

Coastal Protection for Climate Change Adaptation in Small Island States in the Caribbean

GUIDELINES & PROCEDURES FOR THE LOCAL ADAPTATION MEASURES [LAMs] GRANT SCHEME

Call for Proposal Number: <CfPs/LAMs/01-15>

Publication Date: July 10, 2015

Concept Note Deadline: July 27, 2015/4:00 p.m. (Belize local time)

Full Application Deadline (indicative): approximately 1 month after Invitation Letter to submit a Full Proposal

1. OBJECTIVES AND PRIORITIES OF THE LOCAL ADAPTATION MEASURES (LAMs) GRANT SCHEME

The Caribbean Community Climate Change Centre (CCCCC) coordinates the Caribbean region's response to climate change, working on effective solutions and projects to combat the impacts of climate change and global warming.

The CCCCC in partnership with the German Development Bank (KfW) signed an agreement through the CARICOM Secretariat, for the implementation of the *Coastal Protection for Climate Change Adaptation in Small Island States in the Caribbean Project*. This Project concerns the implementation of local adaptation measures for the sustainable improvement of coastal ecosystems relevant for climate change adaptation in **Grenada, Jamaica, Saint Lucia and Saint Vincent and the Grenadines**.

The Objectives of this call for proposal:

- Contribute to the reduction of climate change induced risks for the population of the four (4) targeted countries.
- Improve ecosystem services that reduce the impact of climate change on coastal areas of these economies.

The Priorities of this call for proposal_ strategic alignment:

1. Must support specific national priorities as embedded within national, sectorial, district/town, or equivalent framework document ratified by the relevant authorities
2. Must support at least one (1) of the five (5) strategic elements of the *Regional Framework for Achieving Development Resilient to Climate Change (2009 – 2015)* and/or its accompanying Implementation Plan (2011-2021):
<http://www.caribbeanclimate.bz/ongoing-projects/2009-2021-regional-planning-for-climate-compatible-development-in-the-region.html>:
 - I. Mainstream climate change adaptation strategies in the sustainable development agendas of CARICOM states;
 - II. Promote the implementation of specific adaptation measures to address key vulnerabilities in the region;
 - III. Promote actions to reduce greenhouse gas emissions through fossil fuel reduction and conservation, and switching to renewable and cleaner energy sources;
 - IV. Encourage action to reduce the vulnerability of natural and human systems in CARICOM countries to the impacts of a changing climate; and
 - V. Promote action to derive social, economic, and environmental benefits through the prudent management of standing forest on CARICOM countries.

The Priorities of this call for proposal_ outcome alignment:

1. Must be expected to positively impact on the rate of coastal erosion for identified vulnerable area(s)
2. Must be expected to positively impact on fish¹ biomass

¹ This includes other marine species such as conch and lobster

2. ELIGIBILITY CRITERIA

2.1 Eligibility of Applicants and Partners: Who Can Apply

In order to be eligible for a grant, Applicants **must be a legally registered entity and:**

- i. Be a public agency operating at the community or national level; or
 - ii. Be a Non-Governmental Organisation (NGOs); or
 - iii. Be a Community Based Organisation (CBOs); or
 - iv. Be a firm legally registered; or
 - v. Be a legally registered support organization (whether in the private or public sector) such as a chamber of commerce.
- Be operational for at least two (2) years (both Applicants and Partners) supported by last two years financial statements/accounts (Applicants only);
 - Be legally registered in a CARICOM member state. If registered outside of the specific target country for the planned intervention the entity must have a at least one (1) Partner registered and operational in that country;
 - Be directly responsible for the preparation and management of the project with the Partner(s) (if applicable), not acting as an intermediary; and
 - Not be a current recipient under this grant scheme.

*****Only one successful application is allowed per Applicant and/or Partner under this grant scheme*** This restriction is waived if the Applicant and/or Partner is a public entity**

2.2 Eligible Projects

These are the areas in which funding may be provided **(This list is for guidance only and is not exhaustive):**

- i. **Improved management of protected areas**
 - Infrastructure (offices, visitor centers, IT)
 - Boats and other equipment for guards (e.g. radios)
 - Demarcation (buoys)

- Update of management plans
- ii. Reduction of land-based stressors on coastal marine ecosystems (in and outside MPAs)**
 - Reduction of nutrient/pollutant inputs from small point sources (e.g. sewers)
 - Reduction of sedimentation from land based erosion (e.g. reforestation, slope stabilization)
- iii. Measures to reduce physical damage to ecosystems**
 - Mooring-buoys for minimizing damages of coral reefs by anchors
 - Demarcation and signage of relevant ecosystems
 - Installation of breakwaters to protect parts of reefs from wave action
 - Board walks for the protection of beach vegetation
- iv. Measures to reduce pressure on ecosystems (in & outside protected areas)**
 - Alternative fuel wood sources, where mangroves are used
 - Aquaculture
- v. Rehabilitation of natural ecosystems**
 - Mangrove reforestation
 - Coral reef restoration (where circumstances allow for), e. g. with more temperature-resilient species
 - Sea grass rehabilitation
 - Rehabilitation of beach vegetation
- vi. Installation of artificial reefs (in combination with coral transplanting)**

2.3 Eligible Costs

- i. Costs directly related to and necessary for the implementation of the project;
- ii. Cost directly incurred by the Applicant and/or its Partner (s); and
- iii. Costs incurred after approval of a grant contract.

2.4 Ineligible Costs

The following types of costs are ineligible:

- Debts and provisions for losses or debts;
- Interest owed;
- Items already financed under separate arrangements;

- Purchases of land or buildings, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the project;
- Currency exchange losses;
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- Credits to third parties;
- Interim financing costs; and
- Commitment Fees.

2.5 Eligible Grant Award Size:

Projects to be funded under this call for proposals, must fall within the following amounts budget parameters:

Minimum Grant Award Size: US\$ 300,000

Maximum Grant Award Size: US\$ 600,000

No grant may exceed 75% (US\$600,000) of the total project cost. The project must be financed from the applicant's or their partners' own resources, or from other funding sources.

Counterpart contribution, which must be a minimum of 25% of the total project cost, can include cash or in-kind.

2.6 Duration of Grant Contract:

The period to execute the project may not be less than twelve (12) months nor can it exceed thirty (30) months from the signing of the Grant Contract. **All proposed project activities must be completed within this period.**

3. BUDGET CRITERIA FOR THIS CALL FOR PROPOSAL

3.1 Maximum budget available for this call for proposal is € 2.4 million

3.2 Total value of grant contracts from any one target country cannot exceed 50% of the available budget

4. HOW TO APPLY & DEADLINE FOR APPLICATIONS

4.1 Where to Access the Grant Documents [Concept Note, Application Form and Guidelines]

Submissions must be made using the published documents which can be downloaded from Caribbean Community Climate Change Centre's website at <http://caribbeanclimate.bz/opportunities/coastal-protection-project.html>

4.2 How to Submit an Application

4.2.1 Concept Note Stage

Concept Notes must be submitted in accordance with the Concept Note instruction in the Concept Note Form annexed to these Guidelines (Annex A)

- I. Applicants must apply in English
- II. An Applicant and/or partner may submit only one (1) Concept Note for this call
- III. An Endorsement Letter must be submitted from the official National Focal Point Ministry Department or Agency with local oversight for this project (see the Endorsement Letter template)
- IV. Concept Notes must be submitted electronically by the Applicant utilizing the dedicated email address: iams@caribbeanclimate.bz

All submissions must contain the following information in the subject line of the email:

***<the call for proposal reference number as per cover page of the Guidelines to Applicants>
_ < the name of the Applicant> _<the country in which the project will be implemented>***

4.2.2 Deadline for Receipt of Concept Notes

The deadline for the submission of Concept Notes is Monday, **July 27, 2015 @ 4:00 p.m. (Belize Time)**. This is evidenced by the date and time of the email received. Each submission will be receiving an email response confirming receipt within 24 hours of receiving the email submission. Applications submitted after the deadline will not be accepted. Applicants are required to strictly comply with the deadline for submission.

4.2.3 Further information about Concept Notes

Further information on the Local Adaptation Measures Grant Scheme can be obtained by contacting the CCCCC: lams@caribbeanclimate.bz. All questions must be addressed to this email. Queries made over the telephone or addressed to the email of a particular staff member of CCCCC will not be addressed.

Questions may be sent by e-mail: lams@caribbeanclimate.bz no later than eight (8) calendar days before the deadline for the submission of Concepts.

CCCCC has no obligation to provide clarifications to questions received after this date. Replies will be given no later than four (4) calendar days before the deadline for the submission of Concept Notes.

No individual replies will be given to questions. All relevant questions, together with the answers, will be published on the CCCCC's website at <http://caribbeanclimate.bz/opportunities/coastal-protection-project.html>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Applicants should visit the Caribbean Climate Online Risk and Adaptation Tool (CCORAL) website <http://ccoral.caribbeanclimate.bz/> to determine the general level of climate influence² on their project.

4.3.1 Full Application Form

- I. An Applicant invited to submit a full application form following pre-selection of their Concept Note must do so using Part B of the application form annexed to these guidelines (**Annex B**). The grant funding requested in the Concept Note cannot be varied by more than 20% by the Applicant in the full application form.
- II. Applicant must submit their full application in English (as per Concept Note).
- III. Only the stated annexes should be completed and attached to the Application form (implementation plan, logical framework and project budget). Therefore Applicants must ensure that all relevant information is contained within the Application Form and specified annexes as additional annexes will not be considered.
- IV. Application Forms must be submitted electronically utilizing the dedicated email address: lams@caribbeanclimate.bz

All submissions must contain the following information in the subject line of the email:

<the preselected reference number as per letter of invitation> _ < the name of the Applicant>_<the country in which the project will be implemented>

² Decisions whose outcomes could be affected directly or indirectly by climate variability and climate change, but where climate variability and climate change are both included within a wider group of important factors.

4.3.2 Deadline for submission of Full Application Form

The deadline for submission of applications will be indicated in the invitation letter sent to Applicants whose Concept Notes were accepted. It is estimated that the lead-time between the invitation letter and the deadline for submission will be approximately one (1) calendar month.

4.3.3 Further information about Full Applications

Further information on the Local Adaptation Measures Grant Scheme can be obtained by contacting the CCCCC: lams@caribbeanclimate.bz . All questions must be addressed to this email. Queries made over the telephone or addressed to the email of a particular staff member of the CCCCC will not be addressed.

Questions may be sent by e-mail: lams@caribbeanclimate.bz no later than ten (12) calendar days before the deadline for the submission of Full Applications.

CCCCC has no obligation to provide clarifications to questions received after this date. Replies will be given no later than seven (7) calendar days before the deadline for the submission of Full Applications.

No individual replies will be given to questions. All relevant questions, together with the answers, will be published on the CCCCC's website at <http://caribbeanclimate.bz/opportunities/coastal-protection-project.html>. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Applicants should visit the Caribbean Climate Online Risk and Adaptation Tool (CCORAL) website <http://ccoral.caribbeanclimate.bz/> for guidance on incorporating climate change related risk responses in proposed projects.

5. EVALUATION & SELECTION OF APPLICATIONS

5.1 STEP 1 - The Concept Note Stage

5.1.1 Receipt, Registration and Administrative Check

All Concept Notes received for the Call for Proposals will be registered, checked and numbered. Concept Notes having met the deadline are then subject to an administrative check which will assess whether they have duly satisfied the Eligibility Criteria for the Call.

5.1.2 Evaluation of Concept Notes

The quality of the Concept Notes will be assessed on the basis of the evaluation grid below. The overall assessment is based on the scores obtained under each section of evaluation grid. The final score is the arithmetic average of the scores given by each member of the Assessment Team. Members of the Project Implementation Unit (PIU) do not participate as Assessors of Concept Notes.

The Evaluation results will be presented to the Head of the Project Development and Management Unit of the CCCCC for final review and approval. The final scores will be used to rank submissions.

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Table 1 - Evaluation Grid_Concept Note

Scores		
1. Relevance of the action	Sub-score	30
	Minimum Score	[21]
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5x2**	
1.2 How relevant to the particular needs and constraints of the target country/sector(s)/community (ies) is the proposal (including synergy with other projects/programmes and avoidance of duplication)?	5x2*	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as vulnerable groups, promotion of gender equality and equal opportunities, needs of disabled people, rights of indigenous peoples, or innovation and best practices?	5	
2. Design of the Project	Sub-score	20
	Minimum Score	[14]
2.1 How coherent is the overall design of the Project? In particular, does it reflect the analysis of the problems involved, taking into account external factors and relevant stakeholders?	5x2**	
2.2 Is the Project feasible and consistent in relation to the objectives and expected results?	5x2**	

TOTAL SCORE

50

**these scores are multiplied by 2 because of their importance

It is important to note that only the Concept Notes with a score of at least 35 will be considered for pre-selection.

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The pre-selected Applicants will subsequently be invited to submit full proposals.

5.2 STEP 2 – The Full Application Stage

5.2.1 Receipt, Registration and Administrative Check

All Full Applications received for the Call for Proposals will be registered, checked and numbered. Full applications having met the deadline are then subject to an administrative check which will assess whether they have duly satisfied the Eligibility Criteria for the Call.

5.2.2 Evaluation of Full Application

The quality of the Full Applications will be assessed on the basis of the evaluation grid below. The overall assessment is based on the scores obtained under each section of the evaluation grid. The final score is the arithmetic average of the scores given by each member of the Assessment Team. Staff of the CCCCC **do not** participate as Assessors of Full Applications. Applications will be assessed by a team of independent consultants with the requisite skills and experiences.

The evaluation results will be packaged as presented to the Evaluation Committee comprised of senior technical officers from partner institutions related to the objectives of the call for proposals. The Evaluation Committee will perform final review and approvals. The final scores will be used to rank the submissions.

All ranked applications, though eligible, may not be awarded a grant due to the pre-assigned value of the financial envelope allocated for the Call for Proposals.

Table 2 - Evaluation Grid _ Full Application

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Does the Applicants and, if applicable, their Partner (s) have sufficient project management experience?	5
1.2 Does the Applicant and, if applicable, their Partner (s) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Does the Applicant and, if applicable, their Partner (s) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the Applicant have stable and sufficient sources of finance?	5
2. Relevance of the Project	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the Project	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the implementation plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome(s) and output (s)	5
3.4 Is the Partner (s) level of involvement and participation in the action satisfactory (if applicable)?	5
4. Sustainability of the Project	15
4.1 Is the project likely to have a tangible impact on its target groups and final beneficiaries?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed project sustainable?: <ul style="list-style-type: none"> - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) 	5

Section	Maximum Score
5. Budget and cost-effectiveness of the Project	15
5.1 Are the activities appropriately reflected in the budget?	/ 5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	/ 10
Maximum total score	100

It is important to note that only Full Applications with a score of at least 70 will be considered for pre-selection.

Please note that project activities should not start before the grant contract is signed by both parties.

5.3 Notification of Decision

Applicants will be informed in writing of the CCCCC's decision to: award a grant, provisionally accept, or not approved. Unsuccessful Applicants or those provisionally accepted will receive specific reasons to support the decision.

5.4 Award of Grant Contract

Following official notification successful Applicants may be contacted directly by CCCCC/Project Implementation Unit to clarify items such as budgets and implementation schedules. Once the necessary adjustments or revisions are made CCCCC/the PIU will finalize the grant contracts for signature.

Depending on the nature of the items to be rectified by Applicants under the provisionally accepted category, on resubmission, an official assessment may be required to determine if the issues have been fully resolved and a grant contract can be awarded.