




United Nations Development Programme

Project Document

Project title: Learning-by-doing preparation of the Fourth National Communication and Second Biennial Update Report to the UNFCCC	
Country: Jamaica	Implementing Partner: Climate Change Division, an agency of the Ministry of Economic Growth & Job Creation
Execution Modality: National Implementation Modality (NIM)	
Contributing Outcome (UNDAF/CPD, RPD, GPD): UNDAF outcome involving UNDP No. 3: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place	
UNDP Strategic Plan Output: Output 1.1.1: Capacities developed across the whole of government to integrate the 2030 Agenda, the Paris Agreement and other international agreements in development plans and budgets, and to analyze progress towards the SDGs, using innovative and data-driven solutions.	
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Brief project description: The project will enable Jamaica to fulfil its commitments under the UNFCCC and prepare and submit the 2BUR and 4NC to the Conference of Parties of the UNFCCC. Further, it will assist in building national capacities to fulfil Jamaica's commitments under the Convention on a continuous basis, while it will additionally increase the awareness on climate change issues, including policy-makers, leading to better integration of climate considerations into national and sectoral policies, strategies and programmes.	
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(2) CONFIRMED CO-FINANCING		
Government	USD 246,000.00	
(3) Total confirmed co-financing	USD 246,000.00	
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SIGNATURES		
Signature: 	Agreed by Government	Date/Month/Year: 15/09/2020
Signature: 	Agreed by Implementing Partner	Date/Month/Year: 05/10/2020
Signature: Denise Antonio 	Agreed by UNDP	Date/Month/Year: 15-Sep-2020
Key GEF Project Cycle Milestones: Project document signature: within 25 days of GEF CEO endorsement First disbursement date: within 40 days of GEF CEO endorsement Inception workshop date: within 60 days of GEF CEO endorsement Operational closure: within 3 months of posting of TE to UNDP ERC Financial closure: within 6 months of operational closure		

Abbreviations and Acronyms

2BUR	Second Biennial Update Report
4NC	Fourth National Communication
AFOLU	Agriculture, Forestry, and Other Land Use
AWP	Annual Work Plan
BTR	Biennial Transparency Report
C-Coral	Caribbean Climate Online Risk Assessment
CBIT	Capacity Building Initiative for Transparency
CBO	Community-Based Organization
CCD	Climate Change Division
CCFPN	Climate Change Focal Point Network
CIF	Climate Investment Fund
COP	Conference of Parties
DVRP	Disaster Vulnerability Reduction Project
EU	European Union
GHG	Greenhouse Gas
GHGI	Greenhouse Gas Inventory
GoJ	Government of Jamaica
GSP	Global Support Programme
HRRAC	Hazard Risk Reduction and Adaptation to Climate Change
ICA	International Consultation and Analysis
IDB	Inter-American Development Bank
IPCC	Intergovernmental Panel on Climate Change
IPPU	Industrial Process and Product Use
IRRF	Integrated Results and Resources Framework
LULUCF	Agriculture and Land Use, Land-Use Change and Forestry
M&E	Monitoring & Evaluation
MAF	Ministry of Agriculture and Fisheries
MEGJC	Ministry of Economic Growth and Job Creation
MoT	Ministry of Tourism
MRV	Measurement, Reporting and Verification
MTF	Medium-Term Socio-Economic Policy Framework
NAP	National Adaptation Plan
NAPA	National Adaptation Programme of Action
NDC	Nationally Determined Contribution
NEPA	National Environment and Planning Agency
NGO	Non-Governmental Organization
NIM	National Implementation Modality
NWA	National Works Agency
OAI	Office of Audit and Investigations
ODPEM	Office of Disaster Preparedness and Emergency Management

PCJ	Petroleum Corporation of Jamaica
PIF	Project Identification Form
PIOJ	Planning Institute of Jamaica
PIR	Project Interim Report
PPCR	Pilot Programme for Climate Resilience
RADA	Rural Agricultural Development Authority
SBAA	Standard Basic Assistance Agreement
SDG	Sustainable Development Goal
SRC	Scientific Research Council
SSTrC	South-South and Triangular Cooperation
SWOT	Strengths, Weaknesses, Opportunities, Threats
TNA	Technology Needs Assessment
UNFCCC	United Nations Framework Convention on Climate Change
UNSMS	United Nations Security Management System
UWI	University of West Indies
V&A	Vulnerability and Adaptation
WRA	Water Resources Authority

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II. DEVELOPMENT CHALLENGE

Jamaica was one of the signatories to the United Nations Framework Convention on Climate Change at the United Nations Conference on Environment and Development in Rio de Janeiro, Brazil in June 1992. Jamaica became a Party to the Convention on the 6th April, 1995 and to the Kyoto Protocol on the 16th February 1999. Jamaica became the 143rd country to ratify the Paris Agreement following submission of its instrument of ratification on the 11th April, 2017. The Ministry of Economic Growth and Job Creation, Climate Change Division (CCD) is the national focal point to the Convention and Protocol.

Jamaica has implemented several projects relating to mitigation of and adaptation to climate change since becoming a Party to the Convention. These include the GOJ/EU/UNEP Climate Change Adaptation and Disaster Risk Reduction Project that was financed by the European Union in collaboration with the Government of Jamaica and the United Nations Environment Programme and implemented over the period October 2010 to December 2013. Activities for two of its components focused on activities to rehabilitate selected watersheds across the island through reforestation activities and the protection of several vulnerable coastal communities by planting mangroves and sea-grass as well as restoring coral reefs. The third component helped to build capacities for addressing climate change in selected agencies; improve public awareness of climate change; and develop a coastal policy and a national climate change policy.

Jamaica is one of the countries benefiting from the Pilot Programme for Climate Resilience (PPCR) in the Caribbean. The PPCR is funded by the Climate Investment Funds (CIF) through the Inter-American Development Bank and the World Bank. The PPCR aims to pilot and demonstrate ways in which climate risks and resilience building may be integrated into core development policies, plans and programme/project implementation. This programme seeks to provide incentives for the scaling up of climate resilient actions, building on other on-going initiatives and for the promoting of transformational change. Further, it is facilitating the upgrading of climate data for decision-making and financing for climate action by private sector and civil society in the agriculture and tourism sectors.

National Communications have been prepared not only as obligations to the UNFCCC, but also as decision support reports. Jamaica's First National Communication was submitted to the UNFCCC in 2000. It included a GHG Inventory for 1994 and Vulnerability and Adaptation (V&A) assessments for the five sectors that were identified through national consultations as most vulnerable to the adverse effects of climate change.

Jamaica is implementing a programme under the Adaptation Fund to the tune of US\$ 9.95 millions targeting the agriculture and coastal resources sectors, including activities which will protect selected shorelines from erosion and facilitate sustainable land and water management agricultural practices including the establishment of water harvesting systems in several communities. The executing entities are the National Environment and Planning Agency (NEPA), National Works Agency (NWA), Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA), and the Ministry of Tourism (MoT), with the Planning Institute of Jamaica (PIOJ) as the National Implementing Entity (NIE).

The Second National Communication (SNC) of Jamaica, with funding from GEF and UNDP, with UNDP as the Executing Agency, was submitted to the UNFCCC in December 2011. The SNC includes GHG inventories for 2000-2005, V&A assessments for five vulnerable sectors including the socio-economic impact on tourism and case studies of vulnerable coastal communities and abatement options up to 2030. The SNC informed the preparation of Vision 2030 Jamaica - National Development Plan.

The Third National Communication (TNC) of Jamaica, with funding from GEF and UNDP, with UNDP as the Executing Agency, was submitted to the UNFCCC on the 14th January 2019. The TNC includes more robust GHG inventories for 2006-2012 and the results of five climate change vulnerability assessments for the priority sectors of coastal resources, tourism, agriculture, human health, and water. Jamaica's first Biennial Update Report was submitted to the UNFCCC on the 18th November 2016, with the GHG Inventory updated to the year 2012. However, GHG

inventory data for years prior to 2006 were incomplete, limiting a detailed comparison with inventory data of later years.

The preparation of the Third National Communication and first Biennial Update Report resulted in important technical capacities, in particular the collation of a significant amount of updated information to better inform planners and decision-makers. The TNC also includes the results of five assessments for determining the island's vulnerability to the impacts of climate change. They were done for the priority sectors of coastal resources (including human settlements), tourism, agriculture, human health, and water. A series of technical training workshops allowed for a large number of national stakeholders to better understand the complexities of collecting GHG inventory activity data and using emission estimation methodologies. The TNC identified a number of technology needs, including more training on impact modelling and real-time weather stations to collect longitudinal data, and other more localized technologies to adapt to the impacts of climate change, e.g., solar and wind energy powered hydraulic pumps.

Having ratified the Paris Agreement in 2017, Jamaica is seeking to align current and planned initiatives with its First Nationally Determined Contribution (NDC) which seeks to "mitigate the equivalent of 1.1 million metric tons of carbon dioxide per year by 2030 versus the business-as-usual scenario". This is a reduction of 7.8% of emissions versus business-as-usual (2005 baseline). This target is predicated on the current level of implementation of the National Energy Policy and the existing pipeline of renewable energy projects. The process of updating the NDC by 2020 has begun, and will be brought to bear on the development and finalization of the 4NC and second BUR.

III. STRATEGY

This project will build upon the findings and recommendations from the Third National Communication and BUR, as well as recommendations resulting from the international consultation and analysis (ICA) process for the BUR. These findings will include a need for additional climate proofing and climate readiness training beyond technocrat stakeholders; updating the GHG inventory with the latest IPCC guidelines; developing improved climate scenarios; climate-proofing Jamaica's relevant national policies; catalyzing decision-making and action based on improved scientific information and knowledge; increasing opportunities for youth engagement; pursuing more climate-resilient infrastructure; and on-going capacity building.

The specific capacity building needs to prepare the Fourth National Communication and Second Biennial Update Report are effectively the knowledge and skillsets of government staffs and other national stakeholders to collect, analyze, and report on the information contained in these two aforementioned reports. The project while engaging local and international expertise to compile the reports will simultaneously build the capacity of local stakeholders through learning-by-doing workshops. These workshops will be designed to enhance the capacities of staff in various agencies and organizations to better contribute to the National Communication processes. The individual products that will be included in these reports are, but not limited to:

- Institutional arrangements relevant to the preparation of the national communications and biennial update reports on a continuous basis described;
- Mechanisms for gender-responsive stakeholder involvement and participation, enabling the preparation of biennial update reports defined;
- Implementation of the recommendation from the BUR, key conclusions of the ICA process and Sustainable Development Goals agenda;
- Gender-disaggregated data as per the gender analysis and action plan;
- Stock-take of all awareness-raising, education, and research on climate change that has been carried out within different programmes and projects, including donor-funded interventions, which will be made available on the national platform;
- Update of country-specific emission factors;
- Governmental policies, activities, programs and progress on mitigation actions updated and institutional arrangements related to mitigation context described; and
- Information and support on domestic measurement, reporting, and verification (MRV) and national registry system.

IV. RESULTS AND PARTNERSHIPS

Expected Results:

This project is prepared in line with the GEF 7 climate change mitigation objective CCM 3: Foster Enabling Conditions to Mainstream Mitigation Concerns into Sustainable Development Strategies.

The key outcomes of the enabling activities are to:

- a) Prepare Jamaica's Fourth National Communication according to revised guidelines (decision 17/CP.8);
- b) Prepare the Second Biennial Update Report according to the guidelines for the preparation of BURs from non-Annex I Parties contained in annex III of decision 2/CP.17; and
- c) Improve awareness and understanding of climate change threats and options to mitigate and adapt to impacts is realized through the preparation of various knowledge management products, including monitoring, and evaluation.

A long-term goal of the project is to strengthen technical and institutional capacities in order that Jamaica will be better able to fulfill on-going and future reporting requirements under UNFCCC with respect to national communications from Non-Annex One Parties and COP decisions for the preparation of BURs as well as transparency reports under the Paris Agreement such as the Adaptation Communication. This project will also contribute to a set of continuous improvements towards the integration of climate change considerations into national and sectoral development priorities, with particular attention to gender equality and women's empowerment.

1. Development of the Fourth National Communication on Climate Change (4NC)

Outcome: Fourth NC developed, endorsed by Government, and submitted in accordance with the guidelines contained in FCCC/CP/2002/7/Add.2

The various outputs and associated activities under this component will serve to improve and institutionalize, to the extent possible, the in-country capacities to prepare the technical information required of National Communications, national adaptation plans, and also the Paris Agreement's national adaptation communications. The outputs of Component 1 are organized as relatively discrete outputs, e.g., national circumstances report, financial valuation report, and climate change vulnerability assessments. These will be prepared through learning-by-doing workshops so as to build and institutionalize a critical mass of accessible expertise, to the extent possible. Whereas each of the following outputs are organized as discrete sets of capacity building exercises, the products of each will be organized into the Fourth National Communication.

Outputs

1.1 Assessment of Jamaica's National Circumstances pertaining to Climate Change, with a view to collecting and managing gender disaggregated data and implications for gender equality and women's empowerment where available, including a SWOT and gap analysis of technical capacities to prepare national communications for submission to the UNFCCC.

This output will outline Jamaica's national circumstances concerning the physical and socio-economic (economy, education, population, health, and livelihoods) characteristics of the country and how these might affect the way in which Jamaica addresses climate change and sustainable development issues in the long term. This will include outlining the management information systems for collecting and managing gender disaggregated data as well as describing the institutional arrangements relevant to the on-going preparation of the National Communication and National Adaptation Plan, such as roles and responsibilities among government agencies and departments, academic and research institutions, and other non-state organizations as applicable. The report will include an overview of the

progress made, priorities and strategies, support needed and cooperation at the national, regional and international levels on adaptation. Further it will explore barriers, challenges and gaps with respect to adaptation action, while also taking greater cognizance of the efforts to avert, minimize and address loss and damage across selected sectors where possible.

1.2 National GHG Inventory is updated to year 2019 for the following sectors: agriculture, forestry and other land use, energy, and waste, and industrial processes and product use, in line with the 2006 IPCC guidelines, and introduction of the 2019 Refinement to the extent possible. The quality of the existing time series data improved, with QA/QC plan in place and applied on continuous basis.

As outlined in the TNC, the gaps as they relate to the preparation of the GHG Inventory per IPCC sectors as are follows:

- Insufficient capacity to collect data for the GHG Inventory and to calculate emission metrics per the latest IPCC guidelines. For example, the biological oxygen demand for one-third of the sewage treatment was not available and the agencies responsible for providing data on sludge removal and the amount of methane recovery were not able to provide this data.
- Insufficient understanding and interpretation of the GHG Inventory to inform cross-sectoral decision- and policy-making, including estimating costs of damage and loss related to climate change.
- Insufficient financing for the continuous collection, management, and calculation of GHG Inventory-relevant data. For example, due to incomplete data, interpolation and extrapolation was necessary in order to extend available data over multiple years.
- Inadequate technology to collect and manage data to calculate impact modelling, in particular long time series of data. For example, the uncertainty assessment in the waste sector results in relatively high emission factors for methane from landfills. Additional data will help reduce the uncertainty of the emission factors, and thus improve the modelling of methane generation.

The TNC covered emission estimation for 2006-2012 period. Methodologies were following the 2006 IPCC Guidelines, and the 2006 GPG-LULUCF. The Lessons Learned from the implementation of the Third National Communication and Biennial Update report identified a number of capacity building needs relevant to the GHG Inventory. These include, but not limited to:

- Strengthening the skillsets of national sectoral experts from relevant institutions and the Climate Change Division to prepare the GHG inventory on a continuous basis;
- Training on the use of the 2006 IPCC guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis;
- Enhancing the capacity of national experts to compile the independent datasets to improve emission calculation, using both the reference and sectoral approaches; and
- Training on data compilation, management and maintenance of databases with good practices in knowledge management on GHG data.

To the extent possible, the existing time series will be upgraded through the introduction of country-specific Tier II methodologies and higher order Tier III methods, such as models. The latest set of emissions inventory data are for the years 2006-2012 using the IPCC 2006 Guidelines. However, the 2000-2005 emission estimates were incomplete and used 1996 IPCC Guidelines. Building on the assessment results of 2.1, activities under the GHG outputs of 4NC and BUR2 will include improving mechanisms for the continued collection of GHG relevant data. Learning-by-doing workshops will be convened to critically examine new analytic methodologies on the measurement and formulation of GHG relevant data. The purpose of these workshops is to engage as many relevant public sector staffs and other stakeholders as possible to learn a key set of technical skills and other tools to create and analyze the necessary data and information.

Based on the lessons learned from the Third National Communication, there is an important need to establish a robust database for all climate change related data. Some gaps in achieving successful implementation of this database include: inadequate information technology skillsets within CCD to manage a climate change clearinghouse and a lack of coordination between users and producers of these data. To overcome such challenges, CCD will explore partnerships with other agencies including the National Spatial Data Management Branch and the Caribbean Climate Innovation Centre and also seek to capitalize on the outputs of projects and initiatives such as the Climate Risk Information Platform under Pilot Programme for Climate Resilience (PPCR), Jamaica Disaster Vulnerability Reduction Project (DVRP), or the Met Office climate database CLIDATA. Additionally, technical consultation on how to structure a database is necessary. These partnerships are important to create synergies and economies of scale among the various agencies carrying out related work.

1.3 Revised, updated, and validated assessment of Jamaica's mitigation potential by 2070 for the following sectors: agriculture forestry and other land use, energy (waste, transport, industry, residential and commercial).

Learning-by-doing workshops will revolve around identifying and assessing the contribution of mitigation actions since the ratification of the First National Determined Contributions in 2017. Particular attention will be paid to an in-depth assessment of challenges, barriers, and gaps to implement mitigation options. This will be complemented by new and updated information on mitigation potentials and aligned with relevant national strategic and development priorities, in particular the Vision 2030 Jamaica: National Development Plan and the 2018-2021 Medium-Term Socio-Economic Policy Framework (MTF) that serves as the implementation framework of Vision 2030. The mitigation potential for each sector will be reflected, as appropriate, in key national policy statements and reports to the extent that they can be measured as part of Jamaica's second Nationally Determined Contribution (NDC), the preparation of which is to be agreed at a later date. The main gaps and capacity building needs identified include policy makers' insufficient understanding of the causes of climate change and thus are inadequately equipped to facilitate the implementation of a climate proof national policy. Prior to the adoption of the Paris Agreement in 2015, most internationally funded interventions emphasized adaptation, with mitigation being considered the purview of the larger and more polluting GHG emitting countries.

1.4 Updated information on the impacts, risks, and vulnerability (i.e., vulnerability assessments) to the adverse effects of climate change, as well as adaptation measures. Based on best practices from recently completed efforts, the vulnerability assessments will be disaggregated by sector, with particular reference to gender. The vulnerability assessments will focus on the priority sectors of agriculture, coastal resources including human settlements, tourism, human health, and water resources.

Learning-by-doing workshops will be undertaken in order to strengthen the critical thinking of government staffs and other national stakeholders that may be involved in similar future exercises. The assessments will offer strategic and realistic approaches for Jamaica to adapt to the impacts of climate change over the near-, medium-, and long-term. The assessments will also include climate change impact and risks using the best available data and scientific studies. With respect to adaptation, the information will provide a synopsis of progress made and current priorities that will include lessons learned and good practices along with barriers, challenges and gaps relating to action (e.g., activities on the ground) and support (e.g., capacity, finance, and technology). Where possible, there will also be a look at efforts to avert, minimize and address loss and damage associated with climate change.

These will be complemented with an estimation of their financial and economic costs, including nature-based solutions using the latest climate change scenarios. These estimations will be reconciled with the environmental and social costs of climate change. This costing exercise will be carried out in order to help prioritize and mobilize the necessary financial resources, as well as leverage economic drivers to minimize losses and damages as a result of climate change to the extent possible. The assessment will also differentiate vulnerability according to socio-economic class, sector, and gender.

1.5 Learning-by-doing workshops to facilitate the mainstreaming of climate change into relevant social, economic and environmental policies and actions in accordance with Article 4, paragraph 1(f) of the Convention, Article 7 of the Paris Agreement, as well as any other relevant international agreements.

These workshops will target each sector using best applicable practices, with particular consideration in each to be more inclusive of traditionally marginalized social actors. Special consideration will be given to a more in-depth analysis of the intersection between gender and climate change as per the Gender Action Plan adopted at COP 23 and in alignment with Jamaica's National Policy for Gender Equality. The project will provide support to build capacities to broadening an understanding of the purpose of the national communications, their content, consideration and integration of gender issues and the environment, and the role of gender in the national communication/biennial update report process.

Outcome 2: Second BUR developed, endorsed by Government, and submitted in accordance with the guidelines contained in Annex III of Dec.2/CP. 17

Discrete project outputs, e.g., SWOT analysis report and mitigation scenarios report, will be prepared through learning-by-doing workshops and not by recruiting experts to prepare them. The process of preparing these outputs will serve to impart new and improved skills and related capacities to create and manage high quality data and information. Among the key information to be contained in the BUR is a national inventory on anthropogenic GHG emissions identified their sources and their removal identified by their sinks (excluding those covered by the Montreal Protocol). The BUR will also contain information on mitigation actions, their effects, the associated methodologies and assumptions, as well as an analysis of the constraints, gaps, and related financial, technical, and capacity needs that have been supported and that which remain.

The outputs and associated activities under this component will need to be strategically organized and implemented in close partnership with the Inter-American Development Bank's implementation of the GEF-funded Capacity Building Initiative for Transparency (CBIT) project. The latter project includes a significant GEF contribution (US\$ 560,000) to establish a robust system of MRV, as well as to strengthen the associated technical capacities. The products of the activities under this component will be organized into the Second Biennial Update Report. As a result, other than the workshops to update/upgrade emissions data and mitigation scenarios, the 4NC/2BUR project will not carry out any MRV capacity building. Notwithstanding, the 2BUR will be prepared in such a way that the timing of its preparation builds upon and creates important synergies with the CBIT project, and the 2BUR's completion and submission is not dependent on the delivery of outputs from the CBIT project.

Outputs

2.1 Updated SWOT analysis of institutional arrangements and technical capacities needed to prepare updated Biennial Update Reports on a continuous basis and in a sustainable manner. Particular attention will be given to improving gender disaggregated data as well as linking results with the achievement of Sustainable Development Goals. This analysis will be carried by a set of learning-by-doing workshops whereby technical staffs from key agencies contribute to identifying and developing a consensus on the on-going institutional challenges and technical capacities opportunities related to the preparation of the biennial update reports.

2.2 National GHG Inventory is updated to years 2013-2019 in accordance to the 2006 IPCC guidelines, taking into considerations its 2019 Refinement to the extent possible. This will be applied to the following sectors: Energy, Agriculture, Forestry, and Other Land Use, Industrial Processes and Product Use, and Waste. Similar to output 1.2, the preparation of the GHG Inventory, to be reported under the Second BUR, will give continuity to previous work and will address the GHG related needs identified in the ICA process. Quality improvement works will be focused on the capacity-building and institutional strengthening, the methods and approaches for data collection process, filling data gaps and supporting establishment of a sustainable system for developing GHGI.

The lessons learned from the implementation of the Third National Communication and Biennial Update report identified a number of capacity building needs relevant to the GHG Inventory. These include, but not limited to:

- strengthening the skillsets of national sectoral experts from relevant institutions and the Climate Change Division to prepare the GHG inventory on a continuous basis;
- training on the use of the IPCC guidelines for calculating estimates of GHG emissions and removals on a sector-by-sector basis;
- enhancing the capacity of national experts to compile the independent datasets to improve emission calculation, using both the reference and sectoral approaches; and
- training on data compilation, management and maintenance of databases with good practices in knowledge management on GHG data.

To the extent possible, the existing time series will be upgraded through the introduction of country-specific Tier II methodologies and higher order Tier III methods, such as models. The latest set of emissions inventory data are for the years 2006-2012 using the IPCC 2006 Guidelines. However, the 2000-2005 emission estimates were incomplete and used 1996 IPCC Guidelines. Building on the assessment results of Output 2.1, activities under this output will include improving mechanisms for the continued collection of GHG relevant data. Learning-by-doing workshops will be convened to critically examine new analytic methodologies on the measurement and formulation of GHG relevant data. The purpose of these workshops is to engage as many relevant public sector staffs and other stakeholders as possible to learn a key set of technical skills and other tools to create and analyze the necessary data and information.

Based on the lessons learned from the Third National Communication, there is an important need to establish a robust database for all climate change related data. Some gaps in achieving successful implementation of this database include: inadequate information technology skillsets within CCD to manage a climate change clearinghouse and a lack of coordination between users and producers of these data. To overcome such challenges, CCD will explore partnerships with other agencies including the National Spatial Data Management Branch and the Caribbean Climate Innovation Centre and also seek to capitalize on the outputs of projects and initiatives such as the Climate Risk Information Platform under the PPCR, Jamaica Disaster Vulnerability Reduction Project (DVRP), or the Met Office climate database CLIDATA. Additionally, technical consultation on how to structure a database is necessary. These partnerships are important to create synergies and economies of scale among the various agencies carrying out related work.

2.3 Alternative mitigation scenarios are developed and reconciled with the 2009-2030 National Energy Policy, relevant projects, and associated programmes.

Learning-by-doing workshops will be organized so as to increase the critical mass of in-country expertise available to prepare the relevant scenarios as well as to reconcile these with broader development priorities as outlined in key national development strategies. Key partners in these workshops include the private sector to help identify and calculate realistic mitigation potentials. These scenarios will also be supplemented by socio-economic research to make some assessment as to the social impacts of alternative mitigation scenarios. The specific mitigation scenarios to be developed will be negotiated and selected closer to the time that relevant activities will be carried out.

A major gap and capacity building need is impact modelling – a way to test what the future would look like without costly physical experimentation. For example, crop modelling allows one to see what success transplanting a variety from another location would have without having to invest in cultivating the plant itself. Additionally, the Meteorological Service needs more real-time weather stations, but further work must be done to determine optimum weather station distribution by looking at topography and other factors affecting microclimate. In the same vein, security for weather stations is needed so that they can be securely placed at the sites at which they will be more useful. The Meteorological Service also needs to acquire long time series data for analysis. An additional set of trainings will be to enhance national capacity to report on individual mitigation actions, consistent with the relevant reporting provisions outlined in the UNFCCC reporting guidelines on BURS, in particular paragraph 12 (a-d).

2.4 Technology Needs Assessment and workshops: The technology, financial and capacity needs (including data collection) for mitigation are outlined and recommendations with government priorities identified. Building on the training workshops and results of output 2.3, this output comprises a set of additional learning-by-doing workshops to take selected mitigation scenarios to identify their particular resource needs. The purpose of these workshops is to facilitate critical thinking about how to strategically and cost-effectively pursue alternative development that capitalizes on opportunities to reduce greenhouse gas emissions. The activities under this output will be implemented in collaboration with UNEP and the Denmark Technical University.

2.5 Reporting on measurement, reporting, and verification (MRV): Under the first BUR, Jamaica reported its MRV system is in an embryonic stage being designed to focus on exploring how the establishment of the domestic MRV system can be best achieved within the Climate Change Division of the Ministry of Economic Growth and Job Creation. Further during the ICA process a capacity-building need was identified to “Enhancing national capacity to establish a comprehensive, fully developed and continuous MRV system, covering all aspects of the BUR reporting requirements, including domestic MRV of mitigation actions, including of NAMAs, the GHG inventory system, technology and financial support, and linking MRV of support to the national budgetary process.”

The Inter-American Development Bank will be implementing a GEF funded CBIT project to strengthen Jamaica's transparency framework through the design and implementation of a fully functional and harmonized domestic Measuring, Reporting and Verification system for the effective implementation of the country's Nationally Determined Contribution (NDC) and other transparency-related activities. The CBIT project was approved for implementation and is due to begin in late 2019. The Second BUR and CBIT projects will coordinate the timelines through the Climate Change Division - Ministry of Economic Growth and Job Creation to align the work plans of each project to enhance synergies and applicability of capacity-built/tools. The progress on the establishment of the domestic MRV will be reported under the Second BUR.

Outcome 3: Improved awareness, understanding, and critical thinking is realized through the preparation of various knowledge management products, monitoring, financial management and evaluation

This component comprises a set of activities that serves to improve a critical understanding of what climate change means for everyday living. In particular, activities are intended to highlight the broader linkages between climate change and socio-economic development and a visualization of a holistic approach to sustainable development from a climate change perspective. Products include developing key awareness-raising materials that are targeted to the appropriate audiences to ensure absorption of the material. Other activities are intended to create and capitalize on opportunities to engage the private sector in pursuing new approaches and technologies to mitigate and adapt to the impacts of climate change.

The political directorate has a significant role to play in climate change action, and the 4NC will try to facilitate their enhanced understanding and information on climate change issues. Sensitization activities will be carried out with the aim of increasing their capacity for climate-based decision making. Journalists will also be invited to workshops targeted to improving how climate change issues are more effectively communicated in the popular press (radio, television, and/or print media).

This component also includes the preparation of standard UNDP M&E reports, which include reports on the project inception workshop, financial management, and project progress. This component will also develop a more comprehensive analysis of gender and an action plan to address capacities relevant to national communications and biennial update reports/biennial transparency frameworks.

Outputs

3.1 Awareness-raising materials prepared to promote greater sensitization among decision- and policy-makers, private sector, journalists, and civil society, including inner-city, rural and other affected communities. A targeted set of awareness-raising materials will be produced highlighting successes and examples of good practices for Jamaica to adopt alternative approaches that help reduce greenhouse gas emissions as well as adapt to the impacts of climate change. Particular attention will be given to practices that are readily accessible and relevant to the Jamaican context, as well as for rural and inner-city communities that are particularly vulnerable.

3.2 Policy dialogues and workshops are carried out to promote greater sensitization among decision- and policy-makers, private sector, journalists, and civil society, including inner-city, rural and other affected communities. The project will organize five targeted types of awareness-raising sessions or engagements:

- a) decision- and policy-makers, including parliamentarians;
- b) private sector;
- c) journalists active in the radio, television, and print media;
- d) civil society; and
- e) annual climate change youth engagement workshops.

Each session will be organized to suit the particularities of their audiences. Possible training solutions could be a course to increase the content of climate change issues in tertiary education institutions; learning-by-doing training done through workshops undertaken at regular intervals to maximize the number of participants and to minimize loss of institutional memory. Another major gap is the lack of cross sector communication, thus lack of knowledge transfers between organizations.

3.3 Monitoring and evaluation of the project outcomes and outputs executed in line with the M&E plan: Inception workshop held: gender analysis and action plan completed; project financial and progress reports on quarterly and annual basis prepared; end of project report; gaps and lessons learned compiled. In addition to following the standard UNDP M&E requirements, these assessments will include various forms to measure the extent to which new methodologies, procedures, and skillsets learned through the project have been institutionalized. This includes ensuring that these periodic assessments inform the appropriate modifications to the design of the learning-by-doing workshops and other technical capacity building activity. To the extent possible, they should inform how technical capacity building will be organized in other projects. These will be collated and analyzed at the end of the project to make some inference as to the capacities (systemic, institutional, and individual) that were strengthened during the course of project implementation. Care will be taken not to attribute these improved capacities to the activities carried out under this project. The end-of-project study will make recommendations on the kinds of future capacity building activities that are deemed necessary to increase institutional absorption.

Partnerships: The project will work with development partners in order to identify synergies with other on-going projects to increase cost-effectiveness and enhance consistencies with various national development priorities and programmes undertaken at national and local levels. This will include the IDB/CBIT project that will be carrying out MRV capacity building activities that are complementary to the 4NC/2BUR project. The expected CBIT outcomes are:

- Enhanced institutional arrangements developed for long-term planning and timely reporting of transparency-related activities.
- A fully functional domestic MRV system designed and established to monitor and evaluate adaptation, mitigation, climate financing and capacity building
- Improvement of National GHG Inventory that effectively tracks towards achieving national targets
- Improved capacity, enhanced inter-agency coordination and knowledge management established

The activities of the Smalls Grants Programme, Pilot Programme for Climate Resilience, and the Climate Change Adaptation and Disaster Risk Reduction Project are among key initiatives that will inform the early stages of 4NC/2BUR implementation by the CCD. Other partnerships will be created or leveraged to produce some of the project's outputs. Partner organizations include the UN Environment and the Denmark Technical University for the

assessment of technology needs and the National Spatial Data Management Branch, the Caribbean Climate Innovation Centre and the Meteorological Service of Jamaica for the strengthening of the climate change database.

Risks: A risk analysis table is presented in Annex I.

Stakeholder engagement plan: Stakeholder involvement and consultation processes are critical to the success of the project. An effective engagement of key stakeholders is envisaged during project preparation, implementation, monitoring and evaluation to enhance ownership of the NC and BUR processes and makes these reports more responsive to national needs. Key stakeholders include but not limited to the following:

- Ministry of Economic Growth and Job Creation, including the Climate Change Division (Project Executing Agency and overall coordination)
- United Nations Development Programme (Project Implementing Agency)
- Planning Institute of Jamaica
- Statistical Institute of Jamaica
- Meteorological Service of Jamaica
- Ministry of Finance and the Public Service
- Ministry of Science, Energy and Technology
- Academic Institutions (e.g., Climate Change Studies Group UWI and Institute of Gender and Development Studies, UWI)
- Private Sector Organizations (e.g., Private Sector Organization of Jamaica and Environmental Solutions Ltd.)
- Non-Governmental Organizations/ Community-Based Organizations (e.g., Jamaica Environment Trust, Women's Centre of Jamaica Foundation)
- Media / Journalists

The roles of these stakeholders are for each representative to better understand their differentiated vulnerability and comparative advantage in addressing the risks associated with the impacts of climate change. A key role of stakeholders is to contribute vital information that will inform the assessments and help calculate relevant greenhouse gas indicators. Each stakeholder organization will be invited to relevant project activities for their active engagement, which will include the learning-by-doing workshops organized to strengthen skillsets to update the GHG inventory, estimate financial and economic costs associated with the impacts of climate change and opportunities to implement mitigation and adaptation measures. A particular goal of the project through stakeholder engagement is to build champions, i.e., stakeholder representatives that can report back to their relevant constituencies and promote improve awareness, value, and attitudes to addressing the anthropogenic causes of climate change as well as opportunities to reduce their exposure to the risks of climate change.

The project proposal intends to strengthen stakeholder's participation to collectively participate in addressing climate change issues and to overcome challenges in the high incidence of poverty, limited financial resources, limited legislative and regulatory support for integrating climate change considerations into policies and plans, limited institutional and individual capacity, historically weak planning systems, limited research capacity and technological development, limited integration of environmental considerations into socio-economic policies and strategies, and low labour productivity and human security. The stakeholders of the project are expected to come from a wide range of backgrounds, including line ministries and agencies, local communities, local authorities and NGOs, mass-media, research institutions, private sector and international organizations, with particular emphasis on related sectors.

There is need for greater coordination among sectors in the development and implementation of climate change related activities. Efforts to coordinate a multi-sectoral approach to responding to climate change include various initiatives by the Planning Institute of Jamaica, namely, mainstreaming of climate change considerations into national development planning, and the facilitation of collaboration with international development partners,

among others. Other approaches include the creation of the Thematic Working Group on Hazard Risk Reduction and Adaptation to Climate Change (HRRACC) under Vision 2030 Jamaica - National Development Plan; and the appointment of the Climate Change Advisory Board, and establishment of the Climate Change Focal Point Network (CCFPN) under the Climate Change Policy Framework.

A CCFPN is already constituted and operationally active, which, in addition to the Ministry of Economic Growth and Job Creation, includes the ministries of Health and Wellness, Tourism, and Transport and Mining. However, the selected departments and agencies of Government would be re-engaged for improved participation and new entities included alongside the focal points from the ministries and the Cabinet Office. The secretariat of Vision 2030 would be engaged as a new member of the CCFPN. The following list include members and tentative members of the CCFPN who could become focal points of the CCFPN:

- Development Bank of Jamaica (BDJ)
- National Fisheries Authority (formerly the Fisheries Division) (NFA)
- Forestry Department (FD)
- Jamaica Information Service (JIS)
- Meteorological Service of Jamaica (MSJ)
- Mines and Geology Division (MGD)
- National Environment and Planning Agency (NEPA)
- National Irrigation Commission (NIC)
- National Solid Waste Management Authority (NSWMA)
- National Water Commission (NWC)
- National Works Agency (NWA)
- Office of Disaster Preparedness and Emergency Management (ODPEM)
- Petroleum Corporation of Jamaica (PCJ)
- Planning Institute of Jamaica (PIOJ)
- Rural Agricultural Development Authority (RADA)
- Scientific Research Council (SRC)
- Social Development Commission (SDC)
- Urban Development Corporation (UDC)
- Water Resources Authority (WRA)

A preliminary stakeholder engagement plan envisages the following meetings and roles of CCFPN Focal Points:

- Inception workshop to discuss conceptual framework and design for each chapter; and to highlight any prevailing challenges to data acquisition and sharing, monitoring assessment and reporting;
- Facilitate and catalyze data and information collection and management;
- Individual meetings with sector representatives;
- Group discussions to solicit ideas, create synergies and opportunities for networking, knowledge sharing and joint actions;
- Validation workshops to discuss results and validate accuracy of the analyses; and
- Final dissemination workshop to discuss findings, raise awareness and reinforce collaboration and networking

The project will support as required, the establishment or strengthening of working groups aligned to the three project components, i.e., National Communications; Biennial Update Report; and Knowledge Management, Monitoring, and Evaluation. The groups will be provided by technical oversight for the project components and organized according the technical nature of the work to be carried out. Thematic working groups include, but are not limited to the GHG Inventory, mitigation actions and domestic MRV, vulnerability and assessment, gender mainstreaming, financial costing of mitigation and adaptation measures, and national circumstances. The compilation of the NC and BUR will be carried in their respective component and with technical oversight by the respective working group. Thematic working groups will comprise several experts drawing both from public and

private sectors, communities, and NGOs, as appropriate. These working groups will provide technical oversight and inputs into the project outputs. The composition of the group will be determined by the Project Board.

Gender equality and Women's Empowerment: The update of the national circumstances will disaggregate relevant data by sex with the objective to better understand how the social and economic differences between men and women affect the capability of dealing with mitigating and adapting to climate change. Fortunately, women are increasingly being acknowledged internationally as agents of change who make important contributions to climate change adaptation and mitigation. However, it is equally as important that men are acknowledged as such. A gender perspective will be incorporated in the V&A assessment and preparation of mitigation actions. That is, the extent to which women and men's vulnerability to the impacts of climate change in the various sectors will be differentiated.

The project will encourage the active participation of women and men in decision-making processes. Gender balance will be considered in project management structures and capacity building actions (e.g., trainings, workshops). The guidance on gender integration through the NCs and BURs developed by the Global Support Programme (GSP) through UNDP and in collaboration with UNEP and GEF will be applied. In line with the GEF SEC's policy on gender equality and guidance to advance gender equality in GEF projects and programmes, the project will also prepare and finalize a Gender analysis and Gender action plan during its inception phase.

An initial stocktaking and gender analysis across all areas – and inclusion of stakeholders who understand gender issues in relation to their sectors like the Bureau of Gender Affairs – will be conducted to assess and understand where deeper analysis and action is required. The areas where data and information on gender and climate change is not available will be identified with priorities and steps to fill gaps where possible. The Gender analysis will follow the structure of five priority areas of UNFCCC Gender Action:

- capacity building, knowledge sharing and communications;
- gender balance, participation and women's leadership;
- coherence;
- gender-responsive implementation and means of implementation; and
- monitoring and reporting.

The project will provide capacity-building in relation to NC purpose and content, gender issues in environment and their role in the NC/BUR processes if necessary. For all analysis included in the project (national circumstances, mitigation actions and vulnerability assessment), gender-disaggregated data from national statistical agency and international approved sources for the following topics: education level, employment by economy sectors and other sectors identified as GHG emitters, gender pay gap (general and by sectors), economic empowerment, and health among others will be included.

South-South and Triangular Cooperation (SSTrC): Whenever possible, the project will seek to hire experts from the Caribbean to carry out the activities and lead learning-by-doing workshops. This will contribute to knowledge-sharing and capacity-building at the regional level.

Innovativeness, Sustainability and Potential for Scaling Up:

The sustainability of the project's outcomes is built into the project learning-by-doing approach. Throughout the project, participatory workshops will be organized to collect and update data with relevant stakeholders (including the private sector). In particular, mitigation scenarios will be collectively discussed to ensure that all parties are comfortable with the options to be described in the 4NC and 2BUR. The learning-by-doing approach also aims to increase the critical mass of in-country expertise available to prepare future iterations of the NC and BUR.

A special focus will be placed on the sensitization of the political directorate, to improve their understanding of the causes of climate change. The project's efforts towards a better awareness and understanding of climate change causes and its effects on Jamaica (including activities aimed for the Jamaican media) will better facilitate the future mainstreaming of climate change mitigation and adaptation into development strategies.

Another avenue through which the project will prepare for future scaling up is the strengthening of the climate change database. As described above, some gaps to successfully operate the existing database have been identified. To overcome such challenges, the project will facilitate the exploration of partnerships between CCD and other agencies, including the National Spatial Data Management Branch and the Caribbean Climate Innovation Centre. Additionally, synergies with the outputs of other relevant projects and initiatives will be sought, such as the Climate Risk Information Platform under the Pilot Programme for Climate Resilience (PPCR), the Jamaica Disaster Vulnerability Reduction Project (DVRP) and the Met Office climate database CLIDATA. Bridging existing gaps will enable Jamaican parties to effectively operate the climate change database, thereby facilitating the preparation of future NCs and BURs.

V. PROJECT RESULTS FRAMEWORK

<p>This project will contribute to the following Sustainable Development Goal (s): 5 - Achieve gender equality and empower all women and girls; 7 - Ensure access to affordable, reliable, sustainable and modern energy for all; 11 - Make cities and human settlements inclusive, safe, resilient and sustainable; and 13 - take urgent action to combat climate change and its impacts.</p> <p>This project will contribute to the following country outcome (UNDAF/CPD, RPD, GPD): UNDAF outcome involving UNDP No. 3: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place.</p>			
Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
<p>Project Objective: To assist Jamaica in the preparation and submission of its Fourth National Communication and Second Biennial Update Report for the fulfilment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC)</p>	<p>The baseline is set as 0 to reflect that the project will engage project stakeholders in all relevant project activities. While these stakeholders will have largely participated in prior CC activities, new and additional stakeholders and other beneficiaries will be actively sought.</p>	<p>At least 80 persons will have participated in various project activities.</p>	<p>At least 150 different individual stakeholders will have participated in various project activities, with at least 50% women. While most will be from the four key institutional beneficiaries (Ministry of Economic Growth and Job Creation, Climate Change Division; Ministry of Finance and the Public Service; Rural Agricultural Development Authority and National Environment and Planning Agency) importantly, project beneficiaries will include academia, NGOs, journalists, private sector and community representatives.</p>
<p>Mandatory Indicator 1: # direct project beneficiaries disaggregated by gender (individual people)</p>	<p>In the context of Jamaica, women generally represent a larger percentage of participants in technical meetings.</p>	<p>At least 40% males have benefitted from the project's technical workshops.</p>	<p>At least 40% males have benefitted from the project's technical workshops.</p>
<p>Indicator 3: preparation and submission of Jamaica's 4NC.</p>	<p>The 3NC was prepared and submitted to the UNFCCC.</p>	<p>GHG inventory data will be prepared on an on-going basis, with data up to 2017 prepared in time for the 2BUR by January 2021</p>	<p>Jamaica's 4NC is prepared and submitted to the UNFCCC (December 2022).</p>
<p>Indicator 4: preparation and submission of Jamaica's 2BUR.</p>	<p>The 1BUR was prepared and submitted to the UNFCCC.</p>	<p>Jamaica's 2BUR is prepared and submitted to the UNFCCC (January 2021).</p>	<p>Upon submission of the 2BUR, the inventory data will be used to populate the GHG Inventory Database. This update will be done on an on-going basis and to the extent that data after 2019 is available, it could be included in the Fourth National Communication.</p>
<p>Project component 1: Development of the Fourth</p>			

This project will contribute to the following Sustainable Development Goal (s): 5 - Achieve gender equality and empower all women and girls; 7 - Ensure access to affordable, reliable, sustainable and modern energy for all; 11 - Make cities and human settlements inclusive, safe, resilient and sustainable; and 13 - take urgent action to combat climate change and its impacts.			
This project will contribute to the following country outcome (UNDAF/CPD, RPD, GPD): UNDAF outcome involving UNDP No. 3: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place.			
Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
National Communication on Climate Change (4NC)			
Project Outcome 1 Fourth NC developed, endorsed by Government, and submitted in accordance with the guidelines contained in FCCC/CP/2002/7/Add.2	Indicator 5: revision of Jamaica's mitigation potential by 2070 for the following sectors: agriculture forestry and other land use, energy (waste, transport, industry, residential and commercial), agriculture, coastal resources including human settlements, tourism, human health, and water.	The mitigation potential of the following sectors is estimated in the 3NC, for time horizons varying between 2025 to 2050: residential & commercial buildings, industry, transport, public services, final demands, electricity production, agriculture and waste & wastewater.	Jamaica's mitigation potential by 2070 is revised for the following sectors: agriculture forestry and other land use, energy (waste, transport, industry, residential and commercial), agriculture, coastal resources including human settlements, tourism, human health, and water.
	Indicator 6: Updated vulnerability assessments disaggregated by sector, socio-economic categories and gender.	The TNC includes the results of five climate change vulnerability assessments for the priority sectors of coastal resources, tourism, agriculture, human health, and water.	Updated information on the impacts, risks, and vulnerability (i.e., vulnerability assessments) to the adverse effects of climate change, as a well as adaptation measures.
	Indicator 7: Number of learning-by-doing workshops to mainstream climate change into relevant social, economic and environmental policies and actions.	The baseline is set as 0 to reflect that the project will carry out new and additional learning-by-doing workshops on climate change mainstreaming.	At least three (3) learning-by-doing workshop related to the NC and BUR. At least five (5) learning-by-doing workshop related to the NC and BU.
Outputs to achieve Outcome 1	1.1 Assessment of Jamaica's National Circumstances pertaining to Climate Change, with a view to collecting and managing gender disaggregated data and implications for gender equality and women's empowerment where available, including a SWOT and gap analysis of technical capacities to prepare national communications for submission to the UNFCCC. 1.2 National GHG Inventory is updated to year 2019 for the following sectors: energy, agriculture, forestry and other land use, industrial processes and product use, waste in line with the 2006 IPCC guidelines, and introduction of the 2019 Refinement to the extent possible. The quality of the existing time series data and data collection system improved, with QA/QC plan in place and applied on continuous basis. 1.3 Revised, updated, and validated assessment of Jamaica's mitigation potential by 2070 for the following sectors: energy, forestry, transportation, waste, and water resources, with particular attention to an in-depth assessment of challenges, barriers, and gaps to implement mitigation options.		

This project will contribute to the following Sustainable Development Goal (s): 5- Achieve gender equality and empower all women and girls; 7 - Ensure access to affordable, reliable, sustainable and modern energy for all; 11 - Make cities and human settlements inclusive, safe, resilient and sustainable; and 13 - take urgent action to combat climate change and its impacts.			
This project will contribute to the following country outcome (UNDAF/CPD, RPD, GPD): UNDAF outcome involving UNDP No. 3: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place.			
Objective and Outcome Indicators	Baseline	Mid-term Target	End of Project Target
<p>1.4 Updated information on the impacts, risks, and vulnerability to the adverse effects of climate change, as well as adaptation measures, complemented with an estimation of their financial and economic costs, including nature-based solutions using the latest climate change scenarios. These estimations will be reconciled with the environmental and social costs of climate change. These will focus on the priority adaptation sectors of agriculture, coastal resources, human health and human settlements, tourism, and water resources.</p> <p>1.5 Learning-by-doing workshops to facilitate the mainstreaming of climate change into relevant social, economic and environmental policies and actions in accordance with Article 4, paragraph 1(f) of the Convention, Article 7 of the Paris Agreement, as well as any other relevant international agreements.</p>			
<p>Component 2: Development of the Second Biennial Update Report on Climate Change (BUR)</p> <p>Outcome 2: Second BUR developed, endorsed by Government, and submitted in accordance with the guidelines contained in FCCC/CP/2011/9/Add.1 (Decision 2/CP.17)</p>	<p>Indicator 8: SWOT analysis of institutional arrangements and technical capacities.</p> <p>Indicator 9: National inventory of anthropogenic emissions by sources and removal by sinks of all GHGs for 2013- 2017 for the preparation of 4NC, including a national inventory report.</p>	<p>Indicator 8: SWOT analysis of institutional arrangements and technical capacities.</p> <p>Indicator 9: National inventory of anthropogenic emissions by sources and removal by sinks of all GHGs for 2013- 2017 for the preparation of 4NC, including a national inventory report.</p>	<p>Indicator 8: SWOT analysis report is produced, validated and disseminated.</p> <p>Indicator 9: National GHG Inventory updated for 2013- 2017 for the following sectors: agriculture, forestry and other land use, energy, waste, and industrial processes and product use, in line with the 2006 IPCC guidelines, and introduction of the 2019 Refinement to the extent possible.</p>
	<p>Indicator 10: Identification, assessment and updates of constraints, gaps and needs related to financial aid and technology transfer for mitigation provided, including summary of support needed and received.</p>	<p>Indicator 10: Identification, assessment and updates of constraints, gaps and needs related to financial aid and technology transfer for mitigation provided, including summary of support needed and received.</p>	<p>Indicator 10: Identification, assessment and updates of constraints, gaps and needs related to financial aid and technology transfer for mitigation provided, including summary of support needed and received.</p>
<p>Outputs to achieve Outcome 2</p>	<p>2.1 Updated SWOT analysis of institutional arrangements and technical capacities needed to prepare the BUR and the future Biennial Transparency Report (BTR) on a continuous basis and in a sustainable manner.</p>	<p>2.1 Updated SWOT analysis of institutional arrangements and technical capacities needed to prepare the BUR and the future Biennial Transparency Report (BTR) on a continuous basis and in a sustainable manner.</p>	<p>2.1 Updated SWOT analysis of institutional arrangements and technical capacities needed to prepare the BUR and the future Biennial Transparency Report (BTR) on a continuous basis and in a sustainable manner.</p>

<p>This project will contribute to the following Sustainable Development Goal (s): 5 - Achieve gender equality and empower all women and girls; 7 - Ensure access to affordable, reliable, sustainable and modern energy for all; 11 - Make cities and human settlements inclusive, safe, resilient and sustainable; and 13 - take urgent action to combat climate change and its impacts.</p> <p>This project will contribute to the following country outcome (UNDAF/CPD, RPD, GPD): UNDAF outcome involving UNDP No. 3: Policies and programmes for climate change adaptation, disaster risk reduction and universal access to clean and sustainable energy in place.</p>			
Objective and Outcome Indicators		Baseline	Mid-term Target
<p>2.2 National GHG Inventory updated for 2013- 2017 for the following sectors: agriculture, forestry and other land use, energy, waste, and industrial processes and product use, in line with the 2006 IPCC guidelines, and introduction of the 2019 Refinement to the extent possible. The quality of the existing time series data improved, with QA/QC plan in place and applied on continuous basis.</p> <p>2.3 Alternative mitigation projection scenarios are developed and reconciled with the 2009-2030 National Energy Policy, relevant projects, and associated programmes.</p> <p>2.4 The technology, financial and capacity needs for mitigation are outlined and recommendations with government priorities identified.</p> <p>2.5 A report is produced on the establishment of the domestic MRV system in coordination with the Capacity Building Initiative for Transparency Project</p>			End of Project Target
Project component 3: Knowledge management, Monitoring, and Evaluation			
Outcome 3: Improved awareness and understanding of climate change threats and options to mitigate and adapt to impacts is realized through the preparation of various knowledge management products, including monitoring, and evaluation	Indicator 11: Number of awareness-raising products developed and disseminated	0	At least three (3) awareness-raising products developed and disseminated, including reports, flyers, and Internet content.
	Indicator 12: Number of policy dialogues and workshops carried out to promote greater sensitization among decision- and policy-makers, private sector, Journalists, and civil society, including inner-city, rural and other affected communities	The baseline is set as 0 to reflect that the project will carry out new and additional sensitization policy dialogues and workshops.	At least five (5) awareness-raising products developed and disseminated, including reports, flyers, and Internet content. Five (5) policy dialogues and workshops carried out to promote greater sensitization among decision- and policy-makers, private sector, journalists, and civil society, including inner-city, rural and other affected communities.
Outputs to achieve Outcome 3	3.1 Awareness-raising materials prepared to promote greater sensitization among decision- and policy-makers, private sector, journalists, and civil society, including inner-city, rural and other affected communities.		
	3.2 Policy dialogues and workshops are carried out to promote greater sensitization among decision- and policy-makers, private sector, journalists, and civil society, including inner-city, rural and other affected communities.		
	3.3 Monitoring and evaluation of the project outcomes and outputs executed in line with the M&E plan: Inception workshop held; gender analysis and action plan completed; project financial and progress reports on quarterly and annual basis prepared; end of project report; gaps and lessons learned compiled		

VI. MONITORING AND EVALUATION (M&E) PLAN

The project results, corresponding indicators and mid-term and end-of-project targets in the project results framework will be monitored annually and evaluated periodically during project implementation. If baseline data for some of the results indicators is not yet available, it will be collected during the first year of project implementation. The Monitoring Plan included in Annex details the roles, responsibilities, frequency of monitoring project results.

Project-level monitoring and evaluation will be undertaken in compliance with UNDP requirements as outlined in the UNDP POPP and UNDP Evaluation Policy. The UNDP Country Office is responsible for ensuring full compliance with all UNDP project monitoring, quality assurance, risk management, and evaluation requirements.

Additional mandatory GEF-specific M&E requirements will be undertaken in accordance with the GEF Monitoring Policy and the GEF Evaluation Policy and other relevant GEF policies¹. The costed M&E plan included below, and the Monitoring plan in Annex, will guide the GEF-specific M&E activities to be undertaken by this project.

In addition to these mandatory UNDP and GEF M&E requirements, other M&E activities deemed necessary to support project-level adaptive management will be agreed during the Project Inception Workshop and will be detailed in the Inception Report.

M&E Oversight and monitoring responsibilities:

Project Technical Coordinator (PTC): The Project Technical Coordinator is responsible for day-to-day project management and regular monitoring of project results and risks, including social and environmental risks and selected technical activities from each of the three components. The PTC will ensure that all project staff maintain a high level of transparency, responsibility and accountability in M&E and reporting of project results. The PTC will further inform the Project Board, the UNDP Country Office and the UNDP-GEF RTA of any delays or difficulties as they arise during implementation so that appropriate support and corrective measures can be adopted.

The Project Technical Coordinator will develop annual work plans based on the multi-year work plan included in Annex A, including annual output targets to support the efficient implementation of the project. The PTC will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality. This includes, but is not limited to, ensuring the results framework indicators are monitored annually and provided to the UNDP Country Office for recording in the UNDP web-based monitoring tools, and that the monitoring of risks and the various plans/strategies developed to support project implementation (e.g., gender strategy, KM strategy etc..) occur on a regular basis.

Project Board: The Project Board will take corrective action as needed to ensure the project achieves the desired results. The Project Board will hold project reviews to assess the performance of the project and appraise the Annual Work Plan for the following year. In the project's final year, the Project Board will hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the End of project report. Terms of reference will be drafted for agreement by the Board which will outline their roles and responsibilities in relation to the project.

Project Implementing Partner: The Implementing Partner is responsible for providing any and all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary and appropriate. The Implementing Partner will strive to ensure project-level M&E

¹ See https://www.thegef.org/gef/policies_guidelines

is undertaken by national institutes and is aligned with national systems so that the data used by and generated by the project supports national systems.

UNDP Country Office: The UNDP Country Office will support the Project Technical Coordinator as needed, including through annual supervision missions. The annual supervision missions will take place according to the schedule outlined in the annual work plan. Supervision mission reports will be circulated to the project team and Project Board within one month of the mission. The UNDP Country Office will initiate and organize key GEF M&E activities. The UNDP Country Office will also ensure that the standard UNDP and GEF M&E requirements are fulfilled to the highest quality.

The UNDP Country Office is responsible for complying with all UNDP project-level M&E requirements as outlined in the UNDP POPP. This includes ensuring the UNDP Quality Assurance Assessment during implementation is undertaken annually; that annual targets at the output level are developed, and monitored and reported using UNDP corporate systems; the regular updating of the ATLAS risk log; and, the updating of the UNDP gender marker on an annual basis based on gender mainstreaming progress reported in the UNDP ROAR. Any quality concerns flagged during these M&E activities must be addressed by the UNDP Country Office and the Project Technical Coordinator.

The UNDP Country Office will retain all M&E records for this project for up to seven years after project financial closure in order to support ex-post evaluations undertaken by the UNDP Independent Evaluation Office (IEO) and/or the GEF Independent Evaluation Office (IEO).

UNDP-GEF Unit: Additional M&E and implementation quality assurance and troubleshooting support will be provided by the UNDP-GEF Regional Technical Advisor and the UNDP-GEF Directorate as needed.

Additional GEF monitoring and reporting requirements:

Inception Workshop and Report: A project inception workshop will be held within 60 days of project CEO endorsement, with the aim to:

- a. Familiarize key stakeholders with the detailed project strategy and discuss any changes that may have taken place in the overall context since the project idea was initially conceptualized that may influence its strategy and implementation.
- b. Discuss the roles and responsibilities of the project team, including reporting lines, stakeholder engagement strategies and conflict resolution mechanisms.
- c. Review the results framework and monitoring plan.
- d. Discuss reporting, monitoring and evaluation roles and responsibilities and finalize the M&E budget; identify national/regional institutes to be involved in project-level M&E; discuss the role of the GEF OFP and other stakeholders in project-level M&E.
- e. Update and review responsibilities for monitoring project strategies, including the risk log; SESP report, Social and Environmental Management Framework and other safeguard requirements; project grievance mechanisms; gender strategy; knowledge management strategy, and other relevant management strategies.
- f. Review financial reporting procedures and budget monitoring and other mandatory requirements and agree on the arrangements for the annual audit.
- g. Plan and schedule Project Board meetings and finalize the first-year annual work plan.
- h. Formally launch the Project.

The Project Technical Coordinator will prepare the inception report no later than one month after the inception workshop. The inception report will be prepared in one of the official UN languages, duly signed by designated persons, cleared by the UNDP Country Office and the UNDP-GEF Regional Technical Adviser, and will be approved by the Project Board

Annual Progress Report: Status Survey Questionnaires to indicate progress and identify bottlenecks as well as technical support needs will be carried out once a year, in line with GEF and UNFCCC reporting requirements for NCs and BURs.

Lessons learned and knowledge generation: Results from the project will be disseminated within and beyond the project intervention area through existing information sharing networks and forums. The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to the project. The project will identify, analyze and share lessons learned that might be beneficial to the design and implementation of similar projects and disseminate these lessons widely. There will be continuous information exchange between this project and other projects of similar focus in the same country, region and globally.

End of Project: During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. The report will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project's results. The Project Terminal Report will be discussed with the Project Board during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

Agreement on intellectual property rights and use of logo on the project's deliverables and disclosure of information: To accord proper acknowledgement to the GEF for providing grant funding, the GEF logo will appear together with the UNDP logo on all promotional materials, other written materials like publications developed by the project, and project hardware. Any citation on publications regarding projects funded by the GEF will also accord proper acknowledgement to the GEF. Information will be disclosed in accordance with relevant policies notably the UNDP Disclosure Policy and the GEF policy on public involvement.

GEF M&E requirements	Monitoring and Evaluation Plan and Budget:			
	Responsible Parties	Indicative costs (US\$)		Time frame
		GEF Grant	Co-Financing	
Inception Workshop	Climate Change Division	US\$ 5,000	None	Within 60 days of CEO endorsement of this project.
Inception Report	Project Technical Coordinator	None	None	Within two weeks of inception workshop
Monitoring of indicators in project results framework	Project Technical Coordinator	None	None	Annually
Monitoring of environmental and social risks, and corresponding management plans as relevant	Project Technical Coordinator	None	None	On-going.
Supervision missions	UNDP Country Office	None	None	Annually

Monitoring and Evaluation Plan and Budget:				
GEF M&E requirements	Responsible Parties	Indicative costs (US\$)		Time frame
		GEF Grant	Co-Financing	
Oversight/troubleshooting missions	UNDP-GEF RTA and UNDP-GEF Directorate	None	None	Troubleshooting as needed
End of Project report	Project Technical Coordinator UNDP CO	None	None	At least three months before the end of the project
TOTAL indicative COST		5,000.00	None	

VII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

Roles and responsibilities of the project's governance mechanism: The project will be implemented following UNDP's national implementation modality, according to the Standard Basic Assistance Agreement between UNDP and the Government of Jamaica, and the Country Programme. The **Implementing Partner** for this project is the Ministry of Economic Growth and Job Creation, Climate Change Division. The Implementing Partner is responsible and accountable for managing this project, including the monitoring and evaluation of project interventions, achieving project outcomes, and for the effective use of UNDP resources. UNDP, as the Senior Supplier, will support the implementation of the project through monitoring, evaluation, and other organizational support activities in accordance with the Standard Basic Agreement of Assistance.

Implementing Partner: The Implementing Partner for this project is the Climate Change Division of the Ministry of Economic Growth & Job Creation.

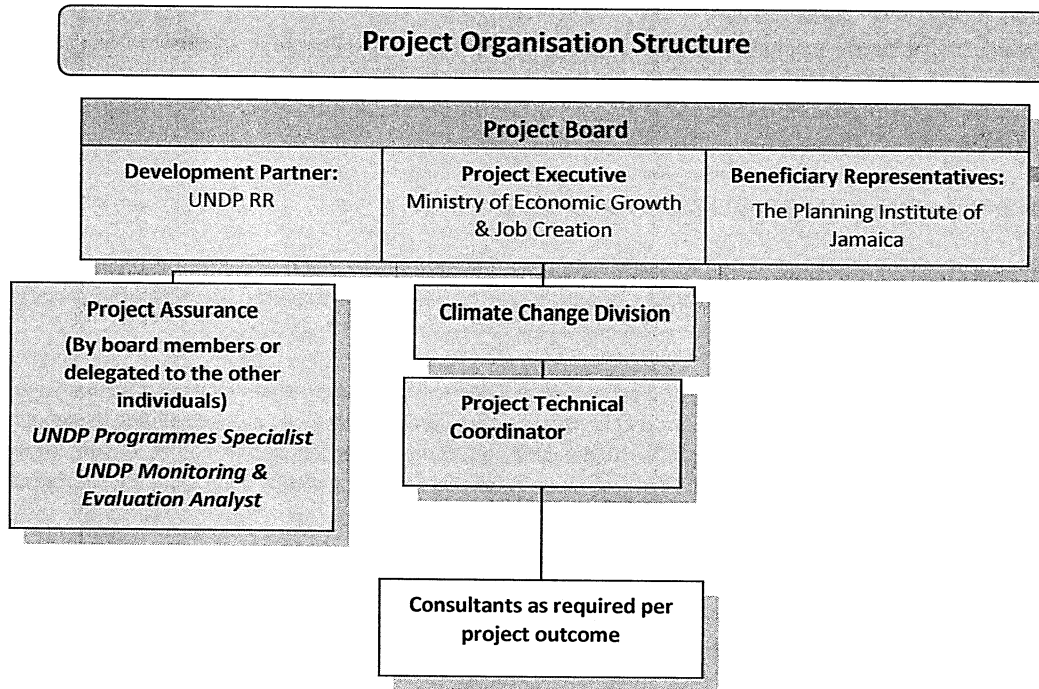
The Implementing Partner is the entity to which the UNDP Administrator has entrusted the implementation of UNDP assistance specified in this signed project document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in this document.

The Implementing Partner is responsible for executing this project. Specific tasks include:

- Project planning, coordination, management, monitoring, evaluation and reporting. This includes providing all required information and data necessary for timely, comprehensive and evidence-based project reporting, including results and financial data, as necessary. The Implementing Partner will strive to ensure project-level M&E is undertaken by national institutes and is aligned with national systems so that the data used and generated by the project supports national systems.
- Risk management as outlined in this Project Document;
- Procurement of goods and services, including human resources;
- Financial management, including overseeing financial expenditures against project budgets;
- Approving and signing the multiyear workplan;
- Approving and signing the combined delivery report at the end of the year; and,
- Signing the financial report or the funding authorization and certificate of expenditures.

UNDP: UNDP is accountable to the GEF for the implementation of this project. This includes oversight of project execution to ensure that the project is being carried out in accordance with agreed standards and provisions. UNDP is responsible for delivering GEF project cycle management services comprising project approval and start-up, project supervision and oversight, and project completion and evaluation. UNDP is responsible for the Project Assurance role of the Project Board/Steering Committee.

The project organization structure is as follows:

Project organisation structure:

Project Board: The Project Board (also called Project Steering Committee) is responsible for taking corrective action as needed to ensure the project achieves the desired results. In order to ensure UNDP's ultimate accountability, Project Board decisions should be made in accordance with standards that shall ensure management for development results, best value money, fairness, integrity, transparency and effective international competition.

In case consensus cannot be reached within the Board, the UNDP Resident Representative (or their designate) will mediate to find consensus and, if this cannot be found, will take the final decision to ensure project implementation is not unduly delayed.

Specific responsibilities of the Project Board include:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Address project issues as raised by the Project Technical Coordinator;
- Provide guidance on new project risks, and agree on possible mitigation and management actions to address specific risks;
- Agree on the Project Technical Coordinator tolerances as required, within the parameters set by UNDP-GEF, and provide direction and advice for exceptional situations when the Project Technical Coordinator's tolerances are exceeded;
- Advise on major and minor amendments to the project within the parameters set by UNDP-GEF;
- Ensure coordination between various related donor and/or government-funded projects and/or programmes;
- Track and monitor co-financing for this project;
- Review the project progress, assess performance, and appraise the Annual Work Plan for the following year;
- Appraise the annual project implementation report, including the quality assessment rating report;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Review combined delivery reports prior to certification by the implementing partner;

- Provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Address project-level grievances;
- Approve the project Inception Report, Mid-term Review and Terminal Evaluation reports and corresponding management responses;
- Review the final project report package during an end-of-project review meeting to discuss lesson learned and opportunities for scaling up.

The composition of the Project Board must include the following roles:

- a. **Project Executive:** Is an individual who represents ownership of the project and chairs the Project Board. The Executive is normally the national counterpart for nationally implemented projects. The Project Executive is: The Climate Change Division within the Ministry of Economic Growth & Job Creation.

The Executive is ultimately responsible for the project, supported by the Senior Beneficiary and Senior Supplier. The Executive's role is to ensure that the project is focused throughout its life cycle on achieving its objectives and delivering outputs that will contribute to higher level outcomes. The executive has to ensure that the project gives value for money, ensuring cost-conscious approach to the project, balancing the demands of beneficiary and supplier.

Specific Responsibilities: (as part of the above responsibilities for the Project Board)

- Ensure that there is a coherent project organization structure and logical set of plans;
- Set tolerances in the AWP and other plans as required for the Project Technical Coordinator;
- Monitor and control the progress of the project at a strategic level;
- Ensure that risks are being tracked and mitigated as effectively as possible;
- Brief relevant stakeholders about project progress;
- Organize and chair Project Board meetings.

- b. **Beneficiary Representative:** Individuals or groups representing the interests of those who will ultimately benefit from the project. Their primary function within the board is to ensure the realization of project results from the perspective of project beneficiaries. Often civil society representative(s) can fulfil this role. The Beneficiary representative is the Planning Institute of Jamaica.
- c. **Development Partner(s):** Individuals or groups representing the interests of the parties concerned that provide funding and/or technical expertise to the project. The Development Partner(s) is the UNDP Resident Representative.
- d. **Project Assurance:** UNDP performs the quality assurance role and supports the Project Board and Project Management Unit by carrying out objective and independent project oversight and monitoring functions. This role ensures appropriate project management milestones are managed and completed. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Technical Coordinator. UNDP provides a three – tier oversight services involving the UNDP Country Offices and UNDP at regional and headquarters levels. Project assurance is totally independent of the Project Management function.

Project Technical Coordinator (PTC): The PTC has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Project Board. The PTC's chief role is to provide technical oversight for all components of the project, particularly overseeing the processes involved in compiling the National Communication and Biennial Update Report. He/she will be responsible for ensuring that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The PTC will be responsible for technical oversight for all project activities and the delivery of its outputs, under the direct guidance of the implementing agency. The PTC will support and coordinate

the activities of all partners, staff, and consultants as they relate to the implementation of the project. The PTC will be responsible for the following specific tasks:

- Technical oversight and guidance for the compilation of the National Communication and Biennial Update Report;
- Oversee and guide the implementation of the knowledge management and communication activities of the project;
- Plan and incorporate technical inputs into the implementation of project activities and monitor progress against the approved workplan;
- Make recommendations for modifications to the project activities and where relevant, submit proposals for revisions to the Project Board and UNDP;
- Facilitate project planning and decision-making sessions;
- Facilitate relevant agreements with stakeholders and liaison with them
- Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Oversee the technical progress of the project components conducted by local and international experts, consultants, and cooperating partners;
- Prepare and submit technical documents and requirements about the project as relevant;
- Ensure that the project utilizes best practices and experiences from similar projects;
- Solve all scientific and administrative issues that might arise during the project;
- Monitor events as determined in the project monitoring plan and update the plan as required;
- Provide support for completion of assessments required by UNDP, spot checks and audits;
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form;
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results;
- Ensure that changes are controlled, and problems addressed;
- Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities;
- Prepare and submit financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation;
- Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- Prepare the inception report no later than one month after the inception workshop.;
- Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR;
- Prepare the GEF PIR;
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;
- Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;
- Monitor and track progress against the GEF Core indicators.

Project management: A Project Management Unit (PMU) that will be embedded in the Climate Change Division of the Ministry of Economic Growth and Job Creation. The PMU will be the executing and operational unit that will coordinate and implement the project activities for the preparation of the 4NC and 2BUR. The project team will be based in Kingston, Jamaica and comprises the Project Technical Coordinator and a Project Finance Officer. The project will especially seek close coordination with the CBIT project, considering that it involves the MEGJC but a different Agency (Inter-American Development Bank).

The BUR work under the present 4NC/2BUR project will be limited to Outcome 2 outputs, i.e., GHG inventory. This output will be shared with the CBIT project that will be establishing the domestic MRV system. The 4NC/2BUR project will not duplicate any MRV activity already budgeted under the IDB/CBIT project, with a view to avoid any risk of duplicating the use of GEF funds. The timeframes of the two projects could not be aligned as the IDB/CBIT project was being reviewed by the GEF Sec and the IDB's timetable was fixed. The work plans will be better aligned once both projects are approved, although a realistic timeframe was already discussed and agreed at the validation workshop of the present project.

The institutional structure of the project will be based on the existing institutional arrangements. Preparation processes of 4NC and 2BUR will be closely coordinated by the UNFCCC National Focal Point in Jamaica. Day-to-day management of the project will be assured by the Project Technical Coordinator, who will be responsible for setting up the project team, while the national focal point will monitor and verify the project results.

The project will support as required, the establishment or strengthening of working groups, aligned to the three project components, i.e., National Communications; Biennial Update Report; and Knowledge Management, Monitoring, and Evaluation. The groups will provide technical oversight for the project components and organized according the technical nature of the work to be carried out. The creation of these working groups will be reconciled with the CBIT National Transparency Working Group to reduce unnecessary overlap while fostering synergies and improved coordination between the two projects. Thematic working groups include, but are not limited to the GHG Inventory, mitigation actions and domestic MRV, vulnerability and assessment, gender mainstreaming, financial costing of mitigation and adaptation measures, and national circumstances. The compilation of the NC and BUR will be carried in their respective component and with technical oversight by the respective working group. Each thematic working group will comprise a number of experts drawing both from public and private sectors, communities, and NGOs, as appropriate. These working groups will provide technical oversight and inputs into the project outputs.

Project extensions: The UNDP-GEF Executive Coordinator must approve all project extension requests. Note that all extensions incur costs and the GEF project budget cannot be increased. A single extension may be granted on an exceptional basis and only if the following conditions are met: one extension only for a project for a maximum of six months; the project management costs during the extension period must remain within the originally approved amount, and any increase in PMC costs will be covered by non-GEF resources; the UNDP Country Office oversight costs during the extension period must be covered by non-GEF resources.

VIII. FINANCIAL PLANNING AND MANAGEMENT

The total cost of the project is US\$ 1,148,000. This is financed through a GEF grant of US\$ 852,000 and UNDP TRAC co-financing of US\$ 50,000 for a total of US\$ 902,000 to be administered by UNDP. The Government of Jamaica is making available US\$ 246,000 as in-kind co-financing. UNDP, as the GEF Implementing Agency, is responsible for the execution of the GEF resources and the cash co-financing transferred to UNDP bank account only.

Parallel co-financing: The actual realization of project co-financing will be monitored during the mid-term review and terminal evaluation process and will be reported to the GEF. The planned parallel co-financing will be used as follows:

Co-financing source	Co-financing type	Co-financing amount	Planned Co-financing Activities/Outputs	Risks	Risk Mitigation Measures
Government of Jamaica	In-kind	US\$ 246,000	Staff time and stakeholder engagement in project activities, office space, utilities, and hosting of project meetings and workshops. An estimated US\$ 160,000 will support technical capacity building activities and US\$ 86,000 will support project management over the four years of project implementation.	Expected in-kind support may be directed elsewhere due to competing demands of government priorities	Early planning of project
UNDP	Grants (TRAC)	US\$ 50,000	Complementary support for project management and contribution to the convening of awareness-raising workshops	None	None

Budget Revision and Tolerance: As per UNDP requirements outlined in the UNDP POPP, the project board will agree on a budget tolerance level for each plan under the overall annual work plan allowing the Project Technical Coordinator to expend up to the tolerance level beyond the approved project budget amount for the year without requiring a revision from the Project Board. Should the following deviations occur, the Project Technical Coordinator and UNDP Country Office will seek the approval of the UNDP-GEF team to ensure accurate reporting to the GEF: a) Budget re-allocations among components in the project with amounts involving 10% of the total project grant or more; b) Introduction of new budget items/or components that exceed 5% of original GEF allocation.

Any over expenditure incurred beyond the available GEF grant amount will be absorbed by non-GEF resources (e.g. UNDP TRAC or cash co-financing).

Audit: The project will be audited as per UNDP Financial Regulations and Rules and applicable audit policies. Audit cycle and process must be discussed during the Inception workshop. If the Implementing Partner is an UN Agency, the project will be audited according to that Agencies applicable audit policies.

Project Closure: Project Closure: Project closure will be conducted as per UNDP requirements outlined in the UNDP POPP. All costs incurred to close the project must be included in the project closure budget and reported as final project commitments presented to the Project Board during the final project review. The only costs a project may incur following the final project review are those included in the project closure budget.

Operational completion: The project will be operationally completed when the last UNDP-financed inputs have been provided and the related activities have been completed. This includes the final clearance of the Terminal Evaluation Report (that will be available in English) and the corresponding management response, and the end-of-project review Project Board meeting. **Operational closure must happen with 3 months of posting the TE report to the UNDP ERC.** The Implementing Partner through a Project Board decision will notify the UNDP Country Office when operational closure has been completed. At this time, the relevant parties will have already agreed and confirmed in writing on the arrangements for the disposal of any equipment that is still the property of UNDP.

Transfer or disposal of assets: In consultation with the Implementing Partner and other parties of the project, UNDP is responsible for deciding on the transfer or other disposal of assets. Transfer or disposal of assets is recommended to be reviewed and endorsed by the project board following UNDP rules and regulations. Assets may be transferred to the government for project activities managed by a national institution at any time during the life of a project. In all cases of transfer, a transfer document must be prepared and kept on file. The transfer should be done before Project management Unit (team) complete their assignments.

Financial completion (closure): The project will be financially closed when the following conditions have been met: a) the project is operationally completed or has been cancelled; b) the Implementing Partner has reported all financial transactions to UNDP; c) UNDP has closed the accounts for the project; d) UNDP and the Implementing Partner have certified a final Combined Delivery Report (which serves as final budget revision).

The project will be financially completed **within 6 months of operational closure or after the date of cancellation.** Between operational and financial closure, the implementing partner will identify and settle all financial obligations and prepare a final expenditure report. The UNDP Country Office will send the final signed closure documents including confirmation of final cumulative expenditure and unspent balance to the UNDP-GEF Unit for confirmation before the project will be financially closed in Atlas by the UNDP Country Office.

Refund to GEF: Should a refund of unspent funds to the GEF be necessary, this will be managed directly by the UNDP-GEF Directorate in New York. No action is required at CO level on the actual refund from UNDP project to the GEF Trustee.

IX. TOTAL BUDGET AND WORK PLAN

Total Budget and Work Plan		Atlas Output Project ID: 00106182	
Atlas Award ID:	00104745	Atlas Output Project ID: 00106182	
Atlas Proposal or Award Title:	Fourth National Communication & Biennial Update Report		
Atlas Business Unit	JAM10		
Atlas Primary Output Project Title	FNC & Second BUR		
UNDP-GEF PIMS No.	6131		
Implementing Partner	Climate Change Division of the Ministry of Economic Growth & Job Creation		

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Description	Amount 2020 (USD)	Amount 2021 (USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:	
OUTCOME 1: Fourth National Communication on Climate Change developed and submitted to UNFCCC	MEGIC	62000	GEF	71300	Local Consultants	-	3,250.00	8,250.00	8,000.00	3,000.00	22,500.00	[1]	
				71400	Contractual Services - Individual	4,400.00	17,600.00	-	-	-	-	22,000.00	[2]
				72100	Contractual services - Companies	15,000.00	73,750.00	94,000.00	56,500.00	-	-	239,250.00	[3]
				72400	Communication and audio-visual equipment	-	700.00	1,000.00	700.00	-	-	2,400.00	[4]
				72500	Supplies	500.00	500.00	500.00	300.00	200.00	-	2,000.00	[5]
				72800	Information Technology Equipment	6,000.00	-	-	-	-	-	6,000.00	[6]
				74200	Audio-visual & Print Prod Costs	-	1,250.00	4,150.00	9,000.00	-	-	14,400.00	[7]
				71600	Travel	5,000.00	5,000.00	5,000.00	5,000.00	1,000.00	-	16,000.00	[8]
				75700	Training, workshop, conference	-	5,000.00	10,000.00	10,000.00	-	-	25,000.00	[9]
					Total Outcome 1			25,900.00	107,050.00	122,900.00	89,500.00	4,200.00	349,550.00

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Description	Amount 2020 (USD)	Amount 2021 (USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:
OUTCOME 2: Second Biennial Report Update on Climate Change developed and submitted to UNFCCC	MEGJC	62000	GEF	71200	International Consultants	-	20,000.00	23,500.00	15,000.00	-	58,500.00	[10]
				71300	Local Consultants	-	12,000.00	45,100.00	3,000.00	-	60,100.00	[11]
				71400	Contractual Services - Individual	-	-	6,600.00	8,800.00	-	15,400.00	[12]
				71600	Travel	-	6,200.00	7,000.00	-	-	13,200.00	[13]
				72100	Contractual services Companies	14,000.00	91,400.00	10,000.00	20,000.00	-	135,400.00	[14]
				72400	Communication and audio-visual equipment	1,300.00	1,000.00	-	-	-	2,300.00	[15]
				72500	Supplies	2,000.00	1,500.00	-	-	-	3,500.00	[16]
				72800	Information Technology Equipment	-	11,800.00	-	-	-	11,800.00	[17]
				74200	Audio-visual & Print Prod Costs	-	3,800.00	6,000.00	-	-	9,800.00	[18]
				75700	Training, workshop, conference	-	10,000.00	5,000.00	-	-	15,000.00	[19]
					Total Outcome 2	17,300.00	157,700.00	103,200.00	46,800.00	325,000.00		
OUTCOME 3: Knowledge Management, Monitoring, and Evaluation	MEGJC	62000	GEF	71300	Local Consultants	-	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00	[20]
				71400	Contractual Services Individual	-	-	-	11,000.00	8,800.00	19,800.00	[21]
				71600	Travel	-	-	3,000.00	2,200.00	-	5,200.00	[22]
				72400	Communication and audio-visual equipment	300.00	500.00	500.00	500.00	200.00	2,000.00	[23]
				72500	Supplies	300.00	500.00	500.00	500.00	200.00	2,000.00	[24]

GEF Outcome/Atlas Activity	Responsible Party/Implementing Agent	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Description	Amount 2020 (USD)	Amount 2021 (USD)	Amount 2022 (USD)	Amount 2023 (USD)	Amount 2024 (USD)	Total (USD)	See Budget Note:
				74200	Audio Visual & Print Prod Costs	-	3,100.00	3,100.00	3,200.00	-	9,400.00	[25]
				75700	Training, workshop, conference	4,320.00	8,640.00	4,320.00	4,320.00		21,600.00	[26]
					GEF Total	4,920.00	22,740.00	21,420.00	31,720.00	19,200.00	100,000.00	
		04000	UNDP	75700	Training, workshop, conference	2,000.00	4,000.00	2,000.00	2,000.00		10,000.00	[27]
				71600	Travel	2,500.00	2,500.00	2,500.00	2,500.00		10,000.00	[28]
					UNDP Total	4,500.00	6,500.00	4,500.00	4,500.00		20,000.00	
					Total Outcome 3	9,420.00	29,240.00	25,920.00	36,220.00	19,200.00	120,000.00	
Project Management	MEGIC	62000	GEF	71400	Contractual Services Individual	12,600.00	18,600.00	20,800.00	16,400.00	8,400.00	76,800.00	[29]
				72500	Supplies	-	650.00	-	-	-	650.00	[30]
					GEF Total	12,600.00	19,250.00	20,800.00	16,400.00	8,400.00	77,450.00	
		04000	UNDP	71400	Contractual Services Individual	2,300.00	2,300.00	4,100.00	4,500.00	4,400.00	17,600.00	[31]
				72500	Supplies	1,000.00	600.00	400.00	400.00	-	2,400.00	[32]
				74100	Professional Services (Audit)	-	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00	[33]
					UNDP Total	3,300.00	5,400.00	7,000.00	7,400.00	6,900.00	30,000.00	
					Total Project Management	15,900.00	24,650.00	27,800.00	23,800.00	15,300.00	107,450.00	
					PROJECT TOTAL GEF	60,720.00	306,740.00	268,320.00	184,420.00	31,800.00	852,000.00	
					PROJECT Total UNDP	7,800.00	11,900.00	11,500.00	11,900.00	6,900.00	50,000.00	
					PROJECT TOTAL	68,520.00	318,640.00	279,820.00	196,320.00	38,700.00	902,000.00	

Government In-Kind Co-Financing:

	Responsible Agent	Donor	Type of services	Year 1 (USD eq)	Year 2 (USD eq)	Year 3 (USD eq)	Year 4 (USD eq)	Total
Outcome 1	Government (In-Kind)	MEGJC	Various project support services	15,000	20,000	25,000	75,000	75,000
Outcome 2	Government (In-Kind)	MEGJC	Various project support services	35,000	-	-	75,000	75,000
Outcome 3	Government (In-Kind)	MEGJC	Various project support services	2,500	2,500	2,500	10,000	10,000
Project Management	Government (In-Kind)	MEGJC	Various project support services	21,500	21,500	21,500	86,000	86,000
			Total Gov't	74,000	79,000	44,000	49,000	246,000

Summary of Funds:

	Amount Year 1	Amount Year 2	Amount Year 3	Amount Year 4	Amount Year 5	Total
GEF	60,720.00	306,740.00	268,320.00	184,420.00	31,800.00	852,000.00
UNDP	7,800.00	11,900.00	11,500.00	11,900.00	6,900.00	50,000.00
Government	74,000.00	79,000	44,000	49,000.00		246,000
TOTAL	142,520.00	397,640.00	323,820.00	245,320.00	38,700.00	1,148,000

Budget Note Number	Comments
Atlas Category	Budget Notes
Component 1	
[1] Local Consultants	71300
	a. Translation/proofreading services – 10-man days x \$300.00 USD per man day = USD 3,000.00 b. Local gender consultant to develop in-depth gender analyses for energy and non-energy sectors; assess gender-differentiated vulnerabilities to climate risks and the implications for men and women of relevant adaptation actions, policies or programmes – 65-man days x \$300.00 USD per day = 19,500.00USD

[2] Contractual Services -Individual	71400	<p>a. Individual Contractual Services of Staff to provide technical support for compilation of Fourth National Communication and facilitation of Learning by Doing Workshops (Output 1.5):</p> <ul style="list-style-type: none"> - Project Technical Coordinator (Total Costs of USD26,400.00 x 4 years = USD105,600.00) of which costs met from all 3 components and PMC. Costs related to Component 1 = USD 22,000.00
[3] Contractual services -Companies	72100	<p>a. Contractual services of firm to assess Jamaica's national circumstances such as physical and socio-economic characteristics and the constraints and gaps, and related financial, technical and capacity needs described, as well as proposed and/or implemented activities for overcoming the gaps and constraints, associated with the implementation of activities, measures and programmes envisaged under the Convention, and with the preparation and improvement of national communications on a continuous basis (USD 20,000)</p> <p>b. Contractual services of firm to develop the GHG inventory as per the 2006 IPCC Guidelines and to conduct comprehensive training programmes for relevant stakeholders with an aim to ensure regular data collection and sharing of the national GHG inventory for sectors energy, agriculture, forestry and other land use, industrial processes and product use and waste.(USD 44,750.00)</p> <p>c. Contractual services of firm to revise the emission factors used in FBUR and to recommend improvements (USD 10,000)</p> <p>d. Contractual services of IT firm to support software improvements for storing and managing the GHG inventory (USD 20,000)</p> <p>e. Contractual services of firm to develop and verify mitigation analyses; design of appropriate financial incentives and mechanisms that will help the government at central and local levels to mitigate climate change; assess the macro-economic impact of the mitigation options and to verify the updated GHG inventory and the mitigation scenarios (USD 78,000.00)</p> <p>f. Contractual services of firm to review and update the vulnerability assessments in the TNC with recommendations for a legislative and policy regulated framework for the implementation of appropriate adaptation measures for the priority sectors (agriculture, coastal resources, human health, human settlements, tourism, and water resources. The firm will also propose steps/action for creating an enabling environment for the implementation of limits to adaptation measures (de-risking) (USD 51,500)</p> <p>g. Contractual services of IT firm to develop innovative platform/tools for achieving information relevant to extreme weather events and provide recommendations for the establishment of an integrated early warning system (USD 15,000)</p>
[4] Communication and audio-visual equipment	72400	<p>a. Telephone/Internet (USD 2,400.00)</p>
[5] Supplies	72500	<p>a. Misc. office and workshop supplies, e.g., flip charts, pads, pens, pencils (USD 2,000.00)</p>
[6] Information Technology Equipment	72800	<p>a. Information Technology equipment to support administration and coordination of the project (USD 6,000)</p>

[7] Audio-visual & Print Prod Costs	74200	<ul style="list-style-type: none"> a. Develop and print infographics and other relevant public awareness raising material on the FNC (USD 2,500) b. Design and print communication materials from the vulnerability and adaptation chapter (USD 2,900.00) c. Design and print the Fourth National Communication on Climate Change (USD 9,000.00)
[8] Travel	71600	<ul style="list-style-type: none"> a. Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses (USD 16,000.00)
[9] Training, workshop, conference	75700	<ul style="list-style-type: none"> a. Related costs to conduct Learning-by-doing workshops for outputs 1.2, 1.3, 1.4, and 1.5. Five (5) workshops {targeting 20 participants each} x USD5,000.00 = USD 25,000.00 USD.
Component 2		
[10] International Consultants	71200	<ul style="list-style-type: none"> a. International Consultant to provide technical and strategic guidance to ensure soundness and consistency of the generated products for the GHG inventory, the mitigation assessment and the MRV framework; 64-man days x \$500.00 USD per day = 32,000.00 USD b. International Consultant to evaluate the co-benefits of mitigation measures and suggest criteria for prioritization 25-man days x \$460.00 USD per day = 11,500.00 USD c. International Consultant to evaluate the implementation of Jamaica's domestic MRV system and provide recommendations for improvements 30-man days x \$500.00 USD per day = USD 15,000.00
[11] Local Consultants	71300	<ul style="list-style-type: none"> a. Local consultant to analyze/verify the land use based on aerial photographs and support development of the land use inventory using higher tier 30-man days x USD 400.00 = USD12,000.00 b. Local consultant to support development of mitigation policies and verify the results 22-man days x \$550.00 USD per day = USD 12,100.00 c. Local Consultant to assess the macro-economic impact of the mitigation options 20-man days x \$500.00 USD per day = USD 10,000.00 d. Local Consultant to recommend innovative measures for climate change mitigation 25-man days x \$200.00 USD per day = USD 5,000.00 e. Proofreading of the national mitigation report and on relevant meetings 10-man days x \$300.00 USD per day = USD 3,000.00 f. Local Consultant to assess the national technology needs, constraints, and gaps in the sectors of agriculture, forestry and other land use, energy, waste, and industrial processes and product use 36-man days x \$500.00 USD per day = USD 18,000.00
[12] Contractual Services- Individual	71400	<ul style="list-style-type: none"> a. Individual Contractual Services of Staff to provide technical support for compilation of Biennial Update Report and coordination GHG inventory update: <ul style="list-style-type: none"> - Project Technical Coordinator (Total Costs of USD26,400.00 x 4 years = USD105,600.00) of which costs met from all 3 components and PMC. Costs related to Component 2 = USD 15,400.00
[13] Travel	71600	<ul style="list-style-type: none"> a. Travel expenses for attending relevant training/capacity building workshops or promotion of the report and travel expenses (GHG Inventory, Database, etc.) – USD13,200.00
[14] Contractual services – Companies	72100	<ul style="list-style-type: none"> a. Contractual services of firm to assess Jamaica's National Circumstances such as physical and socio-economic characteristics and the constraints and gaps, and related financial, technical and capacity needs described, as well as proposed and/or implemented activities for overcoming the gaps and constraints, associated with the implementation of activities, measures and programmes envisaged under the Convention, and with the

		preparation and improvement of biennial update reports and nationally determined contributions on a continuous basis (USD 25,000)
		<ul style="list-style-type: none"> b. Contractual services of firm to analyze the land use based on aerial photographs and support development of the land use inventory using higher tier (USD 16,500.00). c. Contractual services of firm to design and deliver capacity building of 2006 IPCC Guidelines for compiling GHG emissions from the five relevant sectors to relevant stakeholders at various specific points of the GHG inventory to ensure full sustainability and quality control of the national GHG inventory process (USD 10,000) d. Contractual services of a firm to support development of the GHG inventory as per the 2006 IPCC Guidelines by collecting GHG activity data for 2012-2019 and after if available for the five relevant sectors and to support/conduct comprehensive training programmes with International GHG Experts for relevant stakeholders with an aim to ensure regular data collection and sharing of the national GHG inventory (USD 31,000.00) e. Contractual services of a firm to verify the updated GHG inventory (USD 10,000.00) f. Contractual services of IT firm develop innovative tools for collection of data for the sectors of agriculture, forestry and other land use, energy, waste, and industrial processes and product use (USD 12,900.00) g. Contractual services of firm to deliver of capacity building to relevant stakeholders providing data at various specific points of the GHG inventory to ensure full sustainability and quality control of the national GHG inventory process (USD 10,000.00) h. Contractual services of firm to develop mechanisms for tracking investments in climate change mitigation (USD 20,000.00)
[15] Communication and audiovisual equipment	72400	a. Telephone/Internet (USD 2,300)
[16] Supplies	72500	a. Misc. office and workshop supplies, e.g., flip charts, pads, pens, pencils (USD 3,500.00)*
[17] Information Technology Equipment	72800	a. Select software and hardware to upgrade information management system of the GHG inventory (USD 11,800.00)
[18] Audio-visual & Print Prod Costs	74200	<ul style="list-style-type: none"> a. Develop and print infographics and other relevant public awareness raising materials (USD 3,800.00) b. Design and print the Third Biennial Update Report on Climate Change (USD 6,000.00)
[19] Training, workshop, conference	75700	a. Related costs to conduct Learning-by-doing workshops for outputs 2.2, 2.3, and 2.5. Three (3) workshops (targeting 20 participants} x USD5,000.00 = USD 15,000.00 USD
Component 3		
[20] Local Consultant	71300	a. Local Consultant to develop climate change awareness-raising tools/methodologies/approaches for sensitizing decision makers, policy makers, private sector, journalists and other stakeholders and general public; develop and prepare awareness raising material and the dissemination at dialogues/workshops. 75-man days x \$400.00 USD per day = USD 30,000.00

			b. Local consultant to prepare independent study on gaps and lessons learned from preparation of 2BUR and FNC 20-man days x \$500.00 USD per day = USD 10,000.00
[21] Contractual Services – Individual	71400		a. Individual Contractual Services of Staff to provide technical support for compilation of Biennial Update Report and coordination GHG inventory update: - Project Technical Coordinator (Total Costs of USD26,400.00 x 4 years = USD105,600.00) of which costs met from all 3 components and PMC. Costs related to Component 3 = USD 19,800.00 a. Travel expenses for attending relevant training/capacity building/dialogues workshops (USD 5,200.00)
[22] Travel	71600		a. Telephone/Internet (USD 2,000.00)
[23] Communication and audio-visual equipment	72400		a. Misc. office and workshop supplies, e.g., flip charts, pads, pens, pencils (USD 2,000.00)
[24] Supplies	72500		a. Print infographics and other relevant public awareness raising materials (USD 9,400)
[25] Audiovisual and print production costs	74200		a. Five awareness-raising dialogues and workshops to promote improved sensitization among stakeholders. Five (5) dialogues (targeting 50 participants} x USD 4,320.00 per dialogue = 21,600.00.
[26] Training Conference and workshop	71200		
UNDP Co-Financing			
[27] Training Conference and workshop	75700		a. UNDP supplemental contribution to the awareness-raising dialogues (USD 2,000 per dialogue/workshop for five dialogues = USD 10,000.00)
[28] Travel	71600		a. UNDP supplemental travel expenses for attending relevant training/capacity building workshops or promotion of the relevant report and other travel expenses (USD 10,000.00)
Project Management Component			
[29] Contractual Services – Individual	71400		Individual Contractual Services of Staff to provide overall technical coordination of the project components: a. - Project Technical Coordinator (Total Costs of USD26,000.00 x 4 years = USD105,600.00) of which costs met from all 3 components and PMC. Costs related to PMC = USD 30,800.00 b. Project Finance Officer (PART TIME) (Total Cost of 1,000.00 X 46 months = USD 46,000.00
[30] Supplies	72500		Misc. office and workshop supplies, e.g., flip charts, pads, pens, pencils (USD 650.00)
UNDP Co-financing			
[31] Contractual Services – Individual	71400		UNDP contribution to salaries:

		<p>a. Individual Contractual Services of Staff to provide overall technical coordination of the project components – Project Technical Coordinator (Total Costs of USD26,400.00 x 4 years = USD105,600.00) of which costs met from all 3 components and PMC. Costs related to PMC = USD 17,600.00</p>
[32] Supplies	72500	Misc. office and workshop supplies, e.g., flip charts, pads, pens, pencils (USD 2,400.00)
[33] Professional Services (Audit)	74100	Project audit per UNDP project management guidelines (USD 2,500 annually X 4 years = 10,000.00)

X. LEGAL CONTEXT

This project document will be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Jamaica and UNDP, signed on 26 January 1976. All references in the SBAA to “Executing Agency” will be deemed to refer to “Implementing Partner.”

This project will be implemented by the Ministry of Economic Growth and Job Creation (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP will apply.

The designations employed and the presentation of material on this map do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations or UNDP concerning the legal status of any country, territory, city or area or its authorities, or concerning the delimitation of its frontiers or boundaries.

XI. RISK MANAGEMENT

1. Consistent with the Article III of the SBAA *[or the Supplemental Provisions to the Project Document]*, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
 - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
 - b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner’s obligations under this Project Document.
3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml.
4. The Implementing Partner acknowledges and agrees that UNDP will not tolerate sexual harassment and sexual exploitation and abuse of anyone by the Implementing Partner, and each of its responsible parties, their respective sub-recipients and other entities involved in Project implementation, either as contractors or subcontractors and their personnel, and any individuals performing services for them under the Project Document.
 - (a) In the implementation of the activities under this Project Document, the Implementing Partner, and each of its sub-parties referred to above, shall comply with the standards of conduct set forth in the Secretary General’s Bulletin ST/SGB/2003/13 of 9 October 2003, concerning “Special measures for protection from sexual exploitation and sexual abuse” (“SEA”).

- (b) Moreover, and without limitation to the application of other regulations, rules, policies and procedures bearing upon the performance of the activities under this Project Document, in the implementation of activities, the Implementing Partner, and each of its sub-parties referred to above, shall not engage in any form of sexual harassment (“SH”). SH is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment.
5. a) In the performance of the activities under this Project Document, the Implementing Partner shall (with respect to its own activities), and shall require from its sub-parties referred to in paragraph 4 (with respect to their activities) that they, have minimum standards and procedures in place, or a plan to develop and/or improve such standards and procedures in order to be able to take effective preventive and investigative action. These should include: policies on sexual harassment and sexual exploitation and abuse; policies on whistleblowing/protection against retaliation; and complaints, disciplinary and investigative mechanisms. In line with this, the Implementing Partner will and will require that such sub-parties will take all appropriate measures to:
- i. Prevent its employees, agents or any other persons engaged to perform any services under this Project Document, from engaging in SH or SEA;
 - ii. Offer employees and associated personnel training on prevention and response to SH and SEA, where the Implementing Partner and its sub-parties referred to in paragraph 4 have not put in place its own training regarding the prevention of SH and SEA, the Implementing Partner and its sub-parties may use the training material available at UNDP;
 - iii. Report and monitor allegations of SH and SEA of which the Implementing Partner and its sub-parties referred to in paragraph 4 have been informed or have otherwise become aware, and status thereof;
 - iv. Refer victims/survivors of SH and SEA to safe and confidential victim assistance; and
 - v. Promptly and confidentially record and investigate any allegations credible enough to warrant an investigation of SH or SEA. The Implementing Partner shall advise UNDP of any such allegations received and investigations being conducted by itself or any of its sub-parties referred to in paragraph 4 with respect to their activities under the Project Document, and shall keep UNDP informed during the investigation by it or any of such sub-parties, to the extent that such notification (i) does not jeopardize the conduct of the investigation, including but not limited to the safety or security of persons, and/or (ii) is not in contravention of any laws applicable to it. Following the investigation, the Implementing Partner shall advise UNDP of any actions taken by it or any of the other entities further to the investigation.
- b) The Implementing Partner shall establish that it has complied with the foregoing, to the satisfaction of UNDP, when requested by UNDP or any party acting on its behalf to provide such confirmation. Failure of the Implementing Partner, and each of its sub-parties referred to in paragraph 4, to comply of the foregoing, as determined by UNDP, shall be considered grounds for suspension or termination of the Project.
6. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
7. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any

concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.

8. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
9. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
10. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at www.undp.org.
11. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes in accordance with UNDP's regulations, rules, policies and procedures. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
12. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

13. UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement. Recovery of such amount by UNDP shall not diminish or curtail the Implementing Partner's obligations under this Project Document.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term "Project Document" as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

14. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
15. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
16. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled "Risk Management" are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled "Risk Management Standard Clauses" are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

XII. MANDATORY ANNEXES

1. Multiyear Workplan
2. Terms of Reference
3. UNDP Project Quality Assurance Report
 - QA Report to be inserted after LPAC
4. Minutes of LPAC
5. UNDP Risk Log
6. Results of the capacity assessments

Annex 1: Multi Year Work Plan

Task	Responsible Party	2020				2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1 Development of Fourth National Communication on Climate Change (FNC)																					
1.1 Assessment of Jamaica's National Circumstances pertaining to Climate Change	MoEGIC/CCD Consultants UNDP CCFPN ²			X	X																
1.2 National GHG Inventory is updated to year 2019	MoEGIC/CCD Consultants UNDP Certified reviewers GSP ³ CCFPN																				
1.3 Revised, updated, and validated assessment of Jamaica's mitigation potential by 2070	MoEGIC/CCD Consultants UNDP CCFPN																				
1.4 Updated information on the impacts, risks, and vulnerability to the adverse effects of climate change, as well as adaptation measures	MoEGIC/CCD Consultants UNDP CCFPN																				

² Climate Change Focal Point Network (CCFPN)

³ Global Support Programme

Task	Responsible Party	2020				2021				2022				2023				2024			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1.5 Learning-by-doing workshops to facilitate the mainstreaming of climate change into relevant social, economic and environmental policies and actions	MoEGIC/CCD Consultants UNDP CCFPN			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Output 2: Development of Second Biennial Update Report on Climate Change																					
2.1. Updated SWOT analysis of institutional arrangements and technical capacities needed to prepare updated Biennial Update Reports on a continuous basis and in a sustainable manner	MoEGIC/CCD Consultants UNDP CCFPN			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2.2. National GHG Inventory is updated to years 2013-2019 in accordance to the 2006 IPCC guidelines, taking into considerations its 2019 Refinement	MoEGIC/CCD Consultants UNDP CCFPN Certified GHG reviewers GSP ICA ⁴ revision			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

⁴ International Consultation Process

Task	Responsible Party	2020				2021				2022				2023				2024				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
to the extent possible.																						
2.3. Alternative mitigation scenarios are developed and reconciled with the 2009-2030 National Energy Policy, relevant projects, and associated programmes.	MoEGJC/CCD Consultants UNDP CCFPN ICA revision			x	x	x	x															
2.4. Technology Needs Assessment and workshops.	MoEGJC/CCD Consultants UNDP CCFPN ICA revision			x	x	x	x															
2.5. Reporting on measurement, reporting, and verification (MRV).	MoEGJC/CCD Consultants UNDP CCFPN ICA revision			x	x	x	x															
Outcome 3: Monitoring, Learning, Adaptive Feedback & Evaluation																						
3.1 Awareness-raising materials prepared to promote greater sensitization among decision-makers, private sector, journalists, and civil society, including	MoEGJC/CCD Consultants UNDP			x		x																

Task	Responsible Party	2020				2021				2022				2023				2024					
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
inner-city, rural and other affected communities																							
3.2 Policy dialogues and workshops are carried out to promote greater sensitization among decision-makers and policy-makers, private sector, journalists, and civil society, including inner-city, rural and other affected communities	MoEGIC/CCD Consultants UNDP			x	x				x														
3.3 Monitoring and evaluation of the project outcomes and outputs executed in line with the M&E plan	MoEGIC/CCD Consultants UNDP			x	x				x														
Project management	MoEGIC/CCD UNDP			x	x				x														

Annex 2. Terms of References

Project Board

The Project Board (PB) will serve as the project's decision-making body. The Board will meet according to necessity, at least twice each year, to review project progress, approve project work plans and approve major project deliverables. The PB is responsible for providing the strategic guidance and oversight to project implementation to ensure that it meets the requirements of the approved Project Document and achieves the stated outcomes. The PB's role will include:

- Provide strategic guidance to project implementation;
- Ensure coordination between various donor funded and government funded projects and programmes;
- Ensure coordination with various government agencies and their participation in project activities;
- Approve annual project work plans and budgets, at the proposal of the Project Technical Coordinator;
- Approve any major changes in project plans or programmes;
- Oversee monitoring, evaluation and reporting in line with GEF requirements;
- Ensure commitment of human resources to support project implementation, arbitrating any issues within the project;
- Negotiate solutions between the project and any parties beyond the scope of the project;
- Ensure that UNDP Social and Environmental Safeguards Policy is applied throughout project implementation; and, address related grievances as necessary.

Project Technical Coordinator

The PTC has the authority to run the project on a day-to-day basis on behalf of the Implementing Partner within the constraints laid down by the Project Board. The PTC's chief role is to provide technical oversight for all components of the project, particularly overseeing the processes involved in compiling the National Communication and Biennial Update Report. He/she will be responsible for ensuring that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. The PTC will be responsible for technical oversight for all project activities and the delivery of its outputs, under the direct guidance of the implementing agency. The PTC will support and coordinate the activities of all partners, staff, and consultants as they relate to the implementation of the project. The PTC will be responsible for the following specific tasks:

- Technical oversight and guidance for the compilation of the National Communication and Biennial Update Report;
- Oversee and guide the implementation of the knowledge management and communication activities of the project;
- Plan and incorporate technical inputs into the implementation of project activities and monitor progress against the approved workplan;
- Make recommendations for modifications to the project activities and where relevant, submit proposals for revisions to the Project Board and UNDP;
- Facilitate project planning and decision-making sessions;
- Facilitate relevant agreements with stakeholders and liaison with them
- Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work;
- Oversee the technical progress of the project components conducted by local and international experts, consultants, and cooperating partners;
- Prepare and submit technical documents and requirements about the project as relevant;
- Ensure that the project utilizes best practices and experiences from similar projects;
- Solve all scientific and administrative issues that might arise during the project;

- Monitor events as determined in the project monitoring plan and update the plan as required;
- Provide support for completion of assessments required by UNDP, spot checks and audits;
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form;
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Monitor progress, watch for plan deviations and make course corrections when needed within project board-agreed tolerances to achieve results;
- Ensure that changes are controlled, and problems addressed;
- Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities;
- Prepare and submit financial reports to UNDP on a quarterly basis;
- Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation;
- Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- Prepare the inception report no later than one month after the inception workshop.;
- Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR;
- Prepare the GEF PIR;
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;
- Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans;
- Monitor and track progress against the GEF Core indicators.

Required skills and expertise

- A graduate academic degree in subject related to environmental sciences
- Minimum of five years of experience in Climate Change Adaptation and Mitigation
- Minimum of five years of experience in project technical facilitation
- At least 5 years of demonstrable project/programme management experience.
- At least 5 years of experience working with ministries, national or provincial institutions that are concerned with climate change adaptation and mitigation.

Competencies

- Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
- Ability to effectively manage technical and administrative teams and work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
- Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
- Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
- Strong drafting, presentation and reporting skills.
- Strong communication skills, especially in timely and accurate responses to emails.
- Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
- Strong knowledge about the political and socio-economic context related to the Indonesian protected area system, biodiversity conservation and law enforcement at national and subnational levels.

Project Finance Officer

The Project Finance Officer will be responsible for the financial and administrative management of the project activities and assists in the preparation of quarterly and annual work plans and progress reports for review and monitoring by UNDP.

The Project Finance Officer will have the following responsibilities:

- Responsible for providing general financial support to the project;
- Take own initiative and perform daily work in compliance with annual work schedules;
- Assist project management in performing budget cycle: planning, preparation, revisions, and budget execution;
- Provide assistance to partner agencies involved in project activities, performing and monitoring financial aspects to ensure compliance with budgeted costs in line with UNDP policies and procedures;
- Monitor project expenditures, ensuring that no expenditure is incurred before it has been authorized;
- Assist project team in drafting quarterly and yearly project progress reports concerning financial issues;
- Ensure that UNDP procurement rules are followed during procurement activities that are carried out by the project and maintain responsibility for the inventory of the project assets;
- Perform preparatory work for mandatory and general budget revisions, annual physical inventory and auditing, and assist external evaluators in fulfilling their mission;
- Prepare all outputs in accordance with the UNDP administrative and financial office guidance;
- Ensure the project utilizes the available financial resources in an efficient and transparent manner;
- Ensure that all project financial activities are carried out on schedule and within budget to achieve the project outputs;
- Perform all other financial related duties, upon request

Qualifications and Skills:

- At least an Associate's Degree in finance, business management, or related fields;
- Experience related to project implementation;
- A demonstrated ability in the financial management of development projects and in liaising and cooperating with government officials, NGOs, etc.;
- Self-motivated and ability to work under the pressure;
- Team-oriented, possesses a positive attitude, and works well with others;
- Flexible and willing to travel as required;
- Excellent interpersonal skills;
- Excellent verbal and writing communication skills in Khmer and English;
- Good knowledge of Word, Outlook, Excel, and Internet browsers is required;
- Previous experience working with a GEF-supported project is considered an asset.

Annex 3: UNDP Project Quality Assurance Report

Link to access approved QA Report :

<https://intranet-apps.undp.org/ProjectQA/?year=2020&ou=JAM&pid=00104745&fltr=PROJECT>

Annex 4 – Minutes of LPAC (separate attachment)

Annex 5: Risk Analysis

#	Description	Date Identified	Risk Category	Impact & Probability	Risk Treatment / Management Measures	Risk Owner	Status
1	GHG Inventory update process slowed or hindered. This could be attributed to the collection of relevant data from key institutions in a timely and systematized manner.	30 March 2020	Other	This risk may result in Delays in GHG inventory process P =3 I = 3	The project will ensure the coordination and active involvement of key stakeholders with an aim to facilitate contribution and input. Additional Training on GHG inventory process and use of the GHG inventory database will also mitigate this risk	Climate Change Division	Not Started
2	Slow or delayed implementation of project components as a result of limited relevant capacity in the sector	30 March 2020	Operational	This risk may result in project delays P =4 I = 4	Recruitment of Project Technical Director will provide the necessary technical oversight require to ensure project success Technical and Institutional capacity strengthened through learning by doing approach with a focus on training and workshops targeting local counterparts Onboarding of local and international consultants who will work alongside local project stakeholders to support technical components of the project.	Climate Change Division	Not Started
3							

Annex 6: Results of the capacity assessments (separate attachment)

