

TERMS OF REFERENCE

PRIVATE SECTOR ENGAGEMENT SPECIALIST

TOWARDS A COMPREHENSIVE NATIONAL ADAPTATION PLANNING PROCESS IN JAMAICA (JA-NAP) PROJECT

1.0 BACKGROUND

- 1.1 Jamaica faces significant exposure to a variety of natural hazards, many of which are intensified by climate change and pose serious risks to sustainable development and economic stability. In response, the Government of Jamaica (GOJ) has, over the past several decades, taken deliberate action at the national, regional, and international levels to strengthen its climate response framework. This includes ratifying the United Nations Framework Convention on Climate Change (UNFCCC) in 1995, producing three National Communications, signing the Paris Agreement, developing and submitting its Nationally Determined Contributions (NDCs) in 2015, 2020 and 2025 and its Long-Term Emissions Reduction and Climate-Resilient Strategy (LTS). Nationally, key instruments such as Vision 2030 Jamaica National Development Plan and the updated Climate Change Policy Framework integrate climate considerations into development planning. Collectively, these efforts establish a comprehensive foundation for addressing climate risks through coordinated, inclusive, and cross-sectoral adaptation approaches.
- 1.2 Jamaica has implemented over 150 climate change adaptation initiatives since 1994 across multiple sectors and stakeholder groups, including the public and private sectors, civil society, academia, and non-governmental organizations. The 2020 National Adaptation Planning Stocktaking Report highlighted that while the country has made significant progress and is well-positioned to advance its National Adaptation Plan (NAP), gaps remain in coordination, financing, data, and inclusive stakeholder engagement—particularly in relation to the role of the private sector.
- 1.3 The private sector plays a critical role in Jamaica’s economy and is both highly vulnerable to climate risks and essential to driving adaptation solutions. Key sectors such as tourism, agriculture, infrastructure, water, and energy which are central to economic development are also highly exposed to climate variability and extreme events. Strengthening private sector engagement presents a significant opportunity to enhance national adaptation efforts. Increased participation of the private sector can support the adoption of risk-informed business practices, mobilize additional financial resources, stimulate innovation, and improve the overall effectiveness and sustainability of adaptation interventions. However, barriers such as limited awareness, inadequate incentives, financing constraints, and policy and institutional gaps continue to hinder meaningful private sector involvement.

1.4 In 2021, the Government of Jamaica received support from the Green Climate Fund (GCF) to strengthen the climate adaptation action framework. This is to be attained through implementation of the “Towards a comprehensive national adaptation planning process in Jamaica (Ja-NAP) Project” with the Planning Institute of Jamaica (PIOJ) approved as Delivery Partner. The project is one of a series of climate actions designed to give effect to the adaptation and co-benefit targets of the country’s Nationally Determined Contributions.

1.5 Ja-NAP Project seeks to develop a national adaptation planning and implementation framework for Jamaica by 2026 through four outcomes that focus on i) adaptation planning governance and institutional strengthening; ii) design of adaptation solutions; iii) engagement of the private sector; and iv) increased access to adaptation financing. Specifically, the project is expected to:

- a. mainstream adaptation planning in the public sector primarily with the aim of developing a National Adaptation Plan for implementation in the medium term. This objective will be realised through exposure of planners and policy makers at the national and sub- national level to adaptation concepts to enable them to integrate these concepts in the planning process and to ensure the corporate and strategic plans of Ministries, Department and Agencies and Municipal Corporations adequately reflect a climate focus; and
- b. train private sector and civil society stakeholders to ensure the National Adaptation Plan (NAP) is comprehensive and inclusive.

1.6 The project is in the process of developing a Comprehensive National Adaptation Plan focusing on five priority sectors; water, coastal resources and human settlement, health, tourism and agriculture. Stakeholders within the private sector are also engaged in the process.

2.0 OBJECTIVES OF CONSULTANCY

The objective of this consultancy is to contract a Private Sector Engagement Specialist to assess climate change impacts on the private sector, identify gaps, barriers, and opportunities for enhanced participation in the National Adaptation Plan (NAP) process, and develop a comprehensive Private Sector Engagement Strategy.

The strategy will include actionable recommendations, financing and partnership mechanisms, and a cost-benefit analysis to mobilize and strengthen inclusive private sector participation in climate change adaptation.

3.0 SCOPE OF SERVICES

In carrying out the assignment, the specialist is required to carry out consultations with a wide cross section of stakeholders within the private and public sectors, and civil society organisations

and work closely with the PIOJ and the Climate Change Branch, as well as other consultants engaged in the Ja-NAP Project. Specifically, the consultant will undertake the following duties:

3.1 Documentary Review

- a. Review the following documents to identify national adaptation needs and commitments, and assess opportunities for and gaps in private sector participation:
 - i. Vision 2030 Jamaica-National Development Plan
 - ii. Climate Change Policy Framework for Jamaica
 - iii. Jamaica Gender and Climate Change Strategy and Action Plan
 - iv. Toolkit for Engaging the Private Sector in National Adaptation Plans
 - v. Scoping Study on Barriers to Private Sector Investment and Capital Mobilization for Climate Change Mitigation and Adaptation
 - vi. Nationally Determined Contributions (NDC) of Jamaica
 - vii. Jamaica International Climate Finance Strategic Framework
 - viii. State of the Jamaican Climate Reports (review scenarios)
 - ix. Climate Risk Assessment Framework Final Report
 - x. Climate Change Adaptation Plans for Priority Sectors
 - xi. National Adaptation Planning Stocktaking Report: Adaptation Initiatives Implemented in Jamaica's National Adaptation Plan
- b. Review additional relevant literature on climate change adaptation to identify emerging issues and gaps to be addressed in the Private Sector Engagement Strategy. Also to review legal and regulatory framework from both the national and international perspectives for example, ESG requirement for publicly traded companies, Task Force on Climate-Related Financial Disclosures etc
- c. Review applicable policies and frameworks, including the GCF Gender Policy, Environmental and Social Policy, the GCF Stakeholder Engagement Strategy, the National Policy for Gender Equality, and the PIOJ Environmental and Social Framework, to ensure alignment of all proposed initiatives

3.2 Stakeholder Engagement and Consultations

- a. Conduct multi-stakeholder consultations, including with industry leaders, financial sector representatives, investors, support organizations, disaster risk experts, and underrepresented market actors (including women- and youth-led enterprises and marginalized groups), to explore the role of, options for, and approaches to private sector engagement in national adaptation initiatives. One of the consultations must take the form of a private sector forum to share the country's medium- to long-term adaptation priorities, discuss climate change impacts on businesses and approaches to integration into existing and/or future institutional systems and coordination mechanisms
- b. Produce a map of private sector actors and ongoing or planned projects related to climate change adaptation, including lessons learned, and success constraints

- c. Identify, engage, and support three (3) to five (5) private sector champions to lead the development of business cases for climate adaptation
- d. Quantify the costs and benefits of private sector engagement in priority sectors; water, health, coastal resources and human settlement, agriculture and tourism. This is to evaluate whether the economic and financial benefits of private investment and participation in climate change adaptation projects and programmes in the identified sectors outweigh the costs.

3.3 Mentorship and Recognition

- a. Design a training programme for private sector entities, with a component tailored to micro, small and medium-sized enterprises (MSMEs) on adaptation innovation and risk mitigation in adaptation plans for business. Exploring opportunities to enhance medium- and long-term business resilience. The programme should utilise relevant tools such as the Climate Resilience Assessment Framework Tool.
- b. Design a mentorship and recognition programme including a private sector adaptation competition, to incentivize innovation and leadership in climate adaptation.
- c. Develop a comprehensive strategy to sustain private sector engagement in the implementation and monitoring of the National Adaptation Plan (NAP), including the establishment of a private sector working group and/other coordination mechanisms.

4.0 Expected Deliverable

#	Key Deliverables	Standards for Delivery
1.	Inception report	Methodology and Work Plan including approach to Stakeholder Engagement Plan; draft evaluation instruments; draft forum outline and objectives
2.	Conduct multi-stakeholder consultations and a Private Sector Forum on Integrating Climate Change Adaptation in institutional systems	Stakeholder mapping and analysis Six consultations held Summary of consultations and forum held with key findings and recommendations for strengthening coordination mechanism with sectors. A pre and post evaluation survey from the forum. List and profile of identified private sector champions
3.	Identify the costs and benefits of the private sector engagement in climate change adaptation	Providing a baseline/business-as-usual scenario highlighting the current level of private investment, existing gaps and potential climate-

		risk and economic losses. With an investment scenario, highlighting the expected cost and benefit as well as barriers and enablers
4.	Mentorship and Recognition Programme Designed	Programme Manual prepared providing details on the duration of the training, content and objective of the mentorship and recognition programme. A complementary user manual for mentors should be included.
5.	Draft Private Sector Engagement Strategy submitted and validated	A comprehensive strategic plan tailored specifically to Jamaica’s socioeconomic realities and private sector structure and engagement approach for the medium- to long term goals of the Jamaica NAP. The Strategy should provide a detailed list of key stakeholders within each priority sector, differentiating roles e.g. financial partnership, and technical partnership, advocacy etc., their role in climate adaptation and how they should be engaged. The Strategy should also provide strategies for crowding in the external private sectors
6.	Final Private Sector Engagement Strategy	To include changes from validation session

5.0 QUALIFICATION AND EXPERIENCE

5.1 Key Experts

Key Expert 1: Team Lead – Private Sector Engagement Specialist

- a. A minimum of a Master’s degree in Sustainable Development, Sociology, Economics, Business Administration, or a related field.
- b. At least eight (8) years of professional experience working and engaging with private sector stakeholders, including institutional investors, development finance institutions, and private sector entities of varying sizes and structures.
- c. Demonstrated understanding of private sector engagement principles and expertise in the design and implementation of private sector engagement strategies and partnership models for climate change adaptation and with the ability to develop a vision/strategy for alignment and convergence between the private and public sectors evidenced by at least five (5) consultancies over the last eight (8) years
- d. At least eight (8) years of project management experience, including leadership of assignments of similar scope and complexity.

- e. At least seven (7) years of experience in capacity building, stakeholder mobilisation, and coordination across multiple agencies and stakeholder groups within the Caribbean region.
- f. Demonstration of assignments that required the Consultant to utilise strong analytical, communication, and facilitation skills, including experience in organising and delivering stakeholder consultations, training workshops and multi-stakeholder dialogues, evidenced by at least five relevant assignments of a similar nature within the last seven (7) years.

Key Expert 2: Climate Finance Specialist

- a. A Master's degree in Finance, Economics, Investment Management, or a related discipline.
- b. A minimum of five (5) years of professional experience in climate finance, project finance, investment structuring, or fund management, particularly within development finance or emerging market contexts. Experience in the Caribbean will be considered an asset.
- c. Demonstrated experience in conducting cost-benefit analyses and other relevant economic, financial, and investment analyses to inform climate financing, evidenced by at least four (4) consultancies conducted over the last eight years.

Key 3: Climate Change Adaptation Specialist

- a. A Master's degree in Environmental Science, Natural Resource Management, or a related field.
- b. A minimum of eight (8) years of professional experience in environmental management and disaster risk management, with a focus on climate resilience and climate change mainstreaming.
- c. At least five (5) years' experience demonstrating technical knowledge in climate change challenges and adaptation across the identified priority sectors and their development implications for Jamaica and the wider Caribbean region.
- d. Demonstrated experience in developing and structuring projects of varying scales, scope, and complexity, including multi-component and multi-stakeholder initiatives evidenced by at least four (4) consultancies conducted over the last eight years.
- e. Demonstrated understanding and application of relevant global climate change frameworks and agreements, including the United Nations Framework Convention on Climate Change (UNFCCC), in policy, planning, research, or project implementation evidenced by at least three consultancies conducted over the last eight years.

Other Experts

Curriculum Vitae (CVs) for additional team members shall be submitted as part of the proposal.

5.2 The Consulting Firm:

The Consulting Firm shall be a legally registered entity with demonstrated expertise in climate change adaptation, climate finance, private sector engagement, and investment planning within developing country contexts. The firm must have

- a. Demonstrated experience in the design and implementation of climate change adaptation initiatives, climate finance strategies, and private sector engagement frameworks, including within Small Island Developing States (SIDS). Experience in the Caribbean region will be considered a strong asset, evidenced by six (6) strategies or frameworks completed in the last eight (8) years.
- b. Demonstrated experience working with a wide range of private sector actors—from MSMEs to large institutions—with proven capacity to assess varying risk appetites, investment interests, and financing requirements, evidenced by completion of six (6) assignments in the last eight (8) years.
- c. Demonstrated experience in assessing climate risks, financing landscapes, and investment challenges, particularly in relation to engagement with Caribbean stakeholders across the finance and development sectors, evidenced by the completion of six (6) consultancies in the last eight (8) years.
- d. Demonstrated experience in engaging and working with multi-sectoral and multi-level stakeholders, including senior government officials in SIDS, private sector, international development partner agencies, and regional organisations, evidenced by six (6) consultancies in the last eight (8) years.
- e. Demonstrated experience in technical knowledge of climate change adaptation across the identified priority sectors evidenced by the successful completion of 6 similar consultancies in the last eight (8) years.

ATTRIBUTES AND SKILLS

- a. Excellent communication skills and excellent knowledge of the English language (both spoken and written).
- b. Demonstrated ability to work within a multi-disciplinary and multi-cultural group
- c. Ability to travel and conduct consultations sessions across Jamaica

6.0 REPORTING REQUIREMENTS AND TIME SCHEDULE FOR DELIVERABLES

- a. *English will be the language used for all reports and related material. The PIOJ's editorial style under the guidance of the Corporate, Marketing, and Communication Division will be the format utilised. Content of report should be as outlined in deliverables.*
- b. *Reports and other related material are required via email, on USB Flash drive or printed (upon agreement).*

The estimated duration of the consultancy will be for six months, subject to the satisfactory completion and approval of deliverables by management. The work is anticipated to be from July to November 2026.

#	Key Deliverables	Target Due Dates
a.	Inception Report	Three weeks after contract signing
b.	Multi-stakeholder consultations and private sector forum convened and mapping of private sector actors completed	Two months after contract signing
c.	Private Sector Engagement Cost Benefit Analysis Report	Three months after contract signing
d.	Mentorship and Recognition Programme Designed	Three months after contract signing
e.	Draft Private Sector Engagement Strategy submitted and validated	Four months after contract signing
f.	Final Private Sector Engagement Strategy Report	Five months after contract signing

7.0 PROCURING ENTITY’S INPUT, COUNTERPART PERSONNEL AND LOCATION OF CONSULTING SERVICES

- a. The Consultancy firm shall provide consulting services at the following location(s): *The Firm will work remotely and be required to have a local consultant travel to various locations.*
- b. Consulting services, facilities and property to be made available to the Firm by the procuring entity: *As necessary and agreed upon*
- c. Professional and support counterpart personnel to be assigned by the procuring entity to the Firm’s team: *None*

8.0 REPORTING/COORDINATION

The Consultant will report to the Deputy Director General of Sustainable Development and Social Planning or designate under the supervision of the Planning Institute of Jamaica. The National Coordinator of the Ja-NAP Project will manage the contractual arrangement and will liaise with the consultant as required to monitor the progress of the assignment. Formal meetings will be scheduled for the consultant to discuss the progress of the assignment.