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United Nations Development Programme

Country: Jamaica

Initiation Plan

Project Title:	Preparation of national inventory of banks of waste-controlled substances and development of a national plan for management of these substances.
Expected MSDCF Outcome(s):	**Outcome 5:** Caribbean people, communities, and institutions have enhanced capacity for inclusive, gender responsive disaster risk management and climate change adaption and mitigation.
Expected CPD Output (s):	**Output 4.2:** Government, local communities, private sector entities have strengthened capacities to implement sustainable management of natural resources solutions, including sustainable commodities and green and inclusive chains.
Initiation Plan Start/End Dates):	30 June 2025 – 30 November 2026
Implementing Partner:	United Nations Development Programme

National Inventory Banks (NIBs) for ozone depleting substances (ODS) are defined as the 'total amount of substances contained in existing equipment, chemical stockpiles, foams and other products not yet released to the atmosphere' (IPCC/TEAP, 2005). Thus, ODS can either be quantified in an aggregated manner such as bulk/cylinder (stockpiles) or estimated via ODS-containing equipment.

Discussions on the issue of the disposal of unwanted controlled substances under the Montreal Protocol have been taken up by the Executive Committee since its 78th meeting in the context of the development of the cost guidelines for the phase-down of hydrofluorocarbons (HFCs) in line with the Kigali Amendment.

The Multilateral Fund Executive Committee (MLF ExCom), in its 91st meeting held in December 2022 approved by decision 91/66 to establish a funding window for the preparation of national inventories of banks of used or unwanted controlled substances including consideration of recycling, reclamation, disposal and cost-effective destruction.

The Government of Jamaica (GoJ) requested at the 93rd ExCom meeting funding for the preparation of the national inventories of banks of used or unwanted controlled substances and was approved for

Programme Period:	June 2025 – Nov 2026 (18 Months)
Quantum Project Number:	01004480
Quantum Output Number:	_____
Gender Marker:	GEN2

Total resources required	USD 90,000
Total allocated resources:	USD 90,000
• Regular	_____
• Other:	
○ Multilateral Fund	USD 90,000
○ Donor	_____
○ Government	_____
Unfunded budget:	_____
In-kind Contributions	_____

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Agreed by UNDP: DocuSigned by: C824BCEDFA28490... 30-Jun-2025

Kishan Khoday

Resident Representative

I. PURPOSE AND EXPECTED OUTPUT

Jamaica faces significant challenges related to ozone-depleting substances (ODS), particularly in the context of the Kigali Amendment to the Montreal Protocol. ODS, such as chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs). These substances have been identified as major contributors to ozone layer depletion and global warming. The Kigali Amendment specifically focuses on addressing the production and consumption of hydrofluorocarbons (HFCs), potent greenhouse gases with a high global warming potential.

In the Jamaican context, challenges related to ODS, and the Kigali Amendment are multi-faceted. These include the need for comprehensive data and information on the production, consumption, and emissions of ODS. Additionally, the monitoring and enforcement of regulations to control the use of these substances pose implementation challenges. Given the potential environmental and health impacts associated with ODS, addressing these challenges is crucial for Jamaica's sustainable development and its commitment to international environmental agreements.

Efforts related to the Kigali Amendment also align to the Government's priorities under the current Medium Term Socioeconomic Framework (MTF 2021-2024). The Government has identified Environmental Sustainability and Climate Change Response as a priority area. Under the Vision 2030 National Development Plan, the Government of Jamaica has also placed special focus on the effective management of the country's environmental good and services. Specifically, attention has and continues to be given to:

- Ensuring the necessary integration of environmental issues in economic and social decision-making policies and procedures;
- Integrated waste management to effectively manage all forms of waste including hazardous waste. This also includes enabling resource management as well as formulating and implementing effective management and disposal strategies.

Moreover, the MTF 2021-2024 continues to advance its development agenda which commenced under previous MTFs, including:

- Creating a comprehensive policy, regulatory, and institutional framework for environmental management;
- Strengthening national capacity for biodiversity, ecosystems, and waste and pollution management;
- Developing systems and mechanisms for sustainable consumption and production;
- Improving data, statistical and information systems on the environment, including environmental data collection, to better guide policy decisions.

National inventory banks (NIBs) play a pivotal role in overcoming the identified challenges by serving as centralized repositories of data related to ODS production, consumption, and emissions. These banks facilitate the systematic collection, analysis, and dissemination of information. These NIBS are intended to provide policymakers with a reliable foundation for decision-making and the formulation of effective strategies to meet international commitments such as those outlined in the Kigali Amendment. A sound understanding of ODS banks at the country level is the basis for any action and policy decisions in the field of ODS bank management. In particular, the inventory reports are important to:

- Assess the general need for action in the field of ODS bank management.
- Assess the potential environmental benefits to the ozone layer and the climate.
- Decide whether to export ODS or to find a local destruction solution.
- Design optimal capacities for destruction technology in case of need for local destruction options.
- Assess long-term availability of ODS to guarantee economic viability of a destruction plant.
- Design appropriate policy measures.
- Design appropriate collection systems.

Key elements of responsible ODS/HFC management:

- Promote onsite recycling.
- Use of reusable cylinders.
- Adopt a take-back obligation with a deposit-and-refund scheme.
- Ensure accessible collection points for refrigerants or waste appliances.

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- Ensure reclamation and destruction facilities.
- Building a quality infrastructure based on informed decision-making.

Engendering the management of ODS and the implementation of the Kigali Amendment is essential for ensuring inclusive and equitable outcomes. Women often play critical roles in various sectors impacted by ODS, such as agriculture and healthcare. Involving women in decision-making processes, awareness campaigns, and capacity-building initiatives related to ODS management can enhance the effectiveness and sustainability of mitigation efforts.

Addressing the gender dimension also recognizes that women, men, youth and persons with disabilities may be disproportionately affected by the environmental and health consequences of ODS. Inclusive policies and programs can empower women, men, youth and persons with disabilities by providing education and training opportunities, thereby enhancing their capacity to contribute to ODS reduction initiatives and fostering gender-responsive solutions to environmental challenges.

Expected Output

This project aims to assist in the preparation of national inventory banks (NIBs) of used or unwanted controlled substances, including consideration of recycling, reclamation and cost-effective destruction within the framework described in paragraphs 16 to 32 document UNEP/OzL.Pro/ExCom/91/66. The preparation of national inventory banks include:

Output 1: The development of a National Plan for management of waste-controlled substances established.

All documents developed as part of this project will be delivered in electronic and printed form and must be validated by the National Environment and Planning Agency in Jamaica.

This output will be achieved through several activities carried out under the Initiation Plan. These activities are the following:

Output 1.1. Preparation of the National Inventory Report

1. **Data collection and analysis.**
   This activity will include initial data collection processes that aim to capture information related to in-service equipment. This activity will also incorporate the use of predictive analyses to estimate the rate with which in-service equipment will reach the end-of-life (EOL) cycle.

2. **Stakeholder consultations.**
   This activity will involve conducting interviews, working group meetings and workshops with key stakeholders from government and private sector to inform national regulations and procedures related to ozone depleting substances. This activity includes:
   - Harmonization with national waste management regulations to accommodate EOL ODS/HFCs.
   - Capacity building workshops to manage waste import/export in accordance with international practice (Basel Convention) as required.
   - Fiscal measures that would operationally support sustained capture and consolidation.

   These stakeholder consultations will incorporate the necessary considerations for women, men, youth, and persons with disabilities to ensure integration of national regulations and procedures do not further exacerbate ODS-related gaps and challenges.

3. **Preparation of inventory report/national plan.**
   This activity will deliver a national inventory report and elaborate a national plan for the collection, transport, and disposal of ODS and HFCs. This plan will also include considerations for recycling, reclamation, and cost-effective local destruction. This inventory report/national plan will incorporate a gender lens, to help identify vulnerabilities specific to women, men, youth, and persons with disabilities and inform strategic that address their unique needs.

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4. **Communication and outreach plan preparation and development of awareness-raising activities.**
   This activity intends to design awareness campaigns that will target stakeholders who utilise ODS/HFCs; EOL management and disposal; and ODS/HFC banks. The stakeholder engagement plan will also make explicit considerations for women, men, youth, and persons with disabilities. The National Inventory Banks (NIBs) will provide seek to provide data on each identified group's involvement in various sectors that use ODS to better tailor the interventions and awareness campaigns to be designed.

II. MANAGEMENT ARRANGEMENTS

This Initiation Plan will be implemented under the Direct Implementation Modality (DIM). The Programme Associate, Capacity Development at the Jamaica Multi-Country Office will be the focal point and, under the supervision of the Assistant Resident Representative, Programme Specialist - Policy and Programme Analyst, Capacity Development, will be responsible for ensuring the qualitative management and results of the project and for ensuring that approved resources are used in accordance with UNDP financial rules and regulations. The implementation of the work plan activities will be the responsibility of the Jamaica MCO's Capacity Development Unit.

The project will be implemented under UNDP rules and procedures and will use the most suitable management mechanisms to achieve timely, effective and efficient implementation, including the use of long-term agreements with suppliers and access to UNDP's network of global experts. Activities may be carried out jointly with other projects implemented with UNDP that have related themes, generating synergies in the theme and optimizing the respective resources.

All UNDP projects must be governed by a multi-stakeholder board or committee established to review performance based on monitoring and evaluation, and implementation issues to ensure quality delivery of results. The Project Board (also called the Project Steering Committee) is the most senior, dedicated oversight body for a project. The two main mandatory roles of the project board are as follows:

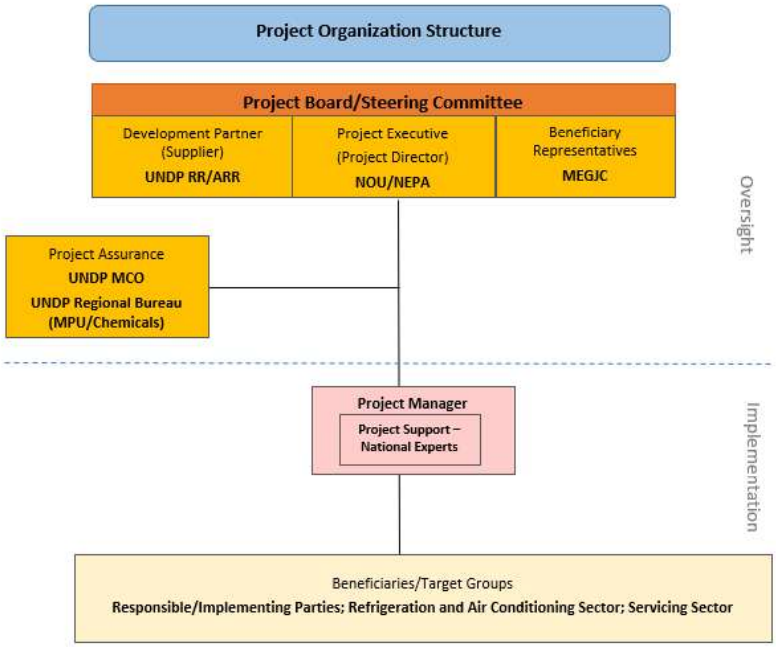
a) High-level oversight of the execution of the project by the Implementing Partner. This is the primary function of the project board and includes annual (and as-needed) assessments of any major risks to the project, and decisions/agreements on any management actions or remedial measures to address them effectively. The Project Board reviews evidence of project performance based on monitoring, evaluation, and reporting, including progress reports, evaluations, risk logs and the combined delivery report. The Project Board is responsible for taking corrective action as needed to ensure the project achieves the desired results.
b) Approval of strategic project execution decisions of the Implementing Partner with a view to assess and manage risks, monitor, and ensure the overall achievement of projected results and impacts and ensure long term sustainability of project execution decisions of the Implementing Partner.

The Project Board from the established HPMP Phase 2 Project for Jamaica will be utilized to carry out all related project board functions.

Project Assurance: Project assurance is the responsibility of each project board member; however, UNDP has a distinct assurance role for all UNDP projects in carrying out objective and independent project oversight and monitoring functions. UNDP performs quality assurance and supports the Project Board (and Project Management Unit) by carrying out objective and independent project oversight and monitoring functions, including compliance with the risk management and social and environmental standards of UNDP. The Project Board cannot delegate any of its quality assurance responsibilities to the Project Focal Point. Project assurance is totally independent of project execution.

A designated representative of UNDP playing the project assurance role is expected to attend all board meetings and support board processes as a non-voting representative. It should be noted that while in certain cases UNDP's project assurance role across the project may encompass activities happening at several levels (e.g., global, regional), at least one UNDP representative playing that function must, as part of their duties, specifically attend board meeting and provide board members with the required documentation required to perform their duties. The UNDP representative playing the main project assurance function is: Kimberley Wilson, Programme Analyst, Monitoring and Evaluation, UNDP Jamaica Multi-Country Office. Further technical/engineering oversight will be provided by UNDP experts based in the Regional Office and HQ.

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III. MONITORING

In accordance with UNDP programming policies and procedures, project monitoring will be done through the following:

Within the Annual Cycle

Based on the risk analysis, a record of these will be incorporated into Quantum and taking into account that the duration of the project will be 12 months, the record updated quarterly, verifying external conditions that may affect the implementation of the project.

An end project results report i.e., the National Plan for management of waste-controlled substances will be presented to the Project Management Unit on the scheduled dates.

Monitoring Activity	Purpose	Frequency	Expected Action
Track results progress	The progress against the intended outcomes will be monitored and reviewed periodically to assess the progress of underlying activities.	Quarterly	The Project Board will monitor and review the progress.
Monitor and Manage Risk	The project will identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log.	Quarterly	Risks are identified by project management team and actions are taken to manage risk.
Learn	Knowledge, good practices and lessons captured regularly	Quarterly	The lessons learnt during the review of implementation will be briefed to the management for taking appropriate decisions.
Review and Make Course Corrections	Internal review of data and evidence from all monitoring actions to inform decision making.	Quarterly	Performance data, risks, lessons and equality will be discussed and used to make course corrections.
Progress Report	A progress report will be presented to the National Environment and	Annual	

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	Planning Agency in Jamaica consisting of progress data showing the results achieved against targets at the output level, any risks identified with mitigation measures, and any review reports prepared over the period.		
Project Completion Report	A comprehensive report i.e. the National Plan for management of waste-controlled substances will be prepared at the end of the project Initiation Plan.	End of the Initiation Plan	The Final Version of the National Plan for management of waste-controlled substances will be delivered to the Project Board.

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IV. ANNUAL WORK PLAN

Period: 18 months (June 2025 – November 2026)

EXPECTED OUTPUTS *And baseline, indicators including annual targets*		PLANNED ACTIVITIES *List activity results and associated actions*	TIMEFRAME YEAR 1 Q1	Q2	Q3	Q4	YEAR 2 Q1	Q2	Q3	Q4	RESPONSIBLE PARTY	PLANNED BUDGET Funding Source	Budget Description	Amount (US)	Budget Notes
Output 1: National Plan for management of waste-controlled substances established. Baseline: 0 Indicator: Document developed (Qualitative) Annual Targets: 2024 – not developed 2025 – developed	**Output 1.1** Draft of the National Plan for management of waste-controlled substances. Baseline: 0 Indicators: Draft Completed (Boolean) Annual Targets: 2025 – 1 2026 – 1 CPD Output 3.1: Government and private	Consultancy to support activities related to Output 1.1			X	X	X				UNDP	MLF	71300	$ 30,000	Costs associated with the preparation of the inventory report and draft national plan
		Stakeholder Consultations			X	X							75700	$ 12,000	($10,000) for workshops related to the integration of national regulations and procedures. ($2,000) Validation Workshop for the Inventory Report/National Plan
		Supplies			X	X							72500	$ 500	Supplies related costs
		Travel Costs			X	X							71600	$ 1,000	Travel related costs

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CPD Output 3.1: Government and private sector capacities enhanced to implement solutions for energy efficiency and transitioning to low emission energy and transport systems	sector capacities enhanced to implement solutions for energy efficiency and transitioning to low emission energy and transport systems	Consultancy to develop communication and outreach plan					x	x					71300	$ 18,500	Costs associated with developing communication and outreach plan preparation and development of awareness-raising activities
		Execute communication outreach							x	x			74500	$ 9,000	($500) Advertisement for IC ($8,500) Communication Costs including videographer, photographer, graphic design, etc.
	Output 1.2 Final Version of the National Plan for management of waste-controlled substances.	Consultancy to support activities related to Output 1.2							x		UNDP	MLF	71300	$ 10,000	Costs associated with the review and finalization of the Draft National Plan for management of waste-controlled substances.

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	Baseline: 0 Indicators: Draft Completed (Boolean) Annual Targets: 2025 – 1 2026 – 1 CPD Output 3.1: Government and private sector capacities enhanced to implement solutions for energy efficiency and transitioning to low emission energy and transport systems	Project Management Costs			x	x	x	x	x	x			74500	$ 9,000	DPC to offset staff salary
	TOTAL												**$90,000**		