****

**PC**

**Ref:**

**PROJECT CONCEPT SUBMISSION FORM**

**FORMS THAT ARE COMPLETED INCORRECTLY WILL BE REJECTED**

You are required to read the accompanying [**Project Concept Submission Instructions**](#_ABOUT_THIS_FORM) for information on how

to complete each section of this form (see page 10). Press CTRL and click [🛈](#_ABOUT_THIS_FORM) for more information.

|  |
| --- |
| New Project Name / 2021 (Do not manually edit headers; change text colour to black) |
| Name of Project / Submission Year |

|  |  |
| --- | --- |
| **Passport, Immigration & Citizenship Agency** | **Ministry of National Security** |
| Executing Agency | Portfolio Ministry |

|  |
| --- |
| [150 words max]  Note:   1. The latest version of this version is available via the Public Investment Appraisal Branch ([piab@mof.gov.jm](mailto:piab@mof.gov.jm)) or via the website of the Ministry of Finance & the Public Service at <https://mof.gov.jm>] 2. To complete this page, enter the relevant details, then change the font colour for all fields **to black**. Delete placeholders, which currently appear in grey text, throughout the document. 3. When submitting the completed form**, DO NOT** include the form instructions and document control page. |
| Project Overview |

**Proponent Information:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Submitted by:** | Mr. James Bond | | | **Title:** | Director, Project Implementation | |
| **Organization:** | Ministry of National Security – 00 Kingston Road, Kingston 0 | | | | | |
| **Direct Mobile:** | 876-000-0000 | **Landline:** | 876-000-0000 x 0000 | | **Email:** | first.last@name.com |
| **Signature:** |  | | | **Authorized by:** | Name of Head of Entity | |
| **Date:** | Click or tap to enter a date. | | | **Signature/Date:** |  | |

==========================================================

**Ministry of Finance & the Public Service**

Public Investment Appraisal Branch

Public Expenditure Division

piab@mof.gov.jm

876-960-9110

Please reduce paper consumption and consider omitting the form instructions when printing this document.



# [A] PROJECT DESCRIPTION

## 1.Project Background [🛈](#_1_Project_Background)

Contextualize the project impetus and describe the various factors that have led to the project need.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

## 2.Project Theory of Change [🛈](#_2_Project_Theory)

Define the desired long-term goal(s) of the project and provide an overview of how and why the intended change from this intervention is expected to occur through a chain of outcomes.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

## 3.Project Options Identification [🛈](#_3_Project_Options)

Discuss the various options for addressing the identified problem(s), stating the *pros* and *cons* of each option. Include references to research where available, and state the option ultimately chosen, providing justification.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

## 4.Project Scope of Work [🛈](#_4_Project_Scope)

Describe the main components of the project and the related activities.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

## 5.Project Objectives [🛈](#_5_Project_Objectives)

State the quantifiable (SMART) objectives to be attained.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

## 6.Project Purpose [🛈](#_6_Project_Purpose)

Describe the intended long-term impact of the project.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

## 7.Synergies & Dependencies [🛈](#_7_Synergies_&)

Describe how this project relates to other projects being undertaken or planned.

|  |  |  |
| --- | --- | --- |
| **Name of other Project/Initiative** | **Synergies/Areas of Complementarity** | **PIAB USE ONLY** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Name of other Project/Initiative** | **Dependency Relationships** | **PIAB USE ONLY** |
|  |  |
|  |  |
|  |  |

## 8.Stakeholder Identification [🛈](#_8_Stakeholder_Identification)

State the name of the relevant stakeholder entity or group and the nature of consultation.

|  |  |  |
| --- | --- | --- |
| **Consulted** | **Stakeholder Entity/Group** | **Nature and Outcome of Consultation** |
|  |  |  |
|  |  |  |
|  |  |  |

## 9.Project Status [🛈](#_9_Project_Status)

Describe the status of activities that are being pursued to support project development.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

# [B] PROJECT VALUE PROPOSITION

**1.Project Demand** [🛈](#_1_Project_Demand)

Define the project beneficiaries and their expected usage of the project output(s).

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

**2.Project Benefits** [🛈](#_2_Project_Benefits)

Outline the short- and medium-term benefits of the project; ascertained from the Theory of Change (#A2, above).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Micro** | **Meso** | **Macro** |
| **Short-Term** |  |  |  |
| **Med-Term** |  |  |  |

# [C] PROJECT IMPLEMENTATION PLAN

## 1.Project Execution Schedule [🛈](#_1_Project_Execution)

State and describe the project execution schedule.

|  |  |  |  |
| --- | --- | --- | --- |
| **Phase** | **Description** | **Start Date** | **End Period** |
| **Full Project Execution Schedule:** | |  |  |
| *Phase 1* |  |  |  |
| *Phase 2* |  |  |  |
| *Phase 3* |  |  |  |
| *Phase 4* |  |  |  |
| *Phase 5* |  |  |  |

## 2.Project Location [🛈](#_2_Project_Location)

State and describe the project execution site.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| **Site Street Address:** | |  | | | |
| **Community, Town, Parish:** | |  | | **Plus Code:** |  |
| **1** | **Land Valuation No.:** |  | **Title Reference No.:** |  | |
| **2** | **Land Valuation No.:** |  | **Title Reference No.:** |  | |

## 3.Implementing Entities [🛈](#_3_Implementing_Entities)

1. Identify all implementing entities and state their involvement in concept development, where available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Entity** | **Involvement in Concept Development** | | | |
| *Consulted on Project Concept* | *Aware of Project Duration (est.)* | *Aware of Roles/ Responsibilities* | *Aware of Costs to be Bourne (est.)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. In the event of multiple implementing entities, has a Memorandum of Understanding, Terms of Reference, or other written agreement been established?  Yes |  No |  Not Applicable **(Attach copy, if yes)**.

## 4.Monitoring & Evaluation [🛈](#_4_Monitoring_and)

Provide a summary of the proposed monitoring and evaluation process and the relevant process owners.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

# [D] PROJECT RISK EVALUATION

Outline the various levels and areas of project risk.

## 1.Project Risk Assessment [🛈](#_1_Project_Risk)

Identify the high-level risks that may prevent project success.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Risk Level** | | | **Risk Owner** | **PIAB USE ONLY** |
| *Risk Probability* | *Risk Impact* | *Risk Score* |
| *Risk 1:* |  |  |  |  |
| *Risk 2:* |  |  |  |  |
| *Risk 3:* |  |  |  |  |
| *Risk 4:* |  |  |  |  |
| *Risk 5:* |  |  |  |  |

## 2.Climate Impact Screening [🛈](#_2_Climate_Impact)

Conduct a climate impact scan, the possible climatic events/hazards, likelihood of impact and extent of damage.

|  |  |
| --- | --- |
|  | **What is the Climate Impact Score for this project?** |
| Low Priority  Medium Priority  High Priority  *(Attach CCORAL report)* |

## 3.Environmental Impact Assessment [🛈](#_3_Environmental_Impact)

Conduct an environmental scan and detail the possible impact of the project on the environment.

|  |
| --- |
|  |

# [E] PROJECT FINANCING PLAN

Indicate accordingly and provide details in Annex 2.

## 1.Project Cost Estimates [🛈](#_1_Project_Cost)

State the total capital cost of the project and the estimation technique used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Cost Estimate**  **(Jamaican Dollars):** | $ | **Foreign Currency Cost Equivalent:** |  |
| US$  GB£  CD$  Other |
| **Cost Estimation Methodology:** | Similar Project  Supplier estimate  Other: | **Exchange Rate:** | e.g. 1 USD = 100 JMD [Date] |

## 2.Project Funding [🛈](#_2_Project_Funding)

Provide details on how the project will be financed and a summary of the funding agreement.

|  |  |
| --- | --- |
| **Indicated proposed source(s) of funding** | **Indicate if funding has been identified** |
| Bilateral/Multi-lateral Loan  Government of Jamaica  Grant (International)  Grant (Local)  Other inancial Institution  Self-financing  Other: | Funding has been confirmed  Funding has been identified  Funding has **not** been confirmed  Funding has **not** been identified |

## 3.Financing Plan [🛈](#_3_Financing_Plan)

Provide a breakdown of the estimated project costs, as well as the funding source (by letter reference in parenthesis).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financing Plan** | | | | |
| *Item* | *Grant* | *Debt* | *Equity (GoJ)* | *Total* |
| Example: Training | $10,000 (b) | $3,000 (c) | $5,000 (a) | $18,000.00 |
| Example: Material and Equipment | $5,000 (c) | $1,000 (b) |  | $6,000.00 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
|  |  |  |  | 0 |
| **Totals** | **$15,000.00** | **$4,000.00** | **$5,000.00** | **$24,000.00** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key: Funding Entity Category** | | **Funding Entity Name (if known)** | Reference the appropriate letter to indicate the *funding entity category* in the financing plan, above. |
| a | Government of Jamaica |  |
| b | International Development Partner |  |
| c | Other inancial Institution |  |
| d | Other: *State* |  |

|  |  |  |
| --- | --- | --- |
| **GOJ Counterpart**  **Resources Required** | **Entity’s Revenue Source** | **Project Procurement and Implementation Modality** |
| Concessions  Government Lands  Guarantee  Subsidies  Tax exemptions  Waivers  Other: | Government Subvention  Levies  Self-financing  Statutory Charges  Subsidies  User fees  Other: | IDP Procurement Modality  Outsourcing  GOJ Public Procurement  Standard In-house delivery  Unsolicited Proposal  Other: |

# [F] PROJECT MANAGEMENT PLAN

Outline the project management capacity of the implementing entity and how this will be performed.

## 1.Organizational Capacity [🛈](#_1_Organizational_Capacity)

Identify the organizational competencies that are directly related to the project objectives and indicate if these are available in-house, or if the project proponent would require support in the respective areas.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Competency Domain** | **Competencies Directly Related to the Project Objectives** | ***Available In-house*** | ***Support Required*** | ***Plan to Outsource*** |
| **Operational Capacity** | Budget & Financial Management System |  |  |  |
| Human Resource Management System |  |  |  |
| Monitoring & Evaluation System |  |  |  |
| Procurement, Inventory & Asset Management System |  |  |  |
| Quality Assurance System |  |  |  |
| **Technical Capacity** | Technical Management Skills and Experience |  |  |  |
| Project Planning, Supervision and Governance |  |  |  |
| Regulatory Management Capacity |  |  |  |

## 2.Project Governance [🛈](#_2_Project_Governance)

Describe the decision-making structure for this project.

|  |  |
| --- | --- |
| **Project Governance Structure** | **Summary of the Project Governance Structure** |
| Working-Group |  |
| Steering Committee |
| Ad-hoc Project Management Team |
| Dedicated Project Management Office |
| Consultant Project Manager/Management Team |
| Other |

## 3.Project Governance Chart [🛈](#_3_Project_Governance)

Present an organizational chart that outlines how the project will be managed and the functional/reporting relationships among the members of the project team.

|  |
| --- |
|  |

# [G] PROJECT SUSTAINABILITY PLAN

Outline the critical aspects of the sustainability plan and project best practices that will be considered.

## 1.Sustainability Plan [🛈](#_1_Sustainability_Plan)

Outline the project sustainability plan.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

## 2.Lessons Learned Identification [🛈](#_2_Lessons_Learned)

State any lessons learned from similar projects (locally or internationally) that have informed the project concept.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

# [H] PRIORITY LINKAGES AND POLICY ALIGNMENT [🛈](#_[H]_Priority_Linkages)

Identify the national/international plans and frameworks to which this project is aligned.

|  |  |  |
| --- | --- | --- |
| **Sector Plan Alignment** |  | **Project Merit** |
| **Organizational Mandate** |  |  |
| **National Development Plan Goal Alignment** |  |
| **Medium Term Socio-Economic Framework Alignment** |  |
| **Sustainable Development Goals Alignment** |  |
| **Government of Jamaica Policy Alignment** |  |
| **Compliance With Relevant Locale Statutes** |  |
| **Corporate/Strategic Plan Alignment** |  |

# [I] PUBLIC-PRIVATE PARTNERSHIP / JOINT VENTURE STRUCTURE [🛈](#_[I]_Public-Private_Partnerships/Joi)

|  |  |
| --- | --- |
| **Public Private Partnership (PPP) or Joint Venture (JV) Option** | |
| 1. Will the project be implemented using any of the following implementation arrangements? | Joint-Venture  Public-Private Partnerships  No, none of the above |
| 1. Has a similar project been implemented by the private sector utilising a PPP modality locally, regionally or globally? If so, kindly include references. | Not applicable |
| 1. Have you had any discussions with or received any proposals or expressions of interest from any private sector party in developing this project concept? If so, please provide further information on the nature of interest. | Not applicable |
| 1. Are there any legal, social, environmental, technical or financial impediments to private sector involvement in the development of this project concept? If so, please explain. | Not applicable |
| 1. Provide a high level allocation of risk and function/responsibilities between the private sector and the GOJ in a PPP arrangement. | Not applicable |

# [J] SUPPLEMENTARY DOCUMENTATION [🛈](#_[J]_Supporting_Studies/Reports)

Provide details of any supplementary documentation that support the concept submission.

## 1.Supporting Reports, Studies, and Masterplans etc.

Provide copies of all masterplans, studies, and analyses that guided/informed the project objectives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type** | **Title** | **Description** | **Link** |
| **1** | e.g. Report |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

## 2.Illustrative Media and Mock-ups etc.

Provide links to any mock-ups, plans or other media that support the case being made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type** | **Title** | **Description** | **Link** |
| **1** | e.g. Floorplan |  |  |  |
| **2** | e.g. PPT |  |  |  |
| **3** | Animation |  |  |  |

## 3.Other Information

Provide details of any supplementary information/documentation that supports the case being made.

|  |  |
| --- | --- |
|  | **PIAB USE ONLY** |

**Official Use Only**

**Project Concept Submission Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title** | New Project Name / 2021 (Do not manually edit headers; change text colour to black) | | |
| **PDSS Officer** |  | | |
| **Project Analyst** |  | | |
| **M&E Analyst** |  | | |
| **Date Submission Received** | Click or tap to enter a date. | **Date Assigned** | Click or tap to enter a date. |
| **Initial Screening to be Completed by (3 days)** | Click or tap to enter a date. | *Actual:* | Click or tap to enter a date. |
| **Concept Evaluation to be Completed by (14 days)** | Click or tap to enter a date. | *Actual:* | Click or tap to enter a date. |

**Public Investment Appraisal Branch Comments/Recommendations:**

|  |  |  |
| --- | --- | --- |
| **PUBLIC INVESTMENT APPRAISAL BRANCH** **PROJECT CONCEPT SUBMISSION FORM** |  | Please reduce paper consumption and consider omitting the form instructions when printing this document. |

### ABOUT THIS FORM [⏶](#_top)

**VERSION**

This form and the accompanying instructions may be updated/revised from time to time. Users are required to visit the Public Investment Appraisal branch webpage of the Ministry of Finance & the Public Service to access the latest version of the template. Verify the version date posted by the PIAB with the version date on the Document Control section of this form.

**PURPOSE**

The **Project Concept Submission Form** is used by project proponents for describing and justifying a proposed project concept.

**SECTIONS**

Information on the project being proposed is captured over the following ten sections of the document:

* Cover: Project Overview
* Section A: Project Description
* Section B: Project Value Proposition
* Section C: Project Implementation Plan
* Section D: Project Risk Evaluation
* Section E: Project Financing Plan
* Section F: Project Management Plan
* Section G: Sustainability Plan
* Section H: Priority Linkages & Policy Alignment
* Section I: Public-Private Partnerships/Joint Ventures
* Section J: Supplementary Documentation
* Section for *Official PIAB Use Only*

Each section **must** be completed in the prescribed manner, failing which, **the submission may be rejected**.

**DISCLAIMER**

While the Public Investment Appraisal Branch strives to direct project proponents to useful electronic resources to aid in the completion of submissions, references to any external website, service, or product, does not constitute endorsement, recommendation or favouring by the Branch. The Branch makes no claims about the accuracy of the websites referenced herein, and expressly disclaims liability for any errors or vulnerabilities that they may contain, including viruses and other harmful content.

**INSTRUCTIONS FOR USE**

**NAVIGATION**

This document utilizes cross-referencing functionality. To easily navigate to different sections of this document, take note of the following symbols and their meaning:

🛈 - This symbol appears beside headings in the main document to indicate that more information on the related section is available in the form instructions.

⏶ - This symbol appears in the form instructions and allows the user to jump to the related input fields in the main document.

To quickly jump between the form input fields and the related instructions, simply press the CTRL key and click the [🛈](#_J._Other_Inforamtion) or ⏶ symbol beside the relevant heading.

**DOCUMENT SUBMISSION**

* Upon completion of this form, the relevant appendix items shall be attached.
  + Appendix items shall be scanned and merged with the form as a single PDF document.
* The form shall be submitted to the Public Investment Appraisal Branch (PIAB) under confidential cover.
  + Submissions must be sent electronically to [piab@mof.gov.jm](mailto:piab@mof.gov.jm), and the hardcopy with original inked signature shall also be submitted to the PIAB.

**DATA ENTRY**

This form was designed in Microsoft Word 2016, for use with a similar software package on a Windows 10 Pro OS, or higher.

**General Formats and Measures**

* Dates: Unless otherwise stated, all dates shall be written using numbers in the format **year/month/day**.
* Units of measure: All units of measurement shall be reported using the metric system; the imperial equivalents can be provided in parenthesis, where necessary.
* Currency: All costs shall be represented in Jamaican Dollars in the first instance, with the appropriate foreign currency equivalent provided in parenthesis. Equivalent values shall be calculated at the prevailing exchanges rates published by the Bank of Jamaica. The BOJ rate date shall also be stated.
* Template modification: To the furthest extent possible, the template should **not** be modified from its structure, format or layout. If necessary, additional rows can be added to tables when listing.

The other fields of the form shall be completed as follows:

### Project Overview [⏶](#_Project_Overview_()

In this section the project proponent shall outline the basics of the project and provide a snapshot of the project details:

* Project Name

Provide an appropriate and descriptive, yet succinct, project title that captures the project goals and location, where possible.

* Executing Agency

State the name of the Project Sponsor, which has functional governance responsibility for the initiative.

* Portfolio Ministry/Head

This is the entity with ultimate policy governance responsibility for the initiative. It is the line Ministry from which project endorsement should first be granted. The Head of Entity for all listed implementing agencies shall also submit a letter of commitment/partnership on the project. [See *Implementation Plan,* below]

* Project Overview

State the overall vision for the project, providing an abstract or synopsis of what the project aims to accomplish.

* Project Proponent

Provide details of the individual who represents the submission.

* Submitted by

State the name, title, organizational affiliation and business address of the individual submitter.

* Telephone/Email

Provide a direct mobile, landline and email address for the individual making the submission. Phone numbers that circumvent switchboard systems are preferred.

* Authorized by

The head of the executing agency shall sign and stamp the submission.

### [A] Project Description [⏶](#_[A]_PROJECT_DESCRIPTION_1)

In this section the project proponent shall provide:

#### 1 Project Background [⏶](#_1.Project_Background_()

Describe the current situation, i.e., the problem statement. It should answer the question ‘What needs to change?’ State what was done previously, if anything, to address the problem. Outline what is likely to happen if the project does not proceed, contrasted with what will happen should the project proceed. Include relevant research to support the case being made. References to trends and observations are also useful.

#### 2 Project Theory of Change [⏶](#_2.Project_Theory_of)

Identify the long-term project goal(s), conduct a backwards mapping to identify the necessary preconditions (outcomes) to achieve the goal(s); then, identify how the proposed project will create these preconditions, and develop a set of key performance indicators for each precondition.

#### 3 Project Options Identification [⏶](#_3.Project_Options_Identification)

Identify and fully describe the range of options that were considered for responding to the stated problem. One option should always be the option of *doing nothing* i.e. maintaining things as they currently are with no major change. For each option considered, state the pros and cons of the option, providing a general estimate of the associated capital and annual operating costs. The option ultimately chosen should be clearly identified, and justification for that selection provided.

#### 4 Project Scope of Work [⏶](#_4.Project_Scope_of)

Provide a concise description of the main components of the project and the activities under each component.

#### 5 Project Objectives [⏶](#_5.Project_Objectives_()

State the Specific, Measurable, Achievable, Realistic and Timely (SMART) high-level results to be attained from this project.

#### 6 Project Purpose [⏶](#_6.Project_Purpose_()

Provide a succinct project impact statement, which outlines the expected long-term (>5 years) developmental change that the project seeks to bring about.

#### 7 Synergies & Dependencies [⏶](#_7.Synergies_&_Dependencies)

For synergies, the project proponent shall describe how this project complements or otherwise supports other projects being undertaken or planned, even where these other projects are being executed by external entities. Describe the likely outcome of these synergies and how the outcomes can be/are maximized.

For dependencies, the project proponent shall consider and clarify whether the completion or effectiveness of the project will be dependent on any event, or other project(s), and conversely, whether any other project(s) is dependent on the project being proposed. State what is likely to happen if these dependencies are not met.

Where the other project is stated, the name of the implementing entity shall also be presented. Where synergies and dependencies are stated, references to the relevant project(s) shall also be presented.

#### 8 Stakeholder Identification [⏶](#_8.Stakeholder_Identification_()

List the key stakeholders of the proposed project and outline the nature and extent of consultation undertaken and/or to be undertaken with all interested stakeholders, including those who will be affected by the project, as well as those who need to make inputs into the project. Indicate the outcomes of consultations already undertaken, and the expected outcome of consultations to be undertaken.

#### 9 Project Status [⏶](#_9.Project_Status_()

Describe the issues currently being pursued and outline the activities being undertaken to further develop the project.

### [B] Project Value Proposition

#### 1 Project Demand [⏶](#_[B]_PROJECT_VALUE)

Explain who needs the goods/services/processes/systems that will be delivered by the project. Indicate the main beneficiaries/users and provide an estimate of the total direct and indirect beneficiaries); where applicable, indicate the price that beneficiaries/users are willing to pay for the products/services emanating from the project.

#### 2 Project Benefits [⏶](#_[B]_PROJECT_VALUE)

Complete the matrix to demonstrate how the project will benefit stakeholders in both the short-term (1-2 years) and medium-term (3-5 years). All major benefits, including financial, technical, social, and environmental, shall be listed in bullet format.

* Micro

Detail the project benefits to individual beneficiaries, showing the short-term and medium-term impact.

* Meso

Detail the project benefits to organizations, neighbourhoods, communities, and any other subset of society that would derive benefits as a group.

* Macro

Detail the project benefits to the general society, including indirect beneficiaries, and the environment.

### [C] Project Implementation Plan

#### 1 Project Execution Schedule [⏶](#_1.Project_Execution_Schedule)

In the first row, indicate the full project execution schedule (start and end dates). In the rows that follow, describe each phase/component of the project, and indicate the planned start and end date of each. Typically, the project start date should be the same as the Phase 1 start date, and the project end date shall be the same as the end date of the last project phase. Use the date format YYYY/MM/DD.

#### 2 Project Location [⏶](#_2.Project_Location_()

Describe and specify the proposed project execution site. If the project output is intangible (e.g. deployment of a new service or virtual technology etc.) consideration should be given to physical infrastructure from which the product will be housed/hosted, e.g., the adequacy of the server room, available security, features to protect against fire and water damage etc. If the project will be executed at a building, plant, facility or plot of land in which the output will be tangible product, or if it involves any form of construction, then full details of the execution site are required.

* Description

As succinctly as possible, describe the project site, detailing the features, neighbouring structures, landmarks and all points of significance to the project. For both construction and non-construction projects, the adequacy of the location as the point of execution for the project shall be discussed. The description should provide justification for the site selection.

* Map

Insert a map, photo or other visual representation of the proposed project location using arrows, labels or other annotative tools to precisely highlight the proposed site of execution and other relevant features. If multiple maps/photos are required, these should be added under *Section J: Other Information*.

* Community, Town, Parish

State the community, town and parish of the proposed site.

* Plus Code

Navigate the website <https://plus.codes/map> and identify the Plus Code for the proposed project site and copy the full Plus Code (not the abbreviated version). Open the Menu sidebar, and activate Satellite view to see satellite imagery of the location being searched. [[Video Tutorial](https://www.youtube.com/watch?v=Rj2wnzvU2r8)]

* Land Valuation Number / Title Reference Number

Navigate the website <https://elandjamaica.nla.gov.jm/elandjamaica/interactivemap.aspx> and identify the proposed project site on the National Land Agency Map of Jamaica. Select the specific parcel(s) of land and copy the Land Valuation Number, and the corresponding Title Reference (otherwise listed as the Volume/Folio number). If the project is a non-construction activity, the land valuation and title-reference information is not required. [[Video Tutorial](https://www.youtube.com/watch?v=gXDptDtFIFI)]

#### 3 Implementing Entities [⏶](#_3.Implementing_Entities_()

* Entity

MDA and/or private partner that carries out the activities of the project; the implementing agency can also be the entity which is co-coordinating the work of others carrying out the work i.e. contractors.

* Involvement in Concept Development

Indicate the extent to which the named implementing entity was involved in the development of the project concept submission.

#### 4 Monitoring and Evaluation [⏶](#_4.Monitoring_&_Evaluation)

Describe how attainment of the project objectives will be monitored and evaluated and the relevant actors that will be responsible for the various M&E activities. If available, provide any KPIs, baseline and target information that will feed into the M&E plan. Also describe the entity’s state of readiness and organizational capacity to undertake M&E.

### [D] Project Risk Evaluation

In this section the project proponent shall outline the results of various risk and impact assessments that could have implications for the success of the project.

#### 1 Project Risk Assessment [⏶](#_1.Project_Risk_Assessment)

Identify potential high-level risks that may prevent the project from achieving its objective, using a three-point scale, where Low=1; Medium=2; and High=3.

* Risk Probability

State how likely the identified risk is expected to occur and pose a threat to project success.

* Risk Impact

State the extent of the potential losses, should the risk occur.

* Risk Score

The Risk Score is the product of the Risk Probability and Risk Impact, to be stated based on the scale Low (1-3), Medium (4-6), and High (7-9). For example, if the project Risk Probability is High (3) and Risk Impact is Low (1), the product results in a Risk Score of 3 – Low.

* Risk Owner

Identify the implementing entity/stakeholder that will respond to the risk, whether through proactive or reactive risk mitigation measures.

#### 2 Climate Impact Screening [⏶](#_2.Climate_Impact_Screening)

Conduct a climate impact scan using available data. It should list the climate risk events/hazards that are likely to occur in the project area in the future (e.g. landslides, hurricane–winds, rise in sea level, storm surges, flooding and drought). State the likelihood of these events and the possible impact they may have on the project, and estimate the extent of damage that is likely to done to the project if any of the named events/hazards occur.

Navigate the website <https://ccoral.caribbeanclimate.bz/> to access the Caribbean Climate Online Risk and Adaptation Tool (CCORAL). Complete the Climate Screening Exercise by entering the required project details. Calculate the project climate impact score and enter it on this form. The report shall also be appended.

#### 3 Environmental Impact Assessment [⏶](#_3.Environmental_Impact_Assessment)

Conduct a preliminary scan to determine if the project will have significant negative impacts on the natural environment. The factors to be considered shall include: impacts on human health, fauna and flora, soils, land use, material assets, water quality, air quality, noise and vibration, the landscape and visual environment, historical and cultural heritage resources, and the interactions between them. Indicate steps that could be proposed in the project design to reduce avoid or offset significant adverse impacts.

### [E] Project Financing Plan

#### 1 Project Cost Estimates [⏶](#_1.Project_Cost_Estimates)

Provide the total capital cost of the project in Jamaican Dollars, along with any relevant foreign currency equivalent (and BOJ rate for the applicable date). The methodology for estimating the project costs shall also be provided.

The Financing Plan shall be used to provide a breakdown of the various project costs by Resource Items (e.g. Consultants, Computers, Software, etc.) and source of Funding.

#### 2 Project Funding [⏶](#_2.Project_Funding_()

Select the proposed source(s) of funding for the project, and indicate whether the funds have already been identified, or committed. Details of the funding agreement can be annexed, where available.

#### 3 Financing Plan [⏶](#_3.Financing_Plan_()

Breakdown the project costs. In the funding key table, identify the *category* of each funding entity, then provide the *name* of each entity. For example, for a funding entity labelled ‘b’ – International Development Partner (IDP), state the name of the relevant entity, such as World Bank, CDB etc.State the entity that will provide funding for **each** item on the plan by indicating the reference letter (from the key) for the relevant funding source.

* GOJ Counterpart Resources Required

Provide recent financial statements or prepare a table showing the annual financial position projected by category.

* Entity’s Revenue Source

Provide recent financial statements or a table showing the projected financial position, by category.

* Procurement and Implementation Modality

This section should signal the procurement method proposed to support project implementation with justification.

### [F] Project Management Plan

#### 1 Organizational Capacity [⏶](#_1.Organizational_Capacity_()

For each of the listed domains and standards of organizational capacity, state the current capacity of the implementing entity to undertake the project as described and provide details of any support that may be required to increase the execution capacity of the organization.

* *Budget & Financial Mgmt. System*: Capacity to perform financial management and manage budgets
* *Human Resource Management System*: Capacity to manage teams and human resources
* *Monitoring & Evaluation System*: Capacity to undertake monitoring and evaluation processes
* *Procurement, Inventory & Asset Management System*: Capacity to undertake acquisition, management and mobilization of resources.
* *Quality Assurance System*: Capacity to undertake and deploy quality management strategies.
* *Technical Management Skills and Experience*: Technical experience in the implementation of similar projects.
* *Project Planning, Supervision and Governance*: Capacity to undertake project planning, supervision, governance and leadership.
* *Regulatory Management Capacity*: Capacity to manage/respond to changing regulatory requirements.

#### 2 Project Governance [⏶](#_2_Project_Governance)

Identify the project management governance structure.

#### 3 Project Governance Chart [⏶](#_3.Project_Governance_Chart)

Outline the governance structure of the project using an organizational chart and describe the roles/functions of key technical team members. The members of the team and their functional roles both within their respective organizations and with respect the specific project shall also be identified.

### [G] Project Sustainability Plan

In this section, the project proponent shall provide details regarding the sustainability plan, post project implementation. The proponent shall also demonstrate consideration for any local and international best practices that have informed the development of the project concept.

#### 1 Sustainability Plan [⏶](#_1.Sustainability_Plan_()

Describe in detail how the public investment will be sustainable in the long-term. Describe the returns, commercial prospects, or future maintenance requirements that demonstrate the sustainability and long-term economic, environmental and social benefits.

#### 2 Lessons Learned Identification [⏶](#_2.Lessons_Learned_Identification)

Outline the best practices and/or lessons learned from execution of any similar project locally or internationally. Greater weight should be given to the experiential background of the project proponent and the listed implementing entities, before consideration of international experiences.

### [H] Priority Linkages and Policy Alignment [⏶](#_[H]_PRIORITY_LINKAGES_1)

In this section the project proponent shall identify how the proposed project aligns with current national and international development goals to which the country subscribes.

* **Sector**

Navigate the website <https://www.vision2030.gov.jm/vision-2030-jamaica-sector-plans/> and select from the list the Sector Plan(s) to which the project objectives are most closely aligned. In the event of multiple areas of alignment, use a bulleted list, identifying each in declining order of significance.

* **National Development Plan Goal Alignment**

Navigate the website <https://www.vision2030.gov.jm/> and select from the list the National Development Plan(s) Goals most closely aligned to the project objectives. In the event of multiple points of alignment, use a bulleted list with declining order of significance.

* **Sustainable Development Goals Alignment**

Navigate the website <https://sdgs.un.org/goals> and select from the list, the Sustainable Development Goals (name and number) to which this project is most directly contributing. If possible, also state the specific SDG Target (number). For example, the response to this question could be stated as: *7 - Affordable and Clean Energy / Target 7.2: By 2030, increase substantially the share of renewable energy in the global energy mix*.

* **GOJ Policy Alignment**

To which GOJ policy or policies is this project contributing? State the specific policy framework that will guide and aid in achieving project outcomes.

* **Local Statutes**

To which statute or local government development plan is this project aligned.

* **Organizational Mandate; Corporate Plan and Strategic Priorities**

Indicate how this project fits within the organizational mandate and/or satisfies relevant statutes.

* **Project Merit**

The project proponent shall describe why this particular project was earmarked for execution. It should explain why this particular project is being proposed in the face of competing priorities and other possible projects that the proponent may have on the agenda. It should answer the question: ‘Why this project; why now?’.

### [I] Public-Private Partnerships/Joint Venture Project Structure [⏶](#_[I]_PUBLIC-PRIVATE_PARTNERSHIP)

If the project is to proceed under a PPP or JV arrangement, the project proponent shall respond to the applicable statements, providing references, where available.

### [J] Supporting Studies/Reports [⏶](#_[J]_SUPPLEMENTARY_DOCUMENTATION)

In this section the project proponent shall submit any related to the that illustrates the

* Type

State the type of media being attached, e.g., Illustration, Animation, Slideshow, Video, Report etc.

* Title

As succinct as possible, describe the project site, detailing the features, neighbouring structures, landmarks and all points of significance to the project. The description should provide justification for the site selection.

* Description

Provide a short description of the media. Explain what is shows and what the proponent wishes to highlight.

* Link

Insert a direct hyperlink to the media. Preferably, the link should open the media directly, without the need for downloads, passwords or other authorization. However, if a password is required to access the media, this should be provided. Preferred platforms for media hosting include YouTube, Google Drive, OneDrive and Dropbox. //

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| **DOCUMENT CONTROL** |  | Please reduce paper consumption and consider omitting the document control page printing this document. |

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