prepared by the Council. The committees serve as branches to the Kalinago Council which lends to the effective management of the Territory¹³. Given the autonomy of this territory, the NAP project will provide targeted support to indigenous adaptation strategies, per the **Carib Territory Local Area Plan, 2012**.

The lands in the Territory is the property of the Carib Council and no individual can own land and/or be titled land in his or her name. The Council is solely responsible for allocating land for all purposes including housing, public conveniences, government projects and community projects. The issue of land ownership or lack thereof, (Carib Council has ownership of lands in the Territory) poses serious concerns for individual socio-economic advancement¹⁴. This significantly limits their access to credit at local banks since they do not possess required collateral i.e. certificate of titles as per the laws governing the Territory. The Kalinago Territory has been devastated by Hurricane Maria in September 2017. The NAP will support the development of safeguards and special access to adaptation financing by the Kalinago which is essential to rebuild a climate resilient community.

¹² Carib Act of 1978 <http://www.dominica.gov.dm/laws/chapters/chap25-90.pdf>

¹³ World Bank, 2014. Social Assessment for Indigenous Peoples Plan, Carib Territory.

¹⁴ World Bank, 2014. Social Assessment for Indigenous Peoples Plan, Carib Territory.

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Coordinating across the donor community

The Commonwealth of Dominica has received significant but bespoke support in development, environment and climate change areas. These various projects have delivered significant technical outputs and achievements; however, the gains have been undermined by a lack of institutional investment and sustainability. The proposed NAP project will overcome this barrier by focusing on the enabling environment. Specifically, the NAP project will support key legislation and put in place the institutional and high-level oversight and governance functions for adaptation planning and sustainable financing for adaptation planning/management. The NAP project will support stakeholders, within this context, to review the outputs of the various projects and donors, and identify modifications and/or mainstreaming within the new legal mandate context. This will seek to mainstream what has worked, to achieve long-term outcomes.

The coordination mechanism that will be employed to maximize synergies with complementary and interrelated outputs and projects is firstly, the Cabinet of the Commonwealth of Dominica; secondly, the National Climate Change Steering Committee; thirdly, the Ministry of Finance (NDA) to ensure that adaptation planning activities are aligned with national priorities so that the Government and stakeholders will build on such activities after the project ends; and finally, the Environment Coordinating Unit, which as Executing Entity either is responsible for convening and/or is represented on the steering committees of the projects listed below.

A summary of key projects and outputs for the Commonwealth of Dominica that the NAP project will coordinate with and build on is briefly presented below.

The Government of Dominica adopted the Dominica Climate Change Adaptation Policy (2002) developed under **Caribbean Planning for Adaptation to Climate Change (CPACC)** project supported by the GEF.

The Government adopted the Dominica Low Carbon Climate Resilient Strategy (2012) developed under **Pilot Program for Climate Resilience (PPCR)** supported by Climate Investment Fund (CIF).

Japan Caribbean Climate Change Project (JCCCP): The Government of Japan has provided financial and technical support for the Japan Caribbean Climate Change Partnership under the United Nations Development Program, (UNDP), and sub-regional office for Barbados. Dominica is the first of eight Caribbean countries to participate in a Japan funded Climate Change Partnership. The project aims to support countries in the process of inclusive low emissions risk resilient development by improving energy security and integrating medium to long term planning for adaptation to climate change. The project supports policy innovation through the development of several nationally appropriate mitigation action and national adaptation plans. Emphasis is placed on water resource management, sustainable agriculture, community based climate smart resilient infrastructure, renewable energy and energy efficiency. Projects for Dominica include: Up scaling and expanding the renewable energy in the Kalinago Territory, up scaling of the Morne Prosper women agriculture production, retrofitting the GrandBay Community Centre, developing the new Dubique resettlement model community, upgrading the Bagatelle water catchment area and retrofitting the Morne Rchette Community Centre.

The **Global Climate Change Adaptation (GCCA)** project is focused on Climate Change Adaptation and Sustainable Land Management in the Eastern Caribbean including Dominica, with the OECS Commission serving as Executing Entity. The project will run from 2013-2018. The specific objective of the project is to improve the region's natural resource base resilience to the impacts of climate change, through effective and sustainable land management frameworks and practices and through specific adaptation pilot projects focused on physical infrastructure and ecosystems. The GCCA is supporting a physical adaptation pilot for slope and road stabilization in the Antrim Valley and Belles, in order to mitigate the effects of slippage which poses a threat to commuters and residents who live downstream and to maintain access to the main airport; as well as soil erosion management for farmers at Duck Pond and Blake's Estate.

The Government of Dominica obtained support under the GEF-funded **Sustainable Land Management (SLM), Special Program on Adaptation to Climate Change (SPACC)** and other environmental projects to develop draft comprehensive environment and climate change legislation through broad-based stakeholder consultation (2009 –

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2014), to implement the multilateral environmental agreements to which the country is Party into one comprehensive and consolidated law, and provide a predictable and sustainable financing source via the Trust Fund.

Dominica is currently developing its Country Programme to the Green Climate Fund with support from its first **Readiness support grant**. UNDP is serving as the Delivery Partner for Dominica's first Readiness grant, to be implemented from 2017 – 2019, and the outcomes relevant to this NAP proposal will include:

- Develop national arrangements for promotion, consideration and facilitation of funding proposals
- Establish the Technical Working Group and conduct training for TWG and National Climate Change Committee
- Climate finance decision-making mechanisms established and consultations held with stakeholders on priority project ideas
- Country programme developed including a shortlist of priority projects agreed with stakeholders and approved by Cabinet
- Mechanism documented for periodic review and update of the country programme and agreed by NDA, TWG and NCCC
- Mapping of potential National Implementing Entities (NIEs) and nomination of a national body for accreditation
- Development of a multi-annual work programme
- A framework for private sector engagement is developed to include periodic consultations between business service organisations and the NDA, accredited agencies, GCF and other national stakeholder

It is anticipated that the Country Programme will be delivered by the end of 2018 under the Readiness 1 project. If this NAP is approved for implementation in early 2018, then the NAP baseline work can inform priorities in the Country Programme, and coordination with Readiness 1 will be an iterative process. In general, the Country Programme priorities will be an important factor in the development of the three Concept Notes under the NAP project. The Country Programme priorities will be some of the criteria used in the selection of: i) the development of the local area development plans for vulnerable communities (activity 3.1.2), (ii) sectoral adaptation plans (activity 3.2.1) and (iii) localised resilience action plans (activity 4.1.1). In addition, the outcomes and priorities of these watershed scale local area plans, sectoral and localised action plans will in the future inform revisions to Dominica's Country Programme through the mechanism to be established under Readiness 1 for periodic review and update of the country programme, as agreed by the NDA, the Thematic Working Group, and the National Climate Change Committee.

Dominica is one of three Eastern Caribbean islands participating in the **GCF Enhancing Direct Access (EDA)** pilot under a Request for Proposals issued by the GCF in 2016. The project is titled *Integrated physical adaptation and community resilience through an enhanced direct access pilot in the public, private, and civil society sectors of three Eastern Caribbean small island developing states*. The Eastern Caribbean EDA project is designed to enhance country ownership of adaptation in three small island states by devolving decision making to the country and community level, thereby allowing greater involvement and input from communities vulnerable to climate change. This project was approved by the GCF Board in March 2018, and will complement the GCF NAP via sustained and country-owned capacity building.

BASELINE SITUATION – HURRICANE MARIA UNDERMINED YEARS OF PROGRESS

The Commonwealth of Dominica is a mountainous island and considered one of the poorest in the Eastern Caribbean¹⁵. Dominica's economy is dominated by the services sector (tourism in particular), manufacturing and agriculture. The economy has shifted over the past 30 years as the services sector has grown from 50% of GDP to an estimated 68% in 2013 with continuous declines in the share of the agricultural sector since the loss of the preferential European market¹⁶.

¹⁵ The OECS consists of nine members: Anguilla, Antigua and Barbuda, the British Version Islands, Dominica, Grenada, Montserrat, St. Lucia, St. Kitts & Nevis, and St. Vincent & the Grenadines

¹⁶ CDB, 2014. Private Sector Assessment of Dominica. Caribbean Development Bank (CDB).

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Dominica’s economy has been heavily impacted in recent years by the global downturn and by devastating extreme weather events (in 2007, 2008, 2015 and 2017).

On the 18th September 2017, Hurricane Maria struck the island of Dominica as a Category 5 hurricane with maximum sustained winds of 160 mph (260 km/h), after upgrading from a Category 1 to a Category 5 in just 18 hours. These windspeeds, the most extreme to ever impact the island, battered the roof of practically every home and building, and stripped the island of the vegetation from the dense forests that had vested Dominica with the name “the Nature Island of the Caribbean”. Downing all electrical, cellular, radio and internet services, Hurricane Maria effectively plunged Dominica into darkness and cut off the country from the outside world.

As of 20th October 2017, there were 30 fatalities confirmed across the island, with more than 50 persons still reported missing. **Early estimates indicate that the total damage of Hurricane Maria in Dominica could reach 200 percent of GDP** (Source – World Bank). Dominica GDP in 2017 was estimated at US\$1 billion (IMF). Dominica is among the lowest ranking in the Caribbean region with a GDP per capita of US \$6,460. There are currently estimated 20,000 climate change refugees who have fled Dominica to neighbouring islands.

The Global Climate Risk Index ranked Dominica as one of the top three countries most affected worldwide by climate impacts in 2015¹⁷. The Index analyses to what extent countries have been affected by the impacts of weather-related loss events (storms, floods, heat waves etc.). The most recent data available from 2015 (Table 1) and 1996–2015 (Table 2) is presented below.

Table 1. Climate Risk Index for the Year 2015 (Source: Germanwatch)

CRI Rank	Country	CRI Score	Fatalities in 2015		Fatalities per 100k people		Losses in M US\$ (PPP)		Losses per unit GDP in %	
			Total	Rank	Total	Rank	Total	Rank	Total	Rank
2	Dominica	13.00	31.00	42	43.66	1	611.219	32	77.37	1

Table 2. Climate Risk Index for the period 1996–2015 (Source: Germanwatch)

CRI Rank	Country	CRI Score	Fatalities in 2015		Fatalities per 100k people		Losses in M US\$ (PPP)		Losses per unit GDP in %	
			Total	Rank	Total	Rank	Total	Rank	Total	Rank
17	Dominica	42.00	1.80	135	2.54	6	46.023	101	7.89	2

In August of 2015, Tropical Storm Erika impacted the island of Dominica. In just a few hours, the strong winds and rains destroyed critical infrastructure that eliminated an estimated five years of normal investment for the country. According to the World Bank, the total damage and loss was estimated at US\$483 million, equivalent to 90 percent of Dominica’s Gross Domestic Product (GDP). The cost of Tropical Storm Erika resulted in the highest losses per unit of GDP worldwide; 31 people lost their life, which is the highest human loss per 100,000 people that any country globally sustained that year as a result of natural disasters.

¹⁷ Kreft, S. et al. 2017. *Global Climate Risk Index 2017: Who Suffers Most from Extreme Weather Events? Weather-related Loss Events in 2015 and 1996 to 2015*. Published by Germanwatch e.V. <https://germanwatch.org/en/download/16411.pdf> Accessed 13 September 2017

Economic declines as well as demands from sectors such as health, education and debt servicing has made it extremely challenging for Dominica to continue self-financing the cost of adapting to and recovering from the impacts

Why is the cost of adaptation to climate change so high in small islands?

Source: Adapted from IPCC WGII AR5 – Chapter 29 (SIDS)

Adaptation to climate change that involves infrastructural works requires large up-front overhead costs, which in the case of small islands cannot be downscaled in proportion to the population's size. This is a major socioeconomic reality that confronts small islands, notwithstanding the benefits of adaptation.

Moreover, the relative impact of an extreme event such as a hurricane that can affect most of a small island's territory has a disproportionate impact on that state's gross domestic product, compared to a larger country where an individual event generally affects a small proportion of its total territory and its GDP. The result is relatively higher adaptation and disaster risk reduction costs per capita in countries with small populations and areas—especially those that are also geographically isolated, have a poor resource base, and have high transport costs.



Figure 2. Damage and rubble from the 18 September 2017 Category 5 Hurricane Maria in Dominica's capital of Roseau has made emergency services inaccessible to people in need. Source: CNN (left), NOAA NHC (right)

of climate change. This is particularly important when the cumulative impact of climate extremes in the recent past has resulted in people in Dominica falling below the poverty line as a result of hurricanes, unemployment, increased borrowing and debt to recover from impacts.

The population of Dominica in the 2011 census was 71,293 with most of the population living on the coast. The Country Poverty Assessment (2010), the Social Livelihood Assessment (2016), and the National Census (2011) provide information on the socioeconomic status of Dominica. The unemployment rate is 23% (NAN Business Editor 2016), and the population living below the poverty line is 28.8% (Country Poverty Assessment 2010), which is among the highest in the Eastern Caribbean. Based on the Country Poverty Assessment, most houses are constructed with concrete blocks (48.4%) and wood/timber (24.8%); this exposes the population to climate impacts as the building material is not as strong as concrete.

There is an increased risk of exposure to climate change related events such as level rise and flash flooding because most of the Dominican population lives along the coast or in steep river valleys. Numerous assessments have been conducted in Dominica over the years which has enabled the country to identify vulnerable communities. The most recent is the Rapid Damage and Impact Assessment 2015, conducted by the World Bank post-Tropical Storm Erika. Disasters including floods and landslides have resulted in a loss of life, and destroyed or damaged critical infrastructure and private property, therefore, recovery and reconstruction have absorbed an increasingly large share of annual budgets. Following the devastating impacts of Tropical Storm Erika, 90% of Gross Domestic Product (GDP) or \$483 million USD was affected¹⁸. Most of the damage was sustained in the transport sector (60 percent), followed by

¹⁸ Dominica GDP (2014 - in Current US\$) \$537.8 million. World Development Indicators, The World Bank, 2015

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the housing sector (11 percent) and the agriculture sector (10 percent)¹⁹. Climate impact to critical transportation infrastructure are projected to become costlier as 14% of Dominica's road network will be inundated by a 1m sea level rise scenario²⁰. A total of 7,230 people, or nearly 9% of Dominica's population, suffered direct losses and damages as a result of Tropical Storm Erika.

*Climate change adaptation in a "4-degree world"*²¹

Climate trends in the Eastern Caribbean include increased temperature, rainfall extremes (both drought and high intensity downpours) and hurricanes. The Hadley Centre PRECIS (Providing Regional Climates for Impact Studies) regional model has 25-km resolution for the Caribbean region. PRECIS results for the Eastern Caribbean using SRES A2 (higher emissions) and B2 (lower emissions) scenarios²² and other²³ Regional Climate Model results are:

- Between 1 and 4°C warmer by the end of the century – the rate of increase in air temperature in the Caribbean during the 20th century exceeded the global average
- Average annual rainfall is projected to decrease by the end of the century
- Rainfall variability is projected to increase, with more intense downpours and extended drought conditions
- Maximum wind speed of the strongest hurricanes is likely to increase between 5% (low scenario) and 15% (high scenario)

The island of Dominica is already experiencing devastating losses due to climate-induced extremes, such as Hurricane Maria. An estimated 70% of buildings have been destroyed in the south of Dominica's capital, Roseau, including those serving as shelters (Annex I).

Transformational adaptation towards the goal of climate resilient development will require large amounts of accessible and predictable resources. However, Dominica's climate finance has not been accessible or predictable to date, according to a recent study. The Stockholm Environment Institute (SEI) researched climate finance flows to the small islands of the Eastern Caribbean, specifically the ten member states of the Organisation of Eastern Caribbean States (OECS), identified found that the amounts of climate finance commitment to OECS members that have actually been disbursed is very low, particularly for Dominica, St Lucia, Antigua and Barbuda, and St. Vincent and the Grenadines. For example, Dominica has only received via disbursement 10% of the climate funds committed over the period 2010 – 2015, and Antigua and Barbuda has only received 1% of committed amounts of climate funds²⁴.

¹⁹ Dominica GDP (2014 - in Current US\$) \$537.8 million. World Development Indicators, The World Bank, 2015

²⁰ Simpson, et al., 2010. Quantification and Magnitude of Losses and Damages Resulting from the Impacts of Climate Change: Modelling the Transformational Impacts and Costs of Sea Level Rise in the Caribbean, United Nations Development Programme (UNDP), Barbados, West Indies.

²¹ World Bank, 2012. *New Report Examines Risks of 4 Degree Hotter World by End of Century*. <http://bit.ly/1b5lwGy> Accessed April 9, 2016.

²² ECLAC, 2010. Regional Climate Modelling in the Caribbean: The PRECIS-Caribbean Initiative. Economic Commission for Latin America and the Caribbean, April.

²³ CARIBSAVE, 2015. National Vulnerability Impact Analysis for Antigua and Barbuda

²⁴ SEI, 2017. Climate finance to the Small Island States of the Eastern Caribbean.

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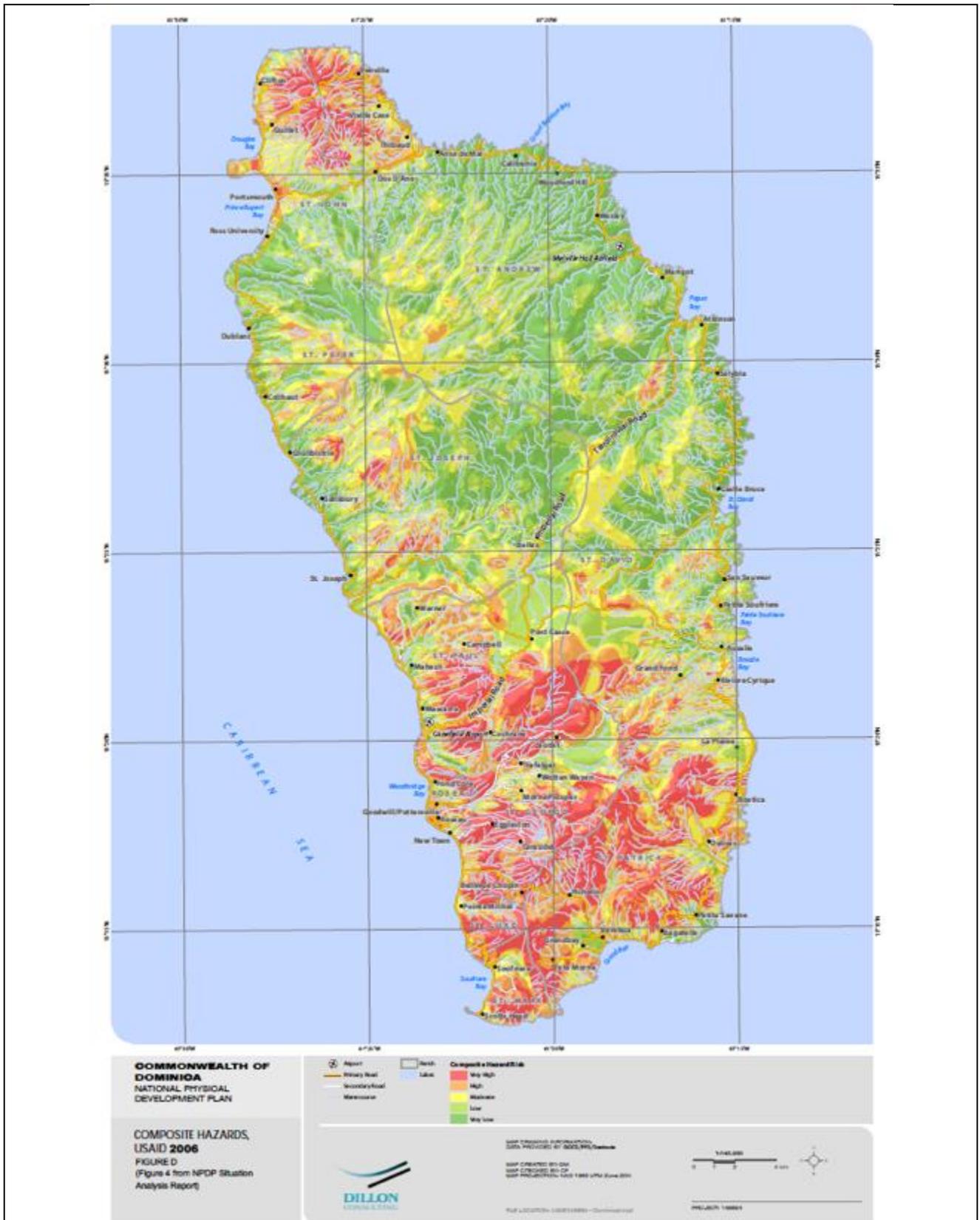


Figure 3. Composite hazards map developed in 2006 with support from USAID (Source: Dominica National Physical Development Plan)

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The National Adaptive Capacity Assessment conducted as part of the baseline activities for the Dominica Strategic Programme for Climate Resilience identified considerable limitations in climate change risk management capacity at the systematic, institutional and individual levels, at the national, sectoral, district and local level, and within the public sector and civil society, highlighting the need for considerable capacity building²⁵. The National Adaptive Capacity Assessment confirmed the need for improved levels of earmarked financial resources for climate change risk management and resiliency building as articulated in the NCSA, and the need for improved coordination amongst key state and non-state actors involved in climate change risk management. Other identified key challenges include:

- Critical infrastructure in the country is vulnerable to significant loss and damage from extreme weather events, sea level rise and storm surges;
- Lack of systems, expertise and facilities to collect, store and analyze relevant information and data on topics related to climate change;
- Inadequate knowledge and awareness of potential impact of climate change and lack of technical skills to address them;
- Policies, laws, rules and regulations related to climate change and disaster risk reduction need strengthening and the capacity to enforce these revised regulations need enhancement; and
- Planning for coordinated response to climate change and disaster risk reduction activities need improvement.

OBJECTIVES, OUTCOMES AND IMPACT

The **main objective** of this project is to establish the enabling environment for climate change risk management and adaptation planning to cope with projected climate impacts in the Commonwealth of Dominica in an integrated approach at the national/sectoral scale, at local and community levels, and in the individual/private sector level.

Outcome

Key outcomes include:

- (a) improved enabling environment for climate change adaptation planning/management and coordination and implementation of climate change risk assessment and adaptation planning activities;
- (b) strengthened knowledge of technical adaptation options through improved climate resilient data infrastructure, baseline data collection, and methodologies;
- (c) review and documenting the national climate finance architecture and strengthening to facilitate improved access to financing for priority climate change risk management and adaptation measures by private sector and vulnerable communities;
- (d) revised strategy to implement, monitor and communicate climate change risks and adaptation benefits at different levels.

Impact

This project will build resilience by addressing legal, institutional, financial and technical barriers which impede effective adaptation planning and implementation and promote strong national ownership of the adaptation planning processes among the range of key stakeholders in Dominica.

Alignment with Dominica's NDC

This National Adaptation Planning project will contribute to achievement of the following priorities presented in Dominica's NDC (2015, page 15):

- Advancing the enabling legal/institutional framework to facilitate coordination/implementation of priority climate change measures and the mainstreaming of climate change activities into national, sectoral and community planning/development;
- Creating the supportive enabling framework whereby communities and vulnerable segments of society (women, youth, elderly, people with disabilities) can manage their own climate change risks, thereby addressing climate change impacts on vulnerable sectors (particularly agriculture, fisheries and water

²⁵ Dominica Strategic Programme for Climate Resilience, 2012 – 2017

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resources) and threats to food security, human health, poverty alleviation, sustainable livelihoods and economic growth;

- National climate financing architecture to ensure timely and direct access to international climate change financing to implement priority climate change risks management measures by the private sector and vulnerable communities;
- Capacity building of the ECU/Department of Climate Change, Environment and Development and ensuring key technical personnel for effective and timely implementation and coordination of the SPCR program and other climate resilient programs under Dominica's Low Carbon Climate Resilient Development Strategy, and to serve as National Implementing Entity (NIE) to facilitate direct access to and management of international climate change financing under the Green Climate Fund; and
- Design and implementation of climate change adaptation and disaster risk management education and awareness.

Consistency of Dominica's NAP with the UNFCCC and the Paris Agreement. The 1992 UNFCCC set a framework where all Parties to the Convention are required to cooperate in preparing for adaptation to the impacts of climate change, and to develop and elaborate appropriate and integrated plans. The Paris Agreement aims to enhance implementation of the Convention. The Agreement strengthens the global response to the threat of climate change by inter alia "making finance flows consistent with a pathway towards low-greenhouse gas emissions and climate-resilient development" (Article 2). Aligning finance flows with adaptation to achieve climate resilient development in a small island state is challenging because an extreme event such as a hurricane can affect most of a small island's territory and have a disproportionate impact on that state's financial flows (IPCC). Similarly, national adaptation planning can directly affect a large share of the population, and new adaptation requirements will increase the short-term cost of doing business, which exposes adaptation planning to political risks. Dominica's approach to achieving the Paris Agreement and "climate-proofing" financing flows is to bring adaptation planning mandates into national law. The project is structured to leverage private sector financing for implementation, and the country will need to access to grants and concessional financing to support NAP implementation.

The Training Plan under activity 3.1.1. will be divided into three phases or steps: 1) Workshops on core principles, practices, and concepts that will establish a shared language for collaboration and National Adaptation Planning. It is mandatory that staff in the Environment Unit and partner agencies identify their respective gaps and take these courses. There will be a pass/fail test in addition to participation records. 2) The second area is certifications, which will be awarded on a competitive basis to public and NGO sector professionals. 3) Enrolment in long-term advanced university degrees. This NAP project will support capacity building in #1 (15 training courses @ USD 2,000 per course) and #2 (5 certificate courses @ USD 8,000 per person). The reason for the difference in pricing is that the training courses are short-term, in-country workshops, whereas the certificate courses are over the medium-term and may include sub-regional or international travel.

The project will mitigate the risk of participants not achieving successful completion of the training through three main approaches:

- 1) Training beneficiaries will be selected on a competitive basis via application.
- 2) The Ministry of Environment will partner with a local training institution in the Commonwealth of Dominica via a Memorandum of Cooperation (MOC) to conduct pre- and post-training evaluations, including the extent to which knowledge is being applied on the job.
- 3) The training will take a training-of-the-trainers approach where possible, to institutionalize the programme into on-island capacity building initiatives

Indicative responsibilities of the training agency to be incorporated into the MOC include:

- Design and implementation of a comprehensive training plan to sustain adaptation planning interventions
- Leverage opportunities for cooperation and synergies in the area of training and development
- Work collaboratively to execute training workshops and similar education development activities
- Maintain a database and track the learning implementation success of trainees who benefitted from participation in training implemented under this relationship
- Assist in providing awareness programmes

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DOMINICA NATIONAL ADAPTATION PLANNING – THEORY OF CHANGE

Paris Agreement

Paris Agreement: Global goal on adaptation to enhance adaptive capacity, strengthening resilience and reducing vulnerability to climate change with a view to contributing to sustainable development

Paris Agreement: Each party shall, as appropriate, engage in adaptation planning processes and the implementation of actions, including the development or enhancement of relevant plans, policies and/or contributions

Green Climate Fund

GCF Governing Instrument: The Green Climate Fund will finance agreed full and agreed incremental costs for activities to enable and support enhanced action on adaptation, etc.

GCF Governing Instrument: In allocating resources for adaptation, the Board will take into account the urgent and immediate needs of developing countries that are particularly vulnerable to the adverse effects of climate change, including LDCs, SIDS

Dominica's NDC

NDC: Dominica's national priority is to enhance community, ecosystem and national resilience to climate change and natural disasters, including through the implementation of viable sustainable energy and other mitigation measures

NDC: Establishing the enabling legal/institutional framework to facilitate coordination/implementation of priority climate change measures and the mainstreaming of climate change activities into national, sectoral and community planning/development

Assumptions

Assumption: Government and stakeholders endorse the legislation and the Parliament has the capacity to enact the Climate Change, Environment and Natural Resource Management Bill

Assumption: The Department of Environment and Climate Change has the capacity to serve as executing entity for the NAP project

Assumption: Communities and businesses, in particular the Kalinago people, women and vulnerable groups, are willing and have the capacity to engage in national adaptation planning, and respond to the requests for applications to develop localized resilience action plans and investment strategies

Project Outcomes

Outcome 1: NAP activities support operationalization of the legislation in order to achieve the desired paradigm shift in physical planning and financing processes for climate resilience

Outcome 2: Climate and adaptation data and information, and capacity to analyse it, strengthened, including cloud-based storage (significant data lost to Hurricane Maria)

Outcome 3: Alignment of adaptation planning processes and priorities with Dominica's national development plan, strategic Green Economy, and other key development initiatives

Outcome 4: Sustainable and scaled-up accessible and predictable financing, including through direct access modalities

Outcome 5: Approved adaptation strategy for Dominica achieves buy-in from key stakeholders at all levels, including those most vulnerable to climate impacts and variability

Project Interventions

Output: Human resources staff, governance structures and capacity are realized, including manuals and policies developed

Output: GIS nation-wide baseline assessment for adaptation of support policy analysis and planning; SMART indicators aligned with the National Physical Development Plan

Output: Updated national sectoral adaptation plans; updated local/community area physical development plans for vulnerable communities

Output: Sustainable financing strategy for implementing national adaptation planning

Output: Communications strategy and 3-7 multi-media knowledge products developed

Output: Enacted Climate Change, Environment and Natural Resource Management Bill; 3-year strategy and 1-year operational plan

Output: Environment Registry Data Management Protocol and technical report on data infrastructure upgrades; provisions for NGO and private sector access

Output: Documented case studies and lessons learned; manuals to standardize planning per legislation; at least 20 people benefit from adaptation training

Output: Updated localized resilience action plans and investment strategies across assets, sectors, gender, and social impacts

Output: Revised and endorsed Adaptation Sections of the Dominica Low Emission Climate Resilient Strategy

Problem Statement

Readiness baseline: Development arrangements for promotion, consideration and facilitation of funding proposals; multi-year work programme

Readiness baseline: Country programme developed including short list of priority projects agreed with stakeholders and approved by Cabinet

Readiness baseline: Framework for private sector engagement including periodic consultations between businesses and NDA, AES, GCF and stakeholders

Problem Statement: The country's bespoke experience of projects has delivered significant technical outputs and achievements; however, these project outputs are often not able to be implemented by the government due to capacity constraints, which have been further exacerbated after the devastating impact of Hurricane Maria in Dominica.

- Barrier 1:** Inadequate legal mandate for climate change and adaptation planning and implementation, including primary agency responsible for coordinating implementation and mandate for consultative processes
- Barrier 2:** Technological and capacity barriers across sectors and scales
- Barrier 3:** Lack of accessible and predictable financing to support implementation of adaptation needs and priorities (quantification of financing needs not estimated)

Figure 4. Dominica's national adaptation planning project will establish an enabling environment for adaptation planning

STAKEHOLDER CONSULTATIONS

Adaptation to climate change is a national and local priority due to the extreme impacts that the island and its people have sustained. Building resilience to climate change is a core pillar of the National Land Use Policy, the National Physical Development Plan, and the island's development strategies. Similarly, climate change is a priority in the Organization of Eastern Caribbean States (OECS). The OECS as a sub-region and economic union is striving to transform its planning and housing systems in order to build resilience to climate change.

The NAP project as a principle is designed to complement existing national and local area adaptation strategies, establish the enabling framework for adaptation planning and management, improving coordination, technical knowledge, data and information and access to financing, across the public, private and CSO sectors. To facilitate this approach, stakeholder consultations on adaptation planning priorities have been conducted in various forums. Stakeholder consultations were over the period of December 2016 – February 2017, which included key climate change focal points travelling to Antigua and Barbuda's Department of Environment, and in-country consultations in Dominica facilitated by a local consultant hired to prepare a pre-feasibility study to identify national adaptation planning priorities for the NAP as well as for the project, *Integrated physical adaptation and community resilience through an enhanced direct access pilot in the public, private, and civil society sectors of three Eastern Caribbean small island developing states*. The EDA project was approved by the GCF Board in March 2018.

The Department of Environment is serving in its role as Delivery Partner following a mandate given to it by the regional decision-making body. At the 3rd Council of Ministers for Environmental Sustainability (COMES) on 3-4 May 2016 in Dominica, Antigua and Barbuda was given a specific mandate to support the other OECS Member States in their efforts to access climate finance particularly from the international community via multilateral funds including the GCF. The COMES also noted that, "the issue of climate finance should be addressed at the level of the OECS".

The 4th COMES meeting was held in April 2017 in Grenada, in conjunction with a first GCF Structured Dialogue for the Eastern Caribbean sub-region. This dialogue was financed by the GCF through Antigua and Barbuda's Readiness support, demonstrating the implementation of the previous COMES decision.

The Dialogue included public, private and CSO participants from across the sub-region, and was featured in news and media outlets. The Dialogue included a working group on national adaptation planning, and strengthened sub-regional cooperative approaches to national adaptation planning.



Figure 5. First Green Climate Fund Structured Dialogue with the Eastern Caribbean, themed: Accelerating direct access to climate finance in the Eastern Caribbean, 24 – 26 April 2017

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Stakeholders will be engaged throughout the NAP/adaptation planning process through the National Climate Change Steering Committee (NCCC/NSC) and the Technical Working Group (TWG) being established under Readiness 1. Dominica's Readiness 1 grant will build the capacity of the NCCC and will establish and provide training for the TWG. The NCCC is a high level representative body comprising of senior government officials, private sector and NGO representatives important to addressing Dominica's response to climate change challenges. The establishment of the Technical Working Group (TWG) under Readiness 1 will complement, support and report to the NCCC. It will serve in a technical advisory capacity, with technical representatives from key stakeholders including line ministries, the private sector and civil society, tasked with conducting relevant research, analysis and scenario modelling to provide the evidence to inform the project's implementation strategy and NCCC recommendations, and ongoing guidance to the readiness programme, including this NAP proposal. For more information on national implementation arrangements, refer to *Section 5: Implementation Arrangements and other information*.

Working collaboratively as a sub-region is an optimal approach to tackling resilience issues and to enhance climate finance for adaptation at a scaled-up level given the following:

- Shared geographical characteristics that have led to common climate vulnerabilities across the island states, where experience and expertise in one island can be more readily applied in other island states
- Small populations with limited governance and technical capacity, where sub-regional scaling of functions such as fiduciary and oversight can be more cost effectively managed than at the individual nation level with populations of ~100,000
- The Member States that constitute the OECS have a strong common legal governance arrangement under the Revised Treaty of Basseterre, which re-enforces the Organisation of Eastern Caribbean States Economic Union. This Union convenes regional meetings of the Ministers of the Environment and at the Head of State levels on issues confronting the region.
- The OECS sub-regional has a long history of regional approaches. This will be first time that this approach will include one Member State programming resources directly to another Member State within the sub-region in a south-south peer support and capacity building approach.

SUSTAINABILITY OF THE PROJECT

This project's sustainability is reflected in the design of the proposal to focus on enabling environments (legislative, institutional, technical capacity and capacity) for efficiently securing and programming climate finance. However, key assumptions have been made for the NAP project to achieve its impact both during implementation as well as beyond the life of the impact. Two of these assumptions are specifically related to capacity:

1. The Environment Coordinating Unit in the Commonwealth of Dominica has the capacity to serve as Executing Entity for the NAP project
2. Communities and businesses, in particular the Kalinago people, women and vulnerable groups, are willing and have the capacity to engage in national adaptation planning, and respond to the requests for applications to develop local area plans and localized resilience action plans and investment strategies respectively

The Ministry of Finance (NDA) is an important stakeholder to ensure that adaptation planning activities are aligned with national priorities so that the Government and stakeholders will build on such activities after the project ends. Lessons learned from the Department of Environment in Antigua and Barbuda with respect to sustainable capacity building will be valuable and transferrable to the Environment Coordinating Unit in Dominica. Specifically, lessons learned that are applicable to this project include:

- Building capacity not just for the implementation of one project, but on a programmatic/long term basis. Capacity building requires much more than holding a series of workshops, even though this is generally used as an indicator for capacity gains. Capacity in a SIDS context, where an entire workforce can be less than 30,000 people, requires innovation and tailored arrangements so that positions can be "generalists" and fulfil different roles. In a SIDS, all the functions of larger countries must be performed but in much small quantities. Antigua and Barbuda achieved this by establishing a Project Management Unit (PMU) within the Department of Environment, which has a flexible staffing arrangement that includes long and short-term

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consultants, seconded civil servants, student interns, and volunteers. The PMU can expand and contract depending on the portfolio of projects that it is managing. However, the quality, procedures, policies and knowledge management are retained from project to project.

- Upkeep of data once the NAP project ends will be the responsibility of the ECU/Department of Environment, who will have the legal responsibility for the upkeep of the National GIS database in the Environment Registry once the legislation is implemented. Similar to the PMU, the Department of Environment in Antigua and Barbuda is transitioning from a project-based approach to data collection, to an ongoing and continuous data collection, monitoring and evaluation system. Under this project, Activity 2.3.1 will support streamlining data collection by connecting the Dominica ECU/Department of Environment's data server with relevant agencies and departments, who will be required under the legislation to provide data as part of accessing the adaptation planning support and in the future. This is an incentive-based system that has been tried and tested in Antigua and Barbuda and will be piloted under this project to achieve long-term impact.

Finally, sustainability will be achieved by establishing effective partnerships with all stakeholders (public sector and civil society, technical and financial partners, local governments, vulnerable communities, grass-roots organizations) to transform Dominica to a climate resilient country that will make a significant contribution to sustainable development in the country, and add value by ensuring that the NAP project is not a stand-alone activity, but becomes a responsibility assumed by all stakeholders. As such, the NAP has been strategically designed to enable local areas, national sectors, and individual/localised actors to benefit from adaptation planning support under this project. This is an important design to transfer ownership of adaptation planning to the wide range of stakeholders.

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4.2. Procurement Plan						
<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 <i>(Min-Max monetary value for which indicated procurement method must be used)</i>	ESTIMATED START DATE	PROJECTED CONTRACTING DATE
Goods and Non-Consulting Services						
1	Sub-contract to Kalinago Council to organize training and capacity building	20,000	Direct sole source procurement		Year 1 (Q2)	Year 1 (Q2)
2	Sub-contract up to three separate entities for the development of three local area plans	285,000	Invitation for applications	USD 20,000	Year 1 (Q3)	Year 1 (Q4)
3	Sub-contract up to three separate entities for the development of three sectoral plans	390,000	Invitation for applications	USD 20,000	Year 1 (Q3)	Year 1 (Q4)
4	Sub-contract for the development of localised resilience action plans (18 – 22 different entities)	852,500	Invitation for applications	USD 20,000	Year 1 (Q3)	Year 1 (Q4)
5	Local transportation services	36,500	Invitation to Bid (ITB)	Over USD 20,000	Year 1 (Q1)	Year 1 (Q1)
6	Venue (at least six different events)	14,000	Shopping	USD 1,000 – USD 10,000	As needed	As needed
7	Catering (at least six different events)	18,000	Shopping	USD 1,000 – USD 10,000	As needed	As needed
8	Travel for stakeholder workshops	23,500	Shopping (limited options)	USD 1,000 – USD 10,000	As needed	As needed
9	Printing	1,270	Shopping	USD 1,000 – USD 10,000	As needed	As needed
11	Education certificates and training (15 training courses @ USD 2,000 per course; 5 certificate courses @ USD 8,000 per person)	70,000	Shopping	USD 1,000 – USD 10,000	Year 2 (Q1)	Year 2 (Q2)
10	External audit firm for three years (to be conducted by top audit firm e.g. PwC, KMPG, GT, BDO, etc.)	12,000	Request for Quotations (RFQ)	USD 10,000 – USD 20,000	Year 1 (Q2)	Year 1 (Q3)
SUB-TOTAL (US \$)		1,722,770				
Consultancy Services						

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1	Civil engineer	27,500	Request for Proposals	Over USD 20,000	Year 1 (Q2)	Year 1 (Q3)	
2	Climate Change Modeller	28,500	Request for Proposals	Over USD 20,000	Year 1 (Q1)	Year 1 (Q2)	
3	Communications/public relations expert	30,000	Request for Proposals	Over USD 20,000	Year 2 (Q2)	Year 2 (Q3)	
4	Data analyst	24,000	Evaluate at least 5 CVs	Under USD 20,000	Year 1 (Q1)	Year 1 (Q2)	
5	Social scientist	48,000	Request for Proposals	Over USD 20,000	Year 1 (Q1)	Year 1 (Q2)	
6	Financial expert	21,000	Request for Proposals	Over USD 20,000	Year 1 (Q2)	Year 1 (Q3)	
7	GIS expert	36,000	Request for Proposals	Over USD 20,000	Year 1 (Q1)	Year 1 (Q1)	
8	Graphic design	12,000	Evaluate at least 5 CVs	Under USD 20,000	Year 1 (Q3)	Year 1 (Q4)	
9	Human Resources Expert	10,000	Evaluate at least 5 CVs	Under USD 20,000	Year 1 (Q1)	Year 1 (Q2)	
11	Hydrologist	52,500	Request for Proposals	Over USD 20,000	Year 1 (Q3)	Year 1 (Q4)	
12	Legal consultant	42,000	Direct sole source procurement (contracted lawyers)		Year 1 (Q1)	Year 1 (Q1)	
13	M&E expert	47,500	Request for Proposals	Over USD 20,000	Year 2 (Q4)	Year 3 (Q1)	
14	Physical planner	30,000	Request for Proposals	Over USD 20,000	Year 1 (Q3)	Year 1 (Q3)	
15	Policy Expert	12,500	Evaluate at least 5 CVs	Under USD 20,000	Year 1 (Q1)	Year 1 (Q2)	
16	Project Coordinator	108,000	Request for Proposals	Over USD 20,000	Year 1 (Q1)	Year 1 (Q1)	
17	Adaptation Expert to support Decision-making processes	14,000	Evaluate at least 5 CVs	Under USD 20,000	Year 1 (Q3)	Year 1 (Q4)	
18	Consulting firm to develop Environmental, Social and Gender Impact Assessment and Management Plans	47,500	Request for Proposals	Over USD 20,000	Year 1 (Q2)	Year 1 (Q3)	
SUB-TOTAL (US \$)		591,000					
TOTAL COST (US \$)						2,313,770	

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The procurement under the project will use the policies of the Delivery Partner. Initially, the Delivery Partner will conduct procurement with the Executing Entity and Dominica’s NDA participating in evaluations. The Delivery Partner will contract an independent individual or firm to conduct a Financial Management Capacity Assessment of the Executing Entity and Dominica’s NDA upon approval of the NAP project, and pending the outcome of this capacity assessment, the Delivery Partner in discussions with the GCF will delegate procurement authority to the Executing Entity. The Delivery Partner will maintain active monitoring and capacity building throughout this project using the Delivery Partner fee.

The Environmental Coordinating Unit (ECU) under the Ministry with responsibility for Environment of the Commonwealth of Dominica will act as the national executing entity and the sub-recipient of the grant. The ECU has the legal status to enter into a sub-recipient agreement with the DoE of Antigua and Barbuda (the delivery partner of this proposal). This is the arrangement currently in place for the Eastern Caribbean Enhancing Direct Access (EDA) funding proposal, approved by the GCF Board in March 2018²⁶, under which the DoE in Antigua and Barbuda, serving as Accredited Entity, will enter into a subsidiary agreement with the ECU in the Commonwealth of Dominica, serving as Executing Entity.

The project will competitively procure services consistent with the procurement policies of the Delivery Partner:

- Consultants and Services will be procured in accordance with the procurement plan to be validated in the Inception Report and the Terms of References (ToRs) that will be developed with the tasks outlined in table above.
- ToRs are circulated to the Technical Advisory Committee (TAC) for input, and then approved by the Project Management Committee (PMC).
- For items such as venues, catering and travel for stakeholder workshops to be organized, a shopping method will be used to procure such services consistent with the NDA’s procurement policies.

Procurement Thresholds	
Method	Threshold
Direct Sole Source Purchase	Used only for purchases of a cost threshold where competition must be obtained but for urgency, standardization, etc., one source is identified. It is important to note that on a small island there are limited choices. If this method is used the market prices are evaluated based on regional and/or international prices.
Invitation to Bid (ITB) (Goods/Works)	Over US\$20K
Request for Proposals (RFP) (Consulting Services)	Over US\$20K
Request for Quotations (RFQ)	US\$10K – US\$20K
Shopping	USD\$1,000 – US\$10K
Local Purchase Order (LPO)	</= USD\$1000

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 schedule follows the anticipated yearly commitment and expenditure amounts provided in Section 4.1 (Budget Plan) and in accordance with Section 4.2 (Procurement Plan).

Tranche	Disbursement Amount	Milestone	Approx. Timing
1st Tranche	USD 300,000 (Three Hundred Thousand US Dollars)	Disbursed upon or after effectiveness of the Grant Agreement and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions	Month 1
2nd Tranche	USD 700,000 (Seven Hundred Thousand US Dollars)	Transferred (provided that at least 70% of the 1st Tranche has been incurred) upon submission of an interim progress report and Certified Financial	Month 8

²⁶ <https://www.greenclimate.fund/-/integrated-physical-adaptation-and-community-resilience-through-an-enhanced-direct-access-pilot-in-the-public-private-and-civil-society-sectors-of-thr?inheritRedirect=true&redirect=%2Fwhat-we-do%2Fprojects-programmes>

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		Report and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.	
3rd Tranche	USD 700,000 (Seven Hundred Thousand US Dollars)	transferred (provided that 100% of the 1st Tranche and at least 70% of the 2nd Tranche has been incurred) upon submission of an Annual Progress report and Audit Financial Report and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.	Month 14
4th Tranche	USD 700,000 (Seven Hundred Thousand US Dollars)	Transferred (provided that 100% of the 2nd tranche and at least 70% of the 3rd Tranche has been incurred) upon submission of an interim Progress report and Certified Financial Report and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.	Month 20
5th Tranche	USD 510,000 (Five Hundred and Twenty Thousand US Dollars)	Transferred (provided that 100% of the 3rd Tranche and at least 70% of the 4th Tranche has been incurred) upon submission of an Annual Progress report and Audit Financial Report and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.	Month 26
Final Tranche	USD 30,000 (Thirty Thousand US Dollars)	Transferred upon submission of a project completion report and final Audit Report. Submission of a completion and audit report will be furnished no later than three (3) months after the completion of the Readiness Support and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.	Month 36

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 island of Dominica has very recently suffered devastating impacts from Hurricane Maria. This event may have significant implications for the NAP project and the in-country capacity to implement the project. Provisions have been made in the budget and activity design though:

- i) flexibility in the selection of target sectors and local areas that will benefit from adaptation planning, for the project to be responsive to priority sectors following post-hurricane assessments
- ii) an allocation for in-country travel costs (Activity 1.2.1),
- iii) a contingency up to 5% (USD 125,000)
- iv) Maximum Delivery Partner fee, a portion of which will be invested into project execution based on the results of the needs assessment

Additional information on Activity 1.2.1 – local transportation

Based on a field visit by the Delivery Partner to Dominica in February 2018, four months after Hurricane Irma, it was concluded that the Ministry with responsibility for the Environment would require support to be able to lead a strong national adaptation planning, recovery and resilience programme as articulated in the NAP project. Adaptation planning is a national priority for Dominica as evidenced by:

- Climate Resilience Execution Agency of Dominica (CREAD) comprehensive institutional reforms currently underway by the Prime Minister
- Commitment of National Designated Authority to enabling the NAP process
- Commitment of Executing Entity, the Ministry of Environment, to execute the NAP process

The situation of the Ministry of Environment in Dominica is critical. Their office in the Fisheries complex was destroyed along with much equipment during the Category 5 hurricane, which strengthened from a Tropical Storm to a Category 5

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in approximately 18 hours – the fastest strengthening hurricane on record. Environment officers are currently based in a corner of another Ministry’s office, in conditions that are not conducive to working. It is critical that the implementation of this NAP project does not negatively impact the already challenging working conditions of the Executing Entity, the Ministry of Environment, in Dominica.

The Project Coordinator for the National Adaptation Planning will not be able to perform their function properly if they do not have readily available access to transportation for project implementation. Addressing the above shortcomings is one of the objectives of *Activity 1.2.1 Appoint and convene the National Climate Change Steering Committee; build capacity of the ECU/Department of Climate Change, Environment and Development to serve as Executing Entity for the NAP, and Physical Planning agencies to undertake national adaptation planning processes*. As such, local transportation needs have been estimated for each activity and included in the budget and will be used via a hire-on-demand system based on project activities. A detailed breakdown of the estimated # days transportation needs per activity is included in Annex IV.

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

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.

About the Delivery Partner

The NDA in Dominica has requested that the Department of Environment in Antigua and Barbuda serve as Delivery Partner for the National Adaptation Plan (NAP) project, in furtherance of a mandate provided to Antigua and Barbuda by the Ministerial Council in 2016. The Department of Environment in Antigua and Barbuda through serving as Delivery Partner for Dominica’s NAP application will facilitate transfer of knowledge and lessons learned as the Commonwealth of Dominica implements a similar process of enacting OECS model legislation to implement the climate change multilateral environmental agreement (MEA) commitment to undertake adaptation planning process. The Antigua and Barbuda Department of Environment will provide considerable and on-going direct peer-to-peer mentoring, guidance and transfer of knowledge to the Dominica ECU/Department of Environment, which will be supported with the Delivery Partner fee for the NAP application. Part of the Delivery Partner fee will also be used to purchase some basic IT equipment that was destroyed by Hurricane Maria, leaving the DOE in Dominica without basic office equipment to function.

The A&B Department of Environment has completed the FMCA and implemented two Readiness projects in Antigua and Barbuda, one of which is ongoing, and in January 2017 it submitted a national adaptation planning application to the GCF for Antigua and Barbuda. The A&B Department of Environment was Accredited to the GCF as a direct access entity in October 2017 in the small category (<USD 50 M) for project management and on-granting, and micro (<USD 10 M) in on-lending to pilot concessional micro-financing to vulnerable communities.

The GCF has approved two (2) Readiness grants for Antigua and Barbuda to date, totalling USD 920,250, with the A&B Department of Environment serving as Readiness delivery partner. In January 2017, the Department of Environment also submitted a national adaptation planning application to the GCF. Furthermore, the A&B Department of Environment was accredited to the Green Climate Fund as a direct access Accredited Entity in October 2017.

The Attorney General’s office in Antigua and Barbuda has provided a legal opinion on the Department’s legal status and mandate to implement GCF projects outside of the national jurisdiction, including those within the Organization of Eastern Caribbean States (OECS) (Appendix 1). The basis for the A&B Department of Environment to enter into bilateral agreements with the Commonwealth of Dominica is provided for in established legal instruments. By acceding to and ratifying the *Revised Treaty of Basseterre Establishing the Organization of Eastern Caribbean States Economic Union 2010* which requires implementation of the *OECS St. George’s Declaration of Principles for Environmental Sustainability 2006* and being a OECS member state, Antigua and Barbuda is bound to: “minimize environmental vulnerability, improve environmental management and protect the region’s natural... resource base for optional social and economic benefits for the [sub-region]”, and to, “work... jointly to implement shared goals for environmental management”. The Revised Treaty of Basseterre because national domestic laws in the respective countries via the *Organization of Eastern Caribbean States Act 1986*. Therefore, it is a legal obligation of Antigua and Barbuda and the other OECS Member States to jointly minimize environmental and climate vulnerability via projects and programmes such as the one presented here. Further, the Dominica NDA’s endorsement for the proposed NAP institutional arrangement demonstrates country ownership and an innovative approach to collaboration in small island developing states.

National Implementation Arrangements

The **Environmental Coordinating Unit (ECU)** will serve as the Executing Entity for the NAP project in the Commonwealth of Dominica. The ECU is situated in the **Ministry of Health and Environment**, which has primary institutional responsibility for environmental management and sustainable development matters. The ECU as the technical focal point for the UNCCD, UNFCCC and UNCBD and has direct responsibility for coordinating all activities related to the Conventions nationally. The ECU’s mission statement is, “to function as the coordinating, facilitating, administering and collaborating body for all environmental management and sustainable development management programmes, projects, and activities in the Commonwealth of Dominica”. However, whilst the unit has this responsibility, there is no legal power in enforcing its obligations. The legal power of enforcement and the national mandate for adaptation planning is addressed under Outcome 1.1 of this project.

The ECU was established by Cabinet Decision in 1999, to coordinate environmental activities in Dominica and serve as the focal point for multilateral environmental agreements (MEAs) to which the country is Party. The ECU is a Unit of five professional staff

members. The ECU’s capacity to execute the NAP, which is identified as a key risk to the project, will be addressed under Outcome 1.2 of this project, and will benefit from experience and lessons learned from the Delivery Partner, the Department of Environment in Antigua and Barbuda.

With the advancement of the Climate Change, Environment and Natural Resource Management Bill, the ECU would become the Department of Environment, Climate Change and Development.

National Governance and Oversight

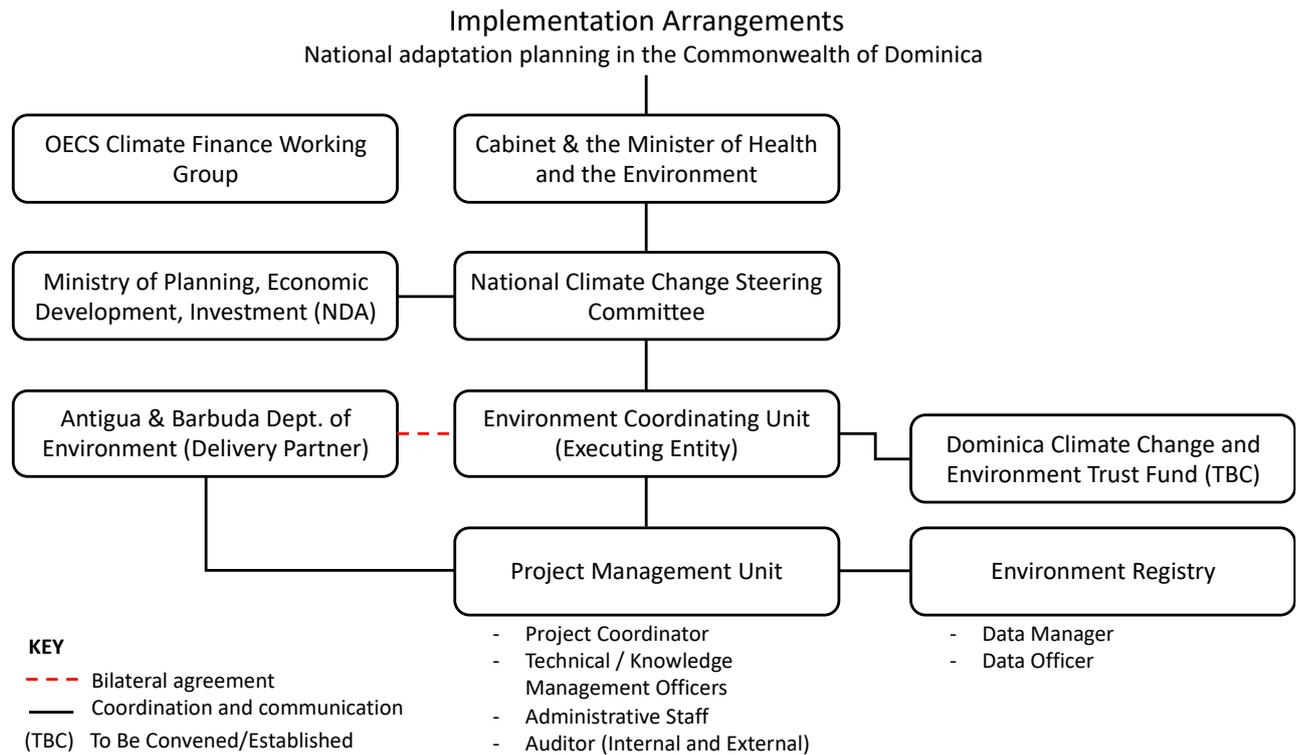


Figure 6. Implementation, governance and oversight arrangements for national adaptation planning

As illustrated by the red dotted line in the figure above, the Delivery Partner (DP) will enter into an agreement with the sub-recipient that is consistent with the grant agreement between the GCF and DP i.e. reflecting the obligations of the grant agreement with the GCF to the agreement with the sub-recipient. The DP will maintain systems to monitor the performance of the sub-recipient and assure regular reporting from the ECU in accordance with the DP’s grant agreement with the GCF.

Dominica’s **National Climate Change Steering Committee (NSC)** was approved by Cabinet in 2000 and reconstituted in 2009. The NSC is mandated to hold quarterly meetings and extraordinary meetings will be convened if necessary. Currently, it is activated once there is a project related to climate change issues and it is chaired by the Environmental Coordinating Unit (ECU). The committee includes technical personnel, representatives from Government, and NGOs. Its Terms of Reference state that the NSC, “will facilitate coordination of project activities among national stakeholders and will provide guidance and support for the execution of national climate change projects, programmes and activities to the Environmental Coordinating Unit. Individual members may also be responsible for overseeing specific components of the climate change programmes and processes. Collectively the NSC will be responsible for the final review of climate change reports, programmes and documents”. The NSC reports to the Honourable Minister for Environment through the Environmental Coordinating Unit.

Appointed by the Council, the **National Emergency Planning Organization (NEPO) Advisory Committee** will also be established and convened with the passage of the Bill under Outcome 1.1. Per the draft legislation, the NEPO Advisory Committee will co-ordinate all of Dominica’s disaster-related measures and programs. The NAP project will consult the NEPO Advisory Committee on issues related to climate preparedness, including strategies and policies for disaster, preparedness, mitigation, training, management, relief, rehabilitation, training and public awareness, particular regarding local area planning under Outcome 3.3 for local area planning.

The **Sustainable Development Tribunal**, to be established and convened with the passage of the Bill under Outcome 1.1., is a key environmental and social safeguard to protect the rights of the most vulnerable people to adaptation to climate change. The Tribunal, supported by the Office of the Attorney General and the ECU/Department of Environment, Climate Change and Development, functions to: resolve any environmental or natural resource management dispute; arbitrate any claim for environmental or resource damage; and administer any alternative dispute resolution process to address any environmental or natural resource management dispute.

The **Climate Change and Environment Trust Fund** to be established and convened with the passage of the Bill, is a key mechanism to support sustainable and predictable financing for priority climate change adaptation planning/management activities.

The **OECS Climate Finance Working Group** was established following an OECS Ministerial directive at the COMES in 2016. The Working Group will primarily be an avenue for sharing experiences and lessons learned from implementing this project with the other OECS Member States.

The NAP project will also use the **Technical Working Group (TWG)**, to be established under GCF Readiness 1 grant, to conduct consultations and ensure sustained stakeholder participation in this NAP project.

1.1. 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.

Project Risks

Risks to the project and response/mitigation measures are addressed below. The project has budgeted 5% for contingency to assist in the management of the following risks:

- **Capacity for implementation:** The pre-feasibility study for the EDA project in Dominica identified a lack of capacity for implementation as a key risk to the project (Annex 3). This can be triggered by a failure in recruitment, retention, succession planning, integrity and morale among project staff. The mitigation measures identified in the Eastern Caribbean EDA project document (Annex 4) are also relevant to this NAP project. Specific to this NAP readiness support, the Delivery Partner (DP) will enter into an agreement with the sub-recipient which is consistent with the grant agreement between the GCF and the Delivery Partner (Annex 2).
- **Damage to transportation infrastructure.** The NAP is heavily focused on local area planning and localized, place-based solutions, and as such activities will take place around the island and often in parallel (e.g. Activities 3.1.2., 3.2.1., and 4.1.1. will be taking place in parallel). However, following Hurricane Maria's devastating impacts in 2017, the transportation network has sustained significant damage: six major bridges were seriously damaged and closed. Major erosion and/or washouts occurred over an estimated 19 km of roadway, and as such it will take longer to move between remote areas. In addition, vehicles were damaged by flooding and flying tree and building debris, with an estimated 4% of vehicles destroyed and an additional 10% damaged. It is estimated that recovery needs in the transportation sector alone exceed US\$ 302 million due to Hurricane Marina, or nearly 60% of Dominica's national GDP (World Bank, 2017). Government, individual and community transport cannot be relied on for co-financing because vehicles simply are simply not available. The project has made provision for exceptional local transportation needs by budgeting for a hire-on-demand system based on activities estimated to require transportation for 203 days/year. The Delivery Partner and project personnel in Dominica will pursue options for transportation cost-sharing through other activities ongoing or to come onstream, as appropriate
- **Scope creep:** Following the devastating impacts of Tropical Storm Erika (2015) and Hurricane Maria (2017), Dominica's needs far outweigh available support for adaptation planning. For example, 8 communities were identified as special disaster areas post-Erika, and the full extent of the damage and recovery efforts after Maria is yet to be established. The NAP budget will be inadequate for comprehensive adaptation planning for the island of Dominica; however, this project can set the enabling and financing framework, methodologies, build critical capacity and technical adaptation options for the country and people. The Ministry of Finance (NDA) is a key project partner to ensure that adaptation planning activities are aligned with national priorities so that the Government and stakeholders will build on such activities after the project ends. The Ministry of Finance is represented on the Council on Environment, Climate Change and Development, the National Climate Change Steering Committee (NSC), and will be consulted more often as needed by the Executing Entity and the Delivery Partner.
- **High level political buy in:** Due to the impacts of Hurricane Maria, climate change adaptation and resilience building is a national priority and urgent need at all levels. Further, the project's flexible design and capacity building approach will promote country ownership at all levels. Since the project will be aligned with ongoing high-level initiatives, stakeholders are familiar with the needs and benefits of adaptation planning. The Council on Environment, Climate Change and Development is the high-level body that will solidify political buy-in, engagement and ownership of the NAP process.

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Furthermore, the project, once approved by the GCF, will be presented to Cabinet for endorsement of the adaptation planning framework.

- *ESS and gender impacts:* The NAP project is designed to benefit the public, private and CSO sectors, with a flexible implementation approach to enable stakeholders to define priorities and minimize risks during implementation as a gender and ESS-responsive measure. Communities for example that will benefit from the local area planning support are not pre-determined, but will be identified during implementation according to vulnerability to climate impacts, community needs, and readiness to undertake national adaptation planning. Special provisions are made for the Kalinago people in the design of project activities, with flexibility to build on local knowledge and adaptation practices (activity 1.2.2 and 4.1.1). The Sustainable Development Tribunal will be established and operationalized to address potential negative impacts, and oversee the Complaints Mechanism. The project will track representation of women and marginalized or vulnerable people on the decision-making bodies. Performance monitoring of sub-recipients will be gender-responsive.
- *Delayed disbursements:* Delayed disbursements can result in costly implementation delays, and can cause a domino effect where project consultants and technical staff rearrange their priorities, the project loses key technicians, and the project overruns costs without achieving key outputs. To mitigate this risk, the Delivery Partner will request the full project amount upon signature of the agreement, and will make periodic disbursements to the Executing Entity²⁷.
- *Severity of climate change impacts:* The risk is that, even with this USD 3 M adaptation planning support from the GCF, the funding may not be adequate to support comprehensive national adaptation planning in Dominica due to the disproportionate scale and costs of climate change to the island as a result of Hurricane Maria.

Gender dimensions

To promote gender responsive adaptation planning, the project will evaluate gender and ESS gaps of the Climate Change and Environment Trust Fund in the Dominica ECU/Department of Environment and Climate Change, and address these gaps through Outcome 1.2 (technical and human capacity). The output of Activity 1.2.1 includes the development and/or revision of a Gender Policy, Environmental and Social Safeguards Policy, and a Consultation Strategy, to be consistent with the GCF's guidance documents and requirements for Executing Entities.

The project will track gender representation on the decision-making, oversight and governance bodies, aiming for balanced gender representation and inclusion of marginalized and vulnerable populations on all bodies.

Index of Project Annexes

Annex #	Title	Relevance to the NAP
Annex I	Post-Hurricane Maria Damage Assessment in the South of Dominica's capital, Roseau, St. Georges Parish, September 2017	Demonstration of Dominica's vulnerability to climate extremes
Annex II	Letters of endorsement	Endorsement of the NDA in the Commonwealth of Dominica Legal Opinion on the ability of the DOE to serve as implementing entity for sub-regional projects in the OECS
Annex III	Draft Terms of Reference for implementing the NAP project	Roles and responsibilities for project implementation
Annex IV (separate doc)	Budget and Consulting Costs	Binding upon approval of the NAP project document
Annex V (separate doc)	Draft GCF NAP Project Agreement between the Delivery Partner and the Sub-recipient	The Delivery Partner (DP) will enter into an agreement with the sub-recipient that is consistent with the grant agreement between the GCF and the Delivery Partner. This will be finalized once the NAP project for Dominica has been approved by the GCF.
Annex VI (separate doc)	Pre-feasibility study for the Commonwealth of Dominica	Assesses the capacity of the sub-recipient and other stakeholders in Dominica
Annex VII (separate doc)	Project Document for the Integrated physical adaptation and community resilience through an enhanced direct access pilot in the public, private, and civil society sectors of three Eastern Caribbean	The EDA project, approved by the GCF Board in March 2018, will invest in building the capacity of the Ministry with responsibility for Environment (as Executing Entity)

²⁷ The project proponents will consider establishing a Framework Agreement during NAP project inception.

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	small island developing states (Eastern Caribbean EDA)	

Annex I – Post-Hurricane Maria Damage Assessment in the South of Dominica’s capital, Roseau, St. Georges Parish, September 2017



unitar
United Nations Institute for Training and Research

DOMINICA
Roseau South, Saint Georges Parish
Imagery analysis: 21 September 2017 | Published 22 September 2017 | Version 1.0



Tropical Cyclone
TC20170918DMA
UNOSAT



Damage Assessment in Roseau South (St. Georges Parish)

This map illustrates potentially damaged structures and buildings in South Roseau (Saint Georges Parish) as detected by satellite image acquired after landfall of the Tropical Cyclone Maria-17 on 19 September 2017. UNITAR-UNOSAT analysis used a Pleiades image acquired on 21 September 2017 as post imagery. UNITAR-UNOSAT identified in the analysed area Roseau South (Castle Comfort, Citronnier and Loubiere) 863 potentially damaged structures. Taking into account the pre-building footprints provided by Humanitarian OpenStreetMap, this represents about 70 % of the total number of structures within the analysed area. Evidences of floods and mudflow could be also observed in the area of Wallhouse. This is a preliminary analysis and has not yet been validated in the field. Please send ground feedback to UNITAR-UNOSAT.

- Legend**
- Damaged structure
 - Locality
 - ⋯ Analysis limit
 - Primary road
 - Local road
 - ▨ Cloud obstruction



Map Scale for A3: 1:6,500

Analysis conducted with ArcGIS v10.4.1
Coordinate System: WGS 1984 UTM Zone 20N
Projection: Transverse Mercator
Datum: WGS 1984
Units: Meter



Satellite Data (Post): Pleiades
Imagery Date: 21 September 2017
Resolution: 50 cm
Copyright: CNES 2017, Distribution Airbus Defence and Space
Source: Airbus Defence and Space
Satellite Data (Pre): Kompsat-3

Imagery Date: 05 May 2015
Resolution: 70 cm
Copyright: KARI
Source: KARI
Baseline Data: Humanitarian OpenStreet Maps (21/09/2017)
Analysis/Production: UNITAR - UNOSAT

The depiction and use of boundaries, geographic names and related data shown here are not warranted to be error-free nor do they imply official endorsement or acceptance by the United Nations. UNOSAT is a program of the United Nations Institute for Training and Research (UNITAR), providing satellite imagery and related geographic information, research and analysis to UN humanitarian & development agencies & their implementing partners. This work by UNITAR-UNOSAT is licensed under a CC BY-NC 3.0.

Annex II – Letters of endorsement



COMMONWEALTH OF DOMINICA

MINISTRY OF FINANCE

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July 20, 2017

Executive Director
Green Climate Fund (GCF)
Songdo International Business District
175, Art Center-daero
Yeonsu-gu, Incheon 22004
Republic of Korea

Re: Nomination of the Antigua and Barbuda Department of Environment as Delivery Partner for Dominica's National Adaptation Plan (NAP)

Dear Executive Director of the GCF,

The Government of the Commonwealth of Dominica through the National Designated Authority (NDA) hereby nominates the Government of Antigua & Barbuda's Department of Environment to serve as Delivery Partner for the Commonwealth of Dominica's National Adaptation Plan (NAP) project.

The Department of Environment in Antigua & Barbuda has successfully completed the Financial Management Capacity Assessment (FMCA), and has demonstrated experience in implementing GCF Readiness projects.

Furthermore, under the umbrella of the Economic Union of the Organization of Eastern Caribbean States (OECS), the Governments of Dominica and Antigua & Barbuda are collaborating on the development of an Enhanced Direct Access (EDA) project for the Eastern Caribbean. The Commonwealth of Dominica has previously submitted its endorsement for the EDA funding proposal. Therefore, the selection of Antigua & Barbuda as Delivery Partner for the NAP will strengthen planned collaborations.

Sincerely

NDA of the Commonwealth of Dominica



GOVERNMENT OF ANTIGUA AND BARBUDA

Ministry of Legal Affairs
Office of the Attorney General
Government Office Complex
Parliament Drive
St. John's, ANTIGUA W.I.

Telephone: (268) 462-0017
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12th September 2017

Howard Bamsey
Executive Director
Green Climate Fund
Songdo Business District
175 Art center-daero
Yeonsu-gu, Incheon 22004
Republic of Korea

Dear Executive Director,

**Re: Legal Status of Department of Environment To Enter Into Bilateral and
Multilateral Agreements Internationally For Green Climate Fund Projects –
Antigua and Barbuda**

Further to the Green Climate Fund ('GCF') Secretariat request for clarification on the Department of Environment within the Ministry of Health and the Environment ('Department') status/mandate to implement GCF projects on behalf of other countries, or to serve as a delivery partner for GCF projects in other jurisdictions, I am pleased to advise as follows.

The Department on behalf of the Government of Antigua and Barbuda has legal status/mandate to implement GCF projects outside of the national jurisdiction on behalf of other countries and

funds like the GCF.⁴ The COMES also noted that ‘the issue of Climate Finance should be addressed at the level of the OECS’.⁵

CARICOM

By acceding to and ratifying the *Revised Treaty of Chaguaramas Establishing the Caribbean Community 2001* (‘Revised Treaty of Chaguaramas’) and being a CARICOM member state, Antigua and Barbuda is bound to commit to ‘*deepening regional economic integration through the establishment of the CARICOM*’⁶ and ‘*promote measures to ensure ... the preservation, protection and improvement of the quality of the environment*’⁷ within CARICOM. The Revised Treaty of Chaguaramas incorporated into our domestic laws via the *Caribbean Community Act 2004*.⁸

There is therefore a legal obligation of Antigua and Barbuda, and the others member states of CARICOM, to make any initiative promoting the protection of the environment, such as Antigua and Barbuda’s GCF Enhanced Direct Access Project, a priority within CARICOM.

The Office of the Attorney General hopes that this note clarifies the concerns that you had regarding the legal status/mandate of the Department to contract internationally for GCF projects.

Sincerest Regards,



.....
Ms Vanessa Moe
Crown Counsel II
Attorney General Chambers

⁴ OECS, Recommendations by 3rd Council of Ministers Environmental Sustainability 3rd & 4th May 2016, OECS/COMES/05/16/02 (7), p 3

⁵ OECS, Recommendations by 3rd Council of Ministers Environmental Sustainability 3rd & 4th May 2016, OECS/COMES/05/16/08 (4), p 7

⁶ CARICOM, Revised Treaty of Chaguaramas Establishing the Caribbean Community 2001, preamble

⁷ CARICOM, Revised Treaty of Chaguaramas Establishing the Caribbean Community 2001, art 65 (1)(a)

⁸ The Government of Antigua and Barbuda, Caribbean Community Act 2004, s 3 and 5

act as delivery partners for GCF projects in other jurisdictions including those within the Organisation of Eastern Caribbean States ('OECS') sub-region and the Caribbean Community ('CARICOM') region.

Prior to the implementation of these projects, the Department must enter into bilateral or multilateral agreements with these other countries on this matter. The basis for these agreements can be founded on the following existing legal instruments depending on the specific situation:

OECS

By acceding to and ratifying the *Revised Treaty of Basseterre Establishing the Organisation of Eastern Caribbean States Economic Union 2010* ('Revised Treaty of Basseterre') which requires the implementation of the *OECS St George's Declaration of Principles for Environmental Sustainability 2006* and being a OECS member state, Antigua and Barbuda is bound to:

'minimize environmental vulnerability, improve environmental management and protect the region's natural... resource base for optimal social and economic benefits for [the sub-region]'¹

and 'work... jointly to implement shared goals for environmental management'². The Revised Treaty of Basseterre into our domestic laws via the *Organisation of Eastern Caribbean States Act 1986*.³

There is therefore a legal obligation of Antigua and Barbuda, and the other OECS member states to jointly minimize environmental vulnerability via projects such as Antigua and Barbuda's Green Climate Fund ('GCF') Enhanced Direct Access Project.

Furthermore, at the 3rd OECS Council of Ministers Environmental Sustainability ('COMES') on 3rd & 4th May 2016, Antigua and Barbuda was given a specific legal mandate to support the other OECS member states in their efforts to access climate finance particularly from the international

¹ OECS, Revised Treaty of Basseterre Establishing the Organisation of Eastern Caribbean States Economic Union 2010, art 24 (1)

² OECS, Revised Treaty of Basseterre Establishing the Organisation of Eastern Caribbean States Economic Union 2010, art 24 (1)

³ The Government of Antigua and Barbuda, Organisation of Eastern Caribbean States Act 1986, s 3

Annex III – Draft Terms of Reference for implementing the NAP project

TERMS OF REFERENCE – PROJECT MANAGEMENT COMMITTEE (PMC)

The Project Management Committee (PMC) is established to provide general oversight and guidance to the project, facilitate interagency coordination and monitor national-level activities. The PMC will be comprised of personalities representing key sector and institutions and will ensure the project fits within local, national, and international needs.

The PMC will be composed of:

- Permanent Secretary of the Ministry of Health and the Environment (Chair);
- Permanent Secretary of other relevant Ministries;
- Project Manager;
- Project Coordinator;
- A funding agency representative;
- A private sector representative from one of the co-financers, and;
- A member of the NGO community.

The PMC will hold its meetings at least one time per year and its primary activities are to:

- Provide general oversight and guidance to the project;
- Facilitate interagency coordination;
- Review and approve the annual work plans and annual technical reports;
- Review budget and co-financing status;
- Supervise the evaluation, monitoring and reporting aspects of the national component;
- Review and advise on implementation of national project component, as defined in the project logframe and work plan, through the evaluation of bi-annual reports, records of meetings and other relevant documents;
- Monitor inputs of international and national partners, ensuring that project obligations are fulfilled in a timely and coordinated fashion;
- Review and approve national components outputs.

TERMS OF REFERENCE – PROJECT MANAGEMENT UNIT (PMU)

The project coordinator and key technical staff working directly on the various projects being executed by the Executing Agency (EA) will form the PMU. The PMU will act as an advisory body to all projects providing high-level technical guidance, policy input and support. The PMU will have a role in facilitating communication, technical cooperation and coordination among stakeholder agencies and other project partners. The PMU reviews technical documents and provides advice and information to consultants working to complete project activities. The Project Management Unit (PMU) will provide secretariat support to all PMC meetings, including recording of minutes and distribution of the minutes at least two weeks in advance of the next meeting to all participants and invited observers.

The PMU will assist the EE with inter alia:

- Recruitment of international and national consultants, including candidate search/selection;
- Development of terms of reference;
- Supervision of consultants and technical officers;
- Peer review of documents and reports,

- Project coordination, including organization of regular meetings with project implementing agency; ensuring completeness and timeliness of reporting; technical reporting including preparation of progress reports; monitoring and evaluation;
- Organization of training/workshop activities;
- Facilitation and participation in workshops, consultations, public awareness and training activities.

The PMU will meet monthly and coordinate quarterly technical update meetings with a wide range of project stakeholders. The members of the PMU are responsible for reporting on the projects being implemented by the ED to the agencies they represent.

TERMS OF REFERENCE – NATIONAL ADAPTATION PLANNING COORDINATOR

The Project Coordinator (PC) will be full-time and based in Dominica, with the following responsibilities:

- Drive the national adaptation planning process outlined in the figure below
- Provide technical and administrative leadership to the project team and act as the national representative of the project at regional and international levels
- Observe agreed project management procedures in order to facilitate project implementation and ensure delivery of high quality outcomes
- In consultation with local partners, prepare national work plans and annual updates including national budget allocations
- Engage with the technical teams and consultants through all forms of communication including but not limited to direct meetings, phone email and Voice Over Internet Platforms (VOIP). The Project Manager and the TAC will assist in resolving technical issues that may arise shall assist the PC
- Facilitate communications and linkages at local and national levels as well as with the Project Manager
- Participate in Project Management Committee (PMC) and Technical Advisory Committee (TAC) meetings and provide support as required
- Organize national meetings, draft the agenda, and record decisions of national meetings;
- Coordinate and work with the Project Management Unit (PMU) staff and the national teams to ensure that work is delivered according to the targets identified in the Annual Operation work plans and the Project Log Frame
- Supervise the management of the project budget in accordance with the agreed work plan and verify disbursement of project funds, taking into account the decisions of project committees
- Draft monitoring and evaluation reports for approval of the Project Manager for onward submission the Green Climate Fund (GCF)
- Participate in the public relations activities for the project in the country
- Maintain good communication with all stakeholders, including the funding entity
- Coordinate country provision of committed in-kind and in-cash contributions for the project
- Maintain high visibility of project achievements and progress
- Coordinate the national scientific and technical team
- Coordinate and contribute to the preparation and publication of national scientific and technical outputs from the Project;
- Provide information for independent evaluations, including a Mid-Term Review and Final Evaluation of the project

Key Outputs

READINESS AND PREPARATORY SUPPORT PROPOSAL TEMPLATE

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- At least 2 PMC meetings annually address the Projects' activities, and ensure that reports and minutes are drafted, approved and available from these meetings
- Attendance at and minutes from 12 Project Management Unit (PMU) meetings each year
- Participate in at least 10 Technical Advisory Committee (TAC) meetings each year
- Scheduled project activities completed successfully as per the annual work plan
- Adaptive management and risk management measures documented
- Project activities well coordinated with other relevant national and regional projects
- Annual operational work plan including budget prepared and submitted on time
- Quarterly and bi-annual technical Progress Reports, Public Sector Investment Programme (PSIP) and financial reports prepared and submitted to the DOE completely and timely per the supervision plan
- National and community level workshops and monitoring meetings
- Project objectives successfully met and outputs and outcomes achieved
- Effective public relations and public awareness at community and national level in accordance with the Annual Operation Work plan

The Project Coordinator (PC) will:

- Be accountable at national level for the achievement of project objectives, results, and all fundamental aspects of project execution
- Report to the Project Management Unit (PMU) and Project Management Committee (PMC)
- Be accountable to the Project Manager (PM) for the achievement of project objectives, results and all technical aspects of national component execution;
- Maintain regular communication with the local and national project partners as well as with other stakeholders that may be interested in furthering the project outcomes
- Maintain regular communication with project site offices and the PM
- Supervise the work of the national technical project support staff
- Supervise the work of national and international consultants and project partners
- Meet the reporting requirements of the project and the A&B Department of Environment in a timely manner

Qualifications

- Advanced university degree in Project Management, with demonstrated experience in climate change
- Minimum of 2 years' experience in administration/management of national, regional and/or international projects
- A sound understanding of Geographic Information Systems
- A good understanding of the context in Antigua and Barbuda and the Eastern Caribbean social and economic circumstances

TERMS OF REFERENCE – ADMINISTRATIVE ASSISTANT

The Administrative Assistant will:

- Provide administrative and other support services related to the general day-to-day running of the PMU
- Be responsible for knowledge management and electronic filing of all project documents
- Maintain a current list of all project stakeholders and disseminate project communications as requested by the relevant persons

Qualifications

- University degree in Administration or relevant field
- Minimum of 2 years' experience in administration/management of national, regional and/or international projects

TERMS OF REFERENCE – ADAPTATION EXPERT TO SUPPORT DECISION-MAKING PROCESSES

The Adaptation Expert will support the functioning of the respective decision-making and technical advisory committees:

- Prepare technical guidelines on adaptation planning and selection criteria
- Network and build relationships with a range of stakeholders, to support strong responses and “readiness” for calls for proposals, including presenting about the NAP project
- Prepare Terms of Reference (TOR) and draft meeting agendas for the National Climate Change Committee, the Technical Working Group, and other high-level decision-making bodies
- Ensure that minutes are accurately recorded and that decisions are communicated to the relevant bodies
- Ensure that confidentiality and conflict of interest provisions are upheld
- Identify opportunities for strengthening decision-making processes

**READINESS AND PREPARATORY SUPPORT
PROPOSAL TEMPLATE**

Annex IV – Detailed breakdown of the estimated days of local transportation needs per Dominica NAP activity

OUTCOMES (same as in section 2)	ACTIVITIES (same as in section 2)	Estimated # days local transport needs
1.1 National mandate and strategy for adaptation planning processes	1.1.1 Support initiatives to establish the enabling framework (legislation, institutional structures, financing mechanism) for climate change adaptation planning and management via the Dominica Climate Change, Environment and Natural Resource Management Bill including public review, consultation with Parliamentarians, re-drafting	5 days total
	1.1.2 Develop a 3-year strategy and 1-year operational plan for the Climate Change, Environment and Natural Resource Management agenda, establishing milestones that are aligned with the NAP project implementation	5 days total
	1.1.3. Support integration of national, sectoral, traditional and gender-sensitive knowledge adaptation strategies and practices into the national physical planning framework	
1.2 Technical capacity and institutional arrangements for adaptation planning	1.2.1 Appoint and convene the National Climate Change Steering Committee; build capacity of the ECU/Department of Climate Change, Environment and Development to serve as Executing Entity for the NAP, and Physical Planning agencies to undertake national adaptation planning processes	10 days per month for 6 months = 60 days total
	1.2.2 Build capacity for adaptation planning and development within the Kalinago Territory (a special policy area)	
Subtotal - Outcome 1		
2.1 Network for sharing spatial climate data and information is strengthened	2.1.1 Strengthen the National GIS database in the Environment Registry of the ECU/Department of Climate Change, Environment and Development to withstand extreme events, including cloud-based data storage options	10 days total
2.2 GIS-based vulnerability and climate risk data and information at resolutions to support local area adaptation planning	2.2.1 Building on local area pilots, map climate change vulnerability and risks at sectoral/local/community level, (prioritizing sectors selected under Activity 3.2.1); collection, compilation and validation of Natural Resources Inventory and geo-reference socio-economic data in a centralized repository. This will be used to produce a GIS nation-wide baseline vulnerability and risk assessment for adaptation policy analysis and adaptation planning	20 days total
2.3 Monitoring, reporting and verification framework for gender sensitive adaptation planning established and operational	2.3.1 Using as a basis Table 7-1: Monitoring and Reporting Framework in the draft Dominica National Physical Development Plan, develop SMART indicators for an adaptation monitoring and reporting framework and cost-effectively collect baseline data, streamlining data collection into relevant agencies and departments	20 days total
Subtotal - Outcome 2		
3.1 Adaptation planning is aligned with the national physical development plan	3.1.1 Develop a methodology and guidelines to conduct 1) sectoral adaptation plans and 2) climate resilient local area physical development plans that support the implementation of the national physical development plan, and provide training in the private and public sectors	10 days total

**READINESS AND PREPARATORY SUPPORT
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OUTCOMES (same as in section 2)	ACTIVITIES (same as in section 2)	Estimated # days local transport needs
	3.1.2 Invite applications from local actors to develop climate resilient local area plans for primary and secondary settlements, including the Kalinago territory, using climate vulnerability and adaptation methodologies that have been piloted in Dominica under various projects, prioritizing “special disaster areas” identified post-Tropical Storm Erika and Hurricane Maria	8 days per month for 18 months = 144 days total
3.2 Sectoral adaptation strategies and plans produced, validated and published	3.2.1 Using the methodology under Activity 3.1.1, invite applications for sectoral adaptation planning, to develop and/or update sectoral plans with climate vulnerability and risk assessments and adaptation priorities, and presented to Cabinet for approval	6 days per month for 18 months = 108 days total
Subtotal - Outcome 3		
4.1 Localised resilience action plans and investment strategies for prioritised adaptation actions (targeting public, private, domestic and international sustainable financing sources)	4.1.1 Develop localised resilience action plans and investment strategies for prioritised adaptation actions in the private sector via a call for applications. The localised resilience action plans and investment strategies will include (i) articulation of specific climate impacts and associated vulnerabilities to health, livelihoods, private property and public infrastructure; (ii) design of actions to address these impacts and vulnerabilities; (iii) costing of these actions and identification of potential sources of funding for each; and (iv) communication and cultivation of financing interest with domestic, international, public and private sources of funding, including but not exclusively with the GCF	7 days per month for 24 months = 192 days total
	4.1.2 Using inter alia data generated under Activity 4.2.1, quantify the costs of implementing national adaptation planning targets in Dominica, and identify financing opportunities via the national climate finance architecture (Chapter in the Adaptation section of the Dominica Low Emission Climate Resilient Strategy)	20 days total
Subtotal - Outcome 4	Subtotal - Outcome 4	
5.1 Climate risk and adaptation section of Dominica’s national development strategy and plan	5.1.1 Conduct stocktaking on the implementation of 2002 Dominica Low Emission Climate Resilient Strategy with a view to identifying lessons learned and developing a climate risk and adaptation strategy and plan, for endorsement of Cabinet	10 days total
5.2 Improved public knowledge of adaptation priorities and access to adaptation finance	5.1.2 Develop a locally/culturally appropriate communications strategy (as a chapter in the Dominica national adaptation plan) and awareness material for a variety of stakeholders to raise awareness about different mechanisms to access climate finance for adaptation	5 days total
Subtotal - Outcome 5	Subtotal - Outcome 5	
TOTAL	TOTAL	609 days total @ \$60 per day = \$36,540