

Funding Authorization and Certificate of Expenditures

UN Agency:

UNDP

Date: 27-Mar-2020

Country: The Commonwealth of Dominica
 Programme Code & Title: Energy and Environment
 Project Code & Title: 91618 Supporting Sustainable Ecosystems
 Responsible Officer(s): Ms. Mandra Fagan
 Implementing Partner: Ministry of Environment, Rural Modernisation and Kalinago Upliftment

Type of Request:

- Direct Cash Transfer (DCT)
 Reimbursement
 Direct Payment

Currency: XCD

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	REPORTING				REQUESTS / AUTHORIZATIONS		
		Authorised Amount	Actual Project Expenditure	Expenditures accepted by Agency	Balance	New Request Period & Amount	Authorised Amount	Outstanding Authorised Amount
		XCD	XCD	XCD	XCD	XCD	XCD	XCD
		A	B	C	D = A - C	E	F	G = D + F
Component 1 - local consultants (outstanding payments from 2018-Wallaw & GIS)	71800	64,800.00	0.00					
Component 2 - PSC meeting September 2019	75700	400.00						
Component 2 - Materials and Goods (micro-grant scheme beneficiaries & EnviroPlus Inc)	72300	170,462.50	9,700.00					
Component 2 - Ads for local consultancies	72515	990.00	724.50					
Component 1 Validation Workshop-Finance Specialist	75700	4,082.50	1,281.39					
Component 2 -Local Consultants (CRMP)	71800	100,980.00	0.00					
Component 2 Projector for raining/workshops	75700	2,700.00	0.00					
Component 2 - Local Consultants (GIS 2019)	71800	64,800.00						
Bank Charges - Other								
Bank Charges- Barbados								
Total		409,215.00	11,705.89					

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

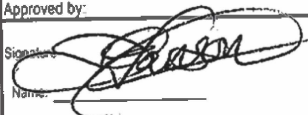
- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.
- The advance and expenditure requested above were approved for processing.



Date Submitted: 01/04/2020 Name & signature: ANDERSON PARILLON

NOTES: * Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

FOR AGENCY USE ONLY:

FOR ALL AGENCIES
Approved by:
Signature: 
Name: _____
Title: _____
Date: <u>1.04.2020</u>

FOR UNICEF USE ONLY

Account Charges	
Cash Transfer Reference	
CRQ ref. no., Voucher ref. no.	
GL codes:	
Training	0
Travel	0
Meetings & Conferences	0
Other Cash Transfers	0
Total	0

FOR UNFPA USE ONLY

FOR UNFPA USE ONLY	
New Funding Release	
Activity 1	0
Activity 2	0
Total	0



Interoffice Memo

To: Magdy Martinez Soliman Resident Representative	Date: 9 May 2020
Cc: Selena Gooding Operations Coordinator	Melissa Bohne Programme Associate
From: Danielle Evanson Programme Manager	Nickez McPherson Interim Project Coordinator
Re: Outstanding NEX Advances for the Commonwealth of Dominica SSE Project	

Dear Magdy,

The below is with reference to the incomplete reporting during the first quarter of the outstanding NEX advance for the Commonwealth of Dominica Supporting Sustainable Ecosystems Project.

There have been several delays with project activities both in the contracting of consultants and the processing of payments for work done on the SSE project, due to government implemented protocols to help limit the spread of COVID-19. These include, but are not limited to, stay-at-home orders and mandated curfews which restrict movement both in time and space. The SSE project is being implemented through the Ministry of the Environment, which is functioning at limited capacity as office staff work 2-3 days a week.

The office of the Permanent Secretary is important to the progression of the project as feedback from the PS is sometimes needed for an activity to advance. However, there is great demand on the office of the PS, which is compounded by the newness of the individual filling the position. This necessitates updates to the PS to facilitate required actions.

Further, there have been delays to both local and international consultant deliverables due to border closures and social distancing measures. This has affected the consultants' ability to engage stakeholders in a timely manner as using online platforms is not always optimally effective.

Sincerely,

A handwritten signature in black ink, appearing to read 'Danielle Evanson', is written over a dotted line.

Danielle Evanson
Programme Manager

Expenditure Listing

Activity Description	Payee	Invoice #	Account Code	XCD
Component 1				
Training and Workshops (Catering)	International Shopping Malls	3331	75705	\$ 1,281.39
<i>Total - Component 1</i>				\$ 1,281.39
Component 2				
Materials and Goods (livelihoods Assistance)	Enviro Plus Consulting Inc	85	72300	\$ 9,700.00
Local Consultants Ads and Brochures	Ash Communication Inc	32311	71300	\$ 172.50
	Ash Communication Inc	32262	71300	\$ 172.50
	Chronicle Media Group Inc	11487	71300	\$ 189.75
	Chronicle Media Group Inc	11545	71300	\$ 189.75
<i>Total Component 2</i>				\$ 10,424.50
Component 3				
<i>Total Component 3</i>				\$ -
TOTAL Expenditure for the period				\$ 11,705.89



INVOICE

ENVIROPLUS CONSULTING INC.

INVOICE # 85
Date: February 10, 2020

P.O. Box 1314, 12 Cornwall Street, Roseau, Commonwealth of Dominica
Phone: 767-440 - 7777 / 767 - 275 - 3045
E-mail: Enviroplus@cwdom.dm

TO: Ms. Mandra Fagan
The Permanent Secretary
Ministry of Environment, Rural Modernisation and Kalinago Upliftment
1st Floor Financial Center
Kennedy Avenue
Roseau

UNDP SUPPORTING SUSTAINABLE ECOSYSTEMS (SSE) PROJECT - SUPPLY OF GREENHOUSE

QTY	DESCRIPTION		LINE TOTAL (XCD)
	To balance due on contract sum re supply of greenhouse structure (including irrigation).		9,700.00
		TOTAL SUM	9,700.00
		VAT	
		BALANCE	9,700.00

CERTIFIED CORRECT
Date: Feb 11 2020
Sign: [Signature]
SSE Project

EnviroPlus Consulting Inc.
12 Cornwall Street
Roseau, Commonwealth of Dominica
Tel: (767) 440-7777 / Fax:
Email: EnviroPlus@cwdom.dm

APPROVED for paym
P.S. Ministry of Environment,
Rural Modernisation
& Kalinago Upliftment
Sign: [Signature]
Date: 12/02/2020

THANK YOU

CERTIFIED CORRECT
Date:
Sign:

Ministry of Environment,
Rural Modernisation
& Kalinago Upliftment
FEB 11 2020
M2022795
COMMONWEALTH OF DOMINICA



International Shopping Malls Ltd (Inmalls Ltd)
 P.O. Box 261
 Roseau, AK
 7672752824
 inmallsLtd@gmail.com
 www.prevocinemall.com

CERTIFIED CORRECT

Date: 20 12 2020
 Sign: [Signature]
 SSE Project

INVOICE

BILL TO

Ms Shari-Anne Gregoire
 United Nations Development
 Program (U.N.D.P)
 SSE Project (Finance
 Specialist Workshop)
 The Ministry of Environment,
 Rural Modernization &
 Kalinago Uplightment
 1st Floor Financial Center
 Kennedy Avenue
 Roseau

INVOICE # 3331

DATE 02/19/2020
DUE DATE 02/19/2020
TERMS Due on receipt



ACTIVITY	QTY	RATE	AMOUNT
Conference Room Rental Rental of Ballroom on Wednesday 19th February from 8:30 am to 1:00 pm for SSE (Supporting Sustainable Ecosystems) Project (GEF/UNDP Finance Specialist Workshop)	1	500.00	500.00T
Refreshments:Coffee and Tea Provision of Coffee & Tea for 21 persons @\$5.50	21	5.50	115.50T
Refreshments:Morning Snack Provision of Morning Snack (1 sweet, 1 savoury, fresh fruit & fruit juice) @\$23.75 per head Room is air conditioned, with WiFi & water. Also available are flip chart paper and PA System upon request	21	23.75	498.75T



Please write checks to International Shopping Malls Ltd

VAT 00002379

All Prices are in Eastern Caribbean Dollars (EC\$)

SUBTOTAL 1,114.25
 TAX (15%) 167.14
 TOTAL 1,281.39
BALANCE DUE \$1,281.39

The Chronicle

A DOMINICAN TRADITION SINCE 1909

OLD STREET • PO BOX 1724, ROSEAU

COMMONWEALTH OF DOMINICA

PHONE: (767) 448-7887

EMAIL: chronicleeditor@cwdom.dm

INVOICE

VAT REG # 0984125

INVOICE NO#: **011487**

DATE: February 10, 2020

Attn: Shari-Anne Gregoire
 Ministry of Environment, Climate Resilience, Disaster
 Management and Urban Renewal
 1st Floor, Financial Centre
 Kennedy Avenue
 Roseau

DATE	DESCRIPTION	SIZE	INSERTS	RATE	OTHER	AMOUNT
Feb 7	Request to Submit Application	8x3	1	\$165.00	15%vat	165 00 24 75 189 75

Ministry of Environment,
 Rural Modernisation
 & Kalinago Upliftment
FEB 18 2020
 m2026465
 COMMONWEALTH OF DOMINICA

CERTIFIED CORRECT

Date: 18 12 2020

Sign: [Signature]
 SSE Project

APPROVED for payment
 P.S. Ministry of Environment,
 Rural Modernisation &
 Kalinago Upliftment
 Sign: [Signature]
 Date: 20/02/2020

We would appreciate your early attention.
 2.5% interest will be added monthly on all overdue accounts.
 Kindly present this invoice when making payment.

LESS COMMISSION:
 LESS DISCOUNT:
 LESS CREDIT:

TOTAL: **\$189.75**

The Chronicle

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OLD STREET • PO BOX 1724, ROSEAU

COMMONWEALTH OF DOMINICA

PHONE: (767) 448-7887

EMAIL: chronicleeditor@cwdom.dm

INVOICE

VAT REG # 0984125

INVOICE NO#: **011545**

DATE: February 17, 2020

Attn: Shari-Anne Gregoire
 Ministry of Environment, Climate Resilience, Disaster
 Management and Urban Renewal
 1st Floor, Financial Centre
 Kennedy Avenue
 Roseau

DATE	DESCRIPTION	SIZE	INSERTS	RATE	OTHER	AMOUNT
Feb 14	Request to Submit Application	8x3	1	\$165.00	15%vat	165 00 24 75 189 75

Ministry of Environment,
 Rural Modernisation
 & Kalinago Upliftment
FEB 18 2020
 M2026467
 COMMONWEALTH OF DOMINICA

APPRC
 P.S. Ministry of E...
 Rural Modern...
 Kalinago Upl...
 Sign: _____
 Date: _____

CERTIFIED CORRECT

Date: 18/2/2020

Sign: _____

SSE Project

for payment

28/02/2020

We would appreciate your early attention.
 2.5% interest will be added monthly on all overdue accounts.
 Kindly present this invoice when making payment.

LESS COMMISSION:
 LESS DISCOUNT:
 LESS CREDIT:

TOTAL: **\$189.75**

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

Date: 27-Mar-20

Country: The Commonwealth of Dominica
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 Project Code & Title: 91618 Supporting Sustainable Ecosystems
 Responsible Officer(s): Ms. Mandra Fagan
 Implementing Institution: Ministry of Environment, Rural Modernisation and Kaligo Upliftment

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Currency: XCD

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		MM-MM YYYY A	B	C	D = A - C	MM-MM YYYY E	F	G = D + F
Component 1								
Local Consultants	71800	-\$ 378.60	\$ -	\$ -	-\$ 378.60			
Validation Workshop-Finance Specialist	75700	\$ -	\$ 1,281.39	\$ 1,281.39	-\$ 1,281.39			
		\$ -		\$ -				
Component 2								
PSC Meeting	75700	\$ 400.00	\$ -	\$ -	\$ 400.00			
Materials and Goods (Micro grant scheme and EnviroPlus Inc.)	72300	\$ 53,337.20	\$ 9,700.00	\$ 9,700.00	\$ 43,637.20			
Local consultants (Ads for local consultancies)	72500	-\$ 859.00	\$ 724.50	\$ 724.50	-\$ 1,583.50			
Workshop costs - projector, brochures					\$ -			
Local consultants (CRMP)	71800	\$ 54,792.70	\$ -	\$ -	\$ 54,792.70			
Local consultants (GIS)	71800	\$ 32,197.20		\$ -	\$ 32,197.20			
Total		\$ 139,489.50	\$ 11,705.89	\$ 11,705.89	\$ 127,783.61	\$ -	\$ -	

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.
- The progress report for the activities stated herein has been submitted.

Date Submitted: _____ Signature: _____ Name: _____ Title: _____

NOTES: * Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

FOR AGENCY USE ONLY:

FOR ALL AGENCIES
Approved by: _____
Signature: _____
Name: _____
Title: _____
Date: _____

FOR UNICEF USE ONLY

Account Charges		Liquidation Information	
CAG Ref: CRQ ref., Voucher ref.		CAG Ref: CRQ ref., JV	
CRQ CAG GL:			
Training (762010)	0	DCT Amount	0
Travel (762020)	0		
Mtgs. & Confs. (762030)	0	Less:	
Sal. & Sup. Costs (761030)	0	Liquidation	
Const. - Proj. Prem. (761040)	0	Amount	0
Other CAG (761010)	0		
Total	0	Balance	0

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New Funding Release	
Activity 1	0
Activity 2	0
Total	0