



# Frequently Asked Questions

## Public Investment Projects

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### **What is the Public Investment Management System (PIMS)?**

The PIMS is defined by the Financial Administration and Audit (FAA) Act as the common framework for the preparation, appraisal, approval and management of all public investments in Jamaica, irrespective of the source of funding or procurement and implementation modalities.

### **What is a public investment project?**

A public investment project is an integrated set of activities requiring planning, execution and monitoring and must be carried out by a public entity or a group of public entities within the specified public sector or in conjunction with one or more non-public entities through a public-private partnership (PPP). The project must have a defined schedule and cost, and be aimed at either gathering new tangible and intangible assets or strengthening human resource capacities, or rehabilitating existing tangible and intangible assets or human resource capacities to achieve sustainable development objectives. The project must also be a non-recurring expenditure on goods, works, and services.

### **What is the Specified Public Sector (SPS)?**

This refers to the public sector, not including any public body certified by the Auditor-General as primarily carrying out functions that are of a commercial nature.

### **What's the difference between a Concept and a Proposal?**

The project concept is a brief introduction to the project. It outlines the background, context, and need/rationale for the project, the project's objectives, expected results, schedule and resources required. The project proposal is a further development of the project concept that provides a more in-depth project scope, budget and schedule, as well as a comprehensive analysis of risks and the results of feasibility studies, market studies etc.

### **Who can submit a project concept for consideration?**

Project concepts can be sent by any Ministry, Department or Agency within the 'Specified Public Sector' however they must be endorsed by the respective permanent secretary.

### **Can I get assistance before submitting the actual concept?**

Absolutely. The Public Investment Appraisal Branch can assist with developing the project concept as well as provide guidance with populating the project concept form through the Proposal Development and Strategic Support Unit as well as the Monitoring and Evaluation Unit. These units provide technical support to project proponents with respect to project development.

## How do I submit a concept/proposal?

The project submission process begins with the submission of the project concept. The **project concept template** is available for download from the Ministry of Finance's website. Once the project concept has been properly completed with the assistance of the PDSS and M&E teams, a formal submission can be done. This entails delivering the physical document to the PIAB (addressed to the Principal Director), and emailing a soft copy to [piab@mof.gov.jm](mailto:piab@mof.gov.jm).

Once the project concept is approved by the Public Investment Management Committee (PIMC), the entity will be required to develop and submit the full project using the **project proposal template**, along with any supporting documents, for approval. The process for submission of the project proposal is similar to that for the project concept.

## How long does the appraisal process take?

**Phase 1 (Concept):** Before a concept is formally submitted, project proponents work with the Proposal Development & Strategic Support (PDSS) officers, as well as the Monitoring & Evaluation (M&E) officers within the PIAB to develop the concept. This process can take several days or weeks, depending on the wholesomeness of the initial concept documents prepared by the proponent.

Once a concept is submitted, initial screening takes 1-3 business days. During this time, the concept is assessed for its compliance with the submission requirements, i.e., verification that all required information is submitted and presented in the prescribed manner. Evaluation of concepts can take 7-14 business days, during which time the PIAB conducts a high level appraisal of the project for feasibility within the context of its stated rationale and the objectives on which it has been premised. After these steps, the project is scheduled for presentation to both the TRC and PIMC.

**Phase 2 (Proposal)** When a full proposal is submitted having benefitted from the support of the PDSS and M&E teams, the evaluation process can take up to 35 business days, after which the project is scheduled for presentation to both the TRC and PIMC.

## What is the Technical Review Committee (TRC)?

The Technical Review Committee comprises a cross section of subject matter experts drawn from the Ministry of Finance and The Public Service, the Office of the Cabinet, The National Environmental and Planning Agency, Urban Development Corporation, Planning Institute of Jamaica, Programme Portfolio Management Committee of eGov. Jamaica Ltd., and the Development Bank of Jamaica. This committee is chaired by the Director General of the Planning Institute of Jamaica, and reviews each submission for technical soundness; it also provides an added layer of transparency and accountability within the PIMS.

## What's the format of the TRC Presentation?

Each presenter (Project Proponent) is given 5-7 minutes to contextualize the project. At this stage, the panel has already reviewed the Project Concept/Proposal Summary and is aware of the proposed objectives, timelines and implementation methodology. Once the project name is called, proponents will briefly describe the project, which is followed by a general Q&A by the panel. Proponents will exit the room during the panel deliberations. See *'What happens after TRC presentation?'* for more.

## **What happens after TRC presentation?**

Following the TRC meeting, the PIAB submits the evaluation reports for appraised projects to the Public Investment Management Committee (PIMC) for a decision inclusive of the recommendations of the TRC. After the PIMC has made a decision, the PIAB communicates the outcome of the PIMC's deliberations to the relevant stakeholder for action and next steps. See *“How will I know the outcome of TRC and PIMC decisions?”* for more information.

## **What is the Public Investment Management Committee (PIMC)?**

The PIMC is the body mandated by law to conduct the screening of all public investment proposals to ensure consistency with the government's strategic objectives; reviewing all projects for technical, financial, economic and environmental feasibility; prioritizing projects and making recommendations to Cabinet for their inclusion in the Public Sector Investment Programme (PSIP); as well as reviewing project performance and monitoring risks to the achievement of objectives.

## **How will I know the outcome of TRC and PIMC decisions?**

Decisions regarding the approval status of any project submitted to the Public Investment Appraisal Branch are communicated via official letter to the relevant entity. With the exception of Bank of Jamaica, decision notices are sent to the Permanent Secretary of the portfolio ministry and copied to the Head of Entity.

## **What is the Public Sector Investment Programme (PSIP)?**

The PSIP is a rolling five-year plan of those new and ongoing public investment projects that require Cabinet approval to access fiscal space (budgetary allocation). All projects in the PSIP are reviewed against the priorities and fiscal agenda of the country, as well as the technical capacity of the executing agencies.

## **I need more information; how do I contact the PIAB?**

The Public Investment Appraisal Branch is available to respond to your queries and provide further guidance over the phone, by email to [piab@mof.gov.jm](mailto:piab@mof.gov.jm), or via our webpage at <https://mof.gov.jm/about-us/public-investment-appraisal-branch/>. You can also contact us to schedule a virtual consultation (over Zoom or Microsoft Teams) or an in-person visit.

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