

TERMS OF REFERENCE

NATIONAL ADAPTATION PLANNING FINANCE 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 Global estimates indicate that adaptation financing needs for developing countries are approximately US\$284–339 billion annually (UNEP 2025), while actual adaptation finance flows were estimated at only US\$25 billion in 2023. This substantial financing gap underscores the urgent need for a structured and strategic approach to mobilising and scaling up resources for climate adaptation. In this context, the development of a comprehensive National Adaptation Plan (NAP) Finance Strategy is critical to systematically assess financing needs, align available resources with national adaptation priorities, and identify feasible pathways to close the financing gap.
- 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-benefits 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 prepare a comprehensive Finance Strategy and Investment Plan to support the implementation and monitoring of Jamaica's National Adaptation Plan.

3.0 SCOPE OF SERVICES

In carrying out the assignment, the specialist is required to consult with a wide cross section of stakeholders (private and public sector, academia, civil society organisations, municipal corporations) and work closely with the PIOJ and the Climate Change Branch, as well as other consultants engaged in the Ja-NAP Project. The consultant is also required to take note of the GCF GESI policies as well as the National Policy for Gender Equality and PIOJ Environment and Social Framework to ensure that proposals made are in alignment thereto. Specifically, the consultant will undertake the following duties:

1. Documentary Review

- 1.1 Review the following documents with a view to identifying previously proposed and emerging national adaptation needs, ongoing and planned initiatives and investment options for addressing them:

- a. Vision 2030 Jamaica-National Development Plan
 - b. Draft Jamaica National Adaptation Plan
 - c. Climate Change Policy Framework for Jamaica
 - d. Nationally Determined Contributions
 - e. 3rd National Communication to the UNFCCC
 - f. Updated Vulnerability Risk Assessment Report for Priority Sectors
 - i. Health
 - ii. Water
 - iii. Tourism
 - iv. Agriculture
 - v. Coastal and Human Settlement
 - g. Climate Change Adaptation Plans for Priority Sectors
 - h. Climate Risk Assessment Framework Report
 - i. UNFCCC NAP Technical Guidelines for national adaptation plan process
 - j. National Adaptation Planning Stocktaking Report: Adaptation Initiatives Implemented in Jamaica's National Adaptation Plan
 - k. 2050 Long-term Emission Reduction and Climate Resilient Strategy for Jamaica Cost Benefit Analysis
 - l. NAP Global Network Report: Finance for National Adaptation Plan Processes
 - m. Jamaica International Climate Finance Strategic Framework
2. Review the current climate finance landscape (public and private) with a view to determining financing needs and gaps, particularly in the five priority sectors identified in the JaNAP
 3. Identify the institutional, legal and/or regulatory framework necessary to support a climate finance system in Jamaica
 4. In addition to 2 and 3 above, review the international climate finance landscape and propose options and strategies for financing adaptation locally. These may include innovative finance strategies such as debt for nature swaps; public, private, and blended arrangements; etc
 5. Develop a comprehensive NAP Finance Strategy and Investment Plan
 - 5.1 Identify potential sources (including critical partners) of financing by sector
 - 5.2 Conduct a funding gap assessment based on investment priorities, assessing public and private financing options and funding needs
 - 5.3 Outline priority activities by sector, implementation strategies and proposal for scheduling (short, medium and long term)
 - 5.4 List responsible partners
 - 5.5 Indicators for monitoring and reporting
 - 5.6 Conduct a validation workshop to present the Financing Strategy and Investment Plan for final feedback and validation
 6. Host validation workshop to review the NAP Finance Strategy

7. Prepare toolkit for climate resource mobilisation inclusive of opportunities for private investment
8. Conduct training in climate resource mobilisation for key partners including the private sector
9. Develop **two (2)** concept notes for adaptation projects for adaptation funds **based on Jamaica NAP priority areas**
10. Train planners and finance officers on integrating adaptation finance in ministry, municipality and national budget
11. Conduct a two-day training for planners and finance officers within various Ministries, Departments and Agencies (MDAs)

4.0 Expected Deliverable

#	Key Deliverables	Standards for Delivery
1.	Inception report	Describing the methodology, Work Plan
	NAP Financing Strategy and Investment Plan Developed	Providing a detail and comprehensive finance strategy and investment plan, detailing funding gap assessment, funding sources and instruments of financing on the domestic/government, private sector, Public-Private Partnership, international level aligned to NAP actions.
2.	Climate Resource Mobilisation Toolkit developed and key stakeholder trained in climate resource mobilisation	Provide practical step-by-step guidance on how to access funding for climate action
3.	Two Concept Notes developed and validated	Detailed concept notes with climate rationale, problem statement, project objective, theory of change, project component, implementation arrangement, estimated budget and stakeholder engagement report.
4.	Planners and Finance Officers trained on integrating climate adaptation financing in local and national budget	Training Plan with objective of the training and context to be covered. Pre and post evaluation survey. A final training report with lesson learnt and recommendation for future training.
5.	Final NAP Finance Strategy Report Submitted	To include changes based on validation session

5.0 QUALIFICATION AND EXPERIENCE

The Firm:

- a. Demonstrated experience in climate change adaptation planning and/or climate risk management across the priority and cross-sectional sectors at both regional and international levels, evidenced by the successful completion of at least four (4) assignments of a similar nature within the past ten (10) years.
- b. A minimum of eight (8) years of institutional experience in climate finance, private equity, investment banking, project finance, fund management, or related fields, with proven capacity in investment sourcing, structuring, and management in emerging markets or development finance.
- c. Demonstrated institutional expertise in integrating environmental and social safeguards, gender equality and social inclusion (GESI), and environmental and social risk management into climate finance strategies, investment frameworks, and climate adaptation programmes, evidenced by at least three (3) relevant assignments completed within the past ten (10) years
- d. Demonstrated engagement with diverse stakeholders, including senior government officials in Small Island Developing States (SIDS) and Least Developed Countries (LDCs), international development partners, and regional organizations, evidenced by five (5) relevant assignments executed within the last eight (8) years.
- e. Demonstrated institutional expertise, evidenced by three (3) assignments executed within the last ten (10) years, involving at least two (2) of the following areas:
 - i. development of climate investment frameworks
 - ii. resource mobilization
 - iii. blended finance and innovative financing mechanisms
 - iv. capital structuring for climate adaptation and resilience investment or other development-oriented investments

Key Expert 1: Team Lead – Climate Finance Specialist

- a. A minimum of a Master's degree in Finance, Economics, Investment Management, Business Administration, or a related discipline.
- b. Execution of four (4) successful similar consultancies, in climate finance, development finance, project finance, fund management, or similar roles, with demonstrated expertise in financing strategy development and investment mobilisation within the last 8 years.
- c. Demonstrated experience working with government institutions, civil society and private sector organisations, and vulnerable groups (women, persons with disabilities, elderly), within the context of development or climate-related initiatives evidenced by four (4) similar consultancies in the last ten (10) years.
- d. Demonstrated experience in capacity building, stakeholder mobilisation, and coordination across multiple agencies and stakeholder groups, evidenced by four (4) consultancies in the last seven (7) years

- e. Demonstrated experience in engaging with institutional investors, private equity firms, project sponsors, and development finance institutions, including facilitating co-investment arrangements, risk-sharing mechanisms, and broader investment mobilisation efforts evidenced by three (3) similar consultancies in the last ten (10) years.
- f. Successful execution of three (3) similar assignments within the Caribbean region within the last five (5) years
- g. At least eight (8) years of project management experience, including leadership of assignments of comparable scope, scale, and complexity.
- h. The Team Lead must demonstrate a minimum of five (5) years of professional experience applying international climate policy frameworks (e.g., UNFCCC, Paris Agreement, National Adaptation Plans, climate finance mechanisms).

Key Expert 2: Climate Adaptation Specialist

- a. A minimum of a Master's degree in Environmental Management, Natural Resource Management, Environmental Science, Geography, Sustainable Development, or a related discipline.
- b. Demonstrated technical expertise in climate change adaptation across at least three of the five priority sectors (water, coastal resources and human settlements, health, tourism and agriculture), evidenced by at least three (3) relevant assignments completed within the past ten (10) years.
- c. Demonstrated experience applying climate risk and vulnerability assessment methodologies to identify, prioritise, and support the development of adaptation actions and investment opportunities across multiple sectors, evidenced by at least three (3) similar consultancies within the past ten (10) years.
- d. Demonstrated experience facilitating multi-sectoral stakeholder engagement and coordination involving government agencies, development partners, the private sector, academia, civil society, and vulnerable groups, evidenced by at least three (3) similar consultancies within the past ten (10) years.
- e. Successful execution of three (3) similar assignments working with Small Island Developing States (SIDS), within the last five (5) years.

Other Experts

- a. Curriculum Vitae for experts on the team other than key experts should be included in bid submission, however, they will not be scored/evaluated.

6.0 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/focus group sessions across Jamaica

7.0 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 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 five months, subject to the satisfactory completion and approval of deliverables by management. The work is anticipated to be from August to November 2026.

#	Key Deliverables	Target Due Dates
a.	Inception Report	Three weeks after contract signing
b.	Funding Gap Assessment Report	Two months after contract signing
c.	List of Project Ideas with Donors and Lead Implementors identified	Two months after contract signing
d.	Two Concept Notes developed and validated	Three months after contracting signing
e.	NAP Financing Strategy and Investment Plan Developed	Three months after contracting signing
f.	Planners and Finance Officers trained on integrating climate adaptation financing in local and national budget	Three months after contracting signing
g.	Final Report	Four months after contract signing

8.0 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. The Key experts should also travel to Jamaica at least once during the consultancy.*
- 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*

9.0 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.
