



JAMAICA: Foundations for Competitiveness and Growth Project
Loan No.:8408-JM

Assignment Title: Applications Process Coordinator – NEPA
Reference No.: FCG/CON/036

Terms of Reference

1. Introduction

The National Environment and Planning Agency (NEPA) has a broad mandate in Jamaica to support sustainable development and execute provisions of natural resources and conservation, planning and development control. Part of NEPA’s remit is to review applications in the development approval process which may result in the granting of environmental permits and licenses for Micro, Small, and Medium Enterprises (MSMEs). The process also involves liaison and engagement with the business community.

The Government of Jamaica in implementing Goal 4 of its Vision 2030¹ is aligned with the World Bank’s requirement that the projects it supports be in compliance with national environmental regulations as a prerequisite to financing. Both parties will simultaneously implement the Jamaica Foundations for Competitiveness and Growth Project (“the FCG Project”) and the Jamaica Access to Finance Project (“the A2F Project”), both of which seek to strengthen the business environment in Jamaica for private sector investment.

The Projects provide low-interest loans, grants, and technical support to support Micro, Small and Medium-sized Enterprises (MSME) capabilities and competitiveness, and to improve access to finance for MSMEs through various financial mechanisms. The FCG and A2F projects are being developed in partnership with the Development Bank of Jamaica (DBJ) as the Lead Coordinating Agency (LCA) for several of the components. Summary details on these Project components and additional project information are available on the World Bank website.²

The project stakeholders have recognized the need to provide MSMEs with liaison, assistance and support as they seek to achieve compliance with national regulations, improve sustainability of their businesses, and reduce their environmental risks and impacts. Accordingly, these Terms of Reference (TOR) have been prepared to assist in the engagement of an **Applications Process Coordinator** to be based within NEPA in order to directly assist members of the business community on their journey to compliance.

2. Background

The FCG and A2F projects require screening of MSMEs to assess compliance status with planning and environmental regulations, as well as to identify areas for improvement of MSME

¹ Vision 2030 Goal 4 – Jamaica has a healthy and natural environment
[http://www.vision2030.gov.jm/Portals/0/NDP/Chapter%202%20\(web\).pdf](http://www.vision2030.gov.jm/Portals/0/NDP/Chapter%202%20(web).pdf)

² For more information, please see: <http://www.worldbank.org/projects/P147665?lang=en> and
<http://documents.worldbank.org/curated/en/871421487179224978/Jamaica-LATIN-AMERICA-AND-CARIBBEAN-P152307-Access-to-Finance-for-MSMEs-and-Housing-Procurement-Plan>

practice regarding occupational health and safety, social aspects, or other areas of sustainability. A rapid evaluation and assessment are needed to provide input for decisions regarding an MSME's eligibility to participate in the WB programs and thereby access credit or finance tools.

NEPA operates a Development Assistance Center (DAC) which provides support as it relates to the development approval process to MSMEs and other businesses in the pre-application stages.; however the ability of the DAC to quickly respond immediately to information requests is constrained by personnel staffing levels and the existing commitments of the Agency. In addition, processing of environmental permits and, or licenses and planning applications is also constrained by the ability of an MSME to provide complete technical information for NEPA's evaluation, resulting in delays and inefficiencies in the permit application process.

The AMANDA system is a key tool to track permit status but first requires that an application be accepted and assigned a file number, such that incomplete applications cannot be verified or tracked. For MSMEs which already have obtained permits, a compliance verification tool is to request a compliance status determination from NEPA, however response times are again limited by staff commitments and heavy case loads. Finally, while other means of support are being made available through the DBJ technical voucher programs and DBJ's risk managers and credit officers, it is important that there exists no potential conflicts of interest between the financial and regulatory communities, and that confidentiality be maintained for MSMEs and their lending partners.

In light of these ongoing compliance and liaison needs for MSMEs before NEPA, and the critical nature of rapid turnaround times for verification and permit tracking information for MSMEs and lenders participating in the WB's FCG and A2F programs, additional capacity at NEPA dedicated to MSME support is urgently needed. Accordingly, these TOR have been prepared for NEPA to strengthen their MSME support services.

3. Duties, Job Description, and Scope

The position will be located in Jamaica at NEPA offices on Caledonia Avenue. Under the direct supervision of the Director, Applications Management Division, the individual will review, assess and process development proposals and applications for MSMEs inclusive of but not limited to environmental permits and beach licences for development projects including agro industry and food processing, manufacturing, residential, resorts, commercial, eco-tourism and nature tourism, theme parks, subdivisions, or introduction of species. The individual will respond to enquiries and coordinate teleconferences, perform inspections with interested stakeholders (internal and external) as well as routinely follow-up with applicants.

The incumbent will also provide support to the DBJ liaison to ensure efficient and impactful implementation of both FCG and A2F Projects.

TASKS

Task lists may include the following:

1. Assesses development proposals to identify any impediment to the implementation of the project as well as make recommendations geared to making the application process efficient.
2. Reviews and processes development applications to ascertain relevance and accuracy of information.
3. Reviews and processes development applications in accordance with established guidelines, standards, laws and policies and in keeping with the established timelines.
4. Conducts research to inform the processing of applications.
5. Liaises with applicants for additional information where necessary as well as, via physical interface, enhancing a joined-up approach and synergies between internal stakeholders.
6. Liaises with internal branches/divisions and external agencies/local authorities for comments on applications and to gather any information necessary to facilitate the review of applications.
7. Conducts site inspections and produces the required reports.
8. Screens applications to determine the need for Environmental Impact Assessments (EIA).
9. Coordinates the review of Terms of Reference and EIA and prepares associated reports where an EIA is deemed necessary.
10. Attends public presentations and reports on the proceedings as required with particular emphasis on liaising with the Development Bank of Jamaica.
11. Prepares submissions for review by supervisor (region coordinator/manager/director) prior to submission to the relevant Authority/committees or the Government Town Planner.
12. Attends meetings and makes presentations/present submissions to the relevant Authorities/Committees.
13. Prepares draft decision documents inclusive of recommendations, approval/refusal documents and permits for submission to the Legal Services Branch of the Agency to facilitate the necessary review.
14. Ensures that the physical files and the electronic database (AMANDA) are updated during the processing of the applications.
15. Attends directly to clients in providing planning and technical advice and guidance.
16. Prepares reports and submissions within specified timelines.
17. Attends meetings on behalf of the Branch/ Division/Agency.
18. Participates in internal and external team efforts/task force/working groups relevant to the functions of the unit.
19. Keeps abreast of trends and changes in environmental management and planning issues in particular new technologies, policies and best practices.
20. Attends facilitation and consultation meetings as required.
21. Provides timely and courteous service to clients.
22. Performs other related duties that may from time to time be assigned.

SERVICES TO BE DELIVERED

The Applications-Processing Coordinator will support MSMEs in various ways, including:

- a) Provide rapid determinations of MSME permit and license requirements to lenders.
- b) Respond rapidly to lender requests for compliance status determination.
- c) Work with AMANDA system to improve access to information on incomplete or pending MSME applications.
- d) Provide permit and license guidance and information to MSMEs and lenders in non-technical outreach programs.
- e) Assist MSMEs with plans and actions to regularize compliance (“Compliance Plans”) where critical gaps exist and timely direction is needed.
- f) Assist DBJ to identify and implement public outreach or training activities for lenders and MSMEs.
- g) Engage with MSMEs to effect 30-day turnaround times for permit and license applications.
- h) Review information provided by MSMEs and assist in completing applications either directly or through DAC.
- i) Support development and implementation of Memorandum of Understanding (MOU) for technical support with DBJ.
- j) Other guidance and technical support to DBJ, lenders and MSMEs as may be requested from time to time.

KEY PERFORMANCE INDICATORS

Key performance indicators include the following:

- a) Development proposals are assessed in accordance with the established guidelines, standards, laws and policies and in keeping with the established timeframes.
- b) Applications are processed in accordance with established guidelines, standards, laws and policies and in keeping with the established timeframes.
- c) Confidentiality, integrity and professionalism are displayed in the execution of duties.
- d) Stipulated and established targets are consistently attained and timeframes are consistently met.
- e) Reports/correspondences/information are accurate and on time.
- f) Good coordination and effective working relations exist with other units/divisions, clients and associates.
- g) Thorough, comprehensive, balanced and complete “Environmental Management within the Micro, small and medium-size Sector Recommendation Report”

REPORTING DELIVERABLES

The following reports must be delivered by email in accordance with agreed standards:

- a) Monthly Reports including a continuous register of Lessons Learned due ten (10) days after each month end
- b) Environmental Management within the Micro, small and medium-size Sector Recommendation Report due bi-annually
- c) Annual Project Coordination Report due within thirty (30) days after the fiscal year end
- d) Final Project Coordination Report due within thirty (30) days prior to the expiration of the contract

The approved version of each report should be provided in hard copy, along with the associated invoice for payment.

The Planning Institute of Jamaica is the Contracting Authority.

The National Environment and Planning Agency is the designated Supervising Entity and shall be responsible for the approval of contractual reports and payment requests.

In fulfilling this role, the designated representative of the Supervising Entity – the Director, Applications Management Division, will facilitate and incorporate inputs from the Development Bank of Jamaica, and issue instructions to the consultant in this regard.

4. Duration and Estimated Time Input

The position will require 40 hours per week and will commence in spring 2017. In some circumstances, input will be required outside of the working hours. The position will be awarded for a period of duration of two years, and will then be subject to periodic review, revision and renewal. The specific assignments may vary through the year and will be adjusted as needed by NEPA.

5. Qualifications of Consultant

The Consultant or individual will have the following qualifications:

- A Bachelor's degree in a relevant or related discipline, e.g. environmental sciences, environmental engineering, or other related field (biology, natural sciences, wastewater technology)
- A minimum of 3 years relevant professional experience
- Demonstrable competence and experience in NEPA procedures and requirements for permitting and licensing as it relates to MSMEs
- Must be able to demonstrate facilitation and negotiation skills
- Experience in working with private sector and business interests
- Excellent oral and written communications skills in English are essential
- Experience working in various Parishes in Jamaica is helpful

The applicant should have good interpersonal skills, good planning, organizing and problem solving skills, and excellent investigative skills. He or she should have a sound knowledge of local and international environmental management issues, and ability to effectively communicate at all levels. The applicant should have excellent knowledge of waste/environmental and planning issues, competence in the use of relevant computer programmes, and excellent presentation skills.

Physical and mental demands are expected to be typical of a normal office environment, but during site visits the individual may be exposed to heat, fatigue, dust, or at risk of exposure to unhealthy or unsafe environments, and possibly to hostile or insecure situations.