

## **CARIBBEAN DEVELOPMENT BANK**

### **CARIBBEAN ACTION FOR RESILIENCE ENHANCEMENT PROGRAMME**

#### **1. TECHNICAL ASSISTANCE PROJECT TITLE**

#### **2. BACKGROUND**

- (a) Present the project context.
- (b) Briefly describe the institutional capacity of the applicant, including its financial sustainability.
- (c) Include the applicant's organizational structure as an appendix (**Appendix 1**).

#### **3. DESCRIPTION**

Present a brief narrative of the project:

- (a) Impact (overall objective).
- (b) Outcomes (Specific objectives).
- (c) Outputs.
- (d) Activities (main activities for each identified output).

The detailed Result Monitoring Framework/ Logical Framework is shown at **Appendix 2**.

#### **4. JUSTIFICATION**

- (a) Clearly identify the problem and describe how the resources will be used to contribute to the solution.
- (b) Highlight the benefits that the project is expected to deliver.

#### **5. PROJECT RELEVANCE, EFFECTIVENESS, EFFICIENCY, SUSTAINABILITY, AND GENDER CONSIDERATIONS**

##### **RELEVANCE**

Briefly discuss the project relevance in respect with development priorities (country's national priorities, regional priorities, sector priorities, etc.).

##### **EFFECTIVENESS AND EFFICIENCY**

Briefly discuss what will be done to ensure efficient use of project financial resources and effective implementation of project activities to deliver outputs timely and achieve expected outcomes.

##### **SUSTAINABILITY**

Briefly discuss how will the project benefits be sustained after the project end.

##### **GENDER EQUALITY**

Briefly discuss gender considerations, if relevant, in conducting project activities and delivering project outputs.

**6. EXECUTION ARRANGEMENTS**

- (a) Indicate the organizational arrangements for project implementation and supervision.
- (b) Name the entity with which the Caribbean Development Bank (CDB) will enter into agreement for the implementation of the project.

If consultancy services will also be required for the execution of some project components or activities, present draft terms of reference for consultancy services at **Appendix 3**.

**7. BUDGET**

- (a) **Present a budget summary:** State the total estimated cost of the project showing financing from CDB and counterpart contribution from the beneficiary/executing agency or other contributors.

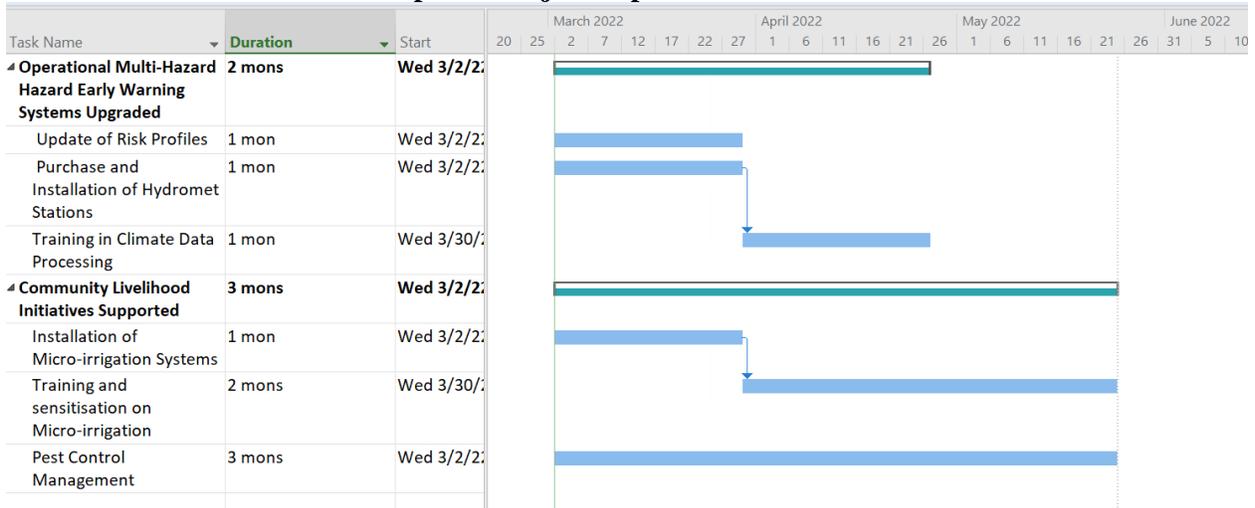
Sources of Financing	EURO	%
e.g. CDB	80	80%
e.g. Institution A	12	12%
e.g. Institution B	8	8%
<b>TOTAL</b>	<b>100</b>	<b>100%</b>

The detailed budget is shown at **Appendix 4**.

**8. IMPLEMENTATION PLAN/SCHEDULE**

Present a schedule of activities for the project implementation. This should present a breakdown of activities for each output in the form of a table or bar diagram or Grant Chart. Please see examples below:

**Example 1 : Project Implementation Schedule**



**Example 2: Project Implementation Schedule**

Outputs/Activities	2022		
	March	April	May

<b>Operational Multi-Hazard Early Warning Systems Upgraded</b>			
Update of Risk Profiles			
Purchase and installation of Hydromet Stations			
Training in Climate Data Processing			
<b>Community Livelihood Initiatives Supported</b>			
Installation of Micro-irrigation Systems			
Training and Sensitisation on Micro-irrigation			
Pest Control Management			

**9. SUMMARY OF RISKS AND MITIGATION MEASURES**

Briefly describe potential risks and envisioned mitigation measures to successful project implementation:

<b>Risk Type</b>	<b>Description of Risk</b>	<b>Mitigation Measures</b>

**APPLICANT ORGANISATIONAL STRUCTURE**

Write a brief summary on the institution and provide the following information if applicable:

- (a) Organigram / Board Composition
- (b) Reporting relationship to parent Ministry
- (c) Number of personnel
- (d) Work programme
- (e) Key services and products

**RESULTS MONITORING FRAMEWORK/LOGICAL FRAMEWORK TEMPLATE**

	<b>Results chain</b>	<b>Indicator</b>	<b>Baseline (value and reference year)</b>	<b>Target (value and reference year)</b>	<b>Source and mean of verification</b>	<b>Assumptions</b>
<b>Impact (overall objective)</b>						Not applicable
<b>Outcome(s) (Specific objectives)</b>	1.	1.1.				
		1.2.				
		1.3.				
	2.	2.1.				
		2.2.				
		2.3.				
	3.	3.1.				
		3.2.				
		3.3.				
<b>Outputs</b>	1.1.	1.1.1				
		1.1.2				
	1.2.	1.2.1				
		1.2.2				
	2.1.	2.1.1.				
		2.1.2				
	2.2.	2.2.1				
		2.2.2.				
	3.1.	3.1.1.				
		3.1.2.				
3.2.	3.2.1					
	3.2.2					
<b>Main Activities and budget</b>						

		<b>Budget (EURO)</b>		
		CDB	Counterpart Contribution	Total
Main Activities for achieving Output 1.1	Activity .....			
	Activity ....			
	Activity....			
Main Activities for achieving Output 1.2				
Main Activities for achieving Output 2.1				
Main Activities for achieving Output 2.2.				
Main Activities for achieving Output 3.1				
Main Activities for achieving Output 3.2				
Total Direct Cost				
Contingency (10-20%)				
Total				

**CONSULTANCY SERVICES**

If consultancy services are required to conduct project activities and deliver project outputs, prepare draft terms of reference for such services.

**CONSULTANCY SERVICES FOR....**

**DRAFT TERMS OF REFERENCE**

- 1. Background**
- 2. Objectives**
- 3. Scope of Work**
- 4. Qualifications and Experience**
- 5. Reporting Requirements and Deliverables**
- 6. Duration of the Assignment/Level of Effort**

**PROJECT DETAILED BUDGET**

1. **Present a detailed budget** showing a breakdown of the estimated cost of each item/activity that will have to be contracted, purchased or provided. Please example of a detailed budget below.
  
2. **Some budget requirements**
  - (a) Allocation for the procurement of goods such as equipment and related items should not exceed 30% of the resources provided for in technical assistance project. If more than 30% of the budget will be allocated for equipment (or related items), please provide a justification.
  - (b) Contingency: 10- 20%.
  - (c) Counterpart contribution (in-kind or cash): 15%-25%.

**DETAILED BUDGET**

<b>Budget Item</b>	<b>Units</b>	<b>Number of Units</b>	<b>Unit Value (in EUR)</b>	<b>CDB contribution (Euro)</b>	<b>Counterpart Contribution (Euro)</b>	<b>Total Cost (Euro)</b>
<b>1. Operational Multi-Hazard Early Warning Systems Upgraded</b>						
Update of Risk Profiles	Person-day	24	100	2,400	0	2,400
Purchase of Hydromet Stations	Station	10	200	2,000	0	2,000
Installation of Hydromet station	Person-day (Technician)	15	100	1,000	500	1,500
Training in Climate Data Processing	Person-day (Trainers)	20	400	8,000	0	8,000
	Airfare ticket	10	600	6,000	0	6,000
	Training materials	20	50	750	250	1,000
	...					
<b>Subtotal 1</b>				<b>20,150</b>	<b>750</b>	<b>20,900</b>
<b>2. xxx</b>	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
<b>Subtotal 2</b>				<b>10,000</b>	<b>1,100</b>	<b>11,100</b>
<b>3.xxx</b>	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
<b>Subtotal 3</b>				<b>2,000</b>	<b>3,000</b>	<b>5,000</b>
<b>4.xxx</b>	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
	...	...	...	...	...	...
<b>Subtotal 4</b>				<b>50,000</b>	<b>10,000</b>	<b>60,000</b>
<b>Total Direct Eligible Cost (1+2+3+4+...)</b>				<b>82,150</b>	<b>14,850</b>	<b>97,000</b>
<b>Contingency (10 to 20%)</b>				<b>8,215</b>	<b>1,485</b>	<b>9,700</b>
<b>Grand Total for the Action</b>				<b>90,365</b>	<b>16,335</b>	<b>106,700</b>