

TC DOCUMENT
SUPPORT FOR THE CLIMATE INVESTMENT FUNDS (CIF) PARTNERSHIP FORUM 2014
(JA-T1093)

I. BASIC INFORMATION ON THE TECHNICAL COOPERATION

▪ Country/Region:	Jamaica
▪ TC Name:	Support for the Climate Investment Funds (CIF) Partnership Forum 2014
▪ TC Number:	JA-T1093
▪ Taxonomy:	Research and Dissemination
▪ Team Leader/Members:	Gloria Visconti (INE/CCS), Team Leader; Gerard Alleng (INE/CCS), Co-Team Leader; Sara Valero (INE/CCS); Sandra Enriquez (INE/CCS); Gerhard Lair (ORP/GCM); Goritza Ninova (ORP/GCM); Agustín Cáceres (INE/CCS); Rajiv Ebanks (CCB/CJA); Lila Mallory (FMP/CJA); Graham Williams (FMP/CJA); Alfredo Idiarte (VPP/VPP); Javier Bedoya (LEG/SGO); and Milagros De Pomar (INE/CCS)
▪ Date of TC Abstract authorization:	January, 30 th 2014
▪ Beneficiary:	Government of Jamaica
▪ Executing Agency and contact name:	Bank executed, Gloria Visconti, Climate Change and Sustainability Division (INE/CCS)
▪ Donors providing funding:	Sustainable Energy and Climate Change Initiative (SCI) ¹
▪ IDB Funding Requested:	US\$600,000
▪ Local counterpart funding, if any:	US\$139,465 ² - provided by the Government of Jamaica (in-kind contribution)
▪ Disbursement period:	18 months (12 months of execution)
▪ Required start date:	April 2014
▪ Types of consultants:	Firms
▪ Prepared by Unit:	INE/CCS
▪ Unit of Disbursement Responsibility:	IDB Country Office in Jamaica
▪ TC Included in Country Strategy (y/n):	N

¹ Single Window Procedures deemed that other resources were not available for funding; SECCI Fund Eligibility Minutes are available in IDBDOCS# [38567326](#).

² The Government of Jamaica sent a [letter of non-objection](#) with this operation that indicates that they will provide JA\$15 million, equivalent to US\$139,464.83 at the exchange rate (US\$/JA\$107.554) on March 4, 2014. The final amount of the resources in US\$ will depend on the exchange rate applicable on the date the Bank received the contribution from the Government of Jamaica. The resources provided by the Government of Jamaica will be in-kind and will consist in field visits (including transportation and logistics), and cultural events for the participants of the Forum.

▪ TC included in CPD (y/n):	N
▪ GCI-9 Sector Priority:	Protect the environment, respond to climate change and promote renewable energy

II. OBJECTIVES AND JUSTIFICATION OF THE TC

- 2.1 The **general objective** of this Technical Cooperation (TC) is to support the organization of the Climate Investment Funds (CIFs) Partnership Forum (PF). The PF is organized by the CIF Administrative Unit (AU) every 18 months as part of the regular programming under the CIFs in collaboration with a Multilateral Development Bank (MDB) on a rotating basis. Previous fora were organized by the Asian Development Bank (ADB) in Manila, 2010; African Development Bank (AfDB) in Cape Town, 2011; and European Bank for Reconstruction and Development (EBRD) in Istanbul, 2012. The 2014 PF will be co-organized by the Inter-American Development Bank (IDB), jointly with the CIF AU and hosted in Jamaica. As a co-host, the IDB is expected to cover the expenses related to the organization of the event, such as, for example, the logistics and media support.
- 2.2 **Justification:** The CIFs, which are comprised of the Clean Technology Fund (CTF) and the Strategic Climate Fund (SCF), are a unique set of financing instruments that give developing countries an urgently needed jump-start towards achieving low carbon, climate resilient and sustainable development. The Multilateral Development Banks are the implementing entities of the CIFs. The IDB' Board of Directors approved the establishment of the CTF in the Bank on June 8th, 2010 and the SCF on February 14th, 2011.
- 2.3 The IDB plays a key role in the definition of the CIF procedures and in the design and implementation of the CIF Investment Plans and projects. IDB's participation in the CIFs strengthens the Bank's ability to: (i) help Latin America and the Caribbean (LAC) to address the challenges of ensuring access to adequate financial resources for mitigation and adaptation measures; (ii) assist developing countries to build country-level knowledge, capacity, and development of projects experience; and (iii) build partnerships with a wide range of institutions and stakeholders related to climate change. The member countries of the IDB that are currently pilot countries in the CIFs are Bolivia, Brazil, Chile, Colombia, Haiti, Honduras, Jamaica, Mexico, and Peru.
- 2.4 The CIF PF is convened every 18 months to provide an opportunity for a broad-based meeting of diverse stakeholders, including eligible recipient and contributor countries, to share experience, knowledge and insights into the work of the CIF within the broader context of addressing the challenges of climate change, both from the perspective of adaptation and mitigation. The ultimate objective of the Forum is to deepen global understanding and linkages between climate change and development.
- 2.5 The Forum is comprised of plenary sessions and a series of smaller parallel sessions intended to address the multiple interests of CIF stakeholders and provide a space for open discussions to explore ways to maximize the effectiveness of the CIF. The

Forum agenda also includes private sector and civil society engagement. The average attendance level of these fora has been, approximately 400 people.

- 2.6 As mentioned above, the CIFs are comprised of two funds, the SCF and the CTF. The SCF is further divided into three subprograms, the Pilot Program for Climate Resilience (PPCR), the Forest Investment Program (FIP), and the Scaling up of Renewable Energy Program (SREP). Jamaica is one of the pilot countries of the PPCR and the Government of Jamaica (GOJ) has agreed to host the 2014 CIF Partnership Forum which will consist of two days and will take place in Montego Bay at the end of June 2014 (23rd & 24th June 2014, preceded by a stakeholders' consultation day on June 22nd). The CIF PF will be organized back to back with the CIF steering committee meetings that represent the governing body of the CIF programs.
- 2.7 The Climate Change and Sustainability Division (CCS) is conducting a series of initiatives in Jamaica and the Caribbean Region to, among others, identify vulnerable communities, strengthen institutions for effective mainstreaming of climate change and policy formulation processes, build capacity for forecasting, planning and managing of climate data, raise awareness of climate change, initiate discussion among stakeholders on adaptation strategies, and provide leadership for developing and implementing climate change actions. The main objectives of these initiatives is to reduce the region's vulnerability to climate change, create capacity to estimate the consequences and impacts of climate change on key sectors, and promote sustainable long-term development planning that reduces the risk of natural disasters and climate change impacts. The CIF PF constitutes a relevant platform to show IDB's work in the region, not only in climate change areas but also for relevant projects being implemented as they relate to any of the subprograms of the CIF. Further, the CIF PF presents a space for sharing lessons and exchanging experiences, particularly promoting the scaling up and replicating of IDB's initiatives in the region that will be showcased during the event.
- 2.8 This TC will be financed with of the Sustainable Energy and Climate Change Initiative (SECCI) Funds, which goal's are centered on the provision of comprehensive sustainability options in areas related to the energy, transportation, water and environmental sectors as well as building climate resilience in key priority areas vulnerable to the impacts of climate change. The Initiative consists of four strategic pillars: (i) Renewable Energy and Energy Efficiency; (ii) Sustainable Biofuel Development; (iii) Access to Carbon Markets; (iv) Adaptation to Climate Change. This TC is aligned with the purpose of the SECCI Funds of expanding investment in renewable energy and energy efficiency technologies, increasing access to international carbon finance, and mainstreaming of adaptation to climate change into the policies and programs across sectors in LAC.
- 2.9 The TC is aligned with IDB's institutional priorities, as outlined in the Ninth General Increase in the Resources of the Bank (GCI-9) as it contributes to the goals of supporting climate change initiatives, renewable energy and the environment, which includes the need to increase the knowledge base, strengthen frameworks and build capacity for mainstreaming climate change mitigation and adaptation in IDB operations. The TC is also in line with the Integrated Strategy for Climate Change Adaptation and Mitigation, and Sustainable and Renewable Energy (GN-2609-1).

III. DESCRIPTION OF ACTIVITIES/COMPONENTS AND BUDGET

- 3.1 **Component I.** Support for the organization of the CIF PF and coordination among different co-hosts. Component I will finance coordination services to: (i) support the logistics associated with the preparation and organization of the CIF PF; (ii) support the coordination among the Government of Jamaica, the IDB (Headquarters and Country Office) and the CIF AU through, inter alia, the hiring of an event planner in Jamaica that will facilitate Government's participation; and (iii) support the organization of outreach events and site visits related to the forum ;
- 3.2 **Component II.** Co-host the CIF PF. The CIF PF will be co-hosted by IDB jointly with the CIF AU. Component II will finance the CIF PF facilities in Jamaica. This component will particularly finance the following items for the PF: (i) rental of the venue; (ii) rental of technical equipment; (iii) provision of health & safety, and security services; and (iv) catering services. The CIF AU will finance travel to the event and accommodation for the participants.
- 3.3 **Component III.** Outreach strategy. Component III will finance the outreach strategy implementation to ensure lessons and knowledge will be adequately shared, including: (i) developing and executing a communications program for the forum; (ii) preparation of printed and audiovisual material to promote IDB climate change related projects in the Region; and (iii) media coverage. The CIF AU will finance the installation of the exhibition and knowledge sharing platform for the forum.
- 3.4 The table below presents the expected results of the different components.

Indicative Results Matrix

Outcomes/Result	Indicator	Means of Verification
Outcome 1: Effective coordination of the CIF PF between the Government of Jamaica, the IDB offices (Headquarters and Country Office) and CIF AU	<ul style="list-style-type: none"> - Working team among different co-hosts established - Event planner to assist the Government of Jamaica hired - Logistics in place (transport from and to the Convention center, events) 	<ul style="list-style-type: none"> - Number of meetings organized to coordinate the PF among co-hosts - Feedbacks from participants collected through a voluntary survey are positive
Outcome 2: Secure and adequate venue for hosting the PF with all related facilities annexed	<ul style="list-style-type: none"> - Agreement signed with MBCC for co-hosting the CIF PF 	Complete negotiations with MBCC for financing items corresponding to IDB
Outcome 3: Develop outreach strategy and communication materials that will showcase IDB activities on climate during the CIF PF	<ul style="list-style-type: none"> - Outreach strategy and materials produced for the Forum - A report including lessons learned from the event. 	Number of participants to the event, number of download to IDB webpage, number of blogs written for the event.

- 3.5 The table below presents the estimated budget for this TC.

Indicative Budget

Component	IDB	Local Counterpart	Total Funding
I. Support the organization of the CIF PF	80,000	139,465	219,465
II. Costs of the CIF PF venue and related services	450,000		450,000
III. Outreach strategy	50,000		50,000
Contingencies	20,000		20,000
Total	600,000	139,465	739,465

IV. EXECUTING AGENCY AND EXECUTION STRUCTURE

- 4.1 The Executing Agency of the TC will be the IDB, through INE/CCS in coordination with IDB Country Office in Jamaica. A steering committee will be set up with representatives of the IDB, CIF AU and the GOJ to assist in the management of the TC.
- 4.2 **Procurement:** For the selection and contracting of consulting and non-consulting services, the project team will apply the Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank (GN-2350-9).
- 4.3 A single source selection method is going to be used for the selection of the venue in agreement with the Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank (GN-2350-9), considering the appropriateness of a single-source selection when a firm has “experience of exceptional worth for the assignment” (paragraph 3.10(d)). The Montego Bay Convention Center is uniquely positioned and located in the country to offer the venue facility for an international event that will gather more than 400 people, and the price they charge is fair and within market range for such services. In addition, it is important to take advantage of a structure owned by the GOJ who is the host country of the event. Finally, Montego Bay is the only place in Jamaica with an extensive supply of hotels that meet international standards and can accommodate a large number of international participants from all over the world.
- 4.4 A single source selection method is also going to be used for the selection of the events planning company in agreement with the Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank (GN-2350-9), considering the appropriateness of a single-source selection when a firm has “experience of exceptional worth for the assignment” (paragraph 3.10(d)). The events planning company Sonmay Enterprise has a unique set of skills and experience as required for the coordination of an event that will gather more than 500 participants, and the price they charge is fair and within market range for such services. In addition, the coordination services to be performed require a strong coordination and communication with the Government of Jamaica who is the host country of the event. Sonmay Enterprise has extensive experience coordinating events with the Planning Institute of Jamaica and this will reduce any risks of failure for successfully completing the events planning activities.

V. MAJOR ISSUES

- 5.1 Careful design and close supervision should allow for a successful organization of the PF without significant risks. The TC team will work closely with the CIF AU and GoJ to ensure that the deliverables are produced according to the planned scheduled.

VI. EXCEPTIONS TO BANK POLICY

- 6.1 None.

VII. ENVIRONMENTAL AND SOCIAL STRATEGY

- 7.1 It is not anticipated that the activities to be financed in this TC will have negative direct social or environmental impacts. According to the Bank's Safeguards Screening Toolkit (see [Safeguard Policy Filter](#) and [Safeguard Screening Forms](#)), this operation's classification is "C": (i) no environmental or social risks; (ii) direct contribution to solve an environmental issue".

ANNEXES

Annex I: Terms of Reference

Annex II: Procurement Plan

**SUPPORT FOR THE CLIMATE INVESTMENT FUNDS (CIF) PARTNERSHIP
FORUM 2014**

JA-T1093

CERTIFICATION

I hereby certify that this operation was approved for financing under the Sustainable Energy and Climate Change Initiative (SECCI-SCI) through a communication dated on January 30, 2014 signed by Gerhard Lair (ORP/GCM). Also, I certify that resources from the Sustainable Energy and Climate Change Initiative (SECCI-SCI) are available for up to US\$600,000 in order to finance the activities described and budgeted in this document. This certification reserves resources for the referenced project for a period of four (4) calendar months counted from the date of eligibility from the funding source. If the project is not approved by the IDB within that period, the reserve of resources will be cancelled, except in the case a new certification is granted. The commitment and disbursement of these resources shall be made only by the Bank in US Dollars. The same currency shall be used to stipulate the remuneration and payments to consultants, except in the case of local consultants working in their own borrowing member country who shall have their remuneration defined and paid in the currency of such country. No resources of the Fund shall be made available to cover amounts greater than the amount certified herein above for the implementation of this operation. Amounts greater than the certified amount may arise from commitments on contracts denominated in a currency other than the Fund currency, resulting in currency exchange rate differences, for which the Fund is not at risk.

ORIGINAL SIGNED

03/11/2014

Sonia M. Rivera
Chief
Grants and Co-Financing Management Unit
ORP/GCM

Date

APPROVAL

Approved by :

ORIGINAL SIGNED

03/12/2014

Walter Vergara
Chief
Climate Change and Sustainability Division
INE/CCS

Date

JAMAICA

SUPPORT FOR THE CLIMATE INVESTMENT FUNDS (CIF) PARTNERSHIP FORUM 2014 (JA-T1093)

TERMS OF REFERENCE

Event Planning Services - Fourth Annual Climate Investment Fund Partnership Forum Kingston, Jamaica June 2014

I. Background

- 1.1 The Climate Investment Fund (CIF) Administrative Unit and the Inter-American Development Bank (IDB), in coordination with the Planning Institute of Jamaica, will be jointly organizing the Fourth CIF Partnership Forum in Montego Bay, Jamaica, from Bay at the end of June 2014 (23rd & 24th June 2014, preceded by a stakeholders' consultation day on June 22nd). The event is expected to attract a maximum of 500 participants worldwide. The Planning Institute of Jamaica is seeking the services of an event planning company to help in the coordination of the activities offered by the Government and specified below. The event planning company will work in strict collaboration with the CIF AU and the IDB.

II. Objectives

- 2.1 The event planning company will provide Planning Institute of Jamaica with professional event planning and management services including logistics for site visits, transportation, visa facilitation, security and protocol, social activities and Government's media coverage in order to ensure the successful staging of the Partnership Forum. The company will plan, design, and coordinate the specific activities listed below related to the event.

III. Activities

- 3.1 The event planning company will provide pre-event, on-site and post event services, which will include the following stakeholders and activities:
- 3.2 **Participants:**
- a) Coordinate site visits to CIF locations, tours and other leisure activities planned for the event.
 - b) In collaboration with the Ministry of Foreign Affairs and the IDB Chief of Protocol (where necessary), plan and manage the protocol arrangements related to dignitaries, including airport arrivals and transportation to/from hotel.

- c) In collaboration with the Ministry of Foreign Affairs and the CIF Administration, plan and manage the visa/travel arrangements related to participants including airport arrivals.
- d) Coordinate social activities on behalf of the GOJ.
- e) Manage local exhibitors' participation and arrangements in collaboration with the conference centre.

3.3 Transportation:

- a) Identify and confirm local provider of transportation services.
- b) Coordinate transportation to and from the hotel for participants of the event, in collaboration with the Ministry of Foreign Affairs (where necessary).

3.4 Materials:

- a) Coordinate production of audio-video materials for the government participation in the Forum.

3.5 Communication Plan:

- a) Media management and press interactions on behalf of the GOJ.

3.6 Promotional Material:

- a) An appropriate conference give away will be provided in collaboration with the Forum Planning Committee.

IV. Reports

4.1 The consulting firm shall prepare the following final reports in English (including an executive summary):

- a. Inception report: includes work plan, outline and chronogram of all activities specified in chapter 4 of these Terms of Reference.
- b. Draft Final Report: this report shall include the results of all activities required to be performed and completed before the CIF Partnership Forum.
- c. Final Report will be presented at the end of the CIF Partnership Forum.

V. Payments

5.1 Payments for the event planning company services will be specified in the Contract, using the concept of lump sum, and will be made as follows:

- a. 30% at contract signature and approval of Inception Report.
- b. 40% upon approval of a draft final report.
- c. 30% upon approval of the final report.

VI. Coordination

The overall supervision of this contract, including approval for payments, will be the responsibility of the Climate Change and Sustainability Division (INE/CCS) through Gloria Visconti (gloriav@iadb.org), Climate Change Senior Specialist.

VII. Characteristics the Consulting Services

- 7.1 **Type:** Consulting firm, lump sum.
- 7.2 **Starting date and duration:** 6 months.
- 7.3 **Place of work:** The work is mainly to be done in Jamaica, although some activities may require coordination with Jamaican embassies, particularly for the visa issuance process.

VIII. Qualifications

- 8.1 The services are expected to be carried out by a company conformed by a group of event planners experts. The consultants comprising the team may be international or national. All members of the team should have a strong experience in events planning, with a minimum of 10 years of experience in the field and at least 5 years of recognized events planning experience in public events for the Government of Jamaica. This experience should include including logistics for site visits, transportation, visa facilitation, security and protocol, social activities and Government's media coverage. Familiarity with Inter-American Development Bank (IDB) documents and procedures is desirable.

PROCUREMENT PLAN FOR NON-REIMBURSABLE TECHNICAL COOPERATIONS										
Country: Jamaica				Executing agency: Inter-American Development Bank				Public or private sector: Both		
Project number: JA-T1093				Title of Project: Support for the Climate Investment Funds (CIFs) Partnership Forum 2014.						
Period covered by the plan: February 2014 2013 - January 2015										
Threshold for ex post review of procurements:				Non consulting services(\$):		520,000		Consulting services(\$): 80,000		
Item No.	Ref. AWP	Description (1)	Estimated contract cost (US\$)	Procurement Method (2)	Review of procurement (ex-ante or ex-post) (3)	Source of financing and percentage		Estimated date of the procurement notice or start of the contract	Technical review by the PTL (4)	Comments
						IDB/MIF %	Local/other %			
1		Component 1: I. Support the organization of the CIFs Partnership Forum								
		Consulting services								
		Support for the organization of the CIF PF and coordination among different co-hosts by hiring an events planning company.	80,000	SSS	Ex-post	100		April 1st, 2014		
2		Component 2: Costs of the CIF PF venue and related services								
		Non consulting services								
		Component II will finance the CIF PF facilities, the Montego Bay Convention Center, in Jamaica.	450,000	SSS	Ex-post	100		April 1st, 2014		
3		Component 3: Outreach strategy								
		Non consulting services								
		Component III will finance the outreach strategy implementation to ensure lessons and knowledge will be adequately shared including communications material and media coverage.	50,000	PC	N/A	100		April 1st, 2014		
4		Contingencies								
		Non consulting services								
		Contingencies in the organization of the CIF PF	20,000	PC	N/A	100		April 1st, 2014		
Total			600,000	Prepared by: Sandra Enriquez Polo			Date: February 10th, 2014			

(1) Grouping together of similar procurement is recommended, such as computer hardware, publications, travel, etc. If there are a number of similar individual contracts to be executed at different times, they can be grouped together under a single heading, with an explanation in the comments column indicating the average individual amount and the period during which the contract would be executed. For example: an export promotion project that includes travel to participate in fairs would have an item called "airfare for fairs", an estimated total value of US\$5,000, and an explanation in the Comments column: "This is for approximately four different airfares to participate in fairs in the region in years X and X1".

(2) Goods and works: CB: Competitive bidding; PC: Price comparison; DC: Direct contracting.

(2) Consulting firms: CQS: Selection Based on the Consultants' Qualifications; QCBS: Quality and cost-based selection; LCS: Least Cost Selection; FBS: Selection under a Fixed Budget; SSS: Single Source Selection; QBS: Quality Based selection.

(2) Individual consultants: IICQ: International Individual Consultant Selection Based on Qualifications; SSS: Single Source Selection.

(3) This comment has been eliminated as per FMP's request for this operation

(4) Technical review: The PTL will use this column to define those procurement he/she considers "critical" or "complex" that require ex ante review of the terms of reference, technical specifications, reports, outputs, or other items.