

# MINISTRY OF ECONOMIC GROWTH AND JOB CREATION (MEGJC)

## Terms of Reference for the Establishment of the National Agency for Meteorology and Climate Change Resilience

### BACKGROUND

The Ministry of Economic Growth and Job Creation (MEGJC) was established on the 7<sup>th</sup> March 2016 to address issues related to the natural and built environment, and to better coordinate synergies between all government entities whose on-going activities may have a negative impact on the environment. The Ministry seeks to provide policy direction to entities with responsibility for, inter alia; planning and development, climate change mitigation and adaptation, land management, natural resource management and conservation and meteorology. The Ministry is responsible for seven (7) diverse and critical portfolio responsibilities. These portfolio responsibilities are; Land, Environment, Climate Change, Investment, Water and Wastewater, Housing and Works. There are forty-eight (48) Agencies, Departments and Divisions which are responsible for approximately sixty-eight (68) subject areas that fall under the auspices of the Ministry of Economic Growth and Job Creation.:

The following functional areas constitute the Branches of the Operations Division and the Policy, Planning and Evaluation Division of this Ministry:

1. Environment and Risk Management
2. Water Policy and Monitoring
3. Development Planning Policy and Monitoring
4. Land Policy and Administration (includes Land Administration and Management Programme - LAMP, as well as Land Administration and Management)
5. Housing Policy
6. Works Policy
7. National Spatial Data Management
8. Meteorological Service
9. Climate Change
10. Investment

These diverse portfolio responsibilities and mandate necessitate effective institutional arrangements of the Ministry and its related Agencies and Departments to ensure that processes improve the implementing entities' ability to execute projects and programmes and the Ministry's capacity for the formulation, analysis, monitoring and evaluation of sectoral policies in keeping with Performance Based Institutions (PBIs).

In December 2012 Cabinet approved (Decision #44/12) the recommendation of the Public Sector Transformation Unit for the establishment of a National Agency for Meteorology and Climate Change Resilience to become the primary holder of climate change resilience strategies and source climate information to inform these strategies.

The Government of Jamaica's thrust towards institutionalisation of Executive Agencies and their reliance on effective streamlined business processes affords the Ministry the opportunity to therefore propose the establishment of the National Agency for Meteorology and Climate Change Resilience.

## **STRATEGIC OBJECTIVE**

Jamaica's attempts at development within economic and social sectors are greatly stymied by interruptions to development caused by the negative effects of climate change, inclusive of increased natural disasters and a vulnerable agricultural sector. The establishment of this Agency would form a nexus between climate information (Meteorological Service Branch) and climate change resilience (Climate Change Branch) that:

1. promotes information sharing;
2. streamlines collaboration and strategic focus, which would ultimately lead to tangible benefits and the promotion of growth within the country.

## **SCOPE OF WORK**

Working closely with the Permanent Secretary and Corporate Services Director of the Ministry of Economic Growth and Job Creation, the Heads of the two entities as well as other implementing stakeholders, the consultant will:

1. Review all the relevant materials/information (Policy and Legislative Framework) to inform the merger.
2. Conduct a Risk Management Assessment of the merger in relation to implementation issues including:
  - a. Mandates under the various legislative frameworks, and formulate mitigating strategies and adequate separation to preserve transparency in the roles and functions and the avoidance of conflict of interest.
  - b. Identification of strategic issues and recommendations for resolutions including major constraints that affect the efficient and effective operation of the entities which must be addressed within the short-term to ensure the success of the merger initiative.
  - c. Identification of potential change management issues and provide suitable recommendations to mitigate risks such as:
    - People related risks e.g. the result of poor communication, resistance and uncooperativeness.
    - Transition risks which would affect the seamlessness and smoothness of the change over.
3. Conduct a prior options and strategic review of the Meteorological Service Branch and Climate Change Branch as required under Section 4 of The Executive Agencies Act

(EAA)<sup>1</sup> 2002, to detail and assess the different options to undertake the modernisation, and recommend the most suitable institutionalisation framework (an Executive Agency or other Performance Based Institution). This Prior Options exercise should also include a comprehensive review and analysis of the current staff competencies and capabilities of the Meteorological Service Branch and the Climate Change Branch in regards to the roles and functional requirements and provide recommendations for changes that will establish the National Agency for Meteorology and Climate Change Resilience organisational structure, systems and functions including:

- i. Review and assess the relevance of the current vision, mission and mandate:
  - ii. Human Resource Management (including the development of competency frameworks that will determine the technical and core competencies required to execute the new mandate)
  - iii. Expenditure and Budget Management
  - iv. Support Services – Corporate Services and Information Technology;
4. Conduct an analysis of the intra-agency support systems with respect to information and data sharing in order to identify functional areas of overlap/duplication or areas that could be better performed by other Entities that have a secondary interest in aspects of the portfolio;
  5. Assist the entities to design and appropriate mechanism for the integration of both Branches that are consistent with their Vision, Mission, Mandate and Core Values.

## **RESPONSIBLE PROJECT AUTHORITY**

Mrs. Audrey Sewell, Permanent Secretary of the Ministry of Economic Growth and Job Creation, who is mentioned herein as the client.

## **IMPLEMENTING STAKEHOLDERS FOR PROJECT**

- Ministry of Economic Growth and Job Creation;
- The Head of the Meteorological Service Branch
- The Head of the Climate Change Branch
- Public Sector Transformation and Modernization, Cabinet Office
- Ministry of Finance & the Public Service

## **REPORTING**

The Consultant will report to Mrs. Audrey Sewell, Permanent Secretary in the Ministry of Economic Growth and Job Creation or her designate, the Corporate Services Director. The Corporate Services Director has designated a Steering Committee, which will coordinate with the stakeholders for the necessary responses to the assignment deliverables.

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<sup>1</sup> It may be determined during the Prior Options Review that a different form of entity would be better suited, the Prior Options Review being undertaken does not limit the governance structure of the entity as solely Executive Agency.

## **PERFORMANCE STANDARDS**

The Consultant is expected to undertake this assignment with the highest standard of professional, ethical competence and integrity. The Client shall have a period fifteen (15) working days from the date of delivery of any report or document by the Consultant to analyse same, make comments, require revisions and/or corrections, or to accept it. The Project Coordinator and stakeholders will review all materials submitted for quality and accuracy, and where it is deemed that any work performed or any report or document prepared by the Consultant is considered unsatisfactory, the Project Leader will so notify the Consultant in writing specifying the problem. The Consultant will have a period of fifteen (15) working days from the date of receipt of the notification, to remedy or correct the problem.

## **PROJECTED DURATION**

The commencement date of this assignment shall be within 14 days of execution of the contract and shall be completed within the agreed timeframe. Actual dates will be confirmed as part of the final negotiations with the preferred consultant.

## **MATERIALS PRODUCED**

*All materials produced become the property of the GoJ. An electronic version of all materials must be submitted in Microsoft suite of products to the MEGJC*

## **“SIGN-OFF” PROCEDURE**

All reports and all final outputs (with the appropriate number of copies) will be provided to the Client/Project Coordinator and copied to the MEGJC Steering Committee. The opinion of the Steering Committee will be taken into consideration before authorization is given for payment of the contractual arrangements. Deliverables are considered approved when they are accepted by the Client. The Project Coordinator is responsible for the Project Management of this assignment, in addition to ensuring that the Consultant provides the requisite deliverables within the contracted timeframe. The Steering Committee will review all deliverables and advise the Client/Project Coordinator as to the appropriateness of the work received.

## **VARIATIONS**

All proposed changes, by the Consultant to the final agreed Work Plan and deliverables must be discussed with the Client/Project Coordinator and where necessary will be submitted for review by the Steering Committee.

## **TECHNICAL EXPERTISE REQUIRED**

This is a complex assignment, therefore it is expected that the Consultant will bring (or make available as required) a wide range of expertise to cover all the aspects of the assignment. It is

envisaged that the Consultant would possess/make available the following qualifications/experience:

- Project Management and Technical Expertise for the management and coordination of the project and extensive knowledge and experience in the issues relating to climate change and meteorology;
- Facilitation skills to evoke participation, adapt to changing situations, manage group discussions and maintain objectivity;
- Management/Business Process and Strategic Planning skill sets to provide overarching objectives of the entity, its vision and mission;
- Seven (7) years' experience in executing institutional diagnosis in developing and implementing Public Sector Modernization strategies (in a similar sector);
- Demonstrated familiarity with the Jamaican Public Sector;
- Lead consultants will have experience of agency development, ideally in both the developed and developing world and must be able to adapt and modify experience elsewhere to the cultural, organizational and political environment of Jamaica;
- The Client will expect the consultant to possess up-to-date technical skills and expertise in the designated areas and have participated in similar agency development programmes.

## **LOCATION AND SUPPORT**

The Ministry of Economic Growth and Job Creation will provide the consultant with:

- suitable office space;
- administrative support, as required;
- access to information and to managerial/technical personnel as needed;
- stationery and printing;
- any other assistance as may be reasonably required to undertake the duties identified in this TOR.

The Consultant will be expected to arrange local transportation and accommodation if necessary. The Consultant will provide his/her own computer and mobile telephone.

## **COLLABORATION WITH PUBLIC SECTOR TRANSFORMATION AND MODERNIZATION, CABINET OFFICE**

Funding will be provided jointly by the Public Sector Transformation and Modernization Unit as the Ministry of Economic Growth and Job Creation.

## **PROPOSED DELIVERABLES AND PAYMENT SCHEDULE**

It is expected that the Consultant will specifically deliver the following under the terms and conditions of the contract.

DELIVERABLES	EVIDENCE OF DELIVERY/ACTIVITIES	% PAYMENT	TIMEFRAMES
<b>1. Signing of Contract and submission of Project Work Plan</b>	<ul style="list-style-type: none"> <li>Detailed project Work Plan outlining the timeframe and methodology for the completion of the assignment</li> </ul>	10% upon signing the contract	<p>Signing of Contract on Day 1</p> <p>Project Work Plan to be submitted within five (5) working days from the start of the assignment</p>
<b>2. Conduct Prior Options Review</b>	<p>Conduct a Prior Options and Strategic Review of the Meteorological Service Branch and Climate Change Branch as required under Section 4 of The Executive Agencies Act (EAA)<sup>2</sup> 2002, to detail and assess the different options to undertake the modernisation, and recommend the most suitable institutionalisation framework (an Executive Agency or other Performance Based Institution). This Prior Options exercise should also include a comprehensive review and analysis of the current staff competencies and capabilities of the Meteorological Service Branch and the Climate Change Branch in regard to the roles and functional requirements and provide recommendations for changes that will establish the National Agency for Meteorology and Climate Change Resilience organisational structure,</p>	20%	<p>Report to be presented to the Permanent Secretary within 15 working days from the start of the assignment</p>

<sup>2</sup> It may be determined during the Prior Options Review that a different form of entity would be better suited, the Prior Options Review being undertaken does not limit the governance structure of the entity as solely Executive Agency.

DELIVERABLES	EVIDENCE OF DELIVERY/ACTIVITIES	% PAYMENT	TIMEFRAMES
	<p>systems and functions including:</p> <ul style="list-style-type: none"> <li>▪ Review and assess the relevance of the current vision, mission and mandate;</li> <li>▪ Human Resource Management (including the development of competency frameworks that will determine the technical and core competencies required to execute the new mandate);</li> <li>▪ Expenditure and Budget Management;</li> <li>▪ Support Services – Corporate Services and Information Technology.</li> </ul>		
<b>3. Conduct Risk Management Assessment and provide report along with mitigating strategies</b>	<p>Conduct a Risk Management Assessment of the merger in relation to implementation issues including:</p> <ul style="list-style-type: none"> <li>▪ Mandates under the various legislative frameworks, and formulate mitigating strategies and adequate separation to preserve transparency in the roles and functions and the avoidance of conflict of interest.</li> <li>▪ Identification of strategic issues and recommendations for resolutions including major constraints that affect the efficient and effective operation of the entities that must be addressed within the short-term to ensure the success of the merger initiative.</li> </ul>	10%	Report to be presented to the Permanent Secretary within 15 working days from the start of the assignment

DELIVERABLES	EVIDENCE OF DELIVERY/ACTIVITIES	% PAYMENT	TIMEFRAMES
	<ul style="list-style-type: none"> <li>▪ Identification of potential change management issues and provide suitable recommendations to mitigate risks such as:               <ul style="list-style-type: none"> <li>- People related risks e.g. the result of poor communication, resistance and non-cooperation.</li> <li>- Transition risks which would affect the seamlessness and smoothness of the changeover.</li> </ul> </li> </ul>		
<b>4. Change Management Plan</b>	<ul style="list-style-type: none"> <li>• Identify potential change management issues and develop a change management plan.</li> </ul>	10%	Plan to be presented to the Permanent Secretary within 15 working days from the start of the assignment
<b>5. Interim Report</b>	<ul style="list-style-type: none"> <li>• Design proposed governance structure/arrangements and organisational structure</li> <li>• Identify core functions, corporate services, and process improvements and develop a broad outline of service and system supports required for integration</li> <li>• Conduct an analysis of the intra-agency support systems with respect to information and data sharing in order to identify functional areas of overlap/duplication or areas that could be</li> </ul>	20%	To be submitted for review within 20 working days from the start of the assignment



DELIVERABLES	EVIDENCE OF DELIVERY/ACTIVITIES	% PAYMENT	TIMEFRAMES
	<p>better performed by other Entities that have a secondary interest in aspects of the portfolio</p> <ul style="list-style-type: none"> <li>Recommend mechanisms required to be put in place</li> </ul>		
<b>6. Final Report</b>	<p>Recommendations for sign-off to include:</p> <ul style="list-style-type: none"> <li>Interim measures and change management plan</li> <li>Expected outputs and outcomes of the new entity</li> <li>Recommendations on institutional arrangements</li> <li>Budget required to facilitate the merger (e.g. Setup costs, etc.)</li> <li>Proposed Organizational Structure, as well as Competency Framework for positions in the New Agency</li> <li>Risk Management Matrix and Mitigating Strategies.</li> </ul>	30%	3 working days after the submission of the Interim Report.

- Note: Prior Options and Strategic Review, Risk Management Matrix and Mitigation Strategy, as well as the Change Management Plan should run concurrently over a 15-day period.***
- Overall, the assignment should be completed within twenty three (23) calendar days (from the date of signing the contract) based on an agreed Work Plan.***
- It is proposed that the Consultant will be available over an estimated elapsed time period of fifteen (15) days subsequent to the completion of the contract.***

### Evaluation Criteria For Scoring Proposals

	Evaluation Criteria	Maximum Points
1	<b><i>Specific experience and qualification of Consultant for the assignment</i></b> Demonstrated capacity in successfully conducting assignments of a similar nature and scope	<b>65</b>
	1.1 Experience with projects of comparable size, complexity and technical speciality	20
	1.2 Percentage of comparable projects successfully completed	20
	1.3 Experience in developing countries under comparable conditions	10
	1.4 Alignment of consultant(s)' competencies with Technical Expertise Required	15
2	<b><i>Adequacy of Proposed methodology and work plan in response to TOR</i></b>	<b>25</b>
	2.1 Methodology reflects a clear understanding of the assignment and suitably responds to each element of the scope of work and deliverables	15
	2.2 Proposed Work plan allow for the effective completion of the assignment in the required timeframe	10
3	<b>Acceptability of Quotation</b>	<b>10</b>
	<b>Total</b>	<b>100</b>

## **ADDITIONAL INFORMATION**

### ***BACKGROUND AND FUNCTIONS OF THE BRANCHES***

#### ***Meteorological Service Branch***

The Meteorology Services Branch has the responsibility “to take steps to improve significantly that knowledge and to foresee and prevent potential man-made changes in climate that might be adverse to the well-being of humanity” (Mission Statement).

It is currently comprised of three Branches, namely Climate Branch, Weather Branch and Administration Branch.

*The Weather Branch* is concerned with the observation and forecasting of weather conditions over and around the island. It consists of a Radar Section that closely monitors and reports on rainfall occurrence within a range of nearly 500 kilometres; an Upper-Air Station (the Caribbean Rawinsonde Network Section) that monitors the characteristics of the upper atmosphere; a Synoptic Sub-Station operating within the Sangster International Airport in Montego Bay that makes observations and meteorological reports for use in international air navigation; and a National Meteorological Centre at the Norman Manley International Airport that provides weather forecasting services for general dissemination.

The Weather Branch, in particular, maintains a continuous Hurricane Watch during the hurricane season and is responsible for the issuance of severe weather warnings. Data for forecasts are obtained locally from observation points at the surface, as well as from the radar station, and internationally through telecommunication links with regional and international centres and via stationary and polar orbiting satellites.

Additionally, technicians working within the Weather Branch's Instruments and Equipment Section are responsible for maintaining all meteorological and other related machinery that reside in the various Sections.

*The Climate Branch* is responsible for maintaining a current database of the climate of Jamaica and for the utilization of this data in informing productive sectors of the country. It consists of a Data Acquisition Section that sets up and maintains an island-wide network of rainfall and climatological stations; a Data Processing Section that gathers, archives and analyses the climatological data with a view to monitoring and assessing the climate of the island; and an Applied Meteorology Section that processes the needs of clients, which include crop water requirements, design criteria for hydrologists and engineers, and climatological information for resolving weather related legal and insurance issues.

*The Administration Branch* provides administration in the areas of human resource management and development, office management, accounting services and records management.

#### **International and Regional Obligations:**

The Meteorological Service Branch, by virtue of being signatory to international and regional conventions, is obligated to one international and two regional organizations, namely the World Meteorological Organization, Caribbean Meteorological Organization and Caribbean Institute for Meteorology and Hydrology respectively.

### **Summary of Organizations and their Purposes:**

#### **The World Meteorological Organization (WMO):**

The Meteorological Service Branch, acts as agent of the Government of Jamaica. The Branch has been a member of the WMO since 1963; shortly after Jamaica gained independence. The WMO is an inter-governmental, specialized agency of the United Nations that was formed to address matters relating to the state and behaviour of the earth's atmosphere, its interaction with the oceans, the climate it produces, and the resulting distribution of water resources. WMO's future policies are determined at the World Meteorological Congress, which is held once every four years at the Headquarters in Geneva, Switzerland.

The purpose of the WMO has been to coordinate activities of its members in the generation and exchange of information on weather, water and climate according to global standards, and the training of professionals to internationally recognized levels. The WMO also seeks to facilitate the development of services to improve the well-being and safety of communities, nations and the whole humankind.

#### **The Caribbean Meteorological Organization (CMO):**

The CMO, headquartered in Trinidad and Tobago, exists to promote the development of meteorology, operational hydrology and allied services for its members; including Jamaica's Meteorological Service. This includes the coordination of services to increase operational efficiency, the development of training facilities in the relevant areas of research and operational improvements. CMO is a regional CARICOM body, consisting of sixteen English-speaking Caribbean territories, which has been in existence since 1951.

There are four major organs operated by the CMO, namely the CMO Secretariat, the Caribbean Meteorological Council (CMC), the Caribbean Meteorological Foundation and the Caribbean Institute for Meteorology and Hydrology (CIMH). Whereas the Secretariat represents the headquarters unit of the organization, coordinating activities and projects, the CMC comprises Government Ministers with responsibility for meteorology and meets annually to set policy and approve joint projects and budgets. The CIMH is the training arm of the organization. The Foundation was established to raise funds for the promotion of the study and research of meteorology and allied sciences.

### **The Caribbean Institute for Meteorology and Hydrology (CIMH):**

The CIMH was established in Barbados to ensure that meteorology and hydrology make their maximum contribution to the economic development of the Region. It is the institution approved by the World Meteorological Organization (WMO) as the Regional Meteorological Training Centre and provides training for the region's weather observers and technicians, weather forecasters, specialists in hydrology, agro-meteorology and other related disciplines. Instruction is provided at the four WMO-classified levels; that is at the professional level (B.Sc. degree), and at technical (Entry, Mid and Senior) levels. The CIMH also serves as the CMO's research and climate centre as well as the regional calibration and maintenance centre for meteorological instrumentation.

### **Benefits of the CMO and CIMH:**

#### *Caribbean Meteorological Organization (CMO):*

Jamaica, being a member of the CMO, is able to participate in regional projects funded by international organizations and coordinated by the CMO itself. Jamaica is currently a part of:

- The regional Caribbean Rawinsonde Network (CRN)/Hurricane Research Project (HRP), which provides daily upper-air soundings of the atmosphere for the detection and analysis of significant weather systems, including tropical storms and hurricanes,
- The Regional Radar Research Project, which includes a network of Doppler weather radars that link with other existing radars in the Caribbean to provide seamless weather surveillance,
- The Strengthening Hydro-meteorological Operations and Services in the Caribbean SIDS (SHOCS) Project, which is supported by the Government of Finland and aims at building capacity by providing a range of new technical and operational skills, state-of-the-art equipment, and access to technical expertise,
- The Hurricane Early Warning System, which allows access to weather satellites, weather radars, ocean buoys, ships and land stations and includes a system of back-up in case of damage to any weather forecast and warning office.

The CMO is also actively involved in the coordination and implementation of a number of climate-related projects for the Caribbean to which Jamaica actively participates. These include projects on adaptation to climate change in the Caribbean and upgrading of meteorological facilities in relation to climate change.

#### *Caribbean Institute for Meteorology and Hydrology (CIMH)*

Appointments to the various scientific positions within the Meteorological Branch are dependent on the possession of approved meteorological certificates issued by the CIMH on the completion of the relevant courses, as stipulated by the WMO. It is, therefore, the policy of the Branch to make these courses, as well as shorter seminars and workshops, available to its staff whenever available, with the assistance of international funding.

Throughout the years, Jamaica has fielded candidates in Entry-Level Meteorology; on average two students each year. In addition, online and face-to-face training workshops in Television Presentation, Quality Management Systems, Automatic Weather Station Hardware and Software, Operational Forecasting, Agro-meteorological Applications and Aeronautical Continuing Professional Development were conducted at the Institute in recent times.

Mid-Level Meteorology Training is secured by Jamaica, along with training in Instrument Calibration. Apart from these, students from the Meteorological Branch continue to be enrolled in the Bachelor of Science degree programme at the University of the West Indies in collaboration with the CIMH.

The CIMH absorbs the cost of tuition for all students of its contributing territories, including Jamaica. Training in Entry-, Mid- and Senior-Level Meteorology may also be obtained in the United Kingdom but at considerably higher costs, and participants would not be exposed to the practical, tropical and regional peculiarities of the science. This is partly due to the block grants it receives from several international bodies.

Periodically, the CIMH organizes and hosts a Meteorological Conference that is designed to stimulate meteorological research and application specifically throughout the Caribbean region.

### **Payment Obligations**

In order to maintain membership in these regional organizations and to be able to benefit from their programmes, the Meteorological Service Branch is obligated to paying regular contributions. These amounts become due annually and are quoted in the currencies of the countries in which they are headquartered.

### **Letter of Agreement and Memorandum of Understanding:**

The Meteorological Service Branch operates under two local agreements with the Jamaica Civil Aviation Authority, namely:

- Letter of Agreement between Air Traffic Services and the Meteorological Service, dated May 2010
- Memorandum of understanding between the Meteorological Service and the Jamaica Civil Aviation Authority, dated April 5, 2012.

## ***Climate Change Branch***

A Climate Change Advisory Committee was formed in 2012 as an avenue to garner the requisite local knowledge and skill sets to inform the Ministry's best approach in managing the climate change portfolio. The Committee was integral in commissioning a United Nations Development Programme (UNDP) Analytical Report for Climate Change.<sup>3</sup>

The establishment of the Climate Change Branch resulted as a response to findings from the United Nations Development Programme (UNDP) Analytical Report to the Ministry (October 2012), highlighting the critical social, economic and environmental impacts of climate change and the best response afforded to Jamaica based on evaluation of international practices and our specific characteristics.

The recommendations from the study called for a Climate Change Department with an initial establishment of four(4) – seven(7) posts to be further evolved into an entity with over twenty (20) posts with functions ranging from developing systems for cohesive and reliable data sharing; to spearheading climate change mitigation and adaptation strategies.

Based on the reporting relationship within the UNDP's Analytical Report, with the Head of the Climate Change Department proposed to report to the Permanent Secretary, the Ministry, in consultation with the Corporate Management Development Branch, decided that the most advantageous short-term route would be the establishment of a Branch which reported to the Permanent Secretary, with the intent to later create an entity with the recommended and required human resource capacity and level of autonomy.

The Climate Change Branch is slated to be responsible for;

- Policy analysis and programme for climate change adaptation and mitigation strategies;
- Information and data management;
- Public awareness, education, research and science;
- Mobilization of climate finance and other resources including funds from private sector
- International cooperation and negotiations

## **Main Strategies achieved within CCD: LOCAL**

### ***Climate Change Policy Framework***

The Climate Change Policy Framework developed to draft White Paper stage. Public consultations held in early 2014 across Jamaica to solicit the views of the critical stakeholders and the public at large. The white paper was revised based on inputs made by stakeholder and was submitted to the Cabinet office for consideration.

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<sup>3</sup> The UNDP Analytical Report is available at [www.megic.gov.jm/tenders](http://www.megic.gov.jm/tenders)

### *Climate Change Focal Point Network*

Full operationalization of the Climate Change Focal Point Network which now includes at least 27 representatives at the Director level across all Ministries, and thirteen Departments and Agencies.

Conducted training sessions with the Climate Change Focal Point Network to sensitize on CCD role and responsibilities, role and responsibilities of focal points and tools available to conduct climate proofing exercises of policy, programmes and plans

Training conducted in collaboration with the CCCCC and the Climate Studies Group Mona (UWI) in specific online tools for reviewing and addressing climate change considerations in policies, programmes and plans.

Training conducted in collaboration with USAID through the Wilson Centre in incorporating gender in climate change considerations, mainstreaming climate change generally, using climate change data, and information for planning and decision making.

### *National Communications on Climate Change*

Implementation of the project seeking to prepare The Third National Communications (TNC) on Climate Change and the First Biennial Update Report (BUR) has commenced.

Five local sector experts and an international greenhouse gas inventory expert have been contracted to commence work on the preparation of inputs to the TNC & BUR.

The Third National Communication is expected to be completed in 2017 and the BUR in 2015

### *Climate Change Mainstreaming*

Work commenced on the development of a climate change strategy and action plan for the agricultural and fisheries sectors, as well as on the revision and the mainstreaming of climate change considerations in the National Forestry Management & Conservation Plan. These initiatives are expected to be completed by March 2016.

Draft concept prepared for Jamaica's Renewable Energy NAMA in collaboration with the Ministry of Science, Technology, Energy and Mining (MSTEM) and OLADE



## *Public Education and Awareness*

Several public education and awareness strategies were employed including:

- Climate change logo competition targeting student ages 12-25 in collaboration with the United Nations Development Programme (UNDP) and various state agencies. The aim being to increase awareness of climate change and to design a logo for the Climate Change Branch
- Numerous radio, television and print interviews conducted including targeted campaigns with sector driven media entities (e.g. agriculture)
- Collaborated with JaREECH Project in a Climate Change Mock Conference targeting high school students held in September 2014 at the Jamaica Conference Centre. Development in progress to make this an annual event
- Collaborations held with stakeholders such as the Climate Studies Group Mona (UWI) and UTECH to participate in public session presenting climate change information to the public and tertiary students e.g. UWI Research Days 2014
- Conducted sensitisation sessions with several parish councils to inform on climate change, the role of the CCD and sensitivities for their responsible areas
- Presentation made to Parliamentarians on the roles and responsibilities of the CCD and climate change considerations to be employed for Jamaica in the short and medium term
- The Climate Change Branch entered in partnership with the JIS to implement a public awareness programme which included: the production of 20 five minutes radio features, six five minutes dramatized radio features, three thirty seconds radio PSA, a television PSA and five minute feature, as well as posters and brochures. This programme will run for the period February to July 2015. Additional partnerships entered in with other media entities to expand the reach and increase the public awareness on climate change related matters.

## *Participation in UNFCCC Negotiations and National Consultations on Jamaica's Positions*

### *Pre- and Post-Conference Consultations*

Secured support from the Friedrich-Ebert-Stiftung (FES) and UNDP to implement pre- and post-COP consultations outlining Jamaica's priorities and receiving inputs to inform decisions of our negotiating groups such as CARICOM, AOSIS, GRULAC, CELAC, and G77 & China

Two consultations completed in 2014 and one so far in 2015.

Jamaica's negotiating team to the UNFCCC COP20 in Lima in December 2014 consisted of seven delegates. The delegation was led by Hon. Minister Robert Pickersgill and included persons from the Ministry of Foreign Affairs & Foreign Trade, the Meteorological Service Jamaica, and

the Climate Change Branch. Jamaica also participated in the inter- sessional negotiation meetings held in March, June and October 2014.

So far in 2015, Jamaica has participated in three inter-sessional negotiating meetings held in February, June and August.

### *Other Donor Support*

#### Other Donor Support engagements

- Discussions held with the Government of the People’s Republic of China for Provisioning of Efficient Air Conditioning, Sustainable Outdoor Lighting and Solar Photovoltaic Systems to Jamaica. Implementation expected in 2015 to include work in at least two Ministries
- Discussions held and broad agreement arrived at with the United States Agency for International Development, (USAID) over a three year period:
  - Acquire equipment, software and training to enable the effective monitoring of greenhouse gases (GHGs) island-wide.
  - Procure the expertise of an Information Technology (IT) / Management Information Systems (MIS) consultant to advise on the specifications, development and implementation of a GHG database that is appropriate for Jamaica’s medium to long term needs.
  - Develop climate resilient strategies and action plans the waste management and finance sectors.
  - Integrate climate change considerations in the national energy policy and the national energy action plan 2013-2016.
  - Revise and climate proof the National Forestry Management & Conservation Plan (NFMCP), and its supporting 5-year strategic action plan.
  - Revise and integrate climate change considerations in the national transport policy and develop a climate resilient sector strategy
- Discussions held with USAID / NREL for supporting Jamaica’s Intended Nationally Determined Contribution to the 2015 Climate Agreement. This mitigation measure is a direct response to show our voluntary contribution to reducing the impact of greenhouse emissions and promote a low-carbon economy
- Discussions held with the Clinton Foundation to assist the water sector, primarily RWSL, NIC, RADA and WRA on the potential for using modular solar power generating units for water source pumping. Assistance confirmation expected in 2015

### *Climate Finance*

The IDB board approved a US\$19.869M financing package for the Adaptation Programme and Financing Mechanism for Pilot Programme for Climate Resilience (PPCR), Jamaica. The objective

of this five year programme is to increase Jamaica's resilience to climate change, through enhancing adaptive capacity across priority sectors.

The Principal Director of the CCD was nominated as focal point for the Climate Technology Centre and Network (CTCN) to access technical resources to assist with technological inputs for addressing climate change adaptation and mitigation. Access is supported up to US\$250,000. Capacity Building.

### *Capacity Development*

CCD staff completed training in Climate Change Diplomacy through the United Nations online education programme, UNITAR. Two CCD staff members also participated in training for lead negotiators of CARICOM countries organised by the Caribbean Community Climate Change Centre.

## **Main Strategies achieved within CCD: INTERNATIONAL**

### *Selected Engagements*

- Outcomes of the United Nations Secretary General Climate Summit in September 2014
  - HM Pickersgill delivered a statement from Jamaica
- Outcomes of the 20<sup>th</sup> Conference of Parties (COP 20) to the United Nations Framework Convention on Climate Change, (UNFCCC) and 10<sup>th</sup> session of the Conference of the Parties serving as the Meeting of Parties to the Kyoto Protocol (CMP 10) held in Lima, Peru 1 – 12 December, 2014
  - Lima Call for Climate Action - The decision included several provisions in the preamble paragraphs that are important for the implementation of the Convention including the following:
    - Affirming the determination for strengthening adaptation actions within the new agreement;
    - Recalling the decisions taken at 19th Conference of the Parties (COP 19) in Warsaw, Poland to establish an International Mechanism to address Loss and Damage resulting from slow onset and extreme events in the most vulnerable countries and the progress achieved in Lima, and;
    - Reiterated the significant gap that exists between the mitigation pledges from developed countries been consistent with what is required to achieve emission pathways that will be likely to keep global averaged temperatures increases below 2 degree Celsius or 1.5 degrees above pre-industrial levels;
  - Statement delivered by HM Pickersgill highlighting the delicate balance of climate change and development for Jamaica
  - Increased pledges for GCF announced. Overall pledge amount to exceed \$10 Billion including:

- The UK has pledged to fund 12 per cent of the GCF up to £720 million, or about \$1.1 billion, over three years. It has pledged the most of any European nation.
- The US has pledged \$3 billion over four years.
- Germany has pledged €750 million or "around \$1 billion"
- France has pledged \$1 billion. The contribution will be spread over four years, starting in 2015
- South Korea has pledged the most to the GCF out of the world's smaller economies: \$100 million, of which \$50 million is new money
- Mexico has pledged \$10 million and Indonesia has pledged \$0.25 million. Neither country was expected to pledge to the fund, but chose to do so voluntarily.
- The Adaptation Fund Board, (AFB) resource mobilization strategy target of US\$80 million per year in 2014 and 2015 was welcomed;
- The operationalization of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts that establishes the Executive Committee to manage the mechanism and the two-year work programme;
  - Jamaica nominated to Executive Committee
- The adoption of provisions for the preparation and implementation of National Adaptation Plans, (NAPs);
- Long-term finance that welcomed the pledges to the Green Climate Fund, replenishment of the Global Environment Facility and other sources of funds that includes the Special Climate Change Fund, (SCCF) and the Adaptation Fund (AF);
- The tabling of the Fifth Assessment Report of the Intergovernmental Panel on Climate Change, (IPCC) that represents the most comprehensive and robust assessment of Climate Change and will provide the scientific foundation for the work toward a new agreement;
- Jamaica's representatives continued to influence the negotiating positions and the process through participation as session Chairs/Co-Chairs/Coordinators in various areas within the Alliance of Small Island States (AOSIS) and the Group of 77 and China.
- Bilateral meetings held with the United States Agency for International Development (USAID) to secure and clarify their collaboration in the development of Jamaica's intended nationally determined contributions (iNDCs) to the 2015 climate deal.
- Meetings held with various other groups to advance Jamaica's position in various areas as follows:
  - Ecofys, a renewable energy /sustainability consultancy who developed Chile's renewable energy nationally appropriate mitigation action regarding the prospect of developing a transportation-focused Nationally Appropriate Mitigation Action, (NAMA) for Jamaica.
  - Green Climate Fund - consultations held to express the need to secure funding to address issues concerning Public Awareness and Education as it relates to Climate Change. Hon. Minister Pickersgill highlighted the significance of imparting information to Jamaicans to build resilience and to better prepare the populace for the anticipated impacts of climate change. The consultation

highlighted Jamaica's advanced state of preparedness, specifically the designation of a GCF Focal Point and the process of preparing to accept funds through existing institutions already accredited under programmes such as the Adaptation Fund.

## **Expected Achievements for 2015: LOCAL**

### *Climate Finance*

- Complete requirements for accessing Green Climate Fund by ensuring the confirmation of Jamaica's Nationally Designated Authority to the GCF
- Access the preparatory funding available under the GCF to facilitate capacity development of the National Designated Authority, the accreditation of at least one National Implementing Entity and the development of a pipeline of qualified priority project proposals to access funds under the GCF

### *Climate Change Focal Point Network (FPN)*

- Launch a focal point network at the local government level to ensure information is filtered down to the local level through the Ministry of Local Government
- Provide additional training to increase the effectiveness of the FPN

### *Project implementation activities*

- Complete the First Biennial Update report to the UNFCCC
- Implement funding, coordination and reporting activities with respect to the Sector Strategy and Action Plans for Agriculture, Forestry, Fisheries, transport and energy sectors.


### *Public Education & Awareness*

- Implement a 6 month national public education and awareness planning with the support of the JIS
- Launch the Climate Change Website and associated social media components to increase coverage of issues

### *Climate Change Mainstreaming*

- Complete submissions on NAMA and INDC to the UNFCCC
- Mainstream climate change considerations in the energy and forestry sector plans

## **Expected Achievements for 2015: INTERNATIONAL**

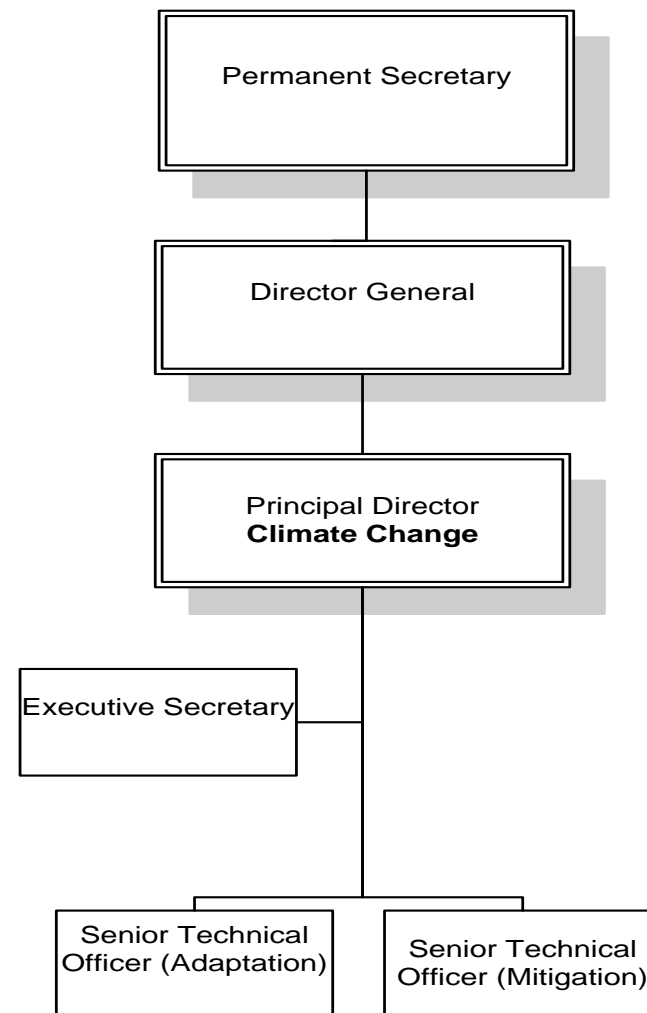
- Accept nomination to the Executive Committee of the Warsaw International Mechanism on Loss and Damage under the UNFCCC
- Continued articulation of Jamaica's position at climate change meetings
-  Continued support of key negotiating strategies with negotiating groups such as AOSIS and G77 and China

# Ministry of Economic Growth and Job Creation

## Climate Change

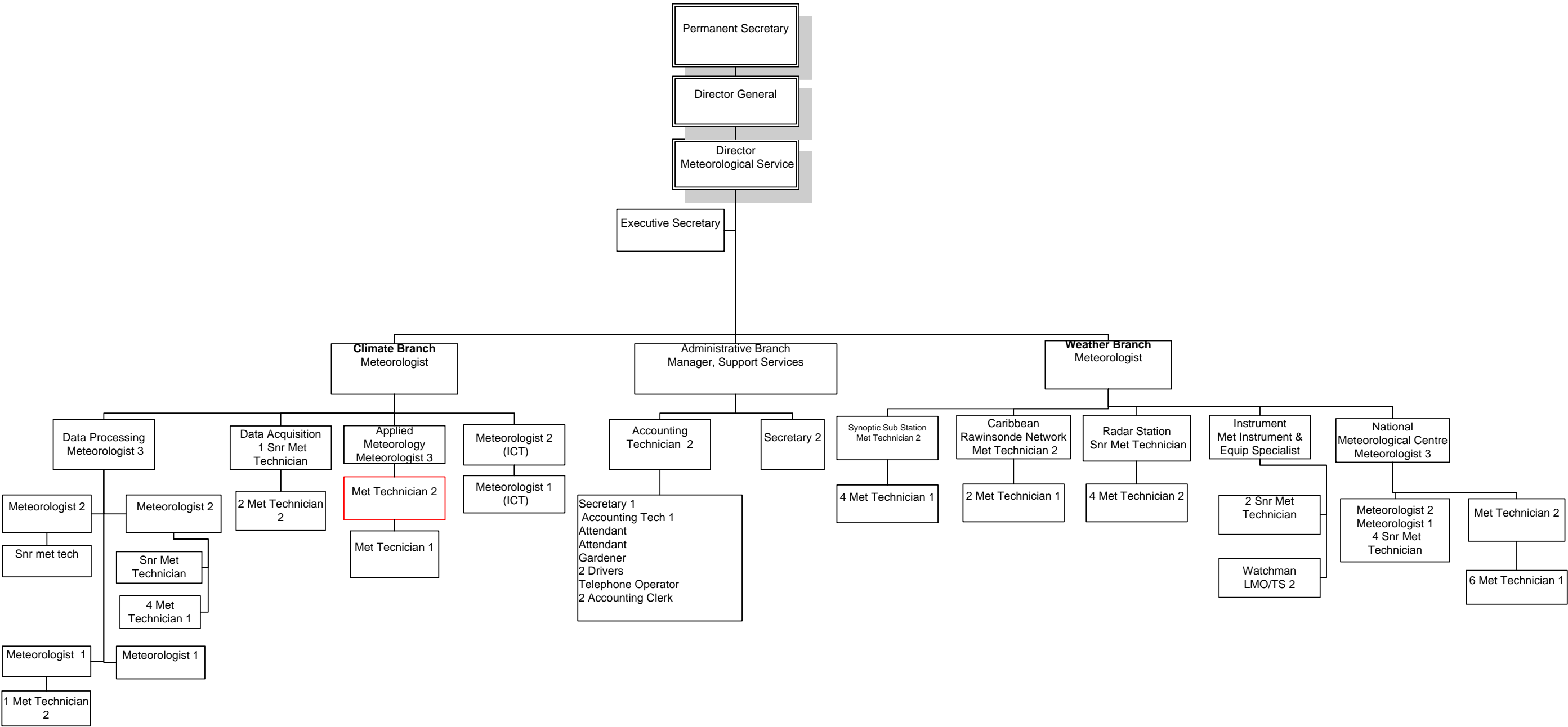
### Existing Staffing Chart

February 2017



Ministry of Economic Growth and Job Creation  
Meteorological Service

Existing Structure  
February 2017



## Relevance of the New Agency to National Development

Climate change presents Jamaica with an unprecedented and a multi-dimensional challenge for achievement of its Vision 2030 Jamaica. As an upper Middle Income Country and a small island developing state, the adverse impacts of climate change pose a serious threat to the sustainability of its inclusive development efforts. The challenge is threefold:

- i. Addressing the vulnerability of Jamaica as a small island country to the adverse impacts of climate change;
- ii. Integrating climate change response strategy in the implementation of the national development plan; and
- iii. Using transformational efforts to exemplify the Island State as a sustainable, resilient and a resource efficient island with low emissions and an inclusive economy that presents a replicable model for other island states.

The United Nations Analytical Report states that ensuing this there is a need for a Robust National Climate Change Response Strategy with an integrating climate change response strategy.

## Relevance of the New Agency to Jamaica's Economic Growth Agenda

Within **Jamaica's Memorandum of Economic Financial Policies and Technical Memorandum of Understanding** agreed between the Government of Jamaica and the International Monetary Fund (IMF) there have been several growth strategies which specifically require the Island to;

*"Strengthen the resilience of the country to natural disasters through Climate Change Adaptation and Disaster Risk Reduction initiatives and targeted public infrastructure projects.*

*Important milestones include: **Climate Change Adaptation and Disaster Risk Reduction Project** and **Climate Change and Information Management Project**: to improve quality climate information and effective planning and action at the local and national levels"*

Climate change resilience strategies are therefore an embedded and paramount part of the economic growth agenda for Jamaica and true investment needs to be shown in this area to meet both national and international demands.