

**STRENGTHENING JAMAICA'S CAPACITY TO MEET TRANSPARENCY  
REQUIREMENTS UNDER THE PARIS AGREEMENT**

**TERMS OF REFERENCE**

<b>Project:</b>	Capacity needs and gaps assessment of institutional enabling environment for transparency related activities
<b>Location:</b>	Jamaica
<b>Project No.:</b>	JA-T1165
<b>Type of contract</b>	Individual Consultant
<b>Duration of contract:</b>	4 months
<b>Language:</b>	English
<b>Expected start date:</b>	September 27, 2021

**1. Background and Justification**

- 1.1. Article 13 of the United Nations Framework Convention on Climate Change Paris Agreement provides for an enhanced transparency framework aiming to build mutual trust and the effective implementation of the actions identified under the Nationally Determined Contribution (NDC). Currently Jamaica is not sufficiently prepared to monitor, report and verify mitigation and adaptation actions, related policies and corresponding finance in a concise and robust manner, nor efficiently able to generate forecasting scenarios and strategic information for policy-makers (economic, investment, technological, etc.) needed to support transformational change.
- 1.2. As a signatory to the United Nations Framework Convention on Climate Change (UNFCCC), and as a Non-Annex I Party to the Convention, Jamaica has played a key role in international negotiations advocating for adequate funding to assist small island developing states (SIDS). Despite not being a major emitter of greenhouse gases (GHG), Jamaica is playing its part in reducing GHG emissions through "no regret" mitigation actions; as well as fulfilling the UNFCCC's requirements on transparency reporting by submitting several reports, including the first Biennial Update Report (BUR) from among the Latin American and Caribbean SIDS and by ratifying the Paris Agreement in April 2017 becoming a Party in May 2017. Jamaica also submitted its Third National Communications to the UNFCCC in January 2019 and was the 14<sup>th</sup> country to submit its Updated NDC (submission in June 2020). These submissions indicate the strong level of country commitment to establish long term arrangements to ensure a sustainable, accurate and reliable transparency framework
- 1.3. The outputs from the National Communications, Biennial Update Reports and the National Determined Contributions, have identified the capacity constraints in Jamaica which include: (i) the current institutional arrangements are not formalized into long term agreements; (ii) there is a widely lack of reliable and accurate data; (iii) poor methodological sophistication; and (iv) limited local technical capacities and expertise.
- 1.4. Through the Global Environment Facility (GEF), Jamaica has received grant financing valued US\$1.3M to address capacity constraints as it relates to transparency reporting to the UNFCCC. The main objective of the project is to strengthen Jamaica's transparency framework through the design and implementation of a fully functional and harmonized domestic Measuring, Reporting and Verification (MRV) system for the effective implementation of the country's NDC and other transparency-related activities.
- 1.5. One of the project's outcomes is to enhance the institutional capacity for long-term

planning and timely reporting of transparency-related activities. There is thus a need to identify the capacity needs within the Ministry of Housing, Urban Renewal, Environment and Climate Change, through its Climate Change Division, to allow Jamaica to meet its transparency related obligations under the UNFCCC.

- 1.6. The project is aligned with Jamaica's national priorities and development planning such as Vision 2030, Jamaica's National Development Plan. The project will contribute directly to Jamaica's National Energy Policy, as it will help to build capacity and provide comprehensive data which can be used for energy planning and the development of renewable energy projects. The project will also be aligned to the current activities related to the development and formulation of sectoral adaptation strategies and action plans and Jamaica's participation in phase III of the GEF financed UN Environment Technology Needs Assessment project.

## **2. Objectives**

- 2.1. The objective of this consultancy is to conduct an assessment of the institutional capacity, arrangements and enabling environment across ministries for transparency related activities related to mitigation, adaptation, climate financing and capacity building. The outputs of these assessments will be used to identify specific capacity building activities to improve the arrangements for transparency activities, including arrangements around information systems and data sharing.

## **3. Scope of Services and Key Activities**

- 3.1. The consultant will prepare a detailed comprehensive assessment of the gaps and needs of various governments institutions<sup>1</sup>, as it relates to transparency activities i.e., activities related to measuring, reporting and verification of climate change data.
- 3.2. Key activities will include: (i) a review of the national communications and biennial update report processes, and identification of opportunities to improve these processes; (ii) mapping of stakeholders involved in transparency activities and required to operationalize and enforce the system (iii) an analysis of the gaps, needs and requirements of various government institutions; (iii) A review of the legal frameworks, model legislation and regulatory best practices related to climate transparency; and (iv) identification of appropriate measures for the improvement of transparency related activities i.e., activities related to measuring, reporting and verification of climate change data.

## **4. Qualifications and Experience**

- 4.1. An advanced degree in Environmental Sciences, Engineering, Climate Science, Economics or any field related to Environmental Management.
- 4.2. Knowledge of public sector systems, information technology and environmental law is desirable.
- 4.3. At least 10 years' experience with an in depth understanding of climate change, UNFCCC processes and transparency related activities i.e., activities related to measuring, reporting and verification of climate change data.
- 4.4. Good written and verbal communication skills in English.

## **5. Deliverables**

- 5.1. The consultancy seeks to assess stakeholders, arrangements and processes supporting transparency activities related to reporting on mitigation, adaptation, climate

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<sup>1</sup> MDAs represented in the National Transparency Working Group as well as other entities involved in reporting process to the UNFCCC

finance and capacity building. The output will also include a review of the necessary measures and activities which are required in government departments to improve transparency activities, including measures to support a harmonized information system and related data sharing.

5.2. The specific deliverables include:

- 5.2.1 Deliverable 1: Inception report including a detailed methodology and work plan within the first 3 days of the assignment
- 5.2.2 Deliverable 2: Stakeholder mapping report which includes an assessment of type of stakeholder, relationships and data flows as well as stakeholder purpose, importance and benefits.
- 5.2.3 Deliverable 3: Technical report on the national communications and biennial update report processes
- 5.2.4 Deliverable 4: An assessment of the institutional capacity across ministries for transparency related activities
- 5.2.5 Deliverable 5: An assessment of arrangements and enabling environment across ministries for transparency related activities
- 5.2.6 Deliverable 6: A review of the Jamaican and other legal frameworks, model legislation and regulatory best practices related to climate transparency in other developing countries and jurisdictions
- 5.2.7 Deliverable 7: A report on the necessary capacity building and institutional arrangement recommendations which the Government of Jamaica would need to implement to improve transparency activities including the preparation of the national communications and biennial update report.
- 5.2.8 Deliverable 8: Summary report on methodology, main findings and recommendations.

**SCHEDULE OF PAYMENT**

The contract price is a fixed output-based price regardless of extension of consultancy duration. The following percentages are contemplated for payments:

No.	Deliverable	% Contract value
1	Upon submission and approval of Deliverable 1 (by Sept 30, 2021)	15%
2	Upon submission, <b>presentation</b> and approval of Deliverables 2 and 3 (by November 5, 2021)	25%
3	Upon submission and approval of Deliverables 4 and 5 (by Dec 17, 2021)	25%
4	Upon submission, <b>presentation</b> and approval of Deliverables 6 and 7 (by January 21, 2022)	25%
5	Upon submission and approval of Deliverable 8 (by January 28, 2022)	10%

**EVALUATION**

Applications will be evaluated based on general and relevant experience and qualifications as well as the Individual Consultant’s work on similar projects.

**REPORTING REQUIREMENTS**

The Individual will report directly to the Principal Director and Project Manager of the Climate Change Division (CCD) of the Ministry of Housing, Urban Renewal, Environment and Climate Change (MHURECC), for contractual and administrative arrangements.

The Individual Consultant is expected to submit electronic versions of each deliverable in Microsoft Word and PDF as well as three (3) hard copies. All submissions must be completed in English.

**SUBMISSION REQUIREMENTS**

Please email (Subject: CBIT Capacity Needs and Gaps Assessment) curriculum vitae and cover letter to:

Ms. UnaMay Gordon,  
Principal Director, Climate Change Division,  
Ministry of Housing, Urban Renewal, Environment and Climate Change  
16A Half-Way-Tree Road, Kingston, Jamaica  
Email: [unamay.gordon@mhurecc.gov.jm](mailto:unamay.gordon@mhurecc.gov.jm)

Copy:  
Dr. Kwame Emmanuel  
Project Manager, Climate Change Division,  
Ministry of Housing, Urban Renewal, Environment and Climate Change  
16A Half-Way-Tree Road, Kingston, Jamaica  
Email: [kwame.emmanuel@mhurecc.gov.jm](mailto:kwame.emmanuel@mhurecc.gov.jm)