

Readiness Proposal

**with the Ministry of Economic Growth and Job Creation
for Jamaica**

31 August 2017 | Entity Support



**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.

SECTION 1: SUMMARY	
1. Country submitting the proposal	<p>Country name: Jamaica</p> <p>Name of institution representing National Designated Authority (NDA) or Focal Point: Climate Change Division - Ministry of Economic Growth and Job Creation</p> <p>Name of NDA/Focal Point: Ms. UnaMay Gordon Position: Principal Director, Climate Change Division</p> <p>Telephone: (876)851-8876; (876) 633-7354</p> <p>Email: unamay.gordon@megjc.gov.jm</p> <p>Full office address: 16A Half-Way-Tree Road, Kingston 5, Jamaica</p>
2. Date of initial submission	14/07/2017
3. Last date of resubmission	22/08/2017
4. Which entity will implement the Readiness and Preparatory Support project?	<p><input checked="" type="checkbox"/> National Designated Authority <input type="checkbox"/> Accredited Entity <input 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: Climate Change Division - Ministry of Economic Growth and Job Creation</p> <p>Name of official: Ms. UnaMay Gordon Position: Principal Director, Climate Change Division</p> <p>Telephone: (876)851-8876; (876) 633-7354 Email: unamay.gordon@megjc.gov.jm</p> <p>Full Office address: 16A Half-Way-Tree Road, Kingston 5, Jamaica</p>
5. Title of the Readiness support proposal	Mobilizing Private Sector to Support Low-Carbon and Climate Resilient Development In Jamaica and other CARICOM States
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 checked="" type="radio"/> Support for accreditation and accredited direct access entities <input checked="" type="radio"/> Private sector mobilisation <p><input type="checkbox"/> Adaptation Planning</p>
7. Brief summary of the request	<p><i>Please include a brief description of the general readiness context; specific readiness challenge; solution/outcome identified; how GCF Readiness support activities will advance this solution; and how this change will be visible over time. (200 words maximum)</i></p> <p>Adapting to climate change impacts will be an enormous challenge for Jamaica and other CARICOM States, requiring public and private sector coordination to transition to a low-carbon and climate resilient development. Effective coordination will require significantly increased engagement with the private sector, particularly, micro, small medium enterprises (MSMEs) who constitute 70%-80% of enterprises in the Caribbean region. MSMEs contribute 60%-70% to the gross domestic product (GDP), accounting for 50% employment in the Caribbean. For Jamaica alone, MSMEs make up 90% of jobs in its economy.</p>

	<p>MSMEs constitute the main users of energy and greenhouse gas producers and require greater climate resilience to protect the interest of their business and the communities that depend on them. Consequently the capitalization of the Green Climate Fund to curb CO₂ emissions and build climate-resilient communities will be fundamental.</p> <p>It was during the GCF Structured Dialogue with the Caribbean in June 2017 in Placencia, Belize that region emphasised to urgency of engaging the private sector and Jamaica was nominated to lead this regional initiative.</p> <p>The Climate Change Division of the Ministry of Economic Growth and Job Creation is therefore requesting a Readiness Grant to support private sector mobilization for the development of projects/programmes which translate into regional and national benefits. The Readiness Grant will investigate barriers to private sector investment, support the accreditation of the selected private sector entities in the region, inform the best strategy for investment at the regional and country level and promote south-south cooperation among other CARICOM States.</p> <p>The proposal will be complementary to the first readiness grants as it will lay the foundation for supporting a regional accredited private sector entity to allow to Jamaica and CARICOM states to take advantage of the GCF Private Sector Facility (PSF).</p>
<p>8. Total requested amount and currency</p>	<p><i>US\$582,000.00</i></p>
<p>9. Anticipated duration</p>	<p><i>18 months</i></p>

SECTION 2: LOGICAL FRAMEWORK

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

OUTCOMES	BASELINE	TARGET	ACTIVITIES <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>
3. Direct access realised			
3.1 Direct access entities' nomination	0	2	<p>3.1.1 Conduct institutional gap analyses of potential applicants (2 regional private sector entities) against the GCF fiduciary standards and ESS+ gender accreditation requirements Deliverable: [Assessment reports of the two (2) regional private sector entities], Timeframe: [Q1.2019]</p> <p>3.1.2 Develop personalized readiness and preparatory support plans that will support applicant institutions to address identified gaps to comply with the fiduciary standards and ESS (may include the development of new policies and procedures) to help them get ready to apply for GCF accreditation Deliverable: [Personalised readiness and preparatory support plans for potential entities], Timeframe: [Q1.2019]</p> <p>3.1.3 Nominate one (1) regional private sector entity for GCF accreditation Deliverable: [Letter of nomination for one (1) private sector entity for GCF accreditation], Timeframe: [Q1.2019]</p> <p>NB: Activities under outcome 3 will be informed by the deliverables under outcome 5.1.2. These activities will be executed by an international consultant.</p>
5. Private sector mobilization			
5.1 Private sector engagement	0	2	<p>5.1.1 Convene a MSME consultation with the private sector in Jamaica (50 participants) to identify and prioritise project ideas aligned with the GCF's investment criteria and its Private Sector Facility (PSF). Deliverable: [Report on MSME consultation], Timeframe: [Q2.2018]</p> <p>5.1.2 Convene a GCF-Caribbean Private Sector Engagement Workshop in Jamaica to (i) validate the findings of the Regional Private Sector Scoping Study and Regional Action Plan (pending deliverable 5.2.1), (ii) increase awareness and disseminate information on opportunities under the GCF, specifically the PSF (including Requests for Proposals, and (iii) identify two (2) regional private sector entities to receive GCF accreditation support. Deliverable: [Report on Regional Private Sector Workshop], Timeframe: [Q4.2018]</p>

			<p><i>NB: The workshop will present opportunities for private sector investing in adaptation and mitigation projects and services for SMEs. GCF representation (from the PSF) at the regional workshop is envisioned.</i></p>
5.2 Crowding-in private sector investments	0	1	<p>5.2.1 Undertake a regional scoping study targeting CARICOM States¹ to (i) identify and map potential regional private sector entities for GCF accreditation (long-list of applicants), (ii) analyse the barriers (such as policy/regulatory, local markets, access to finance, technology) and (iii) propose recommendations to crowding-in and maximizing the engagement of the Caribbean's private sector in climate change initiatives</p> <p>5.2.2 Develop a regional action plan (short-, mid- and long-term timeframes) outlining the priority initiatives to overcome the barriers identified in the scoping study with support from the GCF.</p> <p>5.2.3 Develop subsequent readiness requests for addressing the priority capacity needs and gaps identified in the Regional Action Plan</p> <p>5.2.4 Design and produce information and awareness-raising materials (e.g. brochures) on unlocking private sector investment in low-carbon, climate-resilient development in the Caribbean. The materials should highlight specifically the requirements under the PSF's RFP.</p> <p>[Deliverables: Regional Scoping Study Report, draft Regional Action Plan, draft readiness request for addressing capacity needs and gaps, and knowledge products (e.g. brochures) on engagement with the PSF. Timeframe: [Q3.2018]</p>
5.4 Private sector engagement in the GCF Private Sector Facility (PSF) call for proposals	0	1	<p>5.4.1 Design and launch a Request call for Project Ideas from regional private sector entities aligned with the GCF investment criteria and PSF</p> <p>5.4.2 Evaluate and prioritise project ideas consistent with the GCF's investment criteria and requirements under the PSF</p> <p>5.4.3 Deliver training (up to 10 entities) to assist the short-listed project proponents in transforming project ideas to GCF project concept notes</p> <p>[Deliverables: Report on the request call for project ideas and training delivered to project proponents Timeframe: [Q3.2018]</p>

¹ Note that CARICOM States includes fifteen Caribbean nations and dependencies. It comprises of the English-speaking Caribbean and also includes the Dutch-speaking territory, Suriname and French-speaking island territory of Haiti.

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.

Situational context

- Climate change is a serious threat for the island nations of the Caribbean and the over 40 million people who live there. Due to their small size, geographic location and vulnerable economies, make them highly vulnerable to the impacts of climate change, particularly increased intensity of hurricanes, sea level rising and higher temperatures and longer drought periods. Average temperatures in the Caribbean region have increased by 0.1 to 0.2 degrees Celsius per decade and rainfall has shifted, with an increase in the number of dry days.
- The onset of climate change has undermined development. Extreme weather events from 2001-2012 combined has cost Jamaica, one of the largest Caribbean island nations, loss and damage amounting to approximately J\$122 billion². After Hurricane Ivan in 2004 the loss was equivalent to 8% of the country's gross domestic product. The damages and losses have resulted in heavy fiscal burden, increased debt and redirection of resources from medium-term development plans. CARICOM States such as Guyana have suffered similar fates, with the flood- magnitude of the damage caused by the 2005 flood was estimated to be 59% of the GDP for 2004.³
- As a consequence climate change is high on the agenda of many of these countries. The region will need to find new and innovative ways to leverage the funds required to deal with climate change, whether developing interventions or establishing new policies and requesting technical assistance for new technologies. Given the constraints of public finance, engaging the private sector is the most viable options to fill the gaps in mitigation and adaptation.
- In the Caribbean region 70%-80% of private sector enterprises are Micro, Small Medium Enterprises (MSMEs). They contribute 60%-70% of the GDP, accounting for 50% employment. In the case of Jamaica, MSMEs represents 90% of jobs in the economy⁴. While MSMEs are among the primary energy users and greenhouse gas producers, they will also require climate resilience in the interest of their business and the vulnerable communities that depend on them.

The Problem

- Limited direct access to financial resources to address impacts of climate change

The capitalization of the Green Climate Fund will be fundamental to curb CO₂ emissions and build climate-resilient communities, as it supports both public and private sector initiatives to directly access these funds. However, accessing these resources poses a challenge for Jamaica and most CARICOM nations as they do not have a national entity, inclusive of private entities that have proven their institutional capacity to access such finance. The country will therefore have to continually rely on international access which is not sustainable especially since these Implementing Entities will have their own mandate and may even reduce the impact of a country-driven approach. Furthermore, Regional Implementing Entities such Caribbean Development Bank and Caribbean Community Climate Change Centre are obligated to direct efforts to regional priorities rather than national priorities to support CARICOM Member States.

- Lack of adaptation financing channelled through private sector

Given public budgetary constraints, significant finance must be leveraged from the private sector for low carbon and climate resilience development. At a global level, public financial flows for adaptation options were estimated to be only 25% of the total finance for developing countries, compared to mitigation finance⁵. Similarly, the private sector has directed its efforts on mitigation and has not sufficiently embraced the need for adaptation financing which can build their own resilience, build resilience along the value chain or also among the vulnerable

communities that depend on them. Further engagement of the private sector will encourage them to leverage the necessary capital to develop and implement new and innovative technologies for adaptation.

The Proposed Solution

The Readiness Grant will support two outcomes:

- Outcome 1: Direct access realized

Direct access to resources will allow countries to reap national benefits at an accelerated rate. Most CARICOM countries have not nominated a private sector entity for direct access accreditation. The Readiness Grant will provide support for accreditation of potential regional private sector direct access entities through contracting Technical Consultants to raise awareness and conduct in-depth assessments of their institutional capacities, fiduciary standards and environmental and social safeguards (ESS) and gender safeguards⁶ followed by support to create an action plan to help them get ready to apply for GCF accreditation. This process will help to inform the nomination of at least one (1) regional private sector entity to seek accreditation with the GCF.

Outcome 2: Private sector mobilisation

Jamaica's private sector has called for greater engagement in climate change. The country will therefore host a MSME conference, with support from the Private Sector Organisations of Jamaica (PSOJ), to have a preliminary understanding of their concerns in climate investment, taking into account gender considerations. Country-specific recommendations will be made for future implementation. Note the results of this consultation will inform the regional scoping study.

A regional scoping study will be undertaken to create an enabling environment through the identification of the barriers to investment and capital mobilisation for climate change mitigation and adaptation and address risks and barriers associated with men and women leading MSMEs. It will provide Caribbean-wide recommendations to maximise engagement with the sector, including women-led MSMEs. Based on the findings of the scoping study, the Readiness Grant will be used to conduct a Regional Workshop to validate the results, and review and prioritise the recommendations. The workshop planning will ensure equitable opportunities for involvement for men and women.

The validation workshop will also seek to (i) better engage the private sector, (ii) sensitise them and encourage them to capitalise on the Green Climate Fund and (iii) help them to understand the roles of existing institutions. At the end of the Validation workshop, a regional action plan will be developed and endorsed, outlining the priority initiatives identified in the study. The action plan will provide the context for subsequent readiness grant to address capacity needs. With direct support of the Technical Consultants knowledge products will be developed to support unlocking private sector investment in low-carbon, climate-resilient development in the Caribbean. These products are expected to build knowledge capacity of the Private Sector Facility and the various investment vehicles that can be supported, whether related to equity investment vehicles, revolving funds to reduce upfront costs, adaptation innovative funds and risk sharing for "green" debt issues by actors investing in emerging markets.

² Derived from Damage and Loss Assessment Reports for various events, PIOJ.

³ Impacts of Climate Change on Guyana and the World at Large. Prepared by the Office of Climate Change, Georgetown, Guyana. www.lcds.gov.gy

⁴ MSME Development in the Caribbean: Towards a New Frontier - http://www.caribank.org/wp-content/uploads/2016/05/Study_Micro-Small-and-Medium-Enterprise-Development.pdf

⁵ Summary and recommendations by the Standing Committee on Finance on the 2016 biennial assessment and overview of climate finance flows.

Below is the Theory of Change which provides a clear organisation of the progression of project activities.



SECTION 4: BUDGET, PROCUREMENT, IMPLEMENTATION AND DISBURSEMENT

4.1. Budget Plan

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

OUTCOMES (same as in section 2)	ACTIVITIES (same as in section 2. Include at least one specific deliverable output for each activity, and the month number in which it will be delivered to GCF)	TOTAL COST (per activity)	COST CATEGORIES				EXPENDITURE AND IMPLEMENTATION SCHEDULE (add columns if >24 months)			
			Consultants	Travel	Workshops/ Trainings	Others	6m	12m	18m	24m
3.1 Direct access entities' nomination	3.1.1 <i>Conduct institutional gap analyses of potential applicants (2 regional private sector entities) against the GCF fiduciary standards and ESS+ gender accreditation requirements</i> Deliverable: [Assessment reports of the two (2) regional private sector entities], Timeframe: [Q1.2019]	\$161,000	\$148,000 ⁷	\$12,000 (missions to 2 entities)		\$1000.00		\$50,000	\$111,000	
	3.1.2 <i>Develop personalized readiness and preparatory support plans that will support applicant institutions to address identified gaps to comply with the fiduciary standards and ESS (may include the development of new policies and procedures) to help them get ready to apply for GCF accreditation</i> Deliverable: [Personalised readiness and preparatory support plans for									

⁷ Jamaica to recruit international consultancy for activity. See Annexes: Terms of Reference. Each assessment is valued at US\$37,000- 2 assessments per entity equates to US\$148,000.

	<p>potential entities], Timeframe: [Q1.2019]</p> <p>3.1.3 Nominate one (1) regional private sector entity for GCF accreditation Deliverable: [Letter of nomination for one (1) private sector entity accreditation], Timeframe: [Q1.2019]</p>									
5.1 Private sector engagement	<p>5.1.1 Convene a MSME consultation with the private sector in Jamaica (50 participants) to identify and prioritise project ideas aligned with the GCF's investment criteria and its Private Sector Facility (PSF). Deliverable: [Report on MSME consultation], Timeframe: [Q2.2018]</p> <p>5.1.2 Convene a GCF-Caribbean Private Sector Engagement Workshop in Jamaica to (i) validate the findings of the Regional Private Sector Scoping Study and Regional Action Plan (pending deliverable 5.2.1), (ii) increase awareness and disseminate information on opportunities under the GCF, specifically the PSF (including Requests for Proposals, and (iii) identify two (2) regional private sector entities to receive GCF accreditation support. Deliverable: [Report on Regional Private Sector Workshop], Timeframe: [Q4.2018]</p>	\$172,300	Bundled with 5.2	\$116,000 ⁸ (Travel to Montego Bay for 44 overseas participants)	\$40,000 ⁹ (venue+ catering for MSME conference (2 days) (Kingston) + validation workshop (3 days) (Montego Bay))	\$16,300 ¹⁰ (printing, workshop materials, equipment rental, rapporteurs)	\$125,383	\$46,917		

⁸ Please see ToR as sub-contracting and joint submissions are allowed.

⁹ Please see workshop costs in Excel workbook.

¹⁰ Please see Excel workbook for other costs

<p>5.2 Crowding-in private sector investments</p>	<p>5.2.1 Undertake a regional scoping study targeting CARICOM States¹¹ to (i) identify and map potential regional private sector entities for GCF accreditation (long-list of applicants), (ii) analyse the barriers (such as policy/regulatory, local markets, access to finance, technology) and (iii) propose recommendations to crowding-in and maximizing the engagement of the Caribbean's private sector in climate change initiatives</p> <p>5.2.2 Develop a regional action plan (short-, mid- and long-term timeframes) outlining the priority initiatives to overcome the barriers identified in the scoping study with support from the GCF.</p> <p>5.2.3 Develop subsequent readiness requests for addressing the priority capacity needs and gaps identified in the Regional Action Plan</p> <p>5.2.4 Design and produce information and awareness-raising materials (e.g. brochures) on unlocking private sector investment in low-carbon, climate-resilient development in the Caribbean. The materials should highlight specifically the requirements under the PSF's RFP.</p> <p>[Deliverables: Regional Scoping Study Report, draft Regional Action Plan, draft readiness</p>	<p>\$93,130.00</p>	<p>\$ 61,130¹²</p>	<p>\$27,000 (possible country missions)¹³</p>		<p>\$5,000 (brochure printing, 100 copies)</p>		<p>\$93,130</p>		
---	--	--------------------	-------------------------------	--	--	--	--	-----------------	--	--

¹¹ Note that CARICOM States includes fifteen Caribbean nations and dependencies. It comprises of the English-speaking Caribbean and also includes the Dutch-speaking territory, Suriname and French-speaking island territory of Haiti.

¹² At a rate of \$US400 per day for 150 days (5 months)

¹³ Basis for country selection for missions: Note that the Caribbean Development Bank has facilitated assessments in a few countries. Therefore the consultant will primarily conduct missions to countries that did not previously receive such support. .- Please see link to country assessments: <http://www.caribank.org/countries/private-sector-assessment-reports>

	<i>request for addressing capacity needs and gaps, and knowledge products (e.g. brochures) on engagement with the PSF. Timeframe: [Q3.2018]</i>									
5.4 Private sector engagement in the GCF Private Sector Facility (PSF) call for proposals	<p>5.4.1 Design and launch a Request call for Project Ideas from regional private sector entities aligned with the GCF investment criteria and PSF</p> <p>5.4.2 Evaluate and prioritise project ideas consistent with the GCF's investment criteria and requirements under the PSF</p> <p>5.4.3 Deliver training (up to 10 entities) to assist the short-listed project proponents in transforming project ideas to GCF project concept notes</p> <p>[Deliverables: Report on the request call for project ideas and training delivered to project proponents Timeframe: [Q3.2018]</p>	\$67,700	\$30,000 ¹⁴	\$24,000 ¹⁵ (travel to Kingston for 15 participants)	\$7,000 ¹⁶ (venue+ catering for 2-day training)	\$6,700 (printing, training materials, equipment rental)		\$67,700		
EXTERNAL AUDIT		\$12,000						\$4,000	\$8,000	
TOTAL OPERATON COSTS		\$506,130	\$239,130	\$179,000	\$47,000	\$29,000				
CONTINGENCY (UP TO 5% OF TOTAL ACTIVITIES)		\$25,260					\$3,247	\$12,383	\$9,630	
DELIVERY PARTNER FEE (UP TO 10% OF TOTAL ACTIVITIES)		\$50,610					\$16,870	\$16,870	\$16,870	
TOTAL		582,000					\$145,500	\$291,000	\$145,500	

¹⁴ Using the rate of US\$450 per day for 65 days (US\$29,250 which is approximate 30,000. Please see Excel workbook under consultants

¹⁵ Please see Excel workbook under travel

¹⁶ Please see Excel workbook under workshops costs

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						
	Travel	111,584	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
	Workshop/Seminar	47,000	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
	Specialised printing (brochures)	5,000	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
	Equipment rental	10,500	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
	Materials	1,500	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
	Printing	6,000	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
	Rapporteurs	3,000	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
	Advertising	3,000	Limited Tender	Contract Threshold is above J\$1.5M up to J\$5M.	On-going	On-going
SUB-TOTAL (US \$)		187,584				
Consultancy Services						
	External Audit ¹⁷	12,000	Selection Under A Fixed Budget (SFB)	Not applicable	September 2018	December 2018

¹⁷ Date may vary depending on date of signing grant agreement and official start date of project.



READINESS AND PREPARATORY SUPPORT

PROPOSAL TEMPLATE

PAGE 14 OF 23 | Ver. 15 June 2017

	Local Consultant ¹⁸ -will be hired for 17 months to oversee the administration and management of the project.	50,610	Local Competitive Bidding	Contract Threshold is above J\$5M up to J\$15M. Date contingent on actual signing of contract.	November 2017	February 2018
	International Consultancy firm will be hired for 5 months to conduct the regional scoping study and provide training in private sector investment opportunities under the GCF. ¹⁹	61,130	Local Competitive Bidding	Contract Threshold is above J\$5M up to J\$15M. Date contingent on actual signing of contract.	November 2017	March 2018
	International Consultancy firm will be hired for 6 months to conduct in-depth capacity assessment (fiduciary, ESS+gender) and develop personalised readiness and preparatory support action plans (3 months per entity). ²⁰	148,000	Selection Under A Fixed Budget (SFB)	Not applicable	July 2018	October 2018
	International consultant will be hired for ~ 2 months to support converting project ideas into project concept notes ²¹	30,000	Local Competitive Bidding	Contract Threshold is above J\$5M up to J\$15M. Date contingent on actual signing of contract.	March 2018	June 2018
SUB-TOTAL (US \$)		301,740				
TOTAL COST (US \$)		489,324				

¹⁸ The consultant will be recruited based on a competitive basis. See Annex for Terms of Reference – Project Administrator. Note the consultant will be paid from the Delivery Partner fee.

¹⁹ The consultant will be recruited based on a competitive basis. See Annex for Terms of Reference – Finance Expert. Note the consultant will undertake activities associated with outcomes 5.1 and 5.2.

²⁰ See Terms of Reference for Consultancy Firm to be recruited for ESS & Gender support. Note sub-contracting and joint submissions are allowed. Note the consultant will undertake activities associated with outcomes 3.1.

²¹ The consultant will be recruited based on a competitive basis. See Annex for Terms of Reference – Project Development Specialist. Note the consultant will undertake activities associated with outcome 5.4

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.

Disbursement Schedule:

It is proposed that disbursements are made to Climate Change Division of the Ministry of Economic Growth and Job Creation Delivery Partner in three tranches:

1st Tranche: One Hundred and Forty-Five Thousand Five Hundred United States Dollars (US Dollar 145,500 only) the first disbursement will be made upon or after effectiveness of the Grant Agreement and also upon fulfilment of the disbursement conditions specified in the Grant Agreement and Standard Conditions.

2nd Tranche: Two Hundred and Ninety One Thousand United States Dollars. (US Dollar 291,000 only) will be transferred (provided that at least 70% of the 1st 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. The 1st Audit report (for 1st 12 months) will be furnished no later than two months after the completion of 12 months implementation period.

Final Tranche: One Hundred and Forty-Five Thousand Five Hundred United States Dollars (US Dollar 145,500 only) will be transferred upon submission of a project completion report and final Audit Report (Financial and outcome reports). Submission of a completion and audit report will be furnished no later than three (3) months after the completion of the Readiness Support.

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.

Procurement: The procurement of goods and services and the recruitment of consultants will be done in accordance with the procurement processes as outlined in the Government of Jamaica Handbook of Public Sector Procurement Procedures Volume 1, 2 and Volume 3, March 2014.

- Volume 1: General provisions inclusive of procurement responsibilities, conflict of interest and fraud and corruption - http://www.ncc.gov.jm/website_files/gpphandbook_ver5/GOJ_Handbook-V1_March2014.pdf
- Volume 2: Procedures for the procurement of goods, general services and works - http://www.ncc.gov.jm/website_files/gpphandbook_ver5/GOJ_Handbook-V2_March2014_140312.pdf
- Volume 3: Procedure for the procurement of consulting services - http://www.ncc.gov.jm/website_files/gpphandbook_ver5/GOJ_Handbook-V3_March2014.pdf

Procurement plan:

The procurement plan for the first tranche (USD 142,253) is as follows:

Procurement activity	Amount (USD)	Procurement method
MSME Conference	15,000	Limited Tender
International consultants ²²	15,283	Local Competitive Bidding/Selection Under A Fixed Budget ²³
Local consultant	16,870	Local Competitive Bidding
Other expenses ²⁴	8,100	Limited Tender
Travel	87,000	Limited Tender
Total	142,253²⁵	

²² Please see Excel workbook on the proposed expenditure work tab for proposed breakdown for tranche 1

²³ Please see full procurement plan in proposal and in Excel workbook under procurement work tab

²⁴ Refers to printing, workshop materials, equipment rental, advertising and rapporteurs

²⁵ Please note that contingency fee of US\$3,247 is not included.

SECTION 5: IMPLEMENTATION ARRANGEMENTS AND OTHER INFORMATION

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

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

The **Climate Change Division** (CCD) as the NDA and with support of the **Finance directorate** within the Ministry of Economic Growth and Job Creation (MEGJC) will take responsibility for fiduciary management of readiness funding and will procure consultancy services necessary to deliver all activities.

The **Accountant General** is a legal entity that is appointed by the Governor General on advice of the Public Services Commission under section 15 of the Financial Administration & Audit Act (FAA Act). The office of the Accountant General within the Ministry of Finance and Public Services is charged with facilitating and reporting of the flow of funds within the public sector. The office uses Central Treasury Management System and the Financial Management Information System (FINMAN) accounting software. The internal control framework and internal audit functions are outlined in 2017 The Financial Administration and Audit Act: Financial Instructions

- http://www.mof.gov.jm/downloads/legislations/psg/faa_financial_instructions_2017.pdf

A **Project Administrator** will be recruited to oversee the grant and deliver on the implementation of all project activities and reporting requirements e.g. work plan, monthly update reports, progress reports, final project reports and financial audit, under the guidance of CCD.

A stand-alone bank account will be established at the Bank of Jamaica to facilitate receipt and expenditure of funds. This account will be operated by the Ministry of Finance and Public Service, while expenditure is directed by the Ministry of Economic Growth and Job Creation.

Note that the implementation plan follows the same structure as the first readiness grant.

5.2. Other relevant information

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

Risks & Mitigation measures

An institutional assessment was undertaken of the MEGJC using the ICAS methodology. The possible risks that have been identified as associated with the grant are evaluated as follows:

Type of Risk	Risk	Risk level and mitigation measure
Management and Governance	Changes in the Institutional Arrangement of The Climate Change Division	Low: The possibility exist that with the changes of Government administration the Division could be subsumed within another ministry exist. However the project has now been registered as an activity to be undertaken within the framework of the public sector modernization programme and therefore guarantee its sustainable implementation across administrations. Fiscal space has already been created to accommodate the project.
	Human Resource/Consultant deficit	Medium: Local competitive bidding will be used to source consultants. There is the possibility that suitable candidates may not be found however, the caveat that "local" may include suitable CARICOM nationals will be employed in case of necessity. Implementation of parallel activities under the project will be used to compensate for time lapses.
Fiscal Stability	Fluctuation in Exchange rates	Low: The project is denominated in US\$ and therefore timely implementation of project activities including procurement of good and service will be of benefit
Participation of MSMEs	Limited participation of MSMEs	Medium: NDAs will play a supportive role in coordinating with MSMEs. Limited participation in some countries may be a pre-requisite for country missions.

Annex

Terms of References

Below are the Terms of References for three consultancy positions to be filled under the readiness grant.

- Annex 1 – Project Administrator
- Annex 2 – Finance Expert
- Annex 3 – Project Development Specialist
- Annex 4 – Fiduciary, Environmental Social Safeguards and Gender Expert

Position/Title	Project Administrator
Consultancy Level	Local
Duration	17 months

Specific objective:

The overall objective of this consultancy is to provide management and administration oversight of the readiness grant. The scope of work includes the following activities:

- Prepare the implementation work plan for achieving of activities outlined in the proposal in the allocated timeframe
- Keep abreast of implementation schedule, disbursement schedule and reporting for timely submission to GCF
- Support the drafting of the Terms of References (ToR) for the consultants
- Coordinate the recruitment and selection of the international consultants
- Work closely with the international consultants and the Climate Change Division
- Prepare and revise work/financial plans as required by NDA and GCF
- Provide logistical support to event management, particularly the local and regional workshops, meetings related to the readiness grant
- Follow up on local and overseas travel arrangements
- Prepare Request for Proposals, quotations, specification sheets and evaluation reports for the procurement of goods and services.
- Manage procurement of goods/services as per project requirements for the NDA, in collaboration with the Procurement Unit of the Ministry.
- Ensure timely preparation and submission of documents for audit at end of project
- Maintain all files and records of the readiness grant

Reporting: The Project Administrator will report to the Principal Director of the Climate Change Division of Ministry of Economic Growth and Job Creation, in collaboration with participating NDAs.

Qualifications/Minimum requirements

- A Bachelor's Degree in Public/Business Administration or related discipline. Knowledge of Climate change strategies would be an asset. Two (2) years working experience in administration in the Jamaica Civil Service.
OR
- Associate Degree in Public/Business Administration or related discipline. Knowledge of climate change strategies would be an asset. Four years working experience in administration in the Jamaica Civil Service.
- Candidate must be competent in the use of Microsoft suite of tools and have technical skills such as basic project management, analytical skills and planning and organizing. Core competencies include good oral and written communication skills, good interpersonal skills, results and team oriented and good time management skills and demonstrate accountability.

Notes²⁶:

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

²⁶ The local consultant will be paid from the Delivery Partner Fee. All disbursements will be made on a monthly basis.

Position/Title Finance Expert

Consultancy Level International

Duration 5 months

Specific objective

The overall objective of this consultancy is to undertake a regional scoping study to identify the barriers to private investment and capital mobilization for climate change mitigation and adaptation, particularly pertaining to MSMEs which are prevalent in the Caribbean region, and put forward recommendation to improve access to GCF resources. The scope of work includes the following activities:

- Conduct a desk review and hold
- Conduct a scoping study to identify barriers to investment for MSMEs in Jamaica
- Prepare report of findings from the Jamaica study
- Facilitate local MSME stakeholder consultation in Jamaica to validate findings
- Scale-up study to the regional level through
 - Map private sector stakeholders at the local, national, regional and international level
 - Prepare and administer survey tailored to each country context or conduct surveys/interviews with private sectors organisations including MSMEs such as cooperatives, credit unions
- Increase awareness and disseminate information on opportunities under the GCF Private Sector Facility
- Liaise with Project Administrator for the GCF Caribbean Private Sector Engagement Workshop
- Support organisation and facilitation with the GCF Structured Dialogue with Private Sector Organisations in the Caribbean – Validation Workshop

Deliverables

The expected deliverables of this consultancy are as follows:

- Deliverable 1: Inception report-Detailed methodology, work plan and implementation plan within the first 10 days of commencing the assignment
- Deliverable 2: Stakeholder consultation of MSMEs in Jamaica and preliminary findings
- Deliverable 3: Findings of the Regional Scoping Study
- Deliverable 4: Regional workshop, Workshop proceedings, Validation Report, Presentation of findings
- Deliverable 5: Regional Action Plan (based on findings)

Schedule of payment

Deliverable	% contract value
Upon signature of both parties and submission of Inception Report	25%
Upon submission of findings from MSME consultation, Findings of the Regional Scoping Study and Action Plan, Workshop proceedings and presentation	50%
Submission of Final Regional Scoping Study and Action Plan	25%

Reporting: The consultant/consultancy firm will report to the lead NDA, particularly Principal Director of the Climate Change Division of Ministry of Economic Growth and Job Creation, in collaboration with participating NDAs.

Qualifications/Minimum requirements

- At least an advanced degree (Masters) in Finance, Climate Policy and at least 4-5 years of proven experience and 2 years in Climate Finance
- Candidate must be excellent writing and presentation skills, demonstrate excellent written and oral communication, demonstrate excellent analytical skills, good interpersonal skills, results and team oriented and good time management skills.

Notes:

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



READINESS AND PREPARATORY SUPPORT PROPOSAL TEMPLATE

PAGE 21 OF 23 | ver. 15 June 2017

Position/Title Project Development Specialist

Consultancy Level International

Duration 2 months

Specific objective

The overall objective of this consultancy is to provide private sector entities with training in project development to enhance their capacity in building their business case to better access resources of the Green Climate Fund. The scope of work includes the following activities:

- Design and launch a Request call for Project Ideas from regional private sector entities aligned with the GCF investment criteria and PSF
- Evaluate and prioritise project ideas consistent with the GCF's investment criteria and requirements under the PSF
- Deliver training (up to 10 entities) to assist the short-listed project proponents in transforming project ideas to GCF project concept notes

Deliverables

The expected deliverables of this consultancy are as follows:

- Deliverable 1: Inception report - Detailed methodology, work plan and implementation plan within the first 10 days of commencing the assignment
- Deliverable 2: Report on the request call for project ideas
- Deliverable 3: Training delivered to project proponents, Workshop proceedings and Training materials

Schedule of payment

Deliverable	% contract
Upon signature of both parties and submission of Inception Report	25%
Upon submission of report on request for call for project ideas	50%
Delivery of training to project proponent and submission of workshop proceedings and training materials	25%

Reporting: The Project Development Specialist will report to the lead NDA, particularly Principal Director of the Climate Change Division of Ministry of Economic Growth and Job Creation, in collaboration with participating NDAs.

Qualifications/Minimum requirements

- At least an advanced degree (Masters) in Project Management, Environmental Studies, Finance, Climate Policy and at least 4-5 years of proven experience in project/programme development and implementation and climate finance.
- Candidate must be excellent grant proposal writing and presentation skills, demonstrate excellent written and oral communication, demonstrate excellent analytical skills, good interpersonal skills, results and team oriented and good time management skills.

Notes:

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

Position/Title Fiduciary, Environmental and Social Safeguards (ESS) & Gender Expert(s)

Consultancy Level International

Duration 6 months

Specific objective

The overall objective of this consultancy is to ensure that the entity meets the fiduciary, environmental and social safeguards and gender standards outlined by the Green Climate Fund, based on the “fit-for-purpose” approach. The scope of work includes:

- Conduct institutional assessment based on ESS and Gender standards required
- Conduct fiduciary assessment through a desk review and interviews with key informants to identify gaps (focus on external communications (i.e. between the institution and external stakeholders) for receiving, registering of issues, screening/assessing issues and logging of communications received and responses, creating a redress mechanism and information disclosure policy

Deliverables

The expected deliverables of this consultancy are

- Deliverable 1: Inception report - Detailed methodology and work plan within the first 10 days of the assignment
- Deliverable 2: Assessment report for the two private sector entities selected
- Deliverable 3: Personalised readiness and preparatory support plans for the two private sector entities

Schedule of payment

Deliverable	% contract
Upon signature of both parties and submission of Inception Report	25%
Upon submission of assessment report for the two private sector entities selected	50%
Upon submission of readiness and preparatory support plans for the two private sector entities	25%

Reporting: The consultancy firm will report to the lead NDA, particularly Principal Director of the Climate Change Division of Ministry of Economic Growth and Job Creation, in collaboration with participating NDAs.

Qualifications

- Candidates must have at least an advanced degree (Masters) in Humanities, Social Sciences, Development Studies or similar field and Finance. Four years’ experience in developing policies and implementing action plans and working on gender equality and climate change. Demonstrate experience in gender at the level of policy and programme/project level. Demonstrate commitment to manage conflicts and address social issues. Experience in conducting fiduciary assessments. Experience developing work flows, moderating meetings, developing manuals. Familiarity with climate and development projects is highly desirable. Experience working with an international finance institution is an asset.
- Candidate must be competent in the use of Microsoft suite of tools and have strong analytical skills and planning and organizing. Core competencies include good oral and written communication skills, good interpersonal skills, motivated and results and team oriented and good time management skills.

Notes:

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



**READINESS AND PREPARATORY SUPPORT
PROPOSAL TEMPLATE**

PAGE 23 OF 23 | ver. 15 June 2017