



COMMONWEALTH OF DOMINICA

MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT

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Kennedy Avenue

Roseau

Commonwealth of Dominica

21st June 2018

Stephen O Malley Resident Representative UNDP - Barbados and the Eastern Caribbean **UN House** Marine Gardens Hastings, Christ Church **BARBADOS**

ATTN:

Jason LaCorbiniere

Programme Specialist – Energy and Environment

Dear Mr. O Malley

Project ID 91618 – Supporting Sustainable Ecosystem

Please find attached one (1) signed Fund Authorization and Certificate of Expenditure (FACE) form in the sum of fifty-four thousand dollars (EC\$54,000.00). This amount is required to meet direct payment to Consultants Dave Williams and Lolita Raffoul for work done under the project.

Yours sincerely,

ANDERSON PARILLON ECONOMIST/UNDP FOCAL POINT

Permanent Secretary/Environment, Climate Resilience, Disaster Management & Urban Renewal Director Environment Coordinating Unit

Attachment

UNDP Date: Jun-16	Type of Request: Street Cash Transfer (DCT) Reinbursement	REQUESTS / AUTHORIZATIONS	New Request Period & Authorised Amount Authorised Amount Amount Amount	XCD XCD XXD	D=A+C E F G=D+F	40,500.00	13,500,00				54,000.00		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.				FOR UNFPA USE ONLY	New Funding Release	Activity 1	Activity 2 0	Total
UN Agency: U		REPORTING	Authorised Amount Actual Project Expenditure Expenditures accepted by Agency	dox dox	A						0.00	tes attached.	equest with itemized cost estimates. The deballed accounting documents for these expenditu		ANJERSON PARILLON		FOR UNICEF USE ONLY	Account Charges	Cash Transfer Reference CROsef no. Vouder ref. no.		Travel 0 0 Mekenya & Conteenves 0 0 One Cosh Transfers 0 0 10 10 10 10 10 10 10 10 10 10 10 10
	tems			Coding for UNDP, UNFPA and WFP		71200	71200					institution hereby certifies that: ditures as per AWP and itemized cost estima	disbursed in accordance with the AWP and re			d areas to be completed by the counterpart,	_	Ac	S 3	<u> </u>	
Funding Authorization and Certificate of Expenditures	Country: The Commonwealth of Dominica Programmo Code & Title: Project Code & Title: Project Code & Title: Project Code & Title: Responsible Office(s): Lloyd Prascal Implementing Partner: Environmental Coordinating Unit	Currency: XCD		Activity Description from AWP with Duration		Payment to Consultant (Dave Williams)	Payment to Consultant (Lelita Raffoul)			Bank Charges - Other Bank Charma- Barbados	Total	CERTIFICATION The undersigned authorized officer of the above-mentioned implementing institution hereby cettifies 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 or provision of funds.	The advance and expenditure requested above were approved for processing	mitted.	NOTES: Shaded areas to be completed by the LN Agency and non-shaded areas to be completed by the counterpart,	FOR AGENCY USE ONLY:	Approved by:	Signature	Name:	Title:



MINISTRY OF ENVIRONMENT, CLIMATE RESILIENCE, DISASTER MANAGEMENT AND URBAN RENEWAL

ENVIRONMENTAL COORDINATING UNIT

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E-mail: ecu@dominica.gov.dm

Roseau Fisheries Complex

Dame M. Eugenia Charles Blvd.

Roseau, DOMINICA

20th June 2018

TO WHOM IT MAY CONCERN,

Please pay to David Williams the sum of Forty-Thousand Nine Hundred Eastern Caribbean Dollars (EC\$40,500.00) for submission of the training material and the conduction of first group training and completion of the third site training as per his contract.

Please pay to Lolita Raffoul the sum of Thirteen Thousand Five Hundred Eastern Caribbean Dollars (EC\$13,500.00) for completion of 50% of trainings as per her contract.

The Director of ECU certifies that these consultants have satisfactorily rendered the services under their terms of reference.

Best Regards,

LLOYD PASCAL

DIRECTOR

ENVIRONMENTAL COORDINATING UNIT

LOLITA RAFFOUL

INVOICE

PO Box 1740, Roseau, Commonwealth of Dominica Mobile: 767.614.9759; Email: raffoullolita@gmail.com; Skype: lolita.raffoul

#SSE11062018_002 DATE: June 11, 2018

Bill to:

SSE Project Coordinator, SSE Project

Environmental Coordinating Unit, Ministry of the Environment, Climate Resilience, Disaster Management and Urban Renewal, Roseau, Commonwealth of Dominica

SERVICE DESCRIPTION	AMOUNT
Consultant Service as Natural Resource Manager to the SSE Project in the Commonwealth of Dominica for the second deliverable as per line item:	
Completed 50% of the PA training to Forestry / National Parks staff on 7 modules developed: (1) PA Planning Methods; (2) Organizational Management and Leadership; (3) Site Operations and Management; (4) Visitor Management; (5) Financial Management; (6) Enforcement; and (7) Fire Management that was conducted between April and June 2018.	25% of US\$20,000.00 US\$5,000.00 EC\$13,500.00
Project Details The Supporting Sustainable Ecosystem by Strengthening the Effectiveness of Dominica's Protected Area System (SSE) Project is implemented in Dominica by the Environmental Coordinating Unit under the Ministry of the Environment, Climate Resilience, Disaster Management and Urban Renewal. Under the SSE Project, the Natural Resource Manager (NRM) Consultant, Lolita Raffoul, must undertake four deliverables from which four payments will be made per deliverable. The second deliverable was completed as per line item aforementioned. A progress report on same was submitted to the SSE Project Coordinator.	
TOTAL AMOUNT DUE:	US\$5,000.00
	EC\$13,500.00

PAYMENT CONDITION:

25% of US\$20,000.00 on completing 50% of the PA trainings under the SSE project and provision of a progress report payable to Lolita Raffoul. Payment is due within 30 days. If you have any questions concerning this invoice, kindly contact Lolita Raffoul.

THANK YOU FOR YOUR BUSINESS!

Lolita Raffoul

June 11, 2018

Date

David Williams

Elmshall / Roseau

Dominica

Attn: SSE Project Coordinator

Environmental Co-ordinating Unit (ECU)

Ministry of Environment

Roseau

Dominica

15, June 2018

To payment due per consulting services as Forest Expert and Trainer reference Service Contract dated 8th, June 2018 related to Project titled: Supporting Sustainable Ecosystems by Strengthening the Effectiveness of Dominica's Protected Areas System:

25% of total Contract sum on submission of training materials and the conduct of first group training-EC\$20,250.00

25 % of total Contract sum on submission of third site training EC\$ 20,250.00

Total amount due: Forty thousand and five hundred dollars (EC\$40,500.00)

DAVID WILLIAMS

CONSULTANT/FOREST EXPERT-TRAINER