SECOND RURAL ECONOMIC DEVELOPMENT INITIATIVE (REDI II)

Component 4: Contingent Emergency Response Component (CERC)

CERC ANNEX

Project Operations Manual (POM)
Supplement to the JSIF Operations Manual

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ABBREVIATIONS AND ACRONYMS

APA	Action Plan of Activities
ARAP	Abbreviated Resettlement Action Plan
CERC	Contingency Emergency Response Component
CTE	Community Tourism Enterprises
DA	Designated Account
DBJ	Development Bank of Jamaica
DCFS	Department of Cooperatives and Friendly Societies
EFA	Economic and Financial Analysis
ERM	Emergency Response Manual
ESMF	Environmental and Social Management Framework
FAO	Food and Agricultural Organization of the United Nations
GDP	Gross Domestic Product
GHG	Green House Gas
GOJ	Government of Jamaica
IBRD	International Bank for Reconstruction and Development
JBF	Jamaican Business Fund
IFR	Interim Financial Report (Unaudited)
JAS	Jamaica Agricultural Society
JSIF	Jamaica Social Investment Fund
M&E	Monitoring and Evaluation
MOF&PS	Ministry of Finance and Public Service
MICAF	Ministry of Industry, Commerce, Agriculture and Fisheries
MIS	Management and Information System
MOT	Ministry of Tourism
NGO	Non-Governmental Organization
PDO	Project Development Objective
PIOJ	Planning Institute of Jamaica
PMT	Project Management Team
PO	Producers Organization
POM	Project Operational Manual
PP	Procurement Plan
PPSD	Project Procurement Strategy for Development
RADA	Rural Agricultural Development Authority
RAP	Resettlement Action Plan
REDI	Rural Economic Development Initiative
RF	Results Framework
RPF	Resettlement Policy Framework
SA	Social Assessment
SCD	Strategic Country Diagnostic
TA	Technical Assistance
TEF	Tourism Enhancement Fund
TOR	Terms of Reference
TPDCo	Tourism Product Development Company

1. EXECUTIVE SUMMARY

This document serves as the Emergency Response Manual (ERM) of the Government of Jamaica (GoJ) for Component 4 : Contingent Emergency Response Component or CERC of the 2nd Rural Economic Development Initiative Project (REDI II), and details information on (i) mechanism for activating the CERC; (ii) main instruments under the CERC; (ii) coordination and implementation arrangements; (iii) procurement, financial management and disbursement aspects; (v) compliance with safeguard policies; and (vi) monitoring and evaluation.

This document is considered an annex to the Project Operation Manual (POM) of the REDI II Project (P166279).

The specific activities to be financed by the funds reallocated to CERC are event and demand driven. The activities selected should be consistent with CERC's purpose to provide short-term bridge financing exclusively for the immediate recovery needs related to an eligible emergency. The contents of this ERM represent the framework by which CERC will be activated and by which the approved activities will be coordinated and implemented in accordance with World Bank and national policies and procedures as agreed with the World Bank. There is no limit to the number of times the CERC may be activated, but the framework described in this ERM should be followed for each activation.

2. BACKGROUND

The Government of Jamaica (GOJ) is to receive a loan from the International Bank for Reconstruction and Development (World Bank) for the implementation of the RE**DI II. The Project Development Objective (PDO) is to enhance access to markets and to climate resilient approaches for targeted beneficiaries.**

The Project has four components and the Contingent Emergency Response component (CERC) is component four. This component will allow for a reallocation of loan proceeds from other components to provide emergency recovery and reconstruction support following an eligible crisis or emergency at the national or sub-national level. Considering the Project design, the CERC is expected to be operationalized through reallocations from relevant components as needed to provide emergency recovery and reconstruction support. To ensure that there is capacity, the Project Operations Manual includes a CERC annex applicable to eligible disasters, detailing fiduciary, safeguards, monitoring and reporting, and any other necessary implementation arrangements.

The CERC Action Plan is therefore a standalone operational document but forms part of the Project Operational Manual (POM) as an Annex. This Action Plan serves as the GOJ tool in implementing the CERC and details (i) the proposed emergency activities to be financed by

the proceeds reallocated to the REDI II Component 4; and (ii) the coordination and implementation arrangements related to the programming and execution of said activities.

The CERC is a contingent 'zero component', which in the event of a disaster caused by a natural hazard would enable the government to quickly reallocate project funds to disaster response and recovery purposes subject to the procedures contained herein. This CERC will support Jamaica's emergency preparedness and response capacity to the impact of natural hazards, including financing of post-disaster critical emergency goods or emergency recovery and associated services, as well as targeted provision of post-disaster Social Safety Net (SSN) support to affected households and individuals. Following a large-scale disaster, the Government's declaration of disaster in accordance with national law, and subject to the Bank's activation policy, the contingent component would be triggered**.** This provisional "zero-component" is designed as a mechanism that would allow rapid access to project funds for response and recovery purposes under streamlined procedures during an emergency. Given the objectives of the REDI II, the Agriculture and Tourism sectors would be prioritized for emergency response and recovery under streamlined procedures during an emergency.

This component would support the carrying out of disaster response and recovery sub-projects under the agreed Action Plan of Activities (APA). This plan includes coordination, implementation and procedural arrangements related to procurement, financial management, disbursement, safeguards, monitoring/evaluation and reporting. The CERC would be implemented following the rapid response procedures governed by OP/BP 10.00 – Investment Project Financing. Once triggered, OP/BP 10.00 facilitates rapid utilization of loan proceeds by minimizing the number of processing steps and modifying fiduciary and safeguard requirements to support rapid implementation. The Government of Jamaica may opt to utilize one or all options described below under the CERC. Disbursements are expected to be in the form of a number of types of expenditures, including: (i) critical emergency goods (e.g. imports, domestically-manufactured goods and goods already imported); (ii) rehabilitation activities, including civil works and related goods and services1; (iii) cash grants to priority households in affected geographic areas; (iv) supplemental transfers to Conditional Cash Transfer (CCT) Program in Advancement Through Health and Education (PATH) households; and (iv) provision of relief items to affected households (vi) farmers and service providers in the agriculture and tourism sectors and (v) persons in shelter care.

Disbursements would be made against a positive list of pre-identified eligible critical imports or the procurement of goods, works, and consultant services needed for the country's economic recovery. In addition to reallocation of funds from other components in this Project,

[1] The Government where feasible will explore the possibility to use cash for work.

the contingent component may also serve as a conduit for additional financing from IBRD in the event of a disaster.

The CERC will be used for two purposes; (i) the procurement of goods, works and services in response to the finance of emergency recovery and reconstruction works and associated services urgent needs; and (ii) to increased targeted application of post-disaster Social Safety Nets.

Table 1: Application of Chapters in DVRP CERC Manual to the REDI II CERC

DVRP CERC Chapters	**Application to REDI II CERC**
1. Background	Amended to reflect REDI II narrative
2. Triggering of CERC	Fully applicable with few amendments
3. Re-allocation of Funds for CERC	Fully applicable with few amendments, namely the inclusion of the Ministries and Agencies responsible for the Agriculture and Tourism Sectors
4. Disaster Response Mechanism	Fully applicable with few amendments, namely the inclusion of the Ministries and Agencies responsible for the Agriculture and Tourism Sectors and their respective damage assessments as per Section 4.2. Section 4.2, Table 2: Types of Assistance amended to include Agriculture and Tourism restoration and relief. Section 4.6, Mechanisms to Respond amended to include reference to Agriculture and Tourism sectors and operators.
5. Positive List of Goods, Works & Services	Section 5.1 amended to reflect inclusion of Agriculture and Tourism related scope under Table 3.
6. Institutional Arrangements for Procurement and Financial Management	Amended to include inputs from MICAF and MOT.

7. Monitoring and Evaluation	Amended to include indicators for Agriculture and Tourism.
8. Coordination and Implementing Arrangements	Amended to include inputs from MICAF and MOT.
9. Safeguards and Compliance	Amended to reflect REDI II narrative
10. Appendices	Applicable as relevant

3. TRIGGERING of CERC- COMPONENT 4

The reallocation of funds to the CERC component can only be done under the following circumstances: A large scale disaster has occurred with national impact which has caused or is likely to cause widespread adverse economic and social impact where the country's national resources cannot sufficiently and adequately address the situation. The following steps will take place:

2.1 The National Disaster Plan (1997) states that should it appear that a state of emergency, a state of disaster or special emergency is to be declared, the National Disaster Executive will meet at the Office of the Prime Minister or at any other site as agreed upon by the members of the Executive (Part 2 page 10).

2.2 That the Prime Minister as Chair of the National Disaster Risk Management Council and Chief of Defence has declared that this state of affairs exists. This declaration is done after consultation with the Executive of the National Disaster Risk Management Council based on information received from the Sub-Committees. This declaration may be done by the Prime Minister in a national broadcast to the nation in accordance with national law. The declaration is also informed by the Damage Assessment Recovery and Rehabilitation Sub-Committee.

2.3 The Damage Assessment Recovery and Rehabilitation Sub-Committee (a sub – committee of the National Disaster Risk Management Council), led by the Ministry of Transport, Works and Housing undertakes the following:

Initial Situation Overview (ISO) via aerial reconnaissance to enable the rapid collection of information pertaining to the damage incurred after any disaster event. This is carried out within the first 4-8 hours after the general all clear is given. From this exercise imagery is captured and analysis is provided for decision making.

Identification of areas that may be unfit for human habitation or where evacuation is necessary.

The Damage Assessment Recovery and Rehabilitation Sub-Committee (a sub –committee of the National Disaster Risk Management Council), will also include the Rural Agriculture Development Authority, an agency of the Ministry of Industry Commerce Agriculture and Fisheries Agency as well as the Ministry of Tourism. These entities will also undertake similar assessments to assess the damage to the Agriculture and Tourism Sectors.

2.4 Based on the Initial Situation Overview and based on the impact to people, infrastructure, the environment, crops and attractions, the Sub-Committee for Shelter, Welfare and Relief will be activated led by the Ministry of Labour and Social Security (MLSS), the primary relief agency. They are tasked to identify other relevant mechanisms e.g. RADA and TPDCo to support. The National Welfare Sub Committee and Relief Mechanism are informed by the preliminary work done by the Initial Situation Overview and the Initial Damage Assessment (IDA) which immediately follows. The level of response bears a direct relationship to the level of impact on infrastructure, crops, level of damage to housing stock and immediate relief needs.

2.5 Once availability of funding has been assessed and deemed insufficient, MOFP will indicate to the PIOJ and request that the REDI II zero component be triggered.

2.6 A letter prepared by PIOJ to the WB is done indicating that this exists and stating that the CERC component would be triggered. The letter to the World Bank will contain the following information:

- Evidence of Declaration of State of Emergency/State of disaster or Special Emergency
- Nature of the crisis/emergency and confirmation of the casual relationship between the event and the need to access CERC financing
- Nature or reconstruction/recovery, rehabilitation needs as well as the social safety net needs
- Indication of funds likely to be accessed for the CERC

3. RE-ALLOCATION OF FUNDS FOR CERC

Only funds that are uncommitted can be utilized under the CERC. For the purposes of the REDI II CERC Component, un-committed funds do not include contracts that have been signed.

The JSIF REDI II Project Management Team (PMT) also referred to as the Project Implementing Unit (PIU) in collaboration with the partner Ministries including the Ministry of Industry Commerce Agriculture and Fisheries Agency as well as the Ministry of Tourism and their agencies, will re-assess and re-prioritize their list of sub-projects under the Project. The Project Steering Committee will meet as soon as is practicable and will determine the sub-projects that will be affected based on the list provided by the JSIF for those sub-projects/sums that remain uncommitted.

The PIOJ convenes a meeting of REDI II Steering Committee based on Terms of Reference. The Project Steering Committee selects the sub-project that will be affected by the re-allocation of funds. Allocation of resources among the CERC options would depend on the following assessments: (i) initial damage assessment; (ii) initial results from the household assessments; (iii) and assessment of availability of resources within the different line ministries.

Under the REDI II CERC, the needs of the Agriculture and Tourism Sectors will be prioritized, that means the damage experienced by the two (2) sectors, will be prioritized for support.

Following a re-allocation of funds, GOJ would explore the need for requesting additional financing to the Bank.

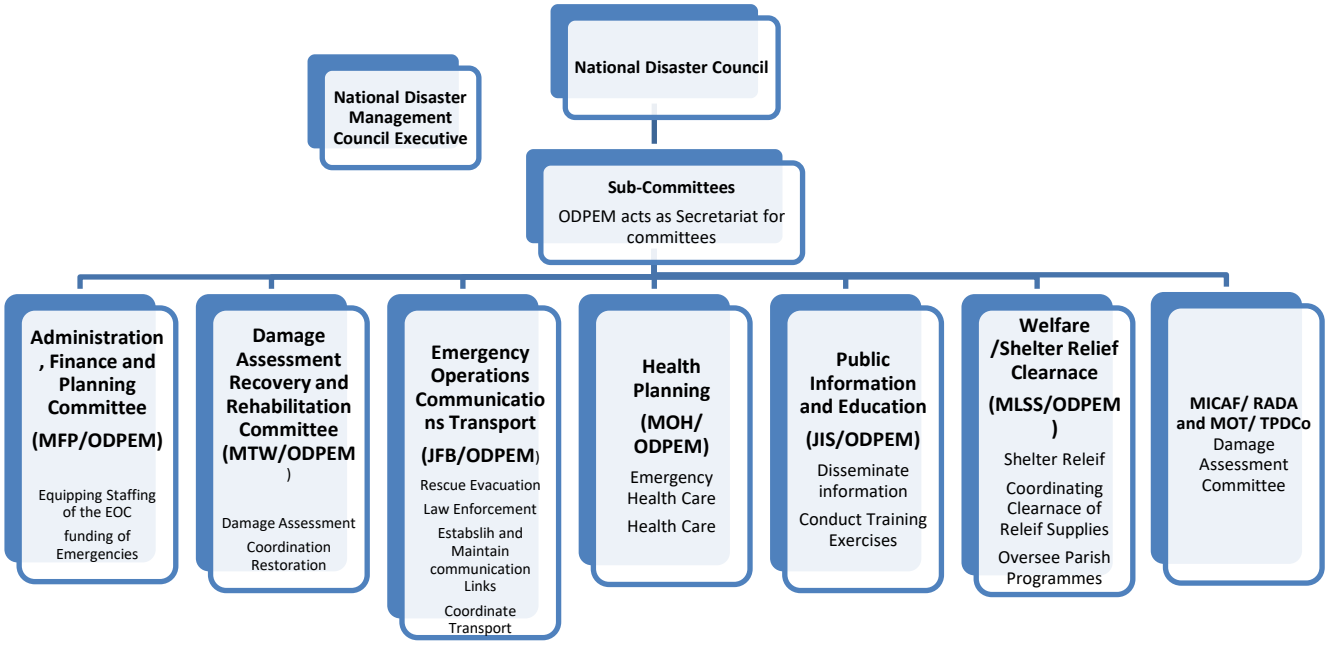
4. DISASTER RESPONSE MECHANISM

4.1 National Disaster Risk Management Structure

The National Disaster Risk Management Council (NDC)

This Council houses six operational subcommittees, See Figure 1. The Council also accepts and acts on reports from the Sub Committees who advise based on the Initial Situational Overview and the Initial Damage Assessments conducted. In a disaster situation, the ODPEM, acts as convenor of the meeting and status reports are provided by the agencies or discussions inform the decision for the declaration of a disaster.

Figure 1 - ***Organisational Structure of NDC and Sub-committees***



As it relates to the activation of the CERC, the Damage Assessment, Recovery and Rehabilitation and the National Welfare/ Shelter and Relief Clearance Sub-Committees which report to the National Disaster Council (NDC) will execute primarily the activities to be carried out under the CERC.

To provide sound decision making in the declaration of a disaster, The Damage Assessment, Recovery and Rehabilitation Sub-Committee led by the Ministry of Transport and Works facilitates the quick recovery of lifeline facilities in a timely and orderly manner by assessing the magnitude of the damage incurred while identifying priorities and resources required for resumption of normal operations.

4.2 Determination of Damage & Needs

4.2.1 Damage Assessment and Needs Analysis (DANA)

It is to be noted that although there are four stages of assessment; he CERC Component will be triggered after Stage 1.

First Stage – Initial Situation Overview (ISO)

Initial Situation Overview (ISO) occurs between 4-8 hours after the all clear is issued where a general overview of the damage is given while identifying the initial needs of the impacted population to inform immediate response and relief actions. The report from the first stage will also be used as a triggering mechanism for national level response (welfare and relief operations).

Second Stage – Initial Damage Assessment

This phase should be conducted up to 7 days after the all clear is given and seeks to provide more detailed and specific information on damage and needs using quantitative data. Priority needs, assistance required and a preliminary estimate of the cost of damage in the country will be obtained in relation to infrastructure, housing, agriculture and lifelines (roadways, water, power, and communications).

For the Agriculture and Tourism Sectors, a damage assessment report is prepared and submitted through the RADA parish Manager, Regional Directors to the Agriculture Disaster Risk Management (ADRM) Committee for damages to the Agriculture sector and from TPDCo to the Tourism Emergency Operations Centre in the Tourism Policy and Monitoring Division at the Ministry of Tourism for damages to the Tourism sector and then on to the national disaster organization/EOC to CDEMA after the first 48hrs.

Third Stage – Preliminary Damage & Loss Assessment (DALA)

This stage is conducted within 7-14 days of impact; the preliminary detailed assessments will be conducted by Sectors; technical approaches will be employed by Technical experts. The objective of this phase is to produce a preliminary damage assessment report, and this will include quantification of physical damage, damage costs and recommendations to continue informing the recovery process.

Fourth Stage – Comprehensive DALA Assessment

This stage is conducted within 2- 6 weeks of impact; the detailed assessments and surveys will be conducted by Sectors. The objective is to produce a more comprehensive DALA report; which informs long term recovery.

4.2.2 Concept of Operations

It is expected that damage assessment teams will immediately be deployed following the all clear to commence the data collection. A damage assessment report is to be prepared and submitted through the national disaster organization/EOC to CDEMA after the first 48hrs. Daily (24hr) updates are to be provided for the remaining period up to 7 days (see Appendix I – Damage Assessment).

4.2.3 Outcomes

The main outcomes at this stage of the process are as follows:

- A report on specific needs generated at 48 hours or two days after impact. The 48 hour report should include where possible **preliminary** direct cost estimates of damage. The preliminary direct cost should cover the following;
    - Infrastructure
    - Housing
    - Agriculture
    - Lifelines (water, power, communications)
    - Others
- Ongoing daily DANA reports (which becomes part of the situation reports-SITREPs).
- A comprehensive report generated at the end of the seven (7) day period to include detailed household and physical damage data, preliminary direct damage costs and further response or specific specialized needs.

These reports will be for the National Authorities and for the benefit of Regional institutions and organizations as well as to inform policy decision.

4.3 Activation of the Welfare, Shelter and Relief Sub-committee

The activation of the National Welfare, Shelter and Relief Sub-committee triggers the activation of Parish Shelter Welfare Sub-committees across affected parishes and municipalities and the detailed welfare assessment is activated within the seven (7 day window which in essence runs concomitantly with the Initial Damage Assessment Process.

Multi-agency Damage (Welfare) Assessment Teams are activated and deployed to affected areas based on the findings of the Initial Damage Assessment conducted. Team members are equipped with assessment tools (Appendix I – Damage Assessment) which are administered based on a house to house methodology to affected households. The duration of the

assessment process is based on the number of persons affected and the accessibility of the impacted areas. This can cover a timeframe of between 3-6 weeks. This process is led by the Ministry of Labour and Social Security (MLSS). The Welfare, Shelter and Relief portfolio, includes (i) Shelter Relief, (ii) Personnel and Relief Supplies distribution. This sub-committee is chaired by the MLSS. The provision of emergency welfare services shall be executed at three levels i.e. **community**, **parish** and **national**. The management of emergency welfare services is based on the daily needs of the victims of the unfolding disaster.

4.4 Assessment/Registration/Verification and Distribution teams

Following the occurrence of a national emergency situation, an initial assessment of affected communities is carried out by trained community assessors, who provide preliminary data on affected households to MLSS and Parish Committees. This intervention is applicable to areas impacted adversely. Locations are identified that will serve as registration centres for the purpose of collecting data on affected families coupled with the distribution of relief supplies.

Each community shall designate an individual to lead a team of volunteers who shall set up the registration centre. These persons are part of the community response teams. The team leaders among other things, collects data on victims and prepares reports and submit to the Parish Chair of the Welfare and Relief Committee via the Initial Damage Assessment Process (IDA). The implementation of a social safety net sub-component of the CERC will be supported by existing arrangements for damage assessment and safety net response. Reports are then used to assess the level of support to be provided to households. MLSS then leads a multi-agency team that is deployed to affected areas and administers an assessment instrument (see **Appendix II** - Application for Emergency Assistance) to measure and quantify the level of damage to households.

Data collected is then digitized by the MLSS MIS Unit and used to generate reports required by agencies including ODPEM, PIOJ, the MOFP and National Disaster Sub-committees. A submission is made to Cabinet requesting approval for the recommended types and level of support to affected households. Households are prioritized for assistance and quantities of support based on the level of damage established during the assessment. Categories of damage and the level of assistance are reflected at Table 1.

4.5 Social Protection Modalities

Social Protection plays a critical role in disaster response in Jamaica, particularly to poor and vulnerable individuals and households, through tested procedures that could be channelled quickly after adverse natural events. The REDI II will only deploy SSN transfers to provide

support to the most vulnerable/affected people, farmers, community tourism enterprises and households following a disaster. This support follows established arrangements for damage assessment at the household level termed as welfare assessment, through administering an assessment instrument which evaluates and quantifies the level of damage to households.

This will vary depending on the level and magnitude of the impact on the vulnerable population. The Government of Jamaica provides various types of assistance following disasters, which can include: shelter accommodation, comfort items, medical and psychosocial support and cash grants. This benefit is offered to victims who have suffered loss and whose condition is assessed and deemed in need of assistance to recover from the event. However, for the purpose of the CERC relief items, cash grants, and cash transfer will be provided.

Table 2: Types of Assistance

Type of Damage	Description of Damage	Temporary Rehabilitation Measures Assistance	Monetary Assistance ($J)[2]
Level 1	No Significant Damage to housing stock, property or crops. Personal Effects affected.	Replacement of personal and household effects This will include but not limited to water, food, clothing, bedding, temporary roofing material (tarpaulin), toiletries and inputs for agriculture, tourism.	$20,000 (optional)
Level 2	*Minor Damage – Damage to roofs, windows doors and personal effects, housing stock, property, livestock or crops.	Applicable as above	$40,000
Level 3	Severely / Major Damage - Roofs and walls of structures, Equipment, Crops and Livestock damaged significantly, including personal effects damaged significantly.	Applicable as above	$75,000

[2] These amounts are based on previous experiences and are subject to change.

Level 4	Totally Destroyed – Structure, Crops, Livestock and other Agriculture and Tourism inputs wiped out.	Applicable as above	Replacement of structure and inputs to restore service and production $250,000

* *Minor Damage is where the assistance would be granted Emergency Relief Items are distributed (Comfort Items, Food etc.).*

4.6 Mechanisms to Respond

The implementation of the SSN sub-component of the CERC will be supported by existing arrangements for damage assessment and safety net response that are already in place and tested. If the CERC is triggered and safety net response is selected as an option for reallocation of funds, identification of eligible households, and operators within the Agriculture and Tourism sectors that could receive grants will take place according to the following established processes. Following the occurrence of a disaster, an initial assessment of affected communities is carried out by trained community assessors, who provide preliminary data on affected households to MLSS and Parish committees. MLSS then leads a multi-agency team that is deployed to affected areas and administers an assessment instrument to measure and quantify the level of damage to households. Data collected is then digitized by the MLSS MIS Unit and used to generate reports which are sent to relevant agencies including ODPEM, PIOJ, the MOFP and disaster sub-committees. Reports are then used to assess the level of support to be provided to households. A submission is made to Cabinet requesting approval for the recommended types and level of support to affected households, which will be the basis for relocation of funds for safety net response under the CERC. Households are prioritized for assistance and quantities of support based on the level of damage established during the assessment.

The CERC among other things will be utilized to provide one off grants to persons whose houses were affected by disasters and supplemental payments to beneficiaries of PATH households[3].

Additionally, following the occurrence of a disaster, an initial assessment of affected communities is carried out by RADA parish Extension Officers and TPDCo Regional officers.

[3] The Program began its operation over a decade ago and continues remaining the largest and best targeted social safety net intervention in Jamaica. Most PATH beneficiaries belong to groups that are highly vulnerable to poverty and require critical assistance during disasters. Approximately 73 percent of PATH's 374,653 registered beneficiaries are children 0-18, while elderly and disabled registered PATH beneficiaries total 64,782 and 10,865, respectively. (Social Protection Project, Progress Report, December 2014 – March 2015)

who provide preliminary data on affected farms and Community Tourism Enterprises to the RADA parish manager, the RADA Regional Manager then the Agriculture Disaster Risk Management Committee in the MICAF and the Tourism Emergency Operation Centre in the Ministry of Tourism respectively. A submission is made to Cabinet requesting approval for the recommended types and level of support to affected Farmers and Community Tourism Enterprise Operators, which will be the basis for relocation of funds for response under the CERC. Farms and Community Tourism Enterprises are prioritized for assistance and quantities of support based on the level of damage established during the assessment.

i. Cash transfers: Cash transfers have been a significant response tool employed after previous disasters to assist affected households and other vulnerable populations. This option would facilitate the provision of cash transfers to different categories of affected households.

- *Cash grants to priority affected households in affected geographic areas:* This option would facilitate the provision of a one-time cash grant to households affected by disasters. Identification of affected households and amount of support will be based on national and Parish-level damage assessment (Appendix II - Application for Emergency Assistance). The amount of the grants will be subject to Cabinet approval. The delivering mechanism for payment of the grant would be the same as the one utilized by the MLSS for the PATH CCT program. Please see Appendix III - Payment Procedure for Cash Grant to affected Households

- *A supplemental cash transfer to CCT-PATH households:* This option would be triggered to provide a supplemental benefit to affected PATH households in the event of a large-scale disaster with national impact and would therefore facilitate fast-disbursing cash to the poorest households[4]. The identification of CCT-PATH households will be based on geographic information provided by the Initial Situation Overview. The amount of the transfer will be subject to Cabinet approval. Please see Appendix IV - MLSS Procedure for Payment of Supplementary Cash Transfer to PATH Beneficiaries for the payment procedure.

ii. Provision of relief items to affected households and persons in shelter care: The provision of relief items is the initial disaster response method employed by MLSS in collaboration with partner agencies and NGOs. This option would facilitate the stocking and delivery of relief items to affected households and persons in shelter care as part of the immediate relief following a disaster. Framework Agreements and arrangements for emergency Procurement of Relief Items will be established annually with the first agreements

[4] Receiving this cash transfer will not prevent PATH beneficiaries from receiving the cash grants.

being established within the first three months of project effectiveness. Procurement of goods will be done by the Jamaica Social Investment Fund (JSIF).

5. POSITIVE LIST OF GOODS, WORKS AND SERVICES

The following are the broad list of goods, services and works that could be procured in the event the CERC is triggered.

- **Emergency Accommodations/Shelter**
- **Emergency Relief Items**
- **Financial Assistance**
- **Water and Sanitation**
- **Transport**
- **Infrastructure Works**
- **Seeds and seedlings**
- **Fertilizers**
- **Pesticides**
- **Baby chicks**
- **Animal Feeds**
- **Equipment**
- **Fishing nets**

5.1 Critical Items Eligible under the CERC

Table 3: List of locally procured and critical imports eligible under the CERC

CRITICAL IMPORTS	IMPORT	LOCAL GOODS	RESPONSIBILITY
Construction Materials	Cement, Steel, All construction material, Tourism & Agriculture Sector specific e.g. mesh, Irrigation supplies, Lumber,	Cement, Aggregate, Construction Material	• National Works Agency • MICAF and MOT
Transport Services and Equipment	Water, land and air transport services & equipment	Not applicable	• Ministry of Transport and Works • Jamaica Urban Transit Corporation (JUTC)

			• Ports Authority of Jamaica • Airports Authority • Jamaica Defense Force • Ministry of Health
Agricultural Equipment and inputs	Fertilizer, Seeds, Chemicals, tools	Fertilizer, Seeds	Ministry of Industries, Commerce, Agriculture and Fisheries
School Supplies	Furniture, Appliances and Educational Tools	Furniture, Appliances and Educational Tools	Ministry of Education
Medical Supplies and Equipment	(to be pre-identified by the MOH depending on the event or identified upon the declaration of the disaster)		Ministry of Health
Personal Protective Equipment	Hat. Mat Suits Rappelling kits, Hearing protection- ear muffs etc.	Respirators, Vests, Gloves, Dust Masks, Helmet/ Hats, Hard Shoes, Goggles, Water Boots, Safety Harness,	Approved by Jamaica Fire Brigade (JFB) and the Ministry of Health (MOH)
Petroleum and Fuel Products	Crude Oils	Petroleum Products	Petroleum Corporation of Jamaica (PETROJAM)- National Refinery in country Petroleum Marketing Companies
Construction Equipment and Industrial Machinery	Not Applicable	Hireage of Heavy-Duty Equipment including: Tractors, trailers, trucks – including Lowboys, excavating equipment, Cranes and spare parts	National Works Agency (NWA)

Communications Equipment	Portable or Mobile radios- HF, VHF, Marine radios; Satellite phones; Portable repeaters; Portable Broadcast transmitters; Satellite Terminals; Portable and Mobile cell sites	Petrol or solar operated generators;	ODPEM, Broadcast (media)Houses Telecommunications Providers Jamaica Constabulary Force
Fire, Oil Spill and Hazardous Material Equipment	Skimmers, Weirs, Booms, sorbent pads, Chemical, Biological, Explosive and Nuclear Response Equipment	Not Applicable	Ministry of Agriculture and Fisheries Ministry of Health Jamaica Fire Brigade Jamaica Defense Force-Coast Guard
Emergency Relief Items	Food Items, Water Containers, Comfort Items	Food Items, Water Containers, Comfort Items	ODPEM MLSS

5.2 Negative List

Emergency Recovery and Reconstruction Subprojects Negative List *inclusive but not limited to:*

1) Activities affecting natural protected areas recognized as national or municipal protected areas (or buffer zones thereof), other than as required to mitigate damage caused by the Emergency.

2) Land clearance and levelling (when affecting critical natural habitats and natural land contours, natural habitats for this purpose being those water or land areas where most of the original plant and animal species are present), except for clearing of debris resulting from the Emergency.

3) Land reclamation (i.e., drainage of wetlands or filling of water bodies to create land).

4) Hazardous waste management and disposal, as well as manufacture, transport and use of pesticides and other hazardous and/or toxic materials (except small amounts of solvents, degreasing materials, paints, fuels and the like used during construction).

5) River training (i.e. contraction or deepening of an existing river channel, or excavation of a new river channel).

6) Activities involving industrial plants (large-scale) and industrial estates.

7) New road construction or major upgrading or realignment of roads (major means: changing the road category, such as from seasonal to all-weather or secondary to primary; adding new lanes; or changing road surface).

8) New irrigation works

9) Dam construction, reconstruction, rehabilitation or strengthening

10) Activities of any type classifiable as category A for environmental purposes pursuant to Bank Safeguard Policy relating to Environmental Assessment (OP 4.01)

11) Conversion or degradation of critical natural habitats as defined in Annex A of the Bank Safeguard Policy relating to Natural Habitats (OP 4.04).

12) Mere consumption or transfer of ownership

13) Financing of debts and liabilities

14) Purchase or rental of land

15) Financing of any operating expenses

6. INSTITUTIONAL ARRANGEMENTS FOR PROCUREMENT & FINANCIAL MANAGEMENT

6.1 Procurement

- All procurement is done in keeping with the applicable World Bank Procurement Regulations and approval limits in keeping with the Government of Jamaica (GOJ) Public Sector Procurement Guidelines.
- Procurement to be conducted by the PMT and the line Ministries shall be carried out in compliance as agreed in the project Operations Manual, Project Appraisal Document (PAD) and Financial Agreement.
- The PMT is responsible for the contracting of goods, works and services related to the RAP's activities. The PIU is responsible for ensuring that the procurement policies and procedures governing the REDI II are fully and successfully applied to the contracting of goods, works and services related to the RAP's activities. These policies and procedures are detailed in 3.4 of the REDI II's Operation Manual. In addition to ensuring that the procurement policies and procedures are respected, the PMT is also responsible for ensuring that none of the proposed RAP activities are on the negative list of activities ineligible for financing, as identified in the REDI II Financing Agreement.
- Using the proceeds allocated to Disbursement Category 2, the RAP will finance a combination of nationally procured goods, critical imports and emergency civil works and associated services. Per the World Bank's review of procurement methods and prior review thresholds for Jamaica the following will govern the procurement activities associated with the RAP. However, upon triggering the component, there is the possibility that higher procurement thresholds could be applied.

Table 3: Thresholds for Procurement Methods and Prior Review

Expenditure Category	Contract Value (Threshold) US $ thousands (000)	Procurement Method	Contracts Subject to Prior Review
1. Works	≥ 7,500	RFB	From USD 15 millions
	≥ USD 200,000 < 7,500	RFB	None
	<200	RFQ	None
	Regardless of value	Direct Selection	From USD 15 millions
2. Goods and Non Consulting Services	≥ 1,000	RFB	From USD 4 millions
	≥ USD 100,000 < 1,000	RFB	None
	<100	RFQ	None
	Regardless of value	Direct Selection	From USD 4 millions
4.Consulting Services			
- **4.A Firms**	≥300	QCBS,QBS,FBS, LCS,QBS	From USD 2 million
	<300	QCBS,QBS,FBS, LCS,QBS and CQS	None
	Regardless of value	Direct Selection	From USD 2 million
- **4.B Individuals**	Regardless of value	Selection of Individual Consultants in accordance with Section VII of the Regulations	From USD 400,000
	Regardless of value	Direct Selection of Individual Consultants	From USD 400,000

Note: RFB = Request For Bids
QCBS = Quality and Cost Based Selection ; QBS = Quality Based Selection
FBS = Fixed Budget-based Selection : LCS = Least Cost-based Selection
CQS = Consultant's Qualification-based Selection

- In order to expedite the procurement of critical imports, the services related to the preparation and management of civil works contracts, and of contractors responsible for the execution of the emergency response sub-projects, the PMT will proceed with the pre-qualification of vendors and contractors. These vendors and contractors would be assessed to determine their resilience to the crisis and if their supply chains will be maintained during the crisis. Consultants will be shortlisted to provide technical design and supervision services of the emergency sub-projects, within the first three months of project effectiveness. This will be done in keeping with the usual practice and in accordance with the World Bank Procurement Regulations and approval processes based on the Government of Jamaica Public Sector Procurement guidelines.

- The pre-qualification of vendors and contractors and the short-listing of consultants shall be maintained on the JSIF electronic vendor database and kept current. A review and update of the database will take place before the beginning of the annual hurricane season i.e. Quarter 2 of the calendar year.

The information contained within the notices will be informed by the contents of the draft Recovery Action Plan (RAP) Procurement Plan. The draft RAP procurement Plan[5] is found in Appendix VI - Emergency Store and Distribution of Relief Procedure and is organized as follows:

a. National Procured Goods and Critical Imports
    i. Tentative list of goods, material and equipment as well as their expected unit costs, anticipated quantity and generic technical specifications;
    ii. List of identified suppliers/vendors that have sufficient capacity to supply the identified critical imports[6]; and
    iii. Description of procurement methods and supporting procurement documents that the PIU will use.

b. Emergency Sub-Projects (Civil Works)
    i. Identified potential eligible sub-projects
    ii. Description of selection methods, qualification requirements and a list(s) of firms (national & regional) that have demonstrable track record (technical, financial & operational) implementing similar activities
    iii. Draft ToR / Procurement Documents that will be used to contract: (i) technical services to support the scoping /design & supervision of the subprojects; and (ii) firms to execute the civil works.

[5] The final RAP procurement plan will only be finalized following the occurrence of an event due to the demand and event driven nature of Component 3.

[6] This will be completed once the pre-qualification process is finished.

- The specific types of goods (imported or locally manufactured), services and works that are eligible for procurement are as per Table 5.1 Critical items Eligible under the CERC.

a. Services Works:
   i. Repair or reconstruction of streets, roads, bridges, transportation and other infrastructure damaged by the event
   ii. Re-establish telecommunications infrastructure operated by ODPEM that are damaged by the event
   iii. Re-establish urban and rural solid waste, water supply and sanitation (including urban drainage) damaged by the event
   iv. Repair, rehabilitation or construction of homes, schools, clinics, hospitals or works of cultural significance or other communal structures damaged by the event
   v. Removal and disposal of debris associated with any eligible activity
   vi. Restoration of productive assets damaged by the event belonging to un-insured low-income producers
   vii. Replace vegetation destroyed by the event or repair / mitigate damage caused by the event to a national natural protected area or buffer zone.

6.1.1 Social Safety Net

- **Cash grants and supplemental transfers**: See Appendices III and IV, for the description of the operation of cash grants and supplemental transfers to eligible beneficiary categories.

- **Relief Items:** Relief Items from the positive list will be procured by the PIU in accordance with the governing procurement policies and in accordance with procedures. The MLSS and RADA will coordinate the distribution of relief items to the affected households and sector operators.

6.1.2 Selection of Consultants and Procurement of Civil Works and Goods

A. Consultants

1. *Direct Selection.* Direct Selection of consulting firms and individuals (Section VII of the Procurement Regulation) may be used only if it presents a clear advantage over competition for the required consulting services. Firms that are already working in the country and that have a proven track record in similar assignments may be the most suitable options for the start-up activities. Consultants selected using Direct Selection may be given the right to participate in future assignments under the same project provided that there is no conflict of

interest with the tasks performed under the initial contract. However, for future or downstream assignments, any available information must be shared with all participating firms to ensure a level playing field.

2. *Selection of Consulting Firms through Consultant's Qualification-based Selection (CQS).* CQS is often the appropriate method for small assignments. The selection is carried out in accordance with s Section VII, clauses 7.11 and 7.12 of the Procurement Regulations

3. *Consultant Shortlists*. JSIF has a database of shortlisted Consultants that contains approximately twenty-five (25) firms to whom Requests for Expressions of Interests are usually sent. On average between three (3) and five (5) firms express interest.

4. *Other Streamlined Approaches.* Framework agreements are allowed for the Project in accordance with the WB Procurement Regulations (Paragraphs 6.57 to 6.59 for Goods, Works and Non-Consulting Services and Paragraph 7.33 for Consulting Services)

B. Civil Works and Goods

5. *Direct Selection.* Direct selection for the procurement of civil works and goods, Section VI, clauses 6.8 – 6.10 of the Procurement Regulations may be used to extend an existing contract or award new contracts in response to disasters. For such contracting to be justified, the Bank should be satisfied that the price is reasonable and that no advantage could be obtained by further competition. The direct selection may be from the private sector, UN agencies/programs (for goods), or contractors or NGOs that are already mobilized and working in the emergency areas.

6. *Request for Quotations.* Request for Quotations in accordance with Section VI, clause 6.7 of the Procurement Regulations may be an appropriate method for procuring readily available off-the-shelf goods, or simple civil works.

7. The Procurement Plan should determine the cost estimate of each contract, and the aggregate total amount. The borrower should solicit at least three priced quotations.

8. *Framework Agreements.* Framework agreements are allowed for the Project in accordance with the WB Procurement Regulations (Paragraphs 6.57 to 6.59 for Goods, Works and Non-Consulting Services and Paragraph 7.33 for Consulting Services).

C. Commodities

9. Procurement of commodities, such as grain, fertilizer, and fuel, must be in accordance with Section VI, Clause 6.51 of the Procurement Regulations. If customs duties for emergency commodities are abnormally high, the borrower may be asked to waive or to reduce customs duties to bring them to a reasonable level (10-12 percent). Priority commodities must be

determined in response to the basic needs resulting from the emergency situation, in particular the needs of the poorest people.

D. Force Account

10. In emergencies, when construction firms are unlikely to bid at reasonable prices because of the location of and risks associated with the project or a certain government agency has a sole right in certain type of work (e.g., railway track work, high tension transmission cables), Force Account for repair/reconstruction using the borrower's own personnel and equipment or a government-owned construction unit may be the only practical method (see paragraphs 6.54 and 6.55 of the Procurement Regulations). This would require good managerial capacity and technical and financial controls to report to the Bank on expenditures.

12. *Waiving Bid and Performance Security Requirements.* For small contracts for goods or works, the preparation of bids by small and medium-size suppliers or contractors will be implemented in accordance with Annex IX, clause 2.4 of the Procurement Regulations. Similarly, in the case of small contracts for works or supply of goods, the borrower may decide not to require a performance security in accordance with Annex IX, clause 2.5 of the Procurement Regulations. However, in works contracts, retention money may be retained during the liability period; and for goods contracts, manufacturer's warranties will be requested.

13. *Advance Payment.* Where it is not easy for contractors and suppliers to obtain lines of credit from banks, the borrower may consider increasing the amount of advance payment under works and supply contracts based on the contract value, provided that the contractor/supplier provides a bank guarantee for the same amount and the World Bank clears this increased value of advance payment.

14. Framework Agreements: This will be utilized for small and non-complex services as well as for goods. This would be done prior to the start of the hurricane season i.e. Quarter 2 of the calendar year and updated annually.

6.1.3 Draft Bidding Documents for Reconstructive/Rehabilitative works

The draft Standard Procurement Documents include sample bills of quantities (BoQs) for a number of components as shown below. The BoQs will be refined once the nature and extent of the works are more known. Depending on the estimated cost of the damages different formats may be used as allowed. Approved Selection Methods will be used depending on the estimated cost of the works. The draft Standard Procurement Documents are contained in a separate volume as follows:

1A – Bidding document for typical building works which comprises:

a. Demolition (roof, door, block walls, windows);

b. Installation of new windows and doors;
c. New construction: reinforced concrete/block structure

1B – Bidding document for civil and Infrastructure works that comprises:

a. Road reinstatement (sub-base, base and surfacing of road and paved areas; curbs, channels and edgings; traffic signs and markings)
b. Road rehabilitation (sub-base, base and surfacing of road and paved areas; curbs, channels and edgings; traffic signs and markings)
c. Drainage (box drains, cross culverts, outfall drain)
d. Rubble stone retaining wall with reinforced concrete foundation
e. Blockwall retaining wall with reinforced concrete foundation
f. Gabion retaining wall
g. River defense work using gabion baskets and mattresses

6.1.4 Draft Contracts for Consultants

The draft contracts include the terms of references for a number of consultants and are contained in a separate volume as follows:

2A – Typical (Roads & Infrastructure) Design and Supervision Contract – Lump sum
2B – Typical (Building reinstatement) Design and Supervision Contract – Lump sum

The procedures as outlined in the REDI II Operations Manual apply in full, with the exception of the Social Safety Net components. In particular, funds for cash transfers and grants will be passed from the JSIF to the Ministry of Labour and Social Security (MLSS).

6.2 Disbursement and Financial Management

- The PIU is responsible for ensuring that the financial management and disbursement policies and procedures governing the REDI II are fully and successfully applied to the management of the financial resources mobilized through Disbursement Category 2 in support of the identified RAP activities excluding cash transfer and cash grants. These policies and procedures are detailed in Section A of the Appendix of the REDI II's Operation Manual. MLSS will be responsible for ensuring financial management and disbursement for cash transfer and cash grants. The MLSS payment and beneficiary systems will be used to identify eligible beneficiaries and make relevant payments for the cash grants and supplemental payments to eligible PATH beneficiaries and farmers. Other CERC activities will go through JSIF's normal systems and payments will be made by JSIF.

- The post disaster finalized RAP submitted for approval will be accompanied by a completed Withdrawal Application requesting the World Bank to advance the resources allocated to Disbursement Category 2 to the REDI II's designated account to finance eligible expenditures as they are incurred and for which supporting documents will be provided at a later date. The Designated Account ceiling will be increased up to 25% of the aggregate amount of financing indicated in the RAP, once the withdrawal conditions for disbursements under Category 2 are considered accepted by the Bank. The PIU will ensure that all amounts from Disbursement Category 2 advanced to the Designated Account are accounted for and their use reported prior to the REDI II's Disbursement Deadline Date. The PIU will use the financial management reporting processes and procedures as identified in the REDI II's Operations' Manual and in the Additional Instructions (Disbursement Letter) for the Project.

- The GOJ may pre-finance Emergency Expenditures required for the activities set forth in the RAP as of the date the emergency has been triggered. Reimbursements will be available after the reallocation of loan proceeds have been processed by the Bank. The total amount disbursed under Category 2 through both Disbursement Methods (Advances and Reimbursement) cannot exceed the total amount allocated to such Category.

- Once the CERC is triggered the following process will occur for the Cash Grants and Supplemental payments:

a. MLSS will send a list of beneficiaries to be paid and the total amount required for the (i) cash grants and (ii) PATH supplemental payments based on in-house verification process. List with names and amounts should be signed off by the PATH program director (for supplemental) and Permanent Secretary at MLSS.

b. JSIF will transfer the amount requested in local currency to MLSS based on list received to a bank account at the MLSS. As needed and when and where the CERC is triggered the GOJ may establish a separate account for the MLSS to receive the funds.

c. MLSS should send documentation evidencing payments that have been made to JSIF so that the accounting system at JSIF can be updated. Original records and files of beneficiaries should be retained at MLSS.

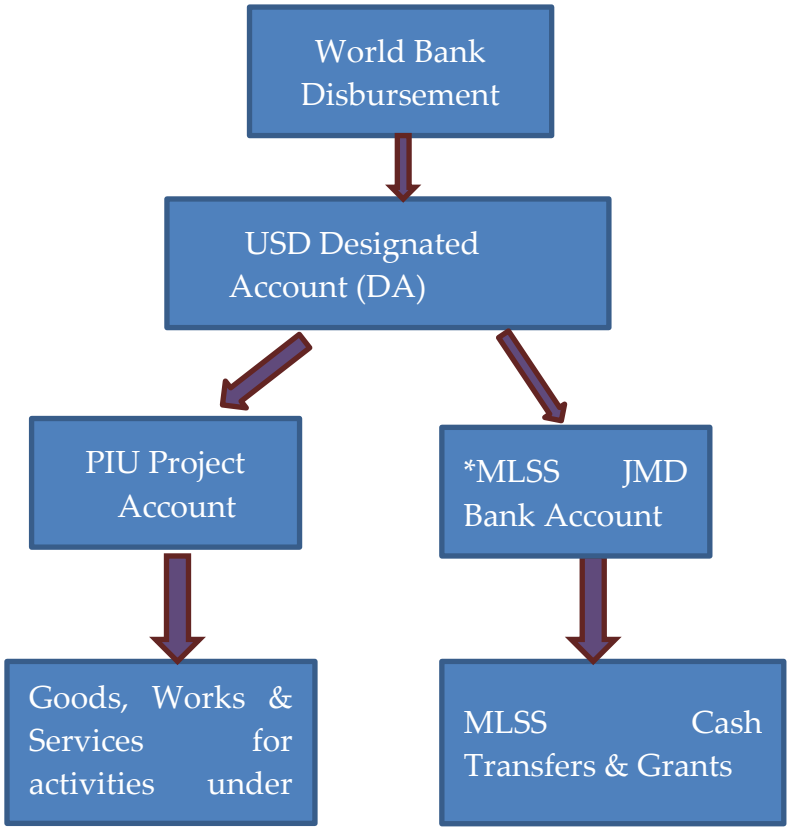
d. MLSS will provide a bank reconciliation to JSIF and return any unused funds (whether not paid out, uncollected, or un-presented) as soon as possible to JSIF.

e. JSIF will report all expenditures relating to the CERC using the regular IFRs (Interim Financial Reports) as per the Disbursement Letter.

- Upon approval of the RAP, the PIU, in consultation with the World Bank, will explore the need to amend the contract with the Audit Firm responsible for auditing the REDI II's financial statements.

See below, Figure 2 depicting the flow of funds for implementation.

Figure 2: CERC - Funds Flow



Note: <u>As it relates to Funds transferred to the MLSS; where these are not fully disbursed; funds are returned by the MLSS to the PIU Project Account.</u>

<u>*The GOJ may establish an account to receive CERC related funds; this will however be done only when the CERC is triggered.</u>

7. MONITORING & EVALUATION

Monitoring and Evaluation (M&E) is an important component of any project/programme, therefore the established guidelines will be followed, and an M&E Framework will be developed based on activities. The M&E framework will facilitate the achievement of the PDO by improving the collection, generation and analysis of risk information for monitoring and decision-making purposes.

The objectives of the monitoring and evaluation framework for the CERC are to collect, analyze and produce data which will allow stakeholders to:

- Assess the nature and extent of the damage and needs
- Plan, prioritize, allocate and manage resources
- Assess progress on implementation of works subsequent to the activation
- Monitor programme effectiveness and efficiency relative to the objective and targets
- Identify constraints and recommend improvements to increase the effectiveness and results

M&E for the CERC will direct attention primarily at: 1. Performance Monitoring; 2. Compliance Monitoring; and 3. Impact Evaluation

With respect to **performance monitoring**, attention will be directed at measuring the effectiveness[7] of the programme by determining the physical progress of CERC activity implementation and to evaluate the processes related to the identification and prioritization of reconstruction needs. This will be achieved through:

i. Physical progress reports (harmonized with reporting/format requirements as defined in FA/Operations Manual) submitted to the World Bank by the PIU (to determine if the programme is performing as intended) through daily Damage Assessment and Needs Analysis (first 7 days after the disaster followed by a comprehensive report generated at the end of the 7 day period to include detailed household and physical damage data, preliminary direct damage costs and further response or specific specialized needs.

ii. Random technical inspections of at least 1 in 5 CERC sub-projects/activities to confirm physical progress and eligibility for CERC funding;

iii. Review of procedures for identifying and selecting CERC eligible activities

[7] Reach the target market (depth), number of beneficiaries (scale) degree to which they do so equitably and sustainably.

Compliance Monitoring will assess whether the project is following the prescribed guidelines in terms of:

i. Compliance with agreed criteria relating to qualifying disasters and eligible activities (checklist etc);

ii. Compliance with agreed financial management and procurement arrangements (audits[8]);

iii. Compliance with agreed environmental and social safeguard provisions; and compliance with National Legislation, i.e. building codes and land use plans (on –site monitoring (field visits) review of permits, MIS system)

Impact Evaluation will be completed between 6 months to a year[9] after project completion, to assess the impact of the project on beneficiaries and determine the extent to which objectives of the CERC were achieved. This will involve a final evaluation which will direct attention to:

i. Relevance of intervention in addressing damage and need
ii. Effectiveness (relative to objective and targets)
iii. Efficiency
iv. Efficacy of the approach adequacy of targeting, prioritization of needs and damage, response)
v. Sustainability of the intervention (civil works)
vi. Beneficiary satisfaction with the nature of the response
vii. Recommendations for improvement, lessons learnt

M&E Indicators (initial proposed indicators)

a) Core Indicators[10]:

    i. Number of households that receive cash grant (Target to be defined at the time of requesting the CERC to be triggered)

    ii. Number of PATH households, farmers or tourism operators that receive supplemental cash transfer (Target to be defined at the time of requesting the CERC to be triggered) (disaggregated by gender)

[8] As per Audit guidelines
[9] In instance where this is close to the terminal disbursement date the timeline will be revised
[10] Where possible – MLSS should explore disaggregating the core indicators to demonstrate share of female beneficiaries.

iii. Number of households, farmers or tourism operators that receive relief items (Target to be defined at the time of requesting the CERC to be triggered)

iv. Expenditure on critical emergency goods, works and services

v. Number and type of rehabilitation activities (including goods, works and services)

b) Intermediate Indicators:

i. Number of days from the declaration of disaster to delivery of supplemental cash transfers to PATH households, farmers or tourism operators (Target – max. 20 days)

ii. Number of days from the declaration of disaster to deliver cash grants to affected households, farmers or tourism operators (Target – max. 20 days)

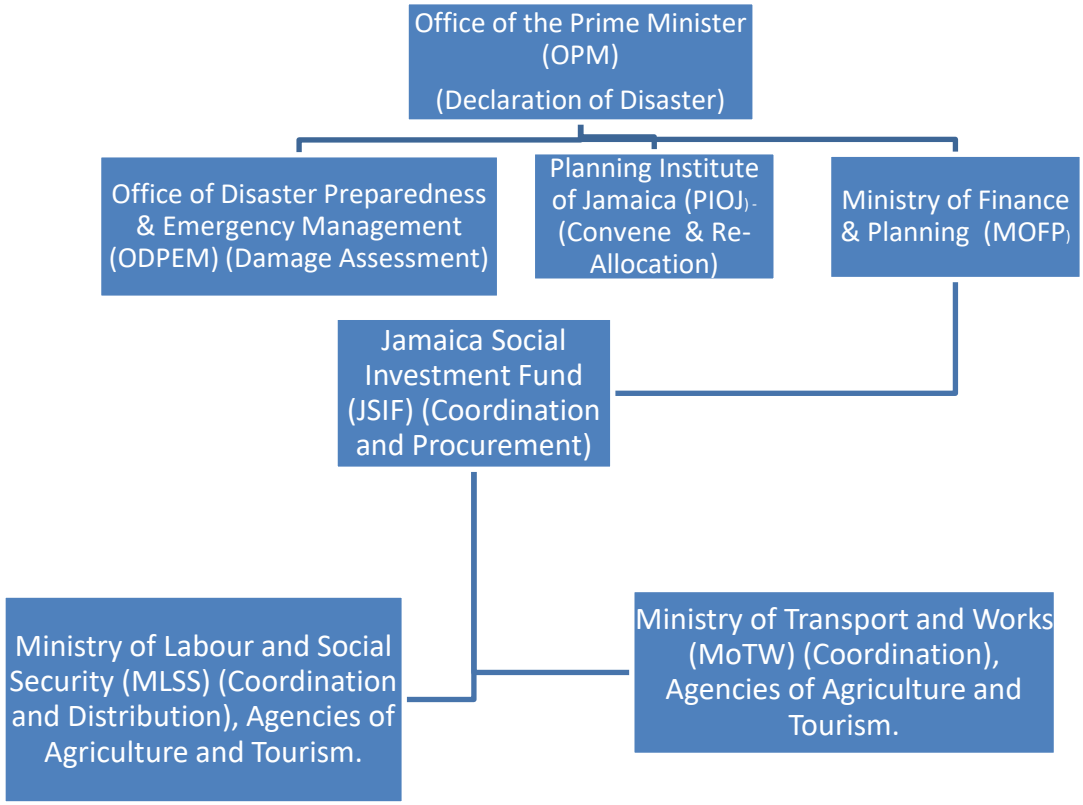
iii. Number of days from the declaration of disaster to deliver relief items to affected households, farmers or tourism operators (Target – max. 27 days)

iv. Number of days for reinstatement of critical infrastructure and operations or production (disaggregated by critical imports). (Target - These timelines to be established based on nature and scope of works).

8. COORDINATION AND IMPLEMENTING ARRANGEMENTS

Upon activation of the CERC, the PIU will be the lead agency responsible for the coordination and execution of disaster response activities, working closely with the Planning Institute of Jamaica (PIOJ), the Office of Disaster Preparedness and Emergency Management (ODPEM), the Ministry of Labour and Social Security (MLSS), MICAF, MOT and their agencies, the Ministry of Transportation, Works and Housing (MoTWH), and other line Ministries. Together they will ensure the preparation of the Recovery Action Plan (RAP) and its day-to-day implementation, including all aspects related to procurement, financial management, monitoring & evaluation and safeguard compliance. See Figure 3.

Figure 3 - Primary Entities Responsible for the Coordination of the Initial Activation of the CERC.



After the declaration of a national emergency, the ODPEM will establish the **National Emergency Operations Centre (NEOC)** as the headquarters of disaster response activities. In Jamaica, a National Disaster Committee has been established and comprises two subcommittees:

- **National Welfare Shelter and Relief Clearance Subcommittee**. This is coordinated and chaired by the MLSS. The Committee serves the roles of; (i) prioritizing detailed assessments and (ii) providing immediate social protection needs to the most affected households and persons.

- **Damage Assessment and Recovery Subcommittee**. This is coordinated and chaired by the MoTWH. The Committee identifies infrastructure damages and needs post-disaster and conducts any emergency assistance required along transportation networks.

The ODPEM will coordinate and convene the Disaster Management Committees, which operate on the parish level. These Committees have the responsibility of activating the Parish Disaster Risk Management Plan and reporting the localized damage and losses post-disaster to inform the NEOC. JSIF, ODPEM, MLSS and MoTWH will identify activities for the RAP and review the eligibility of the proposed activities in accordance with the OM.

As related to procurement, JSIF will coordinate all activities for procurement, including the finalization of bidding documents and contracting of goods, works and services for all civil works, eligible goods, services, and social safety nets that are pre-identified in a positive list. The positive and negatives lists of eligible activities are approved by the World Bank on an annual basis.

MLSS and MTWH will provide the requisite technical assistance to the JSIF as related to the technical supervision of the emergency recovery and reconstruction works. The GOJ will bolster its supervision capacity through the engagement of technical consultants to support the Line Ministries in the site supervision of works. The technical consultants will work closely with the Line Ministries but report to the JSIF and MTWH.

The Project Steering Committee established under the auspices of the MOFP, and composed of representative from key Line Ministries is chaired by the Permanent Secretary of the MOFP. The key responsibilities of the Project Steering Committee related to the CERC are as follows:

- Ensure the delivery of the RAP's outputs and the attainments of outcomes by facilitating coordination amongst the Line Ministries and Institutions participating in the RAP and by addressing coordination issues as they arise during the implementation of the RAP;
- Review RAP progress reports as submitted by the PIU Coordinator and make decision thereon; and
- Assess all policy-related issues and provide guidance as needed.

Table 4 summarizes the specific implementation steps associated with the RAP and the assigned responsibilities.

Table 4 – Summary implementation steps associated with the RAP

Step	Actions	Timeline	Responsible
1	***Declaration of Disaster***	1-3 days	OPM
2	***Decision to Trigger Component 4 (Disbursement Category 2):*** In the event of a major Disaster and the Declaration of same by the OPM, and following the preparation of the ISO; the MOFPS will submit to the PIOJ, the requirement to trigger Component 4.	1-2 days	MOFP S PIOJ
3	***Preliminary Identification of Activities:*** Following the decision to trigger Component 4, the PIOJ, ODPEM, JSIF, MoTWH, MICAF, MOTE and the MLSS will coordinate the preparation of a list of potential activities (critical imports/sub-projects) based on the results of the ISO and the initial damage assessment. Summary information on proposed activities, including the nature & amount of critical imports, the location and type of the proposed emergency sub-projects and their estimated costs and safeguard implications would be produced.	3-7 days	PIOJ ODPEM JSIF MLSS MoTWH, MICAF, MOTE Ministries, Departments & Agencies (MDAs)
4	***Review of Eligibility of Proposed Activities*:** The PIOJ, JSIF, the ODPEM, the MoTWH and the MLSS – with support from internal/ external safeguard specialist(s) - will review the proposed activities for financing to ensure their eligibility in accordance with the criteria and safeguard policies as defined in the FA and to apply safeguards screening processes as defined in the OM.	2-3 days	PIOJ through REDI II Steering Committee (*incl. JSIF ODPEM MLSS, MICAF, MOTE, MoTWH*)
5	***Selection of Activities for the RAP*:** On the basis of the list of eligible activities reviewed, the JSIF will finalize the RAP for submission to, and approval by, the Project Steering Committee	2-3 days	REDI II Steering Committee

6	***Endorsement by the WB*:** Once approved by the MoF, the RAP will be submitted to the World Bank for endorsement on a "No objection" basis.	TBC	WB
7	***Procurement*:** Major activities under this step include, inter-alia, (i) finalization of technical specifications and bills of quantities for critical imports, (ii) recruitment of a consultant/consulting firm for design/supervision of emergency subprojects; and (iii) recruitment of contractors for implementation of emergency subprojects	5-7 days TBC	JSIF MLSS MDAs
8	***Implementation of RAP Activities:*** Activities should be initiated after contract signing.	Within 12 days	JSIF MLSS, MICAF, MOTE, MoTWH
9	***Financial Management and Progress Reporting***: The JSIF and MLSS will follow the agreed upon FM and reporting procedures for the RAP, as defined in the FA and detailed in the OM. RAP FM reporting requirements will be harmonized with existing reporting procedures so as to ensure limit the additional burden borne by the JSIF and MLSS. An annual external financial audit firm will audit the annual financial statements of the whole Project, including those financed by Disbursement Category 2.	45 days after end of each quarter for Interim Financial & Project Progress Reports and and no later than six months after the end of the period i.e. fiscal year in the case of Audits.	JSIF MLSS
10	***Monitoring and Evaluation:*** The oversight and reporting mechanisms established for the REDI II will also be applied to the RAP.	As per Section 7 further above	JSIF

9 SAFEGUARDS AND COMPLIANCE

REDI II Operations Manual applies in full.

In accordance with the World Bank safeguards requirements, this Disaster Vulnerability Reduction Project is classified as Category B per OP/BP 4.01 on Environmental Assessments. Since the emergency sub-projects covered under Component 3 are likely to be related to financing of post-disaster critical emergency goods or emergency recovery and associated services, as well as targeted provision of post-disaster Social Safety Net support to affected households and individuals, it is expected that those sub-projects will fall into Category C and therefore would require no environmental screening or assessment work.

However, some Component 3 activities could include clearing of debris, or other activities which could have potential negative impacts if not mitigated, and would therefore fall into Category B. In order to ensure that Component 3 emergency sub-project activities duly comply with the requirements of the World Bank Safeguard Policies (as outlined in the Financing Agreement, Operations Manual, Environmental Management Framework -EMF- & Resettlement Policy Framework), the activities identified for financing under Component 3 will be subject to an expedited review by safeguards specialists to determine if they are eligible under the safeguard policies and compliance procedures used by the PIU for all activities financed under the Jamaica DVRP.

The screening and environmental management procedures described in the EMF and Operations Manual will then be utilized. While the CERC will mostly focus on the optional delivery of cash transfers, and relief items, it is unlikely to require land acquisition, livelihood displacement or resettlement. However, if during the operation such impacts do arise (e.g. to provide permanent or temporary shelter to households displaced during the emergency) the provisions of the Land Acquisition and Resettlement Policy Framework for the Project will apply. None of the activities eligible for support under the CERC will result in the restriction of access to natural resources in legally designated parks or protected areas, as they will not finance measures to establish, or the strengthen the management, of such areas. All this will allow the possibility to exclude certain activities if the environmental or social impacts are too great, or to include appropriate mitigation measures for a proposed activity if feasible. It is anticipated that having the existing safeguards screening process in place will also allow a certain degree of flexibility and efficiency in processing potential sub-projects or activities.

10 CLOSING OF CERC AND APA IMPLEMENTATION

1. It is noted that a CERC will be activated at any time during project implementation. Considering that the CERC is expected to be implemented in a relatively short time, the Project's implementation will continue after the APA has being completed. Accordingly, all technical, fiduciary and safeguard requirements related to the CERC will be finalized within six months of the end of implementation of the APA and should not go beyond the disbursement deadline date of the REDI II. These include:

    - Fiduciary Requirements, such as Audit Report, interim unaudited financial reports, and proper documentation and closing of CERC designated account.

    - M&E Requirements, such as final evaluation report of CERC, and any other technical and social and environmental reports agreed upon CERC activation.

2. In case of a surplus of goods, these goods may be used by the Government, following the negative lists provided in the ERM. The management of vehicles, motorcycles, boats and other equipment should follow the standard administrative and inventory procedures applicable to other project assets managed by The Jamaica Social Investment Fund. [The Jamaica Social Investment Fund] will be required to report annually on the usage and location of the equipment, purchased under the CERC until the REDI II closes. This will be reviewed and audited by the external auditor alongside other Project activities as indicated in the external audit TOR after the EAP implementation period. The reports must document that goods are used as outlined in the ERM and that the negative list of uses is complied with.

3. Within four months after end of implementation of the APA, REDI II PMT will document expenditures, verify inventories, and finalize payments. On receipt of the final progress and financial reports on the activities undertaken under the agreed APA, the Bank (through the Country Director) will notify the GoJ that the CERC for the specific eligible expenditure is closed, and that no further withdrawals will be permitted for purposes of the specific emergency (this may not apply in the situation described in paragraphs 68 and 69 of this manual).

APPENDICES

Appendix I – Damage Assessment

DAMAGE ASSESSMENT
FIELD TALLY SHEET

Event_____ Assessor_____

Community Assessed_____ Date Assessed_____

RESIDENCES	No damage			Level 1			Level 2			Level 3			Level 4		
	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other
Single-storey dwelling															
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Mutli-storey dwellings															
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Single-storey apartment															
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Mutli-storey apartment															
Other															
Other observation															
TOTAL															

DAMAGE ASSESSMENT

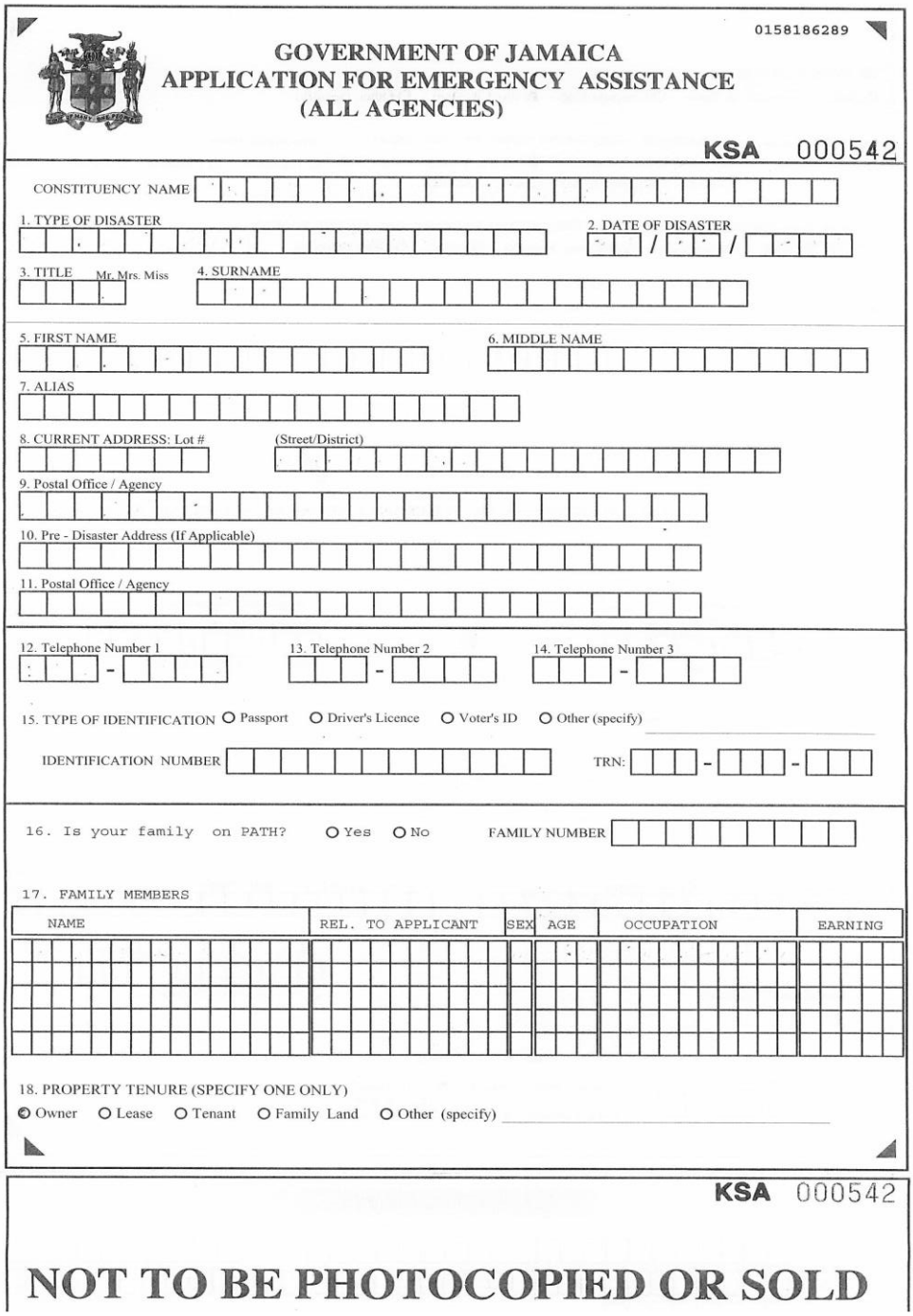
FIELD TALLY SHEET

Event_____ Assessor_____

Community Assessed_____ Date Assessed_____

BUILDINGS	No damage			Level 1			Level 2			Level 3			Level 4		
	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other	Board	Concrete/ Block & Steel	Other
Schools															
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
Hospitals/Clinic															
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
Community Centres															
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
Other Government Buildings															
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
Other (Shelter, Churches etc.)															
	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
Other observation															

APPENDIX II – Application for Emergency Assistance



0158186289

GOVERNMENT OF JAMAICA
APPLICATION FOR EMERGENCY ASSISTANCE
(ALL AGENCIES)

KSA 000542

CONSTITUENCY NAME

1. TYPE OF DISASTER

2. DATE OF DISASTER / /

3. TITLE Mr. Mrs. Miss

4. SURNAME

5. FIRST NAME

6. MIDDLE NAME

7. ALIAS

8. CURRENT ADDRESS: Lot # (Street/District)

9. Postal Office / Agency

10. Pre - Disaster Address (If Applicable)

11. Postal Office / Agency

12. Telephone Number 1 -

13. Telephone Number 2 -

14. Telephone Number 3 -

15. TYPE OF IDENTIFICATION O Passport O Driver's Licence O Voter's ID O Other (specify)

IDENTIFICATION NUMBER TRN: - -

16. Is your family on PATH? O Yes O No FAMILY NUMBER

17. FAMILY MEMBERS

NAME	REL. TO APPLICANT	SEX	AGE	OCCUPATION	EARNING

18. PROPERTY TENURE (SPECIFY ONE ONLY)

O Owner O Lease O Tenant O Family Land O Other (specify)

KSA 000542

NOT TO BE PHOTOCOPIED OR SOLD

Appendix III - Payment Procedure for Cash Grant to affected Households

This appendix deals with grant payments to affected households, who are non-PATH beneficiaries. The mechanism may be utilized for the beneficiaries of RADA support services as required post disaster. The payment mechanisms utilized by the PATH program at the MLSS are used to facilitate the provision of cash grants to affected households. Payments are principally made via an MLSS-issued cheque, which is distributed at local post offices at the Parish level. For non-PATH beneficiaries affected by disasters, payment would be made following the administration of the crop damage assessment and generation of a payment list linked to the MLSS' accounting system as follows. The crop damage assessment will be done through the Agricultural Extension Officers assigned to specific extension areas and verified by the Parish Manager. Information re crop and livestock loss/damage will be gathered through actual visit and reports by farmers, such reports are verified during actual farm visits. The damage assessment instrument which informs the level of damage to each household is digitalized as the completed assessment forms are scanned and stored in the Path Grant Management Database. The MLSS' MIS Administrator applies the specific criteria (name, address, category of damage) for grant to be paid, once the damage or loss is verified payment is made using the PATH beneficiaries process. The information on the category of damage is used to determine the assistance given to affected households. If the specific criteria are met, the following procedure is followed:

1. MIS administrator provide Director, Disaster, Welfare and Rehabilitation Management and Project Financial Manager with report on number of affected location and category of damage
2. Financial Manager verifies reports against assessment forms submitted.
3. Financial Manager writes to Director, Disaster, Welfare and Rehabilitation requesting amount for payment and the preparation of Cheque file for TROY.
4. Director, Disaster, Welfare and Rehabilitation submits request for amount through Permanent Secretary (MLSS) to JSIF.
5. JSIF will request funds from the Designated Account held at the Ministry of Finance and Planning to be transferred to the MLSS account.
6. Management Information System (MIS) Unit advises Special Accounts Administrator that file is ready to be generated.
7. **Special Accounts Administrator** checks to make sure that the cheque numbers issued has not been used.
8. **Assistant Financial Manager** retrieve Control sheets from system
9. Reconciliation Supervisor retrieved Cash Book from the system and uploaded to Bank Reconciliation System.
10. **Officers are assigned as required to assist:**

- Printing of cheques
- Sorting of cheques

11. **Assistant Financial Manager** issues cheques according to the amount of cheques required as stated on control sheets.
12. Assistant Financial Manager load payment into TROY. (Printing Software)

    Verification in TROY

    - Software accepts file and notifies that it is ready to print.
    - After verification cheques are printed and signed.

13. Sort cheques (Accounting Technician)
    - Assigned officer collects cheques from printer
    - Cheques are jogged (removes static and re orders the paper)
    - Cheques batched in post office order
    - Cheques sent to sealing room
14. Sealing (Sealing machine operated by Accounting Technician)
    - Cheques placed in sealing machine.
    - Cheque sealed and counted by machine as per Post Office.
    - Number on the machine verified with the control sheets.
    - Verified cheques are stacked in boxes and transferred to PATH Operations Unit along with copy of control sheets.
15. Pre – distribution (Operations Unit)
    - **Supervisor for Payment** signs and collects cheques from **Accounting** Technician and distributes to officers.
    - Officers count and verify amount by Post Office against Control Sheet.
    - Supervisor of Payment verifies that count corresponds with control sheet
    - Supervisor placed cheques into tamper seal bags and then labelled (post office and the number of cheques)
    - Supervisor records bag number on control sheets
    - Supervisor place Post Office bags in larger tamper seal bags and batched based on parish and label with parish names.
    - Payment Supervisor returns Control Sheets to Assistant Financial Manager who issue bags with cheques to Parish Manager or designate.
16. **Parish Distribution**
    - Parish Manager or designate transports seal bags with cheques to Parish.
    - Social Workers collect sealed bags with cheques from parish manager
    - Social Workers transport sealed bags with cheques to Post Offices

- Postal Clerks and Social Workers unseal bags and verify number of cheques against prescribed form and signs.

17. Communication (Recipients of Grants)

- General Advisory sent by media
- Notification by Parish Office (notices' phone call).

18. Collection of Grant

- Recipients visit Post Offices to sign and collect cheques on presentation of acceptable identification (Passport, Drivers Licences and Electoral Registration Identification Card). *A Passport size photograph and letter certified by a Justice of the Peace will also be accepted*.

19. Procedure for uncollected cheque

- Cheques will remain in Post Office for 15 working days.
- Social Worker after scrutinizing listing and ensuring that all conditions for Grant collection have been met collects undistributed cheques from Post Office.
- Cheques are handed over to the Public Assistance Administrator for custody in Parish Office.
- Cheques will remain in Parish Office for ten working days giving recipients' opportunities to collect.
- All cheques not collected after the ten days are returned to Assistant Financial Manager at Head Office.
- Assistant Financial Manager will be custodian for the cheques until they are stale dated.
- All stale dated cheques are defaced and returned to MLSS Accounts Reconciliation Unit.

20. Bank Reconciliation

- Cheques received by the MLSS Reconciliation Unit will be written back to Bank Reconciliation System (BRS).
- Reconciliation Supervisor compiles report of cheques written back and sends to Financial Manager.
- The Financial Manager directs the Assistant Financial Manager to transfer total value of written back cheques to JSIF.
- Financial Manager submits copy of the written back report along with statement of expenditure to JSIF.

Appendix IV MLSS Procedure for Payment of Supplementary Cash Transfer to PATH Beneficiaries

This Appendix deals with payments of supplementary cash transfers to existing PATH beneficiaries. The payment mechanisms utilized by the PATH program at the MLSS are used to facilitate the provision of supplemental transfers. Payments are principally made via an MLSS-issued cheque, which is distributed at local post offices at the Parish level. For PATH households, MLSS is able to quickly issue a supplemental payment to these categories of households, given established payment arrangements; see Appendix III – Payment Procedure for Cash Grants to affected households.

For payment to be made, the MIS Administrator selects all family heads that satisfies the criteria agreed upon following the initial situation overview (ISO) from the PATH Beneficiary Management Information System (BMIS). This information is loaded to the Access System (Procedure outlined below).

Payment procedure for PATH Beneficiaries

1. MIS administrator provides Director, Disaster, Welfare and Rehabilitation Management and Project Financial Manager with report on number of affected location and category of damage
2. Financial Manager verifies reports against assessment forms submitted.
3. Financial Manager writes to Director, Disaster, Welfare and Rehabilitation requesting amount for payment and the preparation of Cheque file for TROY.
4. Director, Disaster, Welfare and Rehabilitation submits request for amount through Permanent Secretary (MLSS) to JSIF.
5. Once CERC is triggered and withdrawal conditions fulfilled (Step 6 of Table 4 above), JSIF will request funds from the Designated Account held at the Ministry of Finance and Planning to be transferred to MLSS account.
6. Management Information System (MIS) Unit advises Special Accounts Administrator that file is ready to be generated.
7. **Special Accounts Administrator** checks to make sure that the cheque numbers issued has not been used.
8. **Assistant Financial Manager** retrieve Control sheets from system
9. Reconciliation Supervisor retrieved Cash Book from the system and uploaded to Bank Reconciliation System.
10. **Officers are assigned as required to assist:**
    - Printing of cheques

- Sorting of cheques

11. **Assistant Financial Manager** issues cheques according to the amount of cheques required as stated on control sheets.
12. Assistant Financial Manager load payment into TROY. (Printing Software)

    Verification in TROY

    - Software accepts file and notifies that it is ready to print.
    - After verification cheques are printed and signed.
13. Sort cheques (Accounting Technician)
    - Assigned officer collects cheques from printer
    - Cheques are jogged (removes static and re orders the paper)
    - Cheques batched in post office order
    - Cheques sent to sealing room
14. Sealing (Sealing machine operated by Accounting Technician)
    - Cheques placed in sealing machine.
    - Cheque sealed and counted by machine as per Post Office.
    - Number on the machine verified with the control sheets.
    - Verified cheques are stacked in boxes and transferred to PATH Operations Unit along with copy of control sheets.
15. Pre – distribution (Operations Unit)
    - **Supervisor for Payment** signs and collects cheques from **Accounting** Technician and distributes to officers.
    - Officers count and verify amount by Post Office against Control Sheet.
    - Supervisor of Payment verifies that count corresponds with control sheet
    - Supervisor placed cheques into tamper seal bags and then labelled (post office and the number of cheques)
    - Supervisor records bag number on control sheets
    - Supervisor place Post Office bags in larger tamper seal bags and batched based on parish and label with parish names.
    - Payment Supervisor returns Control Sheets to Assistant Financial Manager who issue bags with cheques to Parish Manager or designate.
16. **Parish Distribution**
    - Parish Manager or designate transports seal bags with cheques to Parish.
    - Social Workers collect sealed bags with cheques from parish manager
    - Social Workers transport sealed bags with cheques to Post Offices
    - Postal Clerks and Social Workers unseal bags and verify number of cheques against prescribed form and signs.

17. Communication (Recipients of Grants)

- General Advisory sent by media
- Notification by Parish Office (notices' phone call).

18. Collection of Grant

- Recipients visit Post Offices to sign and collect cheques on presentation of acceptable identification (Passport, Drivers Licences and Electoral Registration Identification Card). *A Passport size photograph and letter certified by a Justice of the Peace will also be accepted*.

19. Procedure for uncollected cheque

- Cheques will remain in Post Office for 15 working days.
- Social Worker after scrutinizing listing and ensuring that all conditions for Grant collection have been met collects undistributed cheques from Post Office.
- Cheques are handed over to the Public Assistance Administrator for custody in Parish Office.
- Cheques will remain in Parish Office for ten working days giving recipients' opportunities to collect.
- All cheques not collected after the ten days are returned to Assistant Financial Manager at Head Office.
- Assistant Financial Manager will be custodian for the cheques until they are stale dated.
- All stale dated cheques are defaced and returned to MLSS Accounts Reconciliation Unit.

20. Bank Reconciliation

- Cheques received by the MLSS Reconciliation Unit will be written back to Bank Reconciliation System (BRS).
- Reconciliation Supervisor compiles report of cheques written back and sends to Financial Manager.
- The Financial Manager directs the Assistant Financial Manager to transfer total value of written back cheques to JSIF.
- Financial Manager submits copy of the written back report along with statement of expenditure to JSIF.

Appendix VI - Emergency Store and Distribution of Relief Procedure

The Ministry of Labour and Social Security is responsible for the coordination of relief to victims of disaster. This is done utilizing a multi-agency approach in all 14 parishes. Victims in need are provided with food packages, comfort items and toiletries. Victims identified by community responders and assessment instruments (Appendix II – Applications for Emergency Assistance) are supplied with items. The Ministry operates a Central Warehouse (Central Foods Organization), 8 Marcus Garvey Drive. Its staff includes a Manager who is responsible for the everyday operation of the store. The procedure is as follows:

1. Requisition of Supplies

After determining items needed and the quantity required, the MLSS Parish Manager makes a formal request in writing to the Director with responsibility. Each requisition should provide the following:

a. Date of request
b. Purpose for which items are requested
c. Amount and Description of each item
d. Date required
e. Pick Up/ Delivery arrangements

In a disaster, a requisition can be communicated verbally by an authorized person, pending the preparation and presentation of the written request.

2. Documentation

One of the primary functions of managing inventory is the management of the receiving and issuing of goods. This responsibility involves proper recording and control of the stock in the custody of the officer. For accountability, the forms and books to be used are as follows:

1. Stock Record Sheet (for recording of receiving and issuing of goods).
2. Issue Vouchers – Allocation of copies:

    - Copy # 1 To the Officer at the Store in charge of distribution
    - Copy # 2 to be kept by the receiving Officer who presents it with goods to the Parish Manger who ensures that it is filed and kept in the Parish Office
    - Copy # 3 to be retained by the approving Officer as evidence for having made the approval

3. Reports

Parish Managers submits a monthly report to the Director on activities relating to emergencies, distribution and balance in stock.

4. Reports

In addition to relief supplies purchased for Central Stores, donations that are received are documented and kept as a part of the general inventory.

5. Collection/ Delivery

Arrangements for the collection of emergency supplies are the responsibility of the MLSS parish Manager. Each parish is equipped with at least one pick – up vehicle with an assigned driver. Delivery of supplies to victims is carried out by Social Workers with the assistance of volunteers and officers from other agencies.

Beneficiaries are required to sign for items. These documents are filed at the parish offices. Documents can be made available to JSIF.

APPENDIX VI - SAMPLE Critical Imports and Possible Suppliers (Relief Items)

A. Item Info		B. Specifications	C. # of Units & Estimated Cost			D: Proposed Procurement Method		E: Possible Vendors		F: Vendor Information			G: Misc. Vendor Information	
1	Emergency Food	See Table 5.1 – Critical Items Eligible under the CERC	Estimate unit cost	**Insert Rate**		Shopping	Prequalified (TBD)	*A*	TBD	TBD	TBD	TBD	TBD	**Unit**
								B	TBD	TBD	TBD	TBD	TBD	**Unit**
								C	TBD	TBD	TBD	TBD	TBD	**Unit**
								D	TBD	TBD	TBD	TBD	TBD	**Unit**
								E	TBD	TBD	TBD	TBD	TBD	**Unit**
2	Hygiene Kits	Insert details for type of kit, male and female hygiene kits	Estimate unit cost	**Insert Rate**		Shopping	Prequalified (TBD)	*G*	National Safety	TBD	TBD	TBD	TBD	**Unit**
3.	First Aid Kits	Insert detail for type and category for First Aid Kit	Estimate unit cost					*H*	National Safety	TBD	TBD	TBD	TBD	**Unit**
4	Supply and Installation of Water Tanks		Estimate unit cost			Shopping/ NCB		*I*		TBD	TBD	TBD	TBD	**Unit**
5	Trucking of potable water to affected areas	Insert Brief description		Insert Rate		Shopping		*J*		TBD	TBD	TBD	TBD	**Unit**
6	Water treatment	Insert Brief description	Estimate unit cost			Shopping		*K*		TBD	TBD	TBD	TBD	**Unit**

	and purification (tablets)													
	Temporary water catchment facilities & storage													**Unit**
	Jerry cans													**Unit**
	Collapsible water containers													**Unit**
	Comfort items	Details contained in Appendix VI												**Unit**
	Appliances	Stoves, lanterns, flashlights												**Unit**
7	Rental of portable toilets	Insert Brief description		Insert rate		Shopping or DC		*L*		TBD	TBD	TBD	TBD	**Unit**
8	Agriculture Inputs	Seeds, Seedlings, irrigation kits, drums, fertilizer, pest management inputs												
9	Tourism Inputs	Works to restore				Shopping								

		telecoms to sites,												
		Beddings, Equipment				Shopping or DC								

Appendix VII: SAMPLE Emergency Subproject & Related Services

A: Work Package			**B: Specifications**	**C: Estimate Cost**	**D: Proposed Procurement Method**		**E: Possible Consultants / Firms**		**F: Vendor Information**
No.	Brief Description of Needs	Services Required (Technical & Civil)	Draft ToR / Pre-Qualification Docs to be Prepared	Value of Contract	Methodology	Justification	No.	Names of Consultants / Contractors	Qualifications (Technical, Operational &Financial)*
1	Road Reinstatement this includes the patching removal and replacement of base and surfacing in sections. Retaining Wall Cross Culvert	(i) Design and Supervision Services	Draft to be Prepared		LCB, CQS		*A*		
							B		
							C		
		ii) Works Contract	Draft to be Prepared		Shopping/ NCB		*A*		
							B		
							C		
		iii)					*A*		
							B		
							C		
		iv)					*A*		
							B		
							C		
2	Road Reconstruction Removal and replacement of surface, sub-base and base.	i)					*A*		
							B		
							C		
		ii)					*A*		
							B		
							C		
		iii)					*A*		
							B		
							C		
		iv)					*A*		
							B		
							C		
3.	Bailey Bridge								
4.	Building restoration,								

	Cabins, Accommodations, Greenhouses, Irrigation systems, Processing/Packaging,									