

Criteria for Pilot Project Proposals from NGOs and CBOs

General Criteria

- The proponent should complete each section that is applicable in the proposal submission form. Omission of relevant details will delay the evaluation and review process.
- A proposal should be submitted by the signatory of each country.

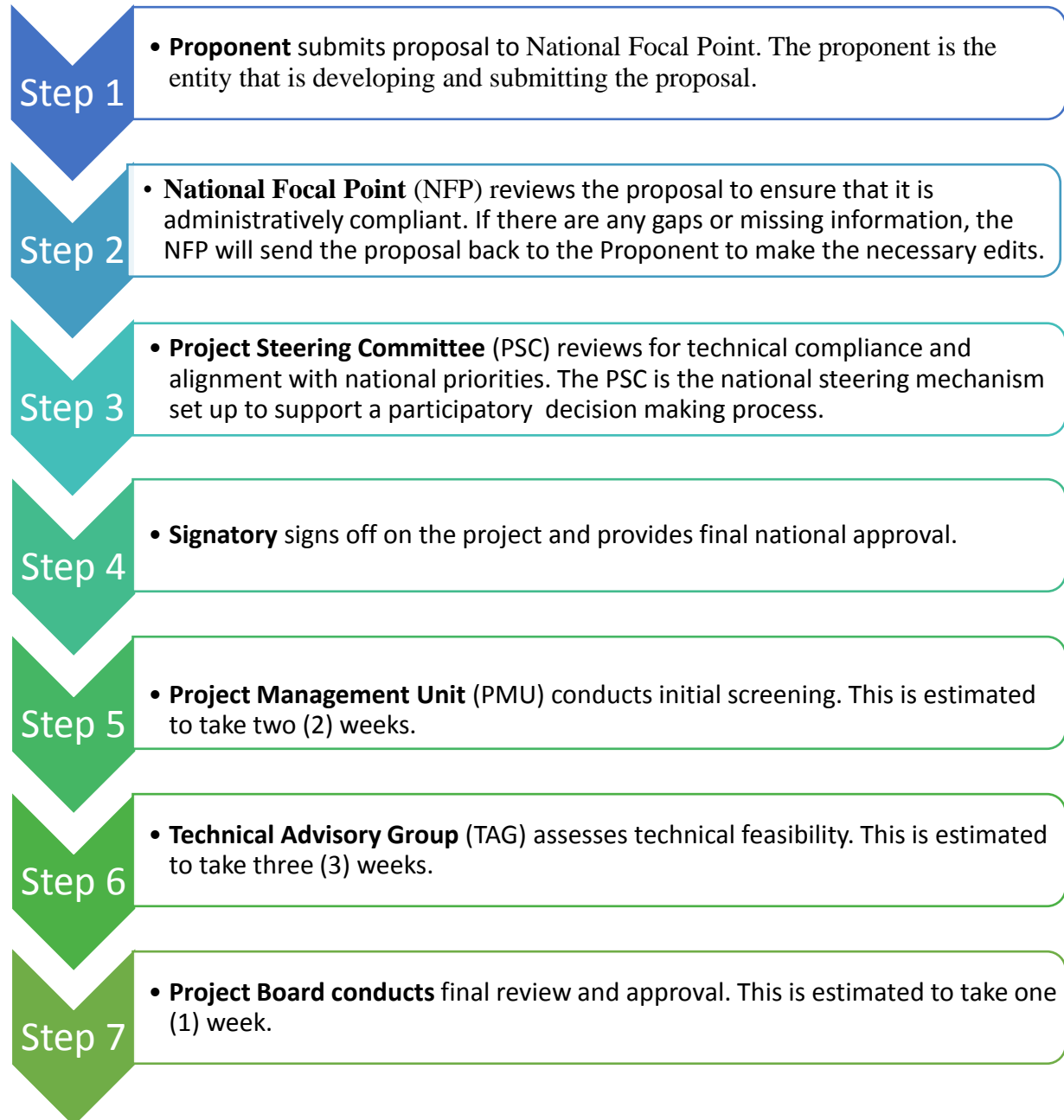
Further to the explanation and examples provided in the pilot proposal form to guide completion, the table below outlines other criteria to follow in order to successfully complete the proposal submission form:

	General Guidelines	Applicable Section in Proposal Submission Form	Description
1.	Eligibility	Section 1	Pilot proposal forms are to be submitted by registered non-governmental organisations (NGOs), community based organisations (CBOs), privately funded academic institutions or a local development agency.
2.	Timeline for implementation	Section 1	Implementation of the pilot activities must be completed within 16 months from approval of the project proposal. This timeline includes the submission of financial, progress and terminal reports.
3.	Selection of focal areas	Section 3	<p>Countries are guided to select at least two of the following focal areas as primary focal areas to implement activities based on national priorities:</p> <ul style="list-style-type: none"> • Water resources management • Sustainable Agriculture • Community-based climate-smart resilient infrastructure • Renewable energy and energy efficiency <p>NB: A proposal submission form can cover one focal area once the country submits another project(s) covering another focal area.</p> <p>Each focal area has associated outputs. Refer to Annex B for more information on the outputs and indicative activities associated with the focal areas.</p>
4.	Funding / Financing	Section 4	The ceiling of the total budget for each country to implement pilot projects under Outcome 2 of the J-CCCP

			is USD600,000 (subject to change by the J-CCCP Project Board). Additional funding can be sourced to supplement project activities and the name of the source(s) should be indicated.
5.	Co-Funding / co-financing (if applicable)	Section 4 and Section 6 (Section C)	In a case where the project activities are co-financed, a Letter of Agreement should be signed by the co-funder indicating the financial contribution before the project initiation.
6.	Legitimacy of the Organization	Section 6 (Section B)	The proponent should be legitimate. A Certificate of Registration or Incorporation should be attached to the project proposal.
7.	Vulnerability	Section 6 (Section D, #2)	The project proposal must clearly demonstrate how the proposed interventions/ actions will address the climate vulnerabilities in the target population/community.
8.	Alignment	Section 6 (Section D, #4 and #5)	Proposed projects should be aligned with national policies, strategic plans and development agendas (and with the Nationally Appropriate Mitigation Action (NAMA)/ National Adaptation Plan (NAP) where applicable), expected impact, vulnerability and criteria, and available budget. Additionally, proposed projects submitted should show alignment to Regional Policies.
9.	Target Groups/ Beneficiaries	Section 6 (Section E)	Adequate justification for the selection of target groups/beneficiaries should be indicated with information on the expected number of men, women, youth, elderly and other vulnerable groups such as indigenous people benefiting from the project.
10.	Project Indicators	Section 6 (Section G)	The indicators and the corresponding outputs have been outlined in Annex A . The indicators should be selected and reflected in the Results Framework as follows: (1) Required- All indicators for the selected Output must be incorporated (2) Optional- At least one of the indicators for the selected Output should be incorporated.
11.	Budget feasibility	Section 6 (Section H and I)	The proponent should ensure that the budget is reflective of the expected costs of the activities. An explanation for each budget line is required in order for the proposal to be considered.

12.	Financial capacity	Section 6 (Section J)	The proponent should provide information on financial rules, accounting procedures and accountability measures.
13.	Technical and human capacity	Section 6 (Section J)	The proponent should demonstrate the required technical and human capacity to undertake the tasks. Where no in-house capacity exists, evidence should be provided on how the organization will access such expertise.
14.	Project Sustainability	Section 6 (Section M)	The project outcomes must be sustainable. The proposal must clearly outline how the capacities and benefits will continue beyond the life of the project, including ensuring a proper maintenance and operations plan for the techniques and technologies introduced.

Flow Diagram of the Proposal Review Process



The External Review Process

The total estimated time for the external review process is approximately six (6) weeks provided that approval is granted for the pilot proposals. If amendments or clarifications are required, the approval timeline will be delayed.

- 1) Project Management Unit (PMU)

The PMU vets the pilot proposal and ensures that it is aligned with J-CCCP project objectives. The PMU reviews the technical proposal outcomes and outputs as well as the proposed timeframe for the project. Additionally the PMU assesses how well the project can be monitored and assesses the alignment with the RRF. This review process is estimated to take approximately two (2) weeks.

2) Technical Advisory Group (TAG)

The TAG reviews the pilot projects from technical standpoint and ensures that the proposal is technically sound. After the TAG assess the technical feasibility and approves the proposal, it is sent to the PMU. This process is estimated to take approximately three (3) weeks. The PMU would send the proposal to the Project Board.

3) Project Board

The Project Board provides the final review and approval of the proposal. This is the final stage of the review process which is estimate to take one (1) week. Once the proposal is approved, the Project Board will send the approval to the PMU who will communicate with the National counterparts regarding dissemination of funds for implementation of pilot project activities.

Annex A – Project Outputs and Indicators

Output	Output Description	Required/ Optional	Indicators
2.1-2.6	General	Optional	Number of men and women who have received training in climate change adaptation principles and techniques
			% decrease in or avoided tCO2 emissions
			% increase in youths targeted for training in the design/installation/use/maintenance of climate resilient technologies
2.1	Affordable climate-resilient community-based water harvesting, storage and distribution systems designed, built and rehabilitated in selected target areas (e.g. communal reservoirs, rooftop catchment, rainwater storage tanks and conveyance systems)	Required	Number of men and women with improved access to water which meets international drinking water standards
			Number of litres/gallons of increased storage capacity which meets international drinking water standards
		Optional	% of female headed households with improved access to water
			% reduction in time spent collecting and transporting water
			% reduction in the cost of water collection and transport during drought periods
2.2	Crop diversification practices tested for their ability to	Required	Number of men and women who expand and diversify the agricultural product using sustainable techniques

Output	Output Description	Required/ Optional	Indicators
	improve resilience of farmers to climate change impacts.		Number of communities which expand and diversify the agricultural product using sustainable techniques % increase of farming land (in hectares) with climate resilient crops planted in the target area Increase in yield (kilograms per hectare) or crop density (plants per hectare) relative to input cost
2.3	Community-based water capacity and irrigation systems improved or developed to test their ability to raise agricultural productivity.	Required	Number of men and women who have gained direct benefits from improved climate resilient irrigation systems
			% increase in agricultural land covered with improved climate resilient irrigation systems
			Increase in yield (kilograms per hectare) or crop density (plants per hectare) relative to inputs
		Optional	% reduction in time spent collecting and transporting water
			% reduction in the cost of water collection and transport during drought periods

Output	Output Description	Required/ Optional	Indicators
2.4	Climate-resilient agro-pastoral practices and technologies (e.g. water management and soil fertility) demonstrated in selected target areas.	Required	Number of men and women who have gained direct benefits from adaptive and improved grazing techniques
			Increase in yield (kilograms per hectare) or crop density (plants per hectare) relative to inputs
		Optional	Increase in the number of hectares of grazing area with adaptive and improved grazing techniques
			Area of farmland where climate smart agriculture technologies have been adopted (e.g. reduced tillage, permanent crop cover, agroforestry)
			Number of hectares with improved soil health measured by soil organic matter and nutrient balance relative to baseline conditions
			Reduction in kilograms of toxic chemical use
2.5	Small-scale infrastructure implemented to reduce climate change and disaster-induced losses.	Required	Number of men and women who have gained direct benefits from risk reduction measures implemented
			Number of communities where sector specific risk reduction measures are being implemented, disaggregated by urban and rural areas

Output	Output Description	Required/ Optional	Indicators
			Number of kilometers of infrastructure implemented (e.g road or slop stabilization) to reduce climate change and disaster-induced losses
2.6	Energy pilot demonstrations applied to selected adaptation, mitigation and disaster risk management interventions to catalyze low-emission climate-resilient technology transfer, development and investments in the Caribbean	Required	Number of men and women with improved access to energy
		Optional	% increase in kWh of RE capacity installed in target area
			% decrease in or avoided tCO2 emissions
			% of female headed households with improved access to energy

Annex B – Focal Areas, Outputs and Indicative Activities

Outcome 2 Selected mitigation and adaptation technologies transferred and adopted for low emission and climate resilient development in the Caribbean

Focal Area 1 - Water resources management:

Output 2.1 Affordable climate-resilient community-based water harvesting, storage and distribution systems designed, built and rehabilitated in selected target areas (e.g. communal reservoirs, rooftop catchment, rainwater storage tanks and conveyance systems)

Indicative activities:

- Commission design of innovation technologies and infrastructure e.g. constructed wetlands, reverse osmosis, etc.
- Construct rooftop rainwater collection systems with reservoirs. The system will consist of three basic elements: (i) a collection area which is the effective roof area; (ii) a conveyance system usually consisting of gutters or pipes that deliver rainwater falling on the rooftop to cisterns or other storage vessels; (iii) and a storage tank or cistern.
- Establish maintenance procedures including: (i) eliminating the "foul flush" after a long dry spell; (ii) periodic cleaning of the tank; (iii) the cover of the rainfall collection surfaces to reduce the likelihood of frogs, lizards, mosquitoes, and other pests using the cistern as a breeding ground; and (iv) the chlorination of the cisterns or storage tanks.
- Construct the sustainable community reservoirs with standalone rooftop rainwater harvesting systems, as well as gravity-fed water distribution mechanisms.
- Conduct relevant assessments to determine feasibility, cost-effectiveness and due-diligence with respect to environmental and other standards.

Focal Area 2 - Sustainable agriculture:

Output 2.2 Crop diversification practices tested for their ability to improve resilience of farmers to climate change impacts.

Indicative activities:

- Conduct farmers field school training sessions at all the pilot sites on the importance of crop diversification as well as crop diversification techniques as an adaptive measure to climate change (e.g. planting flood, heat and drought tolerant cultivars, early maturing crops as well as adopting multiple cropping techniques to spread risks).
- Supply farmers with an input pack after successfully completing the training on crop diversification.
- Conduct farm trials to demonstrate alternative crops as climate change adaptive techniques. Local governments will select farmers in the pilot sites on whose farms researchers will conduct the farm trials.
- Facilitate the production of improved seeds (for open pollinated varieties) within the communities in order to boost accessibility to seed. This will be achieved by training the local cooperatives and farmers on seed production methods so that they can produce seed for sale to the community.
- Assess the suitability of techniques in the pilot sites. This will entail undertaking an economic analysis and performing cost-benefit analyses to ascertain whether crop diversification or the

use of drought/flood tolerant crops are suitable at each site. In addition, this will identify suitable crop species.

- Form farmer/user groups and establish and training management committees of at least 10 members at each site (with a target of 50% female membership) to facilitate and oversee the adoption of alternative crops by the wider community. In addition to production methods, training of the committees will include financial, administrative and general business management.

Output 2.3 Community-based water capacity and irrigation systems improved or developed to test their ability to raise agricultural productivity.

Indicative activities:

- Train the previously established farmer/user groups on water management, irrigation techniques (such as scheduling), appropriate water harvesting, extraction and storage methods, appropriate irrigation and mulch technologies, as well as usage of communal water resources.
- Assess the suitability of techniques e.g. undertake all relevant feasibility (environmental, social and cost-benefit) assessments to determine the types of works suitable to the sites.
- Construct canals or other suitable water extraction methods as well as watering points for agriculture and livestock. This may include supply of manual pumps and pipes for irrigation.
- Promote solar photovoltaic pumping technology for irrigation addressing the energy-water-food nexus.
- Establish an appropriate management and sustainability plans, including cost recovery, agreed by all stakeholders.

Output 2.4 Climate-resilient agro-pastoral practices and technologies (e.g. water management and soil fertility) demonstrated in selected target areas.

Indicatives activities:

- Develop and implement agro-pastoral practices and technologies, adaptation investments and climate resilient income generating activities.
- Development/promotion of short cycle crop varieties resilient to floods, and production and distribution to farmers of improved seeds.
- Promotion of sustainable water management and irrigation techniques.
- Promotion of improved agricultural techniques including tied and open ridges, off-season crops, green fallow technologies and soil fertility regeneration technologies.
- Access to heat tolerant livestock breeds
- Improvement of livestock feeding (pasture management, storage), promotion of livestock feed banks and rehabilitation, restoration and management of pasture corridors.
- Soil and water conservation techniques, including intercropping, mulching, hedge planting, composting, etc.

Focal Area 3 - Climate resilience and disaster risk management activities:

Output 2.5 Small-scale infrastructure implemented to reduce climate change and disaster-induced losses

Indicative activities:

- Identify risks and responses and to provide and implement recommendations for upgrading and building new small-scale infrastructure resilient to climate change.

- Construction of structural measures in selected countries.
- Training of community members in operation and maintenance of infrastructure, where relevant.
- Participatory technical review of the effectiveness of infrastructure activities as an adaptation strategy and its social benefits.
- Research, design and development and extension services for (i) the adoption and diffusion of good agricultural practices that demonstrate high yields using principally soil management, water and sunlight; and (ii) covered structures for agricultural production.
- Financing mechanism support for producers to adopt best practices in agriculture, fisheries and forestry production.

Focal Area 4 – Renewable Energy and Energy Efficiency:

Output 2.6 Energy pilot demonstrations applied to selected adaptation, mitigation and disaster risk management interventions to catalyse low-emission climate-resilient technology transfer, development and investments in the Caribbean

Indicative activities:

- Specification and assessment of the technical requirements of selected adaptation, mitigation and disaster risk technology applications appropriate for the Caribbean, including capacity development support for operation, repair and maintenance (*integrated across outputs 2.1-2.6 per the project framework, see section 3*);
 - **Community-based infrastructure:** including solar energy technologies (e.g. solar water heating equipment, solar photovoltaic installations) for backup, storage and alternative on/off-grid electricity generation and energy efficient lighting and appliances (e.g. LED retrofits, air conditioning replacement, cooling and heating technologies) for community shelters, health facilities, schools and other government and public buildings used for disaster risk management purposes (*for outputs 2.1, 2.5 and 2.6 as prioritised by countries*);
 - **Climate-smart agriculture for sustainable livelihoods:** including solar photovoltaic pumping for irrigation and crop production purposes (e.g. greenhouses), energy efficient eco stoves and alternative fuels at the community level, utilisation of conversion technologies to use rice husk as a source of energy for the agriculture industry, and integrated water resource management applications (micro/small scale hydropower technology addressing the energy-water-food nexus) (*for outputs 2.2-2.4 as prioritised by countries*);
 - **Other low-emission climate-resilient energy technology applications:** including but not limited to waste management (e.g. waste-to-energy in urban areas, biomass electricity generation in rural areas), energy efficiency (e.g. implementation of a demonstration project on the adoption of hydrocarbon refrigerants in the refrigeration and air conditioning industry, particularly in Guyana) and sustainable transport (e.g. biofuels, solar powered vehicles) (*for outputs 2.5-2.6 as prioritised by countries*).
- Procurement of prioritised energy technology applications for the above-selected adaptation, mitigation and disaster risk management interventions.
- Installation, demonstration and application of technologies for adaptation, mitigation and disaster risk management purposes.