



ANY REPLY OR SUBSEQUENT REFERENCE
SHOULD BE ADDRESSED TO THE FINANCIAL
SECRETARY AND THE FOLLOWING REFERENCE
NUMBER QUOTED:-

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MINISTRY OF FINANCE AND THE PUBLIC SERVICE
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P.O. BOX 512
KINGSTON
JAMAICA

July 12, 2024

REF NO:

Circular No. 13

Cabinet Secretary
Permanent Secretaries
Heads of Departments and Agencies
Chief Executive Officers

Contingency Provision for Preparation of Approved Project Proposals

In recognition of the costs involved in the planning and preparation of public investment projects (PIPS) for appraisal, a Contingency Provision is made available under the Ministry of Finance and the Public Service to support the development of new PIPS by entities within the Central Government.

The Contingency Provision for project development is intended to support the preparation of projects by ministries, departments and agencies (MDAs) including those approved for development as government-pays Public Private Partnerships (PPPs).

Allocation of Funds from the Contingency Provision

Upon approval of the project concept by the PIMC, project proponents are required to prepare and submit to the PEX Division of the Ministry of Finance and the Public Service, a formal request for funding along with an Implementation Plan outlining all activities to be undertaken in preparing the project for appraisal. The implementation Plan is to be accompanied by a Procurement Schedule for the goods and services to be procured.

Advance of Funds

Where MDAs demonstrate readiness to commence the activities outlined in the Implementation Plan, funds will be advanced to enable project proponents to

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commence project preparation. The advances will be regularized in Supplementary Estimates.

Classification of Expenditure

All expenditure related to project proposal/business case development are to be reflected within the Recurrent Head of the respective portfolio Ministry under Activity 10098 – Pre-Investment Project Planning and Development.

Cabinet Approval

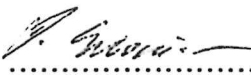
On a regular basis, the list of project concepts that have been recommended for further development by the PIMC will be submitted for approval of the Cabinet, along with their implementation plans, funding requirements and the sums to be advanced from the Contingency Provision.

Virement/Reallocation

Virement/reallocation of the sums allocated for Pre-Investment Project Planning and Development is not allowed. Unutilized balances must be surrendered to the Consolidated Fund at the end of each fiscal year.

Monitoring of Project Development Activities

The Projects Branch of the Ministry of Finance and the Public Service will monitor the status of project development activities against their implementation plans and report to the PIMC and the Cabinet as necessary.


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Darlene Morrison, CD
Financial Secretary

C: Auditor General