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**CARIBBEAN DEVELOPMENT BANK**



**TECHNICAL ASSISTANCE - STRENGTHENING THE DISASTER RISK MANAGEMENT  
CAPACITY OF THE PORTMORE MUNICIPAL CORPORATION – JAMAICA**

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Considered at the Two Hundred and Seventy-Seventh Meeting of  
the Board of Directors on July 20, 2017

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**JULY 20, 2017**

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**CARIBBEAN DEVELOPMENT BANK**

**TWO HUNDRED AND SEVENTY-SEVENTH MEETING OF THE BOARD OF DIRECTORS  
TO BE HELD IN BARBADOS  
JULY 20, 2017**

**PAPER BD 90/17**

**TECHNICAL ASSISTANCE - STRENGTHENING THE DISASTER RISK MANAGEMENT  
CAPACITY OF THE PORTMORE MUNICIPAL CORPORATION – JAMAICA**

**1. BACKGROUND**

1.01 The municipality of Portmore is a coastal urban centre located in the parish of St. Catherine approximately 15 miles south-west of Kingston, Jamaica's capital city, on the flood plain of the Rio Cobre. The map of Portmore is presented at Appendix 1. Portmore covers an area of 17,514 hectares, largely land reclaimed from the surrounding mangrove forest. The area has an average elevation of about 4 metres (m) above mean sea level (MSL). Mangrove and saline wetlands characterise much of the topography except for the Port Henderson Hill to the south west which has a peak of 680m above MSL. The Rio Cobre River forms its north-eastern border. Portmore with a population of 182,000 and 49,417 households<sup>1</sup> is subdivided into 12 political divisions. With an annual growth rate of 4%, it is Jamaica's fastest growing town, second only to Kingston<sup>2</sup>. It largely functions as a dormitory suburb of Kingston and Spanish Town, although there is increasing economic activity within the area such as; construction, fishing, distributive trades (wholesaling and retailing), financial services, hotels, and restaurants.

1.02 Due to its location, geology and socio-economic factors, Portmore is considered to be one of the most vulnerable municipalities in Jamaica to natural hazards. A study of 827 communities<sup>3</sup> across Jamaica conducted by The Mona GeoInformatics Institute, University of the West Indies in 2012, ranked Portmore's inhabitants as most at risk to the effects of extreme natural hazards events. The main natural hazards affecting Portmore are floods (coastal and riverine), earthquakes and hurricanes. Most tropical storms and hurricanes approach the island from the south, thereby increasing Portmore's exposure to the intense winds and rainfall associated with these systems. In the period 1960–2010, Portmore was directly impacted by approximately six hurricanes passing within 100 miles of the island, half of which were Category 4<sup>4</sup> storms. Intense rainfall events associated with hurricanes or other low pressure systems also contribute to the Rio Cobre's flooding of Portmore. Although flooding from the river has been significantly reduced with the construction of a dyke, the continuing rapid physical development, inadequate and poorly maintained drainage system contribute to recurring flooding<sup>5</sup>. Increasing climate variability and change are expected to result in more frequent and higher intensity storms and rainfall events, increasing potential climate related risks to Portmore. Portmore is also located close to the Blue Mountain - Wagwater Fault, a seismically

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<sup>1</sup> Jamaica Population and Housing Census 2011; Age and Sex - Volume 2, ISBN 978-976-8213-60-0; and, Housing - Volume 10, Part A, ISBN 978-976-8213-78-5, Statistical Institute of Jamaica.

<sup>2</sup> Natural Hazards and Vulnerability Assessment for Portmore, St. Catherine - Report, June 2008. Mines and Geology Division and Office of Disaster Preparedness and Emergency Management (ODPEM); funded by United Nations Development Program (UNDP).

<sup>3</sup> Community is defined here as a group of people living in the same place.

<sup>4</sup> Studies of hurricane activity indicate that future storms will likely be more intense with stronger winds and heavier rainfall.

<sup>5</sup> The major flood prone areas that have been identified by ODPEM are Passage Fort - Passage Fort Drive, Caymanas Gardens, Waterford - Wym Way, New Lands, Naggo Head, Breaton Phase 3 - Barracuda Avenue.

active zone and is the main sub-area for earthquakes in Jamaica. The lack of adoption and enforcement of building codes contributes largely to the vulnerability to seismic hazards.

1.03 Portmore has more than 100 discrete communities grouped into 12 political divisions. A recent adjustment to the municipal boundary not only increased the geographic area but also the number of households. Studies on natural hazard risks have indicated that the majority of the communities of Portmore are located in areas of moderate to very high vulnerability to flood and seismic hazards (see maps at Appendices 2A and 2B). The older communities of Independence City, Westchester and Gregory Park have a significant number of senior citizens and children, and are particularly highly vulnerable to these hazards.

1.04 Despite Portmore's development in the 1970s, the Municipality of Portmore is a relatively new entity, created by an Act of Parliament in 2003. The municipality is defined as a town or district that has its own local government and is made up of the Council and its administrative wing, the Portmore Citizens Advisory Council (PCAC), an arm of Council which comprises representatives of civil society. In addition, the PCAC possesses the right and power to audit the Municipal Corporation and appoint members to the Committees of Council with full voting rights, thereby ensuring greater accountability and citizens' participation in governance. This means that the responsibility for meeting the cost of services, functions and operations comes from revenue generated by the residents in the communities. The Municipality of Portmore therefore, has autonomy in the effective management of the affairs of the area within its jurisdiction. The Portmore Municipal Corporation (PMC) has the following specific responsibilities:

- (a) preparation and adoption of an annual budget and work plan for Portmore;
- (b) maintenance and enhancement of the revenue base for Portmore;
- (c) solid waste management (garbage collection and street cleaning, etc.);
- (d) street lighting;
- (e) code enforcement; and
- (f) beautification.

1.05 The PMC operates under the Ministry of Local Government and Community Development (MLGCD) and comprises seven Departments: Disaster Management (DMD), Compliance and Enforcement, Commercial Services, Community and Public Relations (CPRD), Corporate Services, Planning, and Roads and Works. The DMD, with the support of its functional arm, the Municipal Disaster Committee, is responsible for addressing disaster risk management (DRM) planning issues within the Municipality, including:

- (a) developing and implementing disaster risk reduction (DRR) interventions;
- (b) coordinating emergency response<sup>6</sup>; and
- (c) integrating hazard information into the development planning approval process.

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<sup>6</sup> Coordination of emergency response is carried out through the activation of the Municipal Operation Emergency Center and at the community level through Zonal Committees.

1.06 Internally, the DMD works closely with the Planning Department and the CPRD to ensure the integration of hazard risk information in the subdivisions and building approval processes, and the execution of strategic public relation campaigns. The PMC has a website that is regularly maintained. The PMC's organisational structure is presented at Appendix 3. Externally, the DMD has developed partnerships for developing and implementing DRR interventions with partner agencies including ODPEM, the Earthquake Unit, the National Environment and Planning Agency, the National Solid Waste Management Authority, the University of the West Indies, the University of Technology, the Red Cross, businesses, and civic groups. Communities are also involved in the disaster management processes through the establishment of Zonal Committees.

1.07 Since the establishment of the PMC, DRM has been one of its major activities. The focus has largely been on emergency preparedness and response for hurricane and related hydro meteorological events. In 2006/2007, the PMC benefitted from technical support from the UNDP for a hazard risk assessment of Portmore. The assessment, undertaken jointly by the Mines and Geology Division (MGD) and ODPEM, involved (a) a technical review of the major natural hazards/risks of Portmore (flood, storm surge, and earthquake), (b) a comprehensive hazard/risk vulnerability mapping for the community, and (c) determining the status of evacuation routes and recommending changes if necessary to improve the Portmore Evacuation Plan. The study provided useful baseline information on Portmore's vulnerability to those natural hazards and pointed to the need for improved hazard awareness to inform actions for vulnerability reduction. There were also specific recommendations for the location of shelters, evacuation planning, land use management, and flood mitigation in specific locations.

1.08 Most of the recommendations proposed in the study have been implemented. However, a comprehensive disaster management planning framework still needs to be developed to guide the development and building approval process; set DRM goals, objectives and targets for the municipality; and undertake sectoral vulnerability assessments for the municipality. Currently, the PMC has only one Geographical Information System (GIS) Specialist and one desktop computer hosting the GIS software. This computer is used routinely for all the other applications used in the DMD. The GIS Specialist is involved in managing Portmore land use database, compiling geographic data from a variety of sources and preparing metadata. However, GIS is not effectively used to gather, analyse and integrate spatial data in the planning process of the PMC.

1.09 Evacuation planning remains a major area of weakness and presents the potential for panic, confusion, injury and property damage during emergency events. A Portmore Evacuation Plan for hurricanes and flooding, was developed in 1999 and revised in 2000, highlighting routes at a macro level i.e. major roads. However, a revision of the evacuation plan is currently needed to address issues of settlement expansion and inter-linkages between major roads and community sub-divisions. In addition, there is a conspicuous absence of evacuation route signage. Further, only Waterford and Gregory Park of the 12 political divisions have benefitted from evacuation simulation exercises.

1.10 There has been effort to develop community DRM Plans and establish community emergency response teams (CERTs). However, to date, DRM Plans have been developed for only Waterford and Gregory Park. There is a need to develop DRM plans and establish CERTs for the other ten political divisions in order to improve DRM governance at the community level.

1.11 The need to improve stakeholder awareness is another area of concern for the PMC. In spite of the public education programmes that have been implemented, most residents and business owners are not fully aware of their vulnerability, the risks that they face and measures that can be taken to either prevent or minimise damage and losses from hazard events. A major part of the problem is the absence of coherent DRM awareness strategies that target stakeholders at different levels. A gender-sensitive participatory public education and awareness is needed to help residents including the most vulnerable groups (e.g.

women, youth, elderly and disabled people) to build their resilience to the potential impacts of natural hazards.

1.12 These deficiencies have placed a major constraint on the functional and technical ability of the PMC to effectively mainstream DRM in its work programme, in particular, identifying programming DRM components and resources; responding adequately to emergency events; integrating hazard and disaster information into the development planning process; and prioritising resources to build capacity for community disaster resilience. The PMC has recognised the need for more strategic and integrated interventions to enable it to deliver its mandate more effectively and efficiently in addressing the specific vulnerabilities being experienced by the communities in Portmore.

## **2. PROPOSAL**

2.01 It is proposed that the Caribbean Development Bank (CDB) provide a grant to the Government of Jamaica (GOJ) in an amount not exceeding the equivalent of three hundred and thirty-one thousand, seven hundred and sixty-eight euros (EUR331,768) from its Special Funds Resources (SFR) allocated from resources provided under the African Caribbean Pacific–European Union (ACP-EU) CDB Natural Disaster Risk Management (NDRM) in the CARIFORUM Countries Programme, to assist GOJ in financing Technical Assistance (TA) Strengthening DRM Capacity of the PMC – Jamaica (the “Project”). The grant will provide resources to:

- (a) revise the Portmore Multi-hazard Risk Profile and DRM plan, including guidelines for DRM mainstreaming into key sector development policies and plans;
- (b) improve the Natural Hazards and Vulnerability GIS Database and Strengthen the GIS Capacity of PMC including:
  - (i) procurement of a GIS workstation unit (one fully equipped desktop computer and three high-resolution monitors), and ten GPS units and maps;
  - (ii) training of five personnel in GIS;
  - (iii) digitisation of hazard and vulnerability maps (storm surge, floods, sea-level rise and earthquakes);
  - (iv) mapping of socio-demographic data and information.
- (c) update and expand the Portmore Evacuation Plan, including marking of evacuation routes and installing evacuation signs as well as conducting evacuation simulation exercises for hurricane and flooding in ten political divisions in Portmore.
- (d) strengthen community disaster resilience, including:
  - (i) development and implementation of a gender-sensitive participatory DRM education and awareness programme targeting different population groups (e.g., women, the disabled, elderly people, and youth);
  - (ii) development of ten DRM plans and establishment of ten CERTs in the political divisions; and

- (iii) training of CERTs in rapid damage assessment, search and rescue operations, evacuation procedures, first aid, and shelter management.

2.02 GOJ's contribution will provide project management services and office accommodation for the Consultants for the duration of their assignments. The duties and responsibilities of the Project Coordinator (PC) are presented at Appendix 4. Draft Terms of Reference (TOR) for the consultancy services are presented at Appendices 5A and 5B.

### **3. OUTCOME**

3.01 The expected outcome of the TA is to enhance the capacity of PMC, to make evidenced-based decisions in respect of DRM and climate change adaptation (CCA). A Design and Monitoring Framework for the Project is presented at Appendix 6.

### **4. JUSTIFICATION**

4.01 The project is designed to strengthen the capacity of PMC to mainstream DRM into its work programme. The project will help update Portmore risk profile, DRM plan and disaster risk database. These tools are critical in the planning and decision-making processes for the long-term development and management of the municipality. The Project will strengthen community preparedness and response capacity to manage natural hazard events through the establishment of CERTs. The implementation of a public education and awareness programme targeted at specific communities and stakeholder groups will enhance awareness of hazard risks, encourage best DRM practices, and facilitate cooperation and a high degree of ownership among stakeholders.

4.02 Based on the hazard and vulnerability analysis, the evacuation routes and evacuation route signage of the existing evacuation plan for hurricanes and flooding will be upgraded. In addition, evacuation drills will be conducted to permit the communities familiarisation with emergency procedures, evacuation routes, assembly locations and safe areas. These simulation activities are critical for timely and effective evacuations should an actual emergency occur. An important element of the project will be increased access to hazard information which will be facilitated by improved GIS system and an on-line database that will be available on the PMC's website.

4.03 Based on the CDB Performance Rating System, the proposed project has been assessed as satisfactory with an overall score of 3.25. A summary of the project performance score is shown in Table 1, and Appendix 7 shows the details of the rating system.

**TABLE 1: PROJECT PERFORMANCE SCORE SUMMARY**

<b>Criteria</b>	Relevance	Effectiveness	Efficiency	Sustainability	<b>Overall Score</b>
<b>Score</b>	4	3	3	3	<b>3.25</b>

4.04 Based on the CDB Gender Marker, the proposed Project is assessed as gender mainstreamed (GM) with an overall score of 3. The Project will contribute to strengthening institutional capacity and reducing the risks to natural hazard events in Portmore. Thus, it will provide a basis to help women and men to build and protect their assets and improve their quality of life. The gender marker summary is shown in Table 2, and the details are reported at Appendix 8.

**TABLE 2: GENDER MARKER SUMMARY**

<b>Gender Marker</b>	<b>Analysis</b>	<b>Design</b>	<b>Score</b>	<b>Code</b>
	2	1	3	GM

**5. IMPLEMENTATION/EXECUTION ARRANGEMENTS**

5.01 The Project will be executed by GOJ through the PMC. PMC has already assigned a senior staff member as PC who contributed to the preparation of the project and who will be responsible for coordinating the execution of all project activities, ensuring project technical supervision and the quality of deliverables. The qualifications and experience of the assigned PC are acceptable to CDB. The qualifications and experience of any person subsequently assigned to the position of PC shall be acceptable to CDB.

5.02 A Project Steering Committee (PSC) will be established to provide technical oversight of the project; policy and technical guidance on inter-sectoral issues; review project outputs and consultants' reports; and facilitate inter-agency coordination and cooperation. The PSC will comprise at the minimum, senior officers from MLGCD, PMC, ODPEM, MGD, Water Resource Authority, Social Development Commission and the Planning Institute of Jamaica, and representation from CERTs and other community leaders in Portmore. The PC will serve as the secretary of the PSC, which will be chaired by a representative of the MLGCD nominated by the Permanent Secretary. The PSC should be established prior to the first disbursement. Project Implementation is expected to begin in July 2017 and end in December 2018. The Implementation Schedule is shown at Appendix 9.

**6. RISK ASSESSMENT AND MITIGATION**

6.01 The major risks to achieving the expected project results and the associated mitigation measures are presented in Table 3 below:

**TABLE 3: SUMMARY OF RISKS AND MITIGATION MEASURES**

<b>Risk Type</b>	<b>Description of Risk</b>	<b>Mitigation Measures</b>
Implementation	Lack of stakeholder participation at the national level.	The MLGCD and PMC have been active participants in project design and discussions are already on-going to establish the PSC that will include the key stakeholders.

**7. COST AND FINANCING**

7.01 The total cost of the Project is estimated at four hundred thousand, six hundred and twenty-eight euros (EUR400,628). The summary of the Financing Plan is shown in Table 4 with the detailed budget shown at Appendix 10.

**TABLE 4: FINANCING PLAN**

<b>Contributors</b>	<b>EUR</b>	<b>%</b>
CDB	331,768	83
GOJ	68,860	17
<b>TOTAL</b>	<b>400,628</b>	<b>100</b>

**8. FUNDING SOURCE**

8.01 The CDB grant to GOJ of an amount in the equivalent of EUR331,768 is eligible for financing from CDB's SFR allocated from resources provided under the ACP-EU-CDB NDRM in the CARIFORUM Countries Programme. Funds are available within existing resources.

**9. PROCUREMENT**

9.01 Procurement shall be in accordance with the CDB Guidelines for Procurement (January 2006), for goods, works and non-consultancy services, and the CDB Guidelines for the Selection and Engagement of Consultants by Recipients of CDB Financing (October 2011) for consultancy services. Financing is being provided under the ACP-EU-CDB NDRM in CARIFORUM Countries Programme Contribution Agreement and thus, in accordance with that agreement, eligibility shall be extended to countries which are eligible for procurement under EU-funded projects, which are not CDB Member Countries, in accordance with the EU Eligibility Rules set out in Appendix 11. The Procurement Plan is shown at Appendix 12. Any revisions to the Procurement Plan will require CDB's prior approval in writing.

**10. REPORTING REQUIRMENTS**

10.01 PMC will be required to submit to CDB, in form and substance acceptable to CDB, the reports described at Appendices 4, 5A and 5B.

**11. RECOMMENDATION**

11.01 It is recommended that CDB make a grant to GOJ of an amount not exceeding the equivalent of three hundred and thirty-one thousand, seven hundred and sixty-eight euros (EUR331,768) from CDB's SFR (the Grant) allocated from resources provided under the ACP-EU-CDB NDRM in the CARIFORUM Countries Programme, to assist GOJ in the financing of the Project, on CDB's standard terms and conditions, and on the following terms and conditions:

**(1) Disbursement**

Except as CDB may otherwise agree, and subject to sub-paragraph (b) below, payment of the Grant shall be made as follows:

(a) an amount not exceeding the equivalent of sixty-seven thousand euros (EUR67,000) of the Grant shall be paid as an advance (the Advance) on account of expenditures in respect of the Grant, following receipt by CDB of:

(i) a request in writing from GOJ for such funds; and

- (ii) evidence acceptable to CDB, that the condition precedent to first disbursement of the Grant set out in sub-paragraph (3) below has been satisfied; and
- (b) the balance of the Grant shall be paid periodically, by way of further advances (each, a subsequent advance), on account of expenditures in respect of the Project, following receipt by CDB of an account and documentation satisfactory to CDB with respect to each preceding advance, provided however, that CDB shall not be under any obligation to make:
  - (i) the first such subsequent advance until CDB shall have received an account and documentation satisfactory to CDB, in support of expenditures incurred by GOJ with respect to the Advance;
  - (ii) any subsequent advance until CDB shall have received the requisite number of copies of the reports, in form and substance acceptable to CDB, to be furnished for the time being by GOJ, the PC and the respective Consultant, in accordance with the TORs set out at Appendices 4, 5A and 5B; and
  - (iii) payments exceeding two hundred and ninety-eight thousand five hundred and ninety-one euros (EUR298,591), representing ninety percent (90%) of the Grant until CDB shall have received the requisite number of copies of the final report in form and substance acceptable to CDB, required to be furnished by GOJ, the PC and the respective Consultants in accordance with the TORs set out at Appendices 4, 5A and 5B and a certified statement of the expenditures incurred in respect of, and in connection with, the Project.
- (c) The first payment of the Grant shall be made by August 31, 2017 and the Grant shall be fully disbursed by December 31, 2018 or such later dates as CDB may specify in writing.

(2) **Procurement:**

- (a) Procurement shall be in accordance with the procedures set out and/or referred to in the Grant Agreement between CDB and GOJ or such other procedures as CDB may from time to time specify in writing. The Procurement Plan approved by CDB is set out at Appendix 12. Any revisions to the Procurement Plan shall require CDB prior approval in writing.
- (b) In order to comply with the requirements of the ACP-EU-CDB NDRM in CARIFORUM Countries Contribution Agreement and the EU Eligibility Rules set out at Appendix 11, country eligibility shall be extended to countries which are eligible for procurement under EU-funded projects, which are not CDB member countries.

(3) **Conditions Precedent to First Disbursement:**

PSC referred to in sub-paragraph (4) (b) (i) below shall have been established.

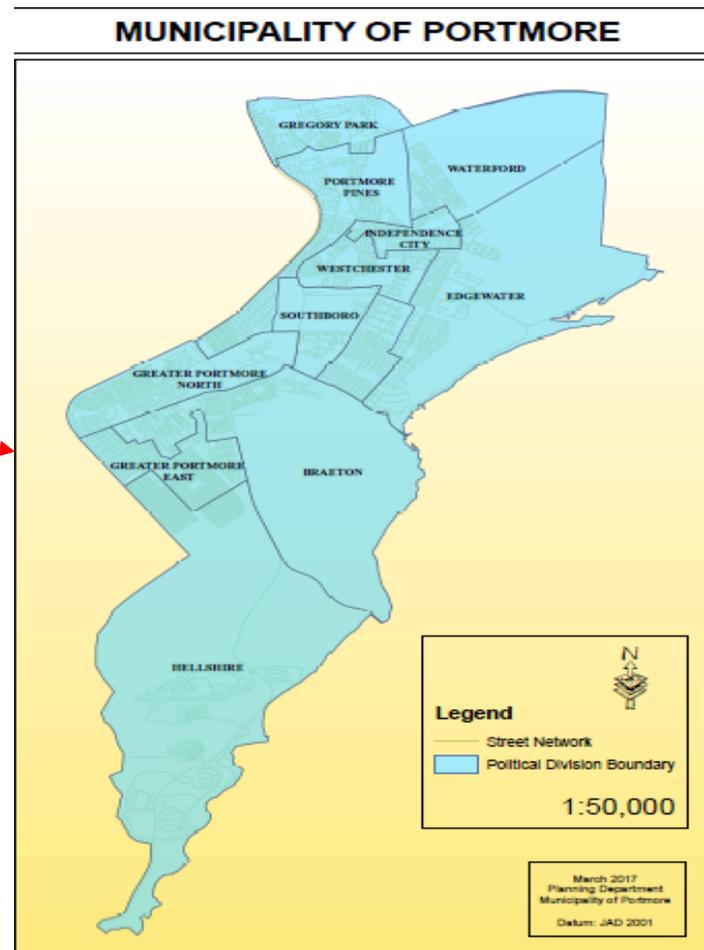
(4) **Other Conditions:**

- (a) Except as CDB may otherwise agree, GOJ shall implement the Project through PMC.
- (b) GOJ shall:
  - (i) establish, and for the duration of the Project, maintain the PSC, chaired by the MLGCD, with the composition and responsibilities set out in Section 5.02 of this Report;
  - (ii) continue to utilise the person already assigned as a PC, with responsibility for overall coordination of the Project, including the duties and responsibilities set out at Appendix 4. Any person subsequently assigned to the position of PC shall be acceptable to CDB;
  - (iii) in accordance with the procurement procedures applicable to the Grant, engage the Consultants to provide the services outlined in the TORs at Appendices 5A and 5B, and within a timeframe acceptable to CDB implement the recommendations of the Consultants; and
  - (iv) in all relevant workshops, publications, correspondence, advertisements and promotions associated with the Grant, openly acknowledge the financial support from the EU in the framework of the ACP-EU-CDB NDRM in CARIFORUM Countries and CDB's contribution to the Project, and display the EU, ACP and CDB logos.
- (c) Except as CDB may otherwise agree, GOJ shall:
  - (i) meet or cause to be met:
    - (aa) the cost of items designated for financing by GOJ in the budget set out in Appendix 10 (the Budget);
    - (bb) any amount by which the cost of the Project exceeds the estimated cost set out in the Budget; and
    - (cc) the cost of any other items needed for the purpose of, or in connection with, the Project; and
  - (ii) provide all other inputs, not being financed by CDB, required for the punctual and efficient implementation of the Project.
- (d) CDB shall be entitled to suspend, cancel or require a refund of the Grant, or any part thereof, if there shall have been a failure by the EU, to provide the whole or any part of its contribution, except that GOJ shall not be required to refund any amount of the Grant already expended by GOJ in connection with the Grant and not recoverable by it.

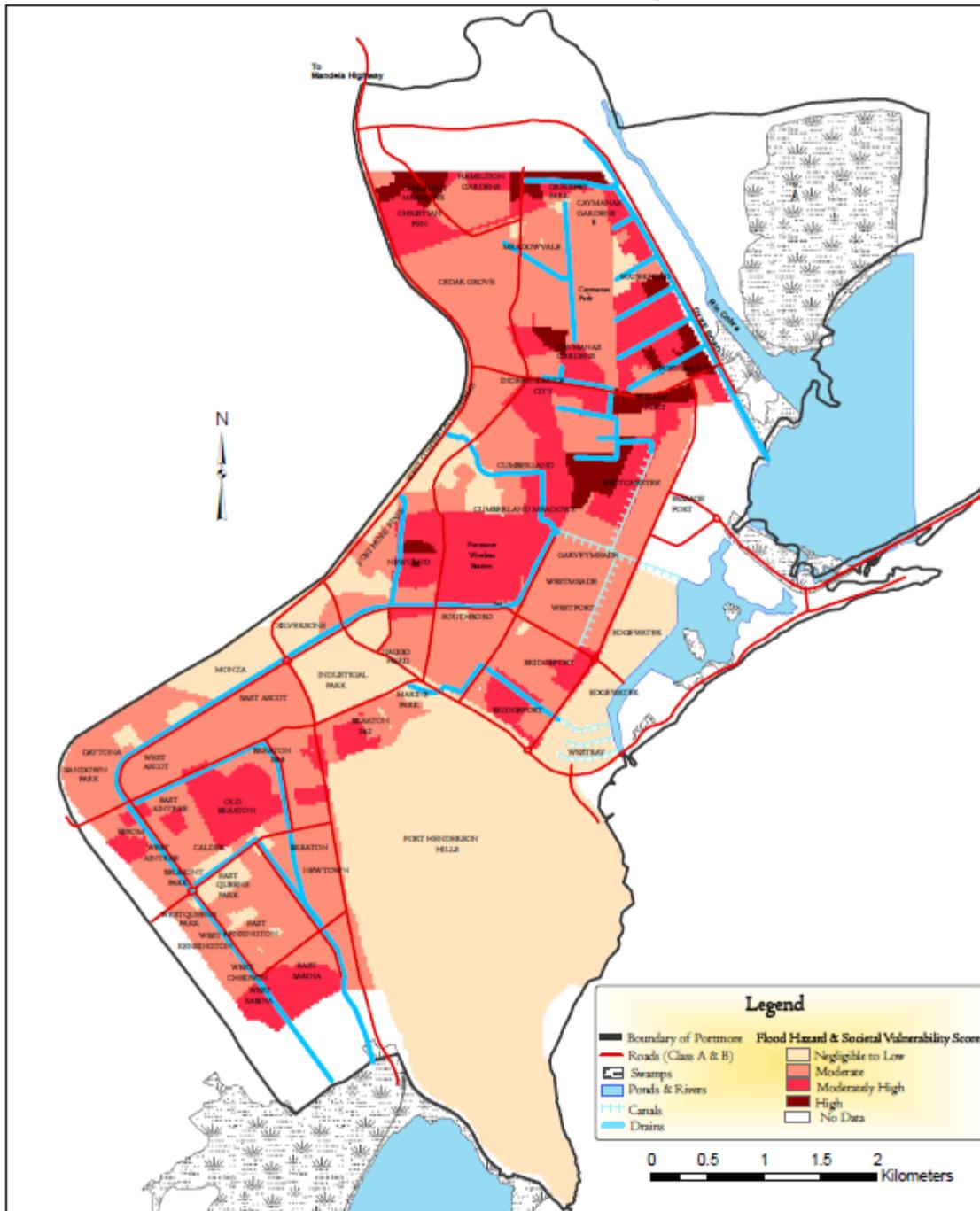
**SUPPORTING DOCUMENTATION**

- Appendix 1 - Map of Portmore Municipality, St. Catherine Parish, Jamaica
- Appendix 2A - Flood Hazard and Societal Vulnerability of Portmore
- Appendix 2B - Seismic Hazard and Societal Vulnerability of Portmore
- Appendix 3 - Organisational Structure of PMC
- Appendix 4 - Duties and Responsibility of the PC
- Appendix 5A - Draft TOR – Enhancement of Portmore Municipality Natural Hazard Risk Profile, Disaster Risk Management Plan and Disaster Risk Management Awareness Training
- Appendix 5B - Draft TOR – Portmore Geographical Information System Hazard Risk Database
- Appendix 6 - Design and Monitoring Framework
- Appendix 7 - Performance Rating System
- Appendix 8 - Gender Marker
- Appendix 9 - Work Implementation Plan
- Appendix 10 - Budget
- Appendix 11 - EU Eligibility Rules
- Appendix 12 - Procurement Plan

## MAP OF PORTMORE MUNICIPALITY, ST. CATHERINE PARISH, JAMAICA

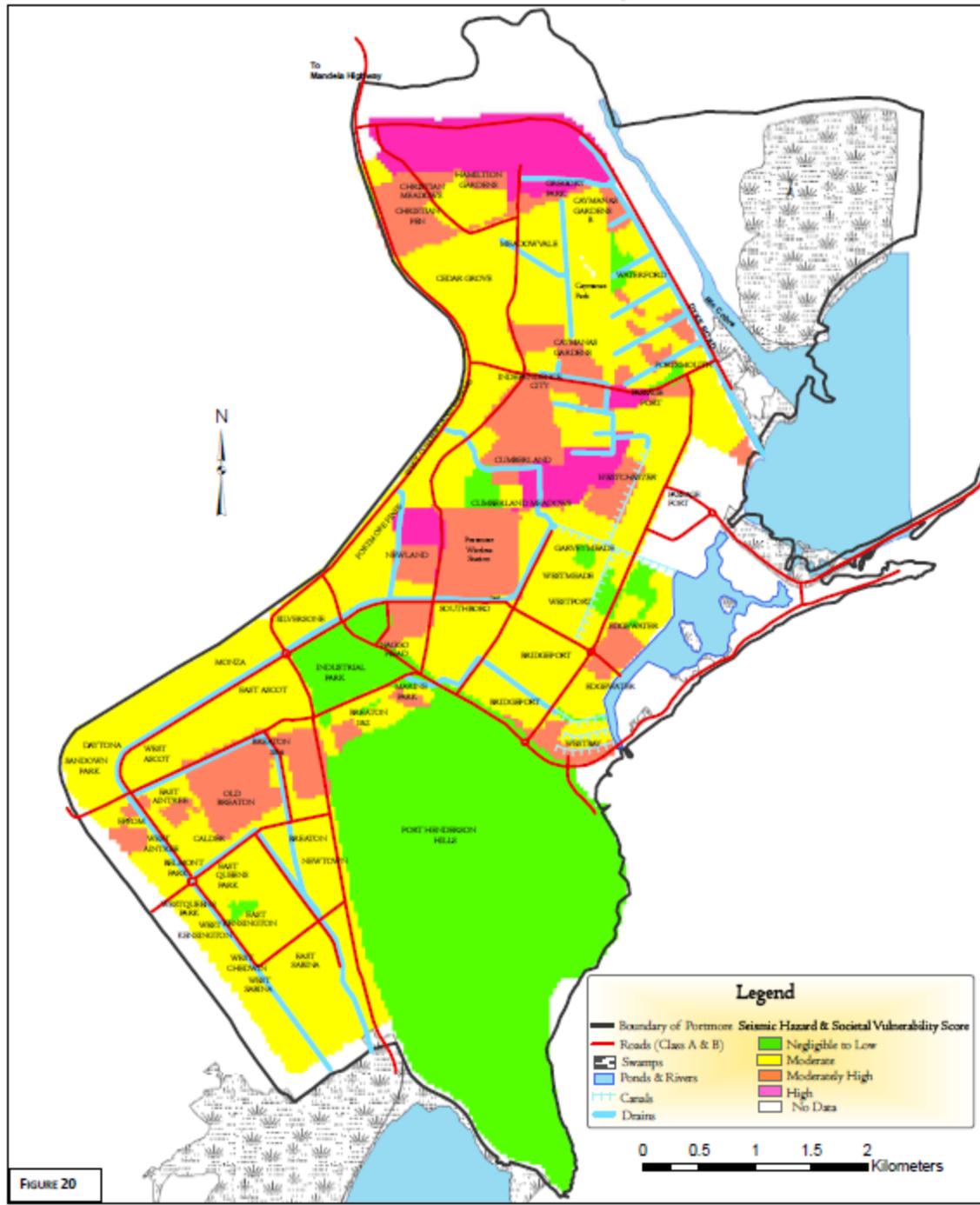


**FLOOD HAZARD AND SOCIETAL VULNERABILITY OF PORTMORE<sup>1</sup>**



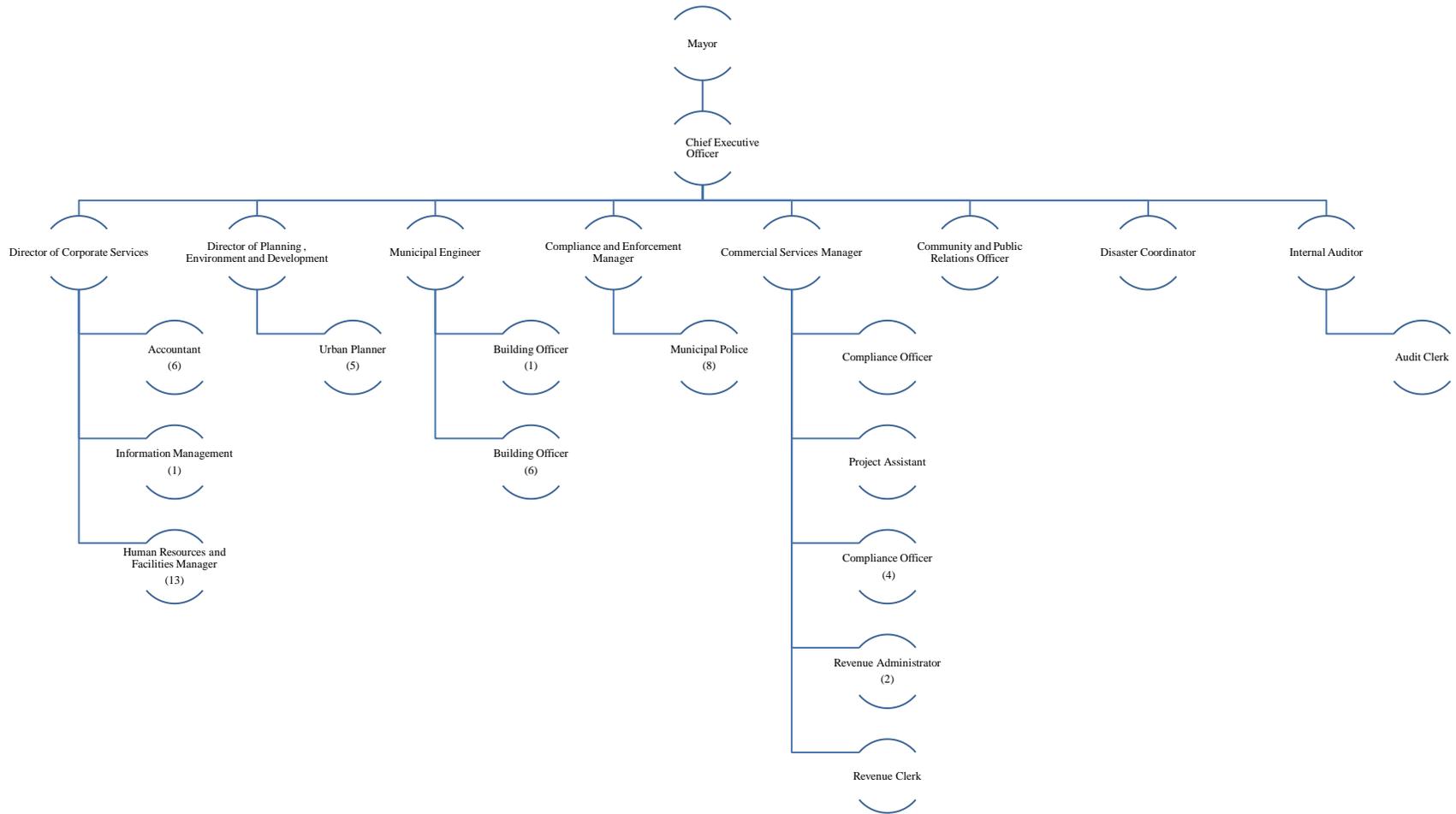
<sup>1</sup> [http://portmoremc.gov.jm/sites/default/files/resources/portmore\\_project\\_final\\_report\\_dec5081-\\_mines\\_and\\_geology\\_2.pdf](http://portmoremc.gov.jm/sites/default/files/resources/portmore_project_final_report_dec5081-_mines_and_geology_2.pdf)

**SEISMIC HAZARD AND SOCIETAL VULNERABILITY OF PORTMORE<sup>2</sup>**



<sup>2</sup> [http://portmoremc.gov.jm/sites/default/files/resources/portmore\\_project\\_final\\_report\\_dec5081-\\_mines\\_and\\_geology\\_2.pdf](http://portmoremc.gov.jm/sites/default/files/resources/portmore_project_final_report_dec5081-_mines_and_geology_2.pdf)

## ORGANISATIONAL STRUCTURE OF PORTMORE MUNICIPAL CORPORATION



**TECHNICAL ASSISTANCE - STRENGTHENING DISASTER RISK MANAGEMENT  
CAPACITY OF THE PORTMORE MUNICIPAL CORPORATION**

**DUTIES AND RESPONSIBILITIES OF THE PROJECT COORDINATOR**

1. The primary responsibility of the Project Coordinator (PC) is to give technical and administrative oversight for the project, coordinate the execution of all project activities to ensure quality of deliverables and that project objectives are achieved.
2. The duties and responsibilities of the PC will also include, but not limited to:
  - (a) preparing project implementation reports and reviewing other technical documents related to the project;
  - (b) managing the procurement of goods and services;
  - (c) updating the Procurement Plan as necessary, at least annually;
  - (d) liaising with Caribbean Development Bank (CDB) on all technical, administrative and financial aspects of the project;
  - (e) preparing and submitting progress reports to CDB; and
  - (f) executing any other tasks as assigned by Portmore Municipality Council to facilitate the successful completion of the project.
3. The PC must have recognised credentials (Bachelor's degree) in Disaster Risk Management (DRM) or related field, and at least three years demonstrated experience in coordinating community-based DRM projects. The PC shall also possess: project management certification or demonstrated experience in project management; and good communication skills.
4. The PC will be required to provide the following reports and deliverables to CDB:
  - (a) an Inception Report within two weeks of the signing of the Grant Agreement and a revised Implementation Schedule, including a detailed plan for the procurement equipment and the engagement of the consultants to provide the required services;
  - (b) bi-monthly Progress Reports following the Inception Report until the end of the assignment; and
  - (c) a Project Completion Report with two months following the end of the assignment.

**TECHNICAL ASSISTANCE - STRENGTHENING DISASTER RISK MANAGEMENT  
CAPACITY OF THE PORTMORE MUNICIPAL CORPORATION**

**DRAFT TERMS OF REFERENCE  
ENHANCEMENT OF PORTMORE MUNICIPALITY NATURAL HAZARD RISK PROFILE,  
DISASTER RISK MANAGEMENT PLAN AND DISASTER RISK MANAGEMENT  
AWARENESS TRAINING**

**1. INTRODUCTION**

1.01 The municipality of Portmore is a coastal urban centre located in the parish of St. Catherine, approximately 15 miles south-west of Kingston, Jamaica's capital city, on the flood plain of the Rio Cobre. Due to its location, geology and socio-economic factors, Portmore is considered to be one of the most vulnerable municipality in Jamaica. Previous hazard risk analysis has indicated that the majority of the communities of Portmore resides in areas of moderate to very high vulnerability to flood and seismic hazards. Most tropical storms and hurricanes approach the island from the south, thereby increasing Portmore's exposure to the intense winds and rainfall associated with these systems. In the period 1960–2010, Portmore was directly impacted by approximately six hurricanes passing within 100 miles of the island, half of which were Category 4 storms. Historically, prolonged rainfall associated with hurricanes or other low pressure systems have caused the Rio Cobre to flood Portmore. Portmore is located in close proximity to the Blue Mountain-Wagwater Fault, a seismically active zone capable of generating earthquakes of significant magnitude and is the main sub-area for earthquakes in Jamaica. Increasing climate variability and change are expected to result in more frequent and higher intensity storms and rainfall events, increasing potential climate related risks to Portmore.

1.02 The Portmore Municipal Corporation (PMC) was established in 2003 with one of its mandates being the responsibility of oversight for the economic, social and cultural affairs of the Municipality of Portmore. The PMC is operated under the Ministry of Local Government and Community Development (MLGCD) and comprises seven Departments: Disaster Management (DMD), Compliance and Enforcement, Commercial Services, Community and Public Relations (CPRD), Corporate Services, Planning, and Roads and Works. The DMD, with the support of its functional arm, the Municipal Disaster Committee, is responsible for addressing disaster risk management (DRM) planning issues within the Municipality, including:

- (a) developing and implementing disaster risk reduction interventions;
- (b) coordinating emergency response; and
- (c) integrating hazard information into the development planning approval process.

1.03 Internally, the DMD works closely with the Planning Department and the CPRD to ensure the integration of hazard risk information in the subdivisions and building approval processes, and the execution of strategic public relation campaigns. Externally, the DMD has developed partnerships for developing and implementing Disaster Risk Reduction interventions with partner agencies including the Office of Disaster Preparedness and Emergency Management (ODPEM), Earthquake Unit, the National Environment and Planning Agency, the National Solid Waste Management Authority, the University of the West Indies, the University of Technology, the Red Cross, businesses, and civic groups. Communities are also involved in the disaster management processes through the establishment of Zonal Committees.

1.04 Since the establishment of the PMC, disaster management has been one of its major activities

focused largely on emergency preparedness and response for hurricane and related hydro meteorological events. In 2006/2007, the PMC benefitted from technical support from United Nations Development Program for a hazard risk assessment of Portmore. The assessment, undertaken jointly by the Mines and Geology Division and ODPEM, involved (a) a technical review of the major natural hazards/risks of Portmore (flood, storm surge, and earthquake), (b) a comprehensive hazard/risk vulnerability mapping for the community, and (c) determining the status of evacuation routes and recommending changes if necessary to improve the Portmore Evacuation Plan.

## **2. OBJECTIVES**

2.01 The primary objective of this assignment is to strengthen climate and DRM capacity of PMC for building disaster resilience at the municipality. To achieve this objective, this technical assistance will be directed at :

- (a) revising the multi-hazard disaster risk profile and DRM Plan for Portmore;
- (b) conducting a vulnerability assessment of relevant natural hazards, considering historical data sources and potential future hazard events in the vulnerability analysis; and
- (c) undertaking gender-responsive community-based DRM capacity building.

## **3. SCOPE OF WORK**

3.01 The scope of work is understood to cover all activities necessary to accomplish the objectives of the consultancy, whether a specific activity is cited in these Terms of References. The Consulting team will carry out the assignment in collaboration with PMC and other key stakeholders responsible for DRM. A gender-sensitive participatory and consultative approach shall be adopted in undertaking the services, which will contribute to their completion in as timely a manner as possible. The team will be required to conduct field consultations as well as an exhaustive review of secondary information including data collected from hazard and vulnerability studies in Portmore. The team will also consult with the Consultant responsible for the development of the hazard risk database for Portmore. Where feasible, audio/visual documentation, electronic data collection methods, global positioning systems and other communication technologies should be utilised during the assignment.

3.02 The team should submit a draft of deliverables/reports for review to PMC, incorporate necessary changes based on comments on the deliverables and discuss them with key stakeholders prior to finalisation. All reports and relevant data acquired, compiled or prepared in the course of services shall be confidential and shall be the absolute property of Government of Jamaica (GOJ). GOJ, to the extent permissible, will own the copyright to any spatial data created or acquired for use in the Project, including the right to reproduce, distribute, disseminate and publish the same. The consulting team may not use the same for purposes unrelated to this contract without prior written permission from GOJ.

### **Task 1: Disaster Risk Profile**

#### **Natural Hazard Assessment**

- (a) review existing literature (reports and studies) on natural hazards and vulnerability to these hazards in Portmore;
- (b) secure maps and information on natural hazard risks for Portmore, in particular floods, storm surges, sea-level rise and earthquakes;

- (c) analyse hazard characteristics (e.g. intensity, frequency, and probability) of identified hazards taking historical data into consideration;
- (d) evaluate climate variable and climate change (CC) scenarios:
  - (i) determination of climate variables of interest (precipitation, precipitation extremes and potential flooding, temperature, winds), and defining baseline conditions; and
  - (ii) determine CC scenarios, based on the best available information;
- (e) update existing hazard maps;
- (f) develop an integrated hazard map identifying the geographical areas and communities at high risk from the natural hazards and the interaction of multiple natural hazards; and
- (g) conduct stakeholder analysis of key players in disaster management in Portmore.

#### Community Vulnerability Assessment

- (a) conduct community vulnerability analysis to natural hazards including field consultation with beneficiary community groups on existing vulnerabilities and coping strategies to multi-hazards. Where necessary conduct separate focus group discussions with women and men and facilitate the participation of women and men and vulnerable groups (disabled, elderly, youth);
- (b) analyse factors affecting the community capacity to undertake risk and impact assessments, to plan and implement mitigation and adaptation actions;
- (c) estimate potential human and economic losses based on the exposure and vulnerability of people (disaggregated by sex and particularly youth, elderly, persons with disabilities), buildings and infrastructure;
- (d) update priority areas with high vulnerability, to be verified also during site visits;
- (e) review additional secondary sources such as existing building codes, if needed, to address possible gaps in information;
- (f) prepare participatory vulnerability maps based on existing environmental, climate and seismic data; and
- (g) facilitate stakeholder consultation and validation workshops.

#### **Task 2: DRM Plan and Evacuation Plan**

Inputs from the hazard and vulnerability assessments will form the basis for the revision of the DRM Plan. The scope of services includes, but is not limited to:

- (a) undertake capacity gap assessment for the key stakeholders in disaster management in Portmore;
- (b) update the high risk areas of the Municipality;

- (c) revise the DRM Plan that identifies and prioritises a series of DRR and climate change adaptation measures as well as necessary investments, stakeholder responsibilities and implementation timelines;
- (d) update the evacuation plan for hurricanes and flooding; and
- (e) conduct stakeholder validation workshops on the DRM Plan.

### **Task 3: Community-based DRM Capacity Building**

In collaboration with PMC, MLGCD, and ODPEM, the team will perform the following tasks:

- (a) conduct community capacity needs assessment in DRM;
- (b) develop a gender-sensitive participatory DRM education and awareness programme;
- (c) prepare simplified and illustrative educational information and communication materials on DRM, and develop training modules and guidelines on DRM tailored to the needs of various groups (women, men, persons with disability, elderly, and youth);
- (d) conduct community public awareness and education training programme encompassing potential threats of hazards, reasons for evacuation planning for the area, warning arrangements, allowable baggage, assembly points, transportation arrangements, possible destinations, and evacuation routes;
- (e) facilitate stakeholder discussion in target communities, and the development of ten community DRM plans and the establishment of ten Community Emergency Response Teams (CERTs);
- (f) conduct basic training for CERTs including but not limited to search and rescue operations, evacuation procedures, first aid, and shelter management; and
- (g) conduct evacuation drills.

## **4. REPORTING REQUIREMENTS AND DELIVERABLES**

4.01 The Consulting team will deliver the following outputs:

- (a) an Inception Report. This report will be presented within three weeks following the signing of the contract, and will include the consulting team's work schedule and methodology, including proposed resources and timeline;
- (b) a revised Disaster Risk Profile Report within four months following the submission of the Inception Report;
- (c) a revised comprehensive DRM Plan within a month following the submission of the Disaster Risk Profile Report; and
- (d) a report on the Community-based DRM Capacity Building at the end of the assignment, which should be completed no later than 12 months following the signing of the contract.

**5. QUALIFICATIONS AND EXPERIENCE**

5.01 The Consulting team should comprise a team of professionals with at least the following key personnel:

(a) **Key professional 1: DRM Specialist**

Experience: no less than ten years professional experience and a graduate degree in DRM or related fields. Experience conducting natural hazard risk assessment in the Caribbean region or similar context, development of participatory DRR and CCA Plans. Working experience in the engagement of stakeholders in community-based vulnerability assessment. Working experience as trainer and facilitator of the training for public sector or communities. The Specialist should be fluent in English.

(b) **Key professional 2: Climate Vulnerability Assessment Specialist**

Experience: At least seven years relevant experience working on community climate and disaster resilience issues as well as demonstrated experience integrating disaster and/or climate risk considerations into project planning, design or management are also required. Practical working experience with communities in the Caribbean and experience with the use of community climate risk and vulnerability assessment tools and approaches. Community/public engagement and outreach experience, and demonstrated communications skill, including ability to work. Experience in gender-sensitive differential participatory techniques is desirable. The educational requirements for the assignment include a postgraduate degree in Sociology, Social Anthropology, Environmental Management or related field. The Specialist should be fluent in English.

(c) **Key professional 3: Public Education and Communications Specialist**

Experience: At least five years relevant experience working in the development and implementation of effective national communication strategies, media relations with experience in electronic and print media in the Caribbean. Competency to produce simplified and illustrative information and communication toolkit, to facilitate group consultations (using different tools depending on target groups) and to deliver training on DRM. Ability to write concise analytical reports and sound understanding of public communications. Excellent written and verbal communication skills. The educational requirements for the assignment include a postgraduate degree in Communication, Public Relations or related fields. The Specialist should be fluent in English.

**6. DURATION**

6.01. The Consultancy requires an estimated effort level of 135 man days over a period no longer than 12 months.

**TECHNICAL ASSISTANCE - STRENGTHENING DISASTER RISK MANAGEMENT  
CAPACITY OF THE PORTMORE MUNICIPAL CORPORATION - JAMAICA**

**DRAFT TERMS OF REFERENCE  
PORTMORE GEOGRAPHICAL INFORMATION SYSTEM HAZARD RISK DATABASE**

**1. OBJECTIVES**

1.01 The primary objective is to improve the Geographical Information System (GIS) hazard risk database to support Portmore Municipal Corporation (PMC) Disaster Risk Management (DRM) functions.

**2. SCOPE OF WORK**

2.01 The scope of work is understood to cover all activities necessary to accomplish the objectives of the consultancy, whether a specific activity is cited in these Terms of References. The Consultant will carry out the assignment in collaboration with PMC and other key stakeholders responsible for DRM. A participatory and consultative approach shall be adopted in the undertaking of the services which will contribute to their completion in as timely a manner as possible. The Consultant will also consult with the team responsible for the development of the hazard risk profile and DRM plan for Portmore.

2.02 The scope of services includes, but is not limited to:

- (a) improve and populate a GIS Hazard and Vulnerability Management Database (HVMD) with existing and new data adhering to Jamaican Land Information Council (LICJ) standards;
- (b) identify data sources and data gaps and develop a strategy for the acquisition of missing data;
- (c) provide a quality assurance and quality control plan, describing issues of quality of the spatial data being compiled and of applications to be developed;
- (d) install the database and portal application within the PMC computing environment following information technology/LICJ standards); and
- (e) conduct formal training of PMC staff on HVMD in spatial data/information management and maintenance, and expansion of the database by PMC.

**3. REPORTING REQUIREMENTS AND DELIVERABLES**

3.01 The Consultant will deliver the following outputs:

- (a) an operational and user-friendly GIS HVMD; and
- (b) training to PMC staff on HVMD.

**4. QUALIFICATIONS AND EXPERIENCE**

4.01 The Consultant is required to have recognised credentials (Master's Degree preferred) in

Cartography and GIS or related fields. In addition, the Consultant must have no less than eight years professional experience in developing maps of natural hazard risks and database using GIS, and delivering training of GIS and management of GIS database. A good understanding of hazard risks in Portmore Municipality in Jamaica is preferred.

**5. DURATION**

5.01. The Consultancy requires an estimated effort level of 45 man days over a period of three months.

## DESIGN AND MONITORING FRAMEWORK

DESIGN SUMMARY	PERFORMANCE TARGETS/INDICATORS	DATA SOURCES AND REPORTING MECHANISMS	ASSUMPTIONS
<b>Impact:</b> Reduced damage and losses from natural hazard events in Portmore.			
<b>Outcome</b> Enhanced capacity of PMC to make evidenced-based decisions and co-ordinate effectively DRM activities.	Portmore DRM plan and hazard risk data utilised to inform public and private investments in key sector development within Portmore by December 2018.	(a) PMC annual report; and (b) TA completion report.	Strong commitment of PMC to an integrated approach to DRM.
<b>Outputs</b> (a) Multi-hazard risk profile, comprehensive DRM Plan and GIS risk database revised; (b) Portmore evacuation plan upgraded; (c) Community-based DRM capacity building activities delivered; and (d) Public education and awareness strategy developed and implemented.	(a) Revision of multi-hazard risk profile report completed by March 2018; (b) GIS Risk database developed and operational by March 2018; (c) Revision of the comprehensive Portmore DRM Plan completed by May 2018; (d) Portmore Evacuation Plan updated by May 2018 ; (e) Five PMC staff trained in GIS database management and maintenance by April 2018; (f) Ten community DRM plans developed and ten CERTs established by September 2018; (g) Ten CERTs receive training in rapid damage assessment, search and rescue operations, first aid, and shelter management by October 2018; and (h) DRM public education and awareness programme implemented by October 2018.	(a) TA progress reports. (b) Consultants' reports.	Adequate gender-responsive participation by stakeholders throughout the TA implementation.

Items/Activities/Inputs	EUR		
	CDB	GOJ	TOTAL
Multi-Hazard Risk Profile Database, Comprehensive DRM Plan and Community-based Capacity Building/Public Education and Awareness Programme	217,350	0	217,350
Improving Hazard Risk Database	34,000	0	34,000
Upgrading of Evacuation Plan	21,757	0	21,757
Equipment	22,000	0	22,000
Visibility Action	6,500	0	6,500
Project Management	0	62,600	62,600
<b>Sub-total</b>	<b>301,607</b>	<b>62,600</b>	<b>364,207</b>
Contingency (10%)	30,161	6,260	36,421
<b>Total Project Cost</b>	<b>331,768</b>	<b>68,860</b>	<b>400,628</b>

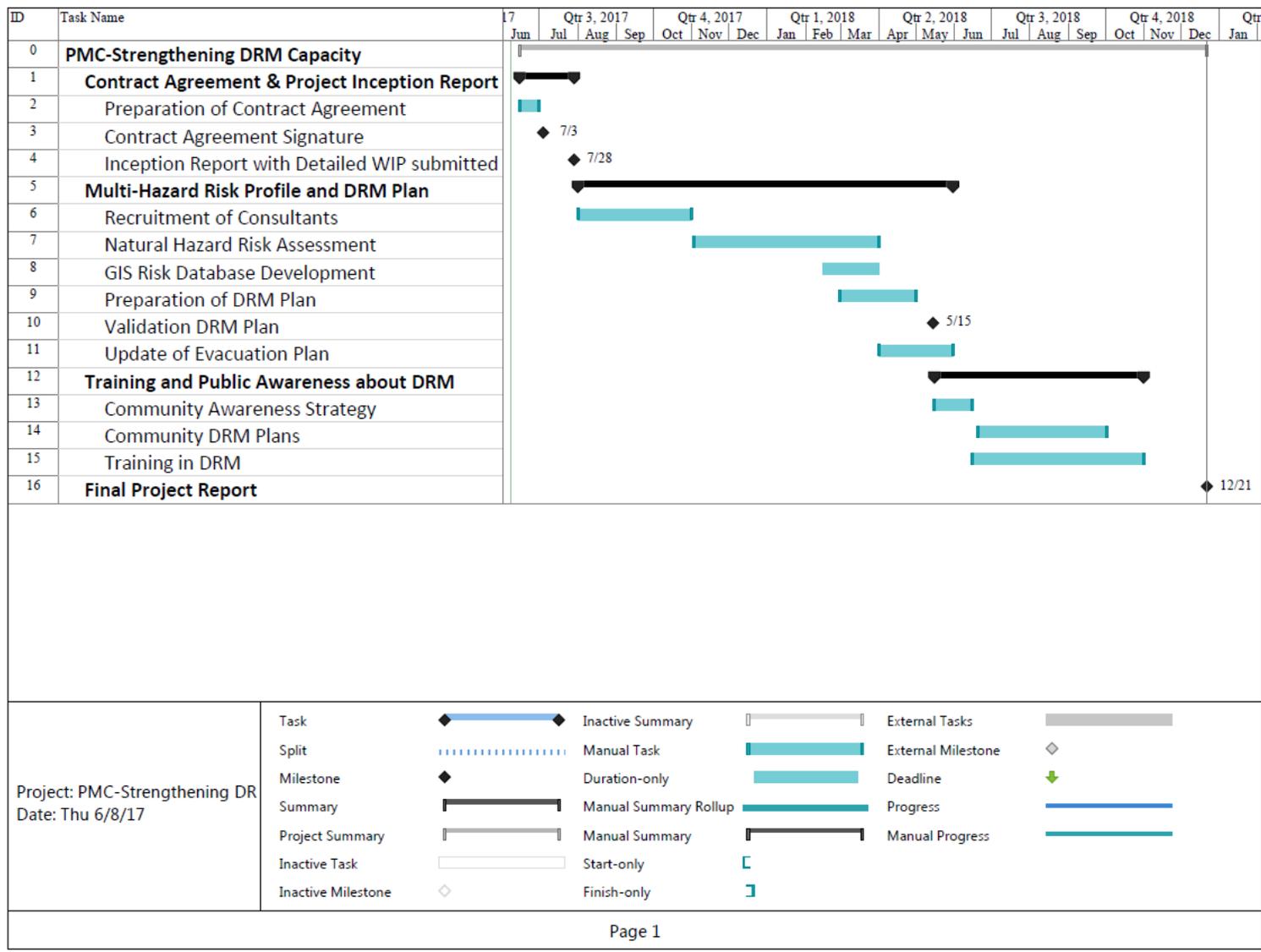
**PERFORMANCE RATING SYSTEM**

<b>Criteria</b>	<b>Score</b>	<b>Justification</b>
<b>Relevance</b>	4	The Project will contribute to the improved management of disaster risk and climate resilience. It is consistent with GOJ's developmental priority to: improve resilience to all forms of hazards, improve emergency response capability and develop measures to adapt to climate change. The Project contributes directly to the achievement of CDB's Strategic Objective of supporting inclusive and sustainable growth and development and the Bank's corporate priority to promote environmental sustainability. It is also consistent with the ACP-EU-CDB NDRM Result Areas 2: Improved local, national and regional resilience through strengthened early warning, national risk profiling and community-based disaster risk reduction and CCA.
<b>Effectiveness</b>	3	The Project is being implemented by PMC and the risks to achievement of the Project outcome have been identified and mitigation measures proposed in respect of stakeholder participation and institutional capacity. The PMC fully participated in designing the TA, which will contribute to the enhanced capacity of PMC to make evidenced based decisions with respect to DRM and CCA.
<b>Efficiency</b>	3	The expected costs of the consultancies are based on current professional rates and are considered reasonable. The planned activities are expected to be achieved within time and budget.
<b>Sustainability</b>	3	The Project will build technical capacity of the PMC which will help to reduce some of management deficiencies confronting that institution. Development of community capacity to better understand hazards and respond to hazard events is a key part of the TA. The revision of a hazard and vulnerability database and its use to aid decision making as well as the execution of action outlined in the comprehensive DRM plan, will also contribute to the continuation of the project's benefits.
<b>Overall Score</b>	<b>3.25</b>	<b>Satisfactory</b>

**GENDER MARKER**

<b>Project Cycle Stage</b>	<b>Criteria</b>	<b>Score</b>
<b>Analysis:</b> Background	Sex-disaggregated data included in the background analysis, and/or baselines and indicators, or collection of sex-disaggregated data required in TOR.	1
	Socioeconomic analysis considers socioeconomic conditions or traditional role models that lead to disadvantages for males and females in participation in project activities or in the distribution of benefits.	1
<b>Design:</b> Project Proposal/ Definition/ Objective	TA interventions are designed, or will be identified as part of the project, that address gender disparities or enhance gender capacities.	0
	Project objective/outcome includes the enhancement of gender capacities, gender data collection, gender equality or the design of gender-responsive policies or guidelines	1
<b>Score:</b>		3
<b>Scoring Code</b>		
<b>Gender Specific (GS) or Gender Mainstreamed (GM):</b> 3- 4 points <b>Marginally Mainstreamed (MM):</b> if 2 points. <b>NO:</b> if projects score 0-1, if NO give justification why or indicate Not Applicable		

## WORK IMPLEMENTATION PLAN



**APPENDIX 10**

**STRENGTHENING THE DISASTER RISK MANAGEMENT CAPACITY OF THE  
PORTMORE MUNICIPAL CORPORATION – JAMAICA**

**BUDGET**  
**(EUR)**

<b>ITEM</b>	<b>CDB</b>	<b>GOJ</b>	<b>TOTAL</b>
Consultancy - Multi-Hazard Risk Profile, and Comprehensive DRM Plan and Community-based Capacity Building/Public Education and Awareness Programme	217,350	0	217,350
Consultancy - Hazard Risk Database	34,000	0	34,000
Upgrading of Evacuation Plan	21,757	0	21,757
Equipment	22,000		22,000
Visibility	6,500		6,500
Project Management		62,600	62,600
<b>Sub-Total</b>	<b>301,607</b>	<b>62,600</b>	<b>364,207</b>
<b>Contingency</b>	<b>30,161</b>	<b>6,260</b>	<b>36,421</b>
<b>Total</b>	<b>331,768</b>	<b>68,860</b>	<b>400,628</b>

**EUROPEAN UNION ELIGIBILITY RULES**  
**AFRICAN CARIBBEAN PACIFIC – EUROPEAN UNION**  
**NATURAL DISASTER RISK MANAGEMENT**

**PARTICIPATION IN PROCEDURES FOR THE AWARDING OF**  
**PROCUREMENT CONTRACTS OR GRANT CONTRACTS**

1. Participation in procedures for the award of procurement contracts financed under the EU Contribution Agreement for the Implementation for the Action entitled: “Africa Caribbean Pacific – European – Caribbean Development Bank (ACP-EU-CDB) Natural Disaster Risk Management in CARIFORUM Countries” (ACP – EU NDRM Resources)”, is open to international organisations and all natural persons who are nationals of, or legal persons who are established in, an eligible country.

2. Eligible countries<sup>1</sup> are deemed to be:

(a) Caribbean Development Bank member countries:

Anguilla, Antigua and Barbuda, Barbados, Belize, Brazil, British Virgin Islands, Canada, Cayman Islands, China, Columbia, Dominica, Germany, Grenada, Guyana, Haiti, Jamaica, Italy, Mexico, Montserrat, St Kitts and Nevis, Saint Lucia, St Vincent and the Grenadines, Suriname, The Bahamas, Trinidad and Tobago, Turks and Caicos Islands, the United Kingdom and Venezuela.

(b) Members of the “African, Caribbean and Pacific (ACP) Group of States”<sup>2</sup>:

**Africa:**

South Africa<sup>3</sup>, Angola, Benin, Botswana, Burkina Faso, Burundi, Central African Republic, Cameroon, Cape Verde, Chad, Comoros Islands, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Equatorial Guinea, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mauritania, Mozambique, Namibia, Niger, Nigeria, Uganda, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, Sudan, Swaziland, Tanzania, Togo, Zambia and Zimbabwe.

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<sup>1</sup> Note some countries may be eligible by virtue of more than one category

<sup>2</sup> Cotonou Partnership Agreement of 23 June 2000 (as amended by the provisional application of Decision No 1/2000 of the ACP-EC Council of Ministers of 27 July 2000, Decision No 1/2000 of the ACP-EC customs cooperation committee of 18 October 2000, Decision No 1/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 2/2001 of the ACP-EC customs cooperation committee of 20 April 2001, Decision No 3/2001 of the ACP-EC customs cooperation committee of 10 May 2001, Decision No 4/2001 of the ACP-EC customs cooperation committee of 27 June 2001, Decision No 5/2001 of the ACP-EC customs cooperation committee of 7 December 2001, Decision No 2/2002 of the ACP-EC customs cooperation committee of 28 October 2002, Decision No 1/2003 of the ACP-EC Council of Ministers of 16 May 2003, Council Decision (EC) of 19 December 2002, Decision No 1/2004 of the ACP-EC Council of Ministers of 6 May 2004, Decision No 2/2004 of the ACP - EC customs cooperation committee of 30 June 2004 and Decision No 4/2005 of the ACP-EC customs cooperation committee of 13 April 2005).

<sup>3</sup> Natural and legal South African persons are eligible to participate in contracts financed by the 10th/11th EDF. However, the 10th/11th EDF does not finance contracts in South Africa.

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**Caribbean:**

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago.

**Pacific:**

Cook Islands, East Timor, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, the Solomon Islands, Western Samoa, Tonga, Tuvalu, Vanuatu.

**Overseas Countries and Territories:**

Anguilla, Antarctic, Netherlands Antilles, Aruba, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Falkland Islands (Malvinas), French Polynesia, French Southern Territories, Greenland, Mayotte, Montserrat, New Caledonia, Pitcairn, Saint Helena, Saint Pierre and Miquelon, South Georgia and South Sandwich Islands, Turks and Caicos, Wallis and Futuna Islands.

(c) **A Member State of the European Union:**

Austria, Belgium, Bulgaria, Croatia, Czech republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

**An official candidate country of the European Union:**

The Former Yugoslav Republic of Macedonia, Turkey, Iceland, Montenegro.

**A Member State of the European Economic Area:** Iceland, Lichtenstein, Norway.

(d) **All natural persons who are nationals of, or legal persons who are established in, a Least Developed Country as defined by the United Nations:**

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Dem. Rep. Congo, Equatorial Guinea, Eritrea, Ethiopia, Guinea, Guinea-Bissau, Haiti, Kiribati, Lao PDR, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Djibouti, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, The Gambia, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Rep. and Zambia.

(e) **Participation in procedures for the award of procurement contracts or grants financed from the Facility shall be open to all natural persons who are nationals of, or legal persons established in, any country other than those referred to in paragraph 1, where reciprocal access to external assistance has been established. Reciprocal access in the Least Developed Countries as defined by the United Nations (UN) shall be automatically granted to the OECD/DAC members: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Japan, Korea, Luxembourg,**

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Netherlands, New Zealand, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom, United States.

3. Services under a contract financed from the Facility may be provided by experts of any nationality, without prejudice to the qualitative and financial requirements set out in the Bank's procurement rules.

4. Supplies and materials purchased under a contract financed from the Facility must originate in a State that is eligible under paragraph 1. In this context, the definition of the concept of 'originating products' shall be assessed by reference to the Bank's prevailing procurement guidelines/procedures, and supplies originating in the EU shall include supplies originating in the Overseas Countries and Territories.

5. Whenever the Facility finances an operation implemented through an international organisation, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraphs 1, care being taken to ensure equal treatment of all donors. The same rules apply for supplies and materials.

6. Whenever the Facility finances an operation implemented as part of a regional initiative, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons who are eligible under paragraph 1, and to all natural and legal persons from a country participating in the relevant initiative. The same rules apply for supplies and materials.

7. Whenever the Facility finances an operation co-financed with a third entity, participation in procedures for the award of procurement contracts or grants shall be open to all natural and legal persons eligible under paragraph 1, and to all persons eligible under the rules of the third entity. The same rules shall apply to supplies and materials.

**Caveat:** The Bank and EU eligibility requirements are subject to change by the Bank and the EU. The applicant is responsible for checking whether there have been any updates on the eligibility requirements, as well as the UN's list of Least Developed Countries.

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**PROCUREMENT PLAN**

**I. General**

**1. Project Information:**

Country: Jamaica  
Grant Recipient: GOJ  
Project Name: Capacity Building for Disaster Management in Portmore, Jamaica  
Project Implementing Agency: PMC

2. **Bank's Approval Date of the Procurement Plan:** July 20, 2017  
3. **Period Covered By This Procurement Plan:** July 2017 – December 2018

**II. Goods and Works and Non-Consulting Services**

**1. Prior Review Threshold:** As indicated below:

	<b>Procurement Method</b>	<b>Prior Review Threshold EUR</b>	<b>Comments</b>
1.	Shopping		

2. **Prequalification:** Not Applicable (N/A).  
3. **Reference to (if any) Project Operational/Procurement Manual:** CDB Guidelines for Procurement 2006  
4. **Any Other Special Procurement Arrangements:** To comply with the requirements of the ACP-EU Finance Agreement the following is required:

Financing shall be provided under ACP-EU-CDB NDRM in CARIFORUM Countries and thus eligibility shall be extended to CARIFORUM member countries and countries which are eligible for procurement under EU-funded projects, which are not CDB member countries, in accordance with the EU Eligibility Rules.

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.

5. Indicative Procurement Packages with Methods and Time Schedule: N/A

1	2	3	4	5	6	7	8
Ref No.	Contract (Description)	Estimated Cost (EUR)	Procurement Method	Pre-qualification (Yes/No)	Bank Review (Prior/Post)	Expected Bid-Opening Date	Comments
1.	<b>Risk Profile, DRM Plan, Community Capacity-Building</b>						
	Workshop (stakeholder consultancy/validation)	■	Shopping	No	Prior	October 2017	
	Regional Travel	■	Shopping	No	Post	October 2017	
	Communication materials	■	Shopping	No	Post	October 2017	
2.	<b>Hazard Risk Database</b>						
	Training Workshop	■	Shopping	No	Post	January 2018	
3.	<b>Upgrading of Evacuation Plan</b>						
	Design and Installation of Signs	■	Shopping	No	Prior	February 2018	
	Evacuation Drills	■	Shopping	No	Post	February 2018	
4.	<b>Equipment</b>						
	GIS Computer	■	Shopping	No	Post	October 2017	
	GPS Units	■	Shopping	No	Post	October 2017	
	Maps	■	Shopping	No	Post	October 2017	
5.	<b>Visibility Actions</b>						
		■	Shopping	No	Post	August 2017	

### III Consulting Services

1. **Prior Review Threshold:**

Procurement decision subject to prior review by the Bank as stated in Appendix 1 to the Guidelines for the Selection and Engagement of Consultants.

Ref No.	Selection Method	Prior Review Threshold EUR	Comments
1.	QCBS	■	
2.	ICS	■	

2. **Reference to (if any) Project Operational/Procurement Manual:** CDB Guidelines for Selection and Engagement of Consultants 2011.

3. **Any Other Special Procurement Arrangements:** To comply with the requirements of the ACP-EU Finance Agreement the following is required:

- (a) Financing shall be provided under ACP-EU-CDB NDRM in CARIFORUM Countries and thus eligibility be extended to CARIFORUM member countries and countries which are eligible for procurement under EU-funded projects, which are not CDB member countries, in accordance with the EU Eligibility Rules.

4. **Procurement Packages with Methods and Time Schedule:**

1	2	3	4	5	6	7
Ref No.	Assignment (Description)	Estimated Cost (EUR)	Selection Method	Review by Bank (Prior/Post)	Expected Proposal Submission Date	Comments
1.	Multi-Hazard Risk Profile and Comprehensive DRM Plan-	■	QCBS	Prior	September 2017	
2.	Hazard Risk Database	■	ICS	Prior	December 2017	

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.

**IV. Implementing Agency Capacity Building Activities with Time Schedule**

**In this section the agreed Capacity Building Activities are listed with time schedule.**

<b>No.</b>	<b>Expected Outcome/ Activity Description</b>	<b>Estimated Cost</b>	<b>Estimated Duration</b>	<b>Start Date</b>	<b>Comments</b>
1.	Project launch virtual meeting with CDB and Implementing Agency to increase the capacity of Implementing Agency to follow CDB's procurement procedures.	0	2 days	July 2017	
2.	Increased capacity of Implementing Agency to undertake procurement in accordance with CDB's Procurement Procedures through CDB's Online Procurement Training.	0	2 days	July - September 2017	

V. Summary of Proposed Procurement Arrangement

Project Component	ACP-EU-CDB (EUR)									NBF (EUR) Country	Total Cost (EUR)
	Primary	Secondary			Other						
	ICB	NCB	RCB	LIB	Shopping	DC	FA	QCBS	ICS		
1. Consultancy: Multi-Hazard Risk Profile-DRM, Public Education and Awareness					■			■			■
2. Consultancy: Hazard Risk Database	-	-	-	-	■	-	-	-	■	-	■
3. Upgrading of Evacuation Plan	-	-	-	-	■	-	-	-		-	■
4. Equipment					■	-	-	-	-	-	■
5. Visibility Action					■	-	-	-	-	-	■
<b>Sub-total</b>	-	-	-	-	■	-	-	■	■		■
Per Diem											■
Contingency											■
<b>TOTAL</b>											■

CQS	-	Consultant Quality Selection	LIB	-	Limited International Bidding
DC	-	Direct Contracting	NCB	-	National Competitive Bidding
FA	-	Force Account	NBF	-	Non-Bank Financed
FBS	-	Fixed Budget Selection	QCBS	-	Quality and Cost-Based Selection
ICB	-	International Competitive Bidding	RCB	-	Regional Competitive Bidding
			ICS	-	Individual Consultant Selection

This information is withheld in accordance with one or more of the exceptions to disclosure under the Bank's Information Disclosure Policy.