****

**PE**

**Ref:**

**PROJECT CONCEPT SUBMISSION FORM (EXCEPTIONS)**

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

**Use of Form:**

In accordance with Financial Administration and Audit Act (Instructions) 2017, this form is to be used by entities within the specified public sector (MDAs and public bodies) when requesting a *process exception* from the Public Investment Management System (PIMS) framework, as defined in Section 6.4.4 of the FAA Act. See the accompanying [**Form Instructions**](#_ABOUT_THIS_FORM) (page 10) for details on how to complete each section of this form. Press CTRL and click [🛈](#_ABOUT_THIS_FORM) for more.

**Project Particulars:**

|  |
| --- |
| New Project Name / 2023 (Do not manually edit headers; change text colour to black) |

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

**Exception Criteria:**

|  |  |  |
| --- | --- | --- |
| [ ]  Exigent Circumstance | [ ]  Emergency (Disaster-Related) | [ ]  National Security/Safety |

|  |
| --- |
| Succinctly outline the context that prompts the request for exceptionality consideration. [150 words max]Note: 1. The latest version of this version is available via the Public Investment Appraisal Branch (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.

**Ver.20230809 [Ref Circular 22 – August 7, 2023]**  |
| Contextual 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 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.

|  |  |
| --- | --- |
| **Option 1: Do Nothing**Pros:Cons:Cost:**Option 2: Do Minimum**Pros:Cons:Cost:**Option 3: Technical solution 1**Pros:Cons:Cost:**Option 4: Technical solution 2**Pros:Cons:Cost:**Cost Estimation Methodolody:****Selected Option (from above):****Rationale for selection:** | **PIAB USE ONLY** |

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

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

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

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

State the quantifiable (SMART) **objectives** to be attained.

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

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

Describe the intended long-term **impact** of the project.

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

## 6.Project Demand [🛈](#_1_Project_Demand)

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

|  |  |
| --- | --- |
|  | **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 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.

|  |
| --- |
| Insert detailed annotated map, and provide description of the location |
| **Site Street Address:** |  |
| **Community, Town, Parish:** |  | **Plus Code:** |  |

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

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

|  |  |
| --- | --- |
| **Name of Entity** | **Role and Function in Project Implementation** |
| *Consulted on Project Design* | *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** |

## 5.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** |

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

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

|  |
| --- |
|  |

# [D] 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 |

\* If grant/loan funding is proposed, provide details of the agreed/proposed arrangement.

## 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[ ]  GOJ Emergency Contracting[ ]  Standard In-house delivery[ ]  Unsolicited Proposal[ ]  Other: |

# [E] 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  |

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

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

|  |  |
| --- | --- |
| **Sector Plan Alignment** |  |
| **Organizational Mandate** |  |
| **Medium Term Socio-Economic Framework Alignment** |  |
| **Government of Jamaica Policy Alignment** |  |
| **Compliance With Relevant Locale Statutes** |  |
| **Corporate/Strategic Plan Alignment** |  |

# [G] 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:**