



COMMONWEALTH OF DOMINICA

2/1/18

## MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT

Tel: (767) 266 3148/4289  
Fax: (767) 448 0054  
E-mail: minsecplanning@dominica.gov.dm  
Website: www.dominica.gov.dm

5<sup>th</sup> Floor, Financial Center Building  
Kennedy Avenue  
Roseau  
Commonwealth of Dominica

31<sup>st</sup> August, 2018

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

**Fax No. (246) 429 2448**

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-two thousand , seven hundred and fifty dollars (EC\$52,750.00). This amount is required to meet salary obligations to the Technical Forest Officer and the Technical Project Assistant as outlined in the attached agreement.

Yours Sincerely

.....  
**OSCAR GEORGE**  
**ECONOMIST/UNDP ALTERNATE FOCAL POINT**

cc: *Permanent Secretary/ Environment, Climate Resilience, Disaster Management & Urban renewal Attachment*

**Funding Authorization and Certificate of Expenditures**

Country: The Commonwealth of Dominica  
 Programme Code & Title: Energy and Environment  
 Project Code & Title: 91618 Supporting Sustainable Ecosystems  
 Responsible Officer(s): Lloyd Pascal  
 Implementing Partner: Environmental Coordinating Unit

UN Agency: UNDP

Date: Aug-18

Type of Request:  
 Direct Cash Transfer (DCT)  
 Reimbursement  
 Direct Payment

REPORTING		REQUESTS / AUTHORIZATIONS	
Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	New Request Period & Amount	Outstanding Authorised Amount
		XCD	XCD
Project Management - Staff Salary (Shari-Anne Gregoire) August - December 2018	71300	E	G = D + F
Project Management - Staff Salary (Shisha Birmingham) August - December 2018	71300	32,500.00	
		20,250.00	
Bank Charges - Other			
Bank Charges- Barbados			
<b>Total</b>		<b>52,750.00</b>	

**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: 29<sup>th</sup> August 2018

Name & signature: OSCAR GEORGE *[Signature]*

UNDP Alternate Focal Point

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	
Cash Transfer Reference: CRO ref. no., Voucher ref. no.	
GL codes:	
Training	0
Travel	0
Meetings & Conferences	0
Other Cash Transfers	0
<b>Total</b>	<b>0</b>

FOR UNFPA USE ONLY

New Funding Release	
Activity 1	0
Activity 2	0
<b>Total</b>	<b>0</b>



**MINISTRY OF ENVIRONMENT,  
CLIMATE RESILIENCE,  
DISASTER MANAGEMENT AND**

**URBAN RENEWAL  
ENVIRONMENTAL COORDINATING UNIT**

Tel: (767) -266-5256  
Fax: (767) -448-4577  
E-mail: [ecu@dominica.gov.dm](mailto:ecu@dominica.gov.dm)

Roseau Fisheries Complex  
Dame M. Eugenia Charles Blvd.  
Roseau, **DOMINICA**

3<sup>rd</sup> September 2018

TO WHOM IT MAY CONCERN,

Please pay to Shisha Birmingham the sum of Four Thousand and Fifty Eastern Caribbean Dollars (EC\$4,050.00) representing her salary for the month of August 2018.

Please pay to Shari-Anne Gregoire the sum of Six Thousand Five Hundred Eastern Caribbean Dollars (EC\$6,500.00) representing her salary for the month of August 2018.

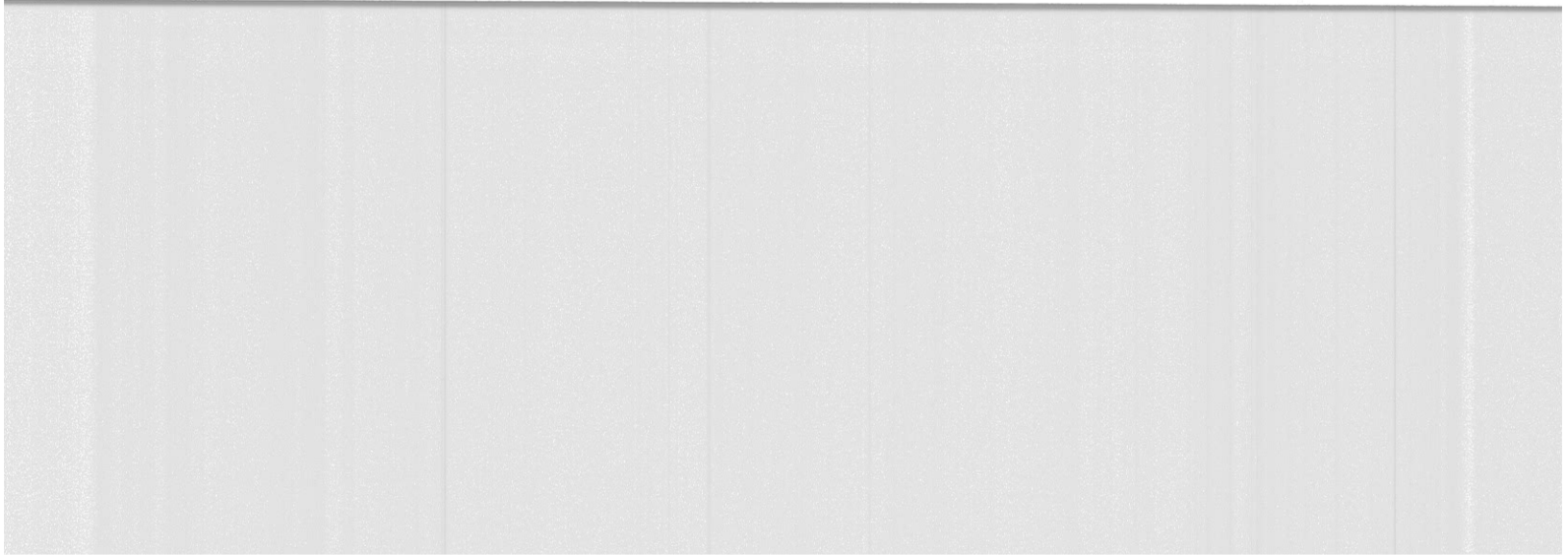
The Director of ECU certifies that these staff members have satisfactorily rendered the services under their terms of reference.

Best Regards,

**LLOYD PASCAL  
DIRECTOR  
ENVIRONMENTAL COORDINATING UNIT**

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*“Embrace the Challenge: Rethink, Rebuild, Transform”*







COMMONWEALTH OF DOMINICA

A contract made this 23<sup>rd</sup> day of June, 2017 between the Government of the Commonwealth of Dominica herein represented by Mr. Davis Letang, Permanent Secretary at the Ministry of Health and Environment (hereinafter referred to as the Client) of the One Part and the Shari-Anne Gregoire of Castle Comfort (hereinafter referred to as the Contractor) of the Other Part.

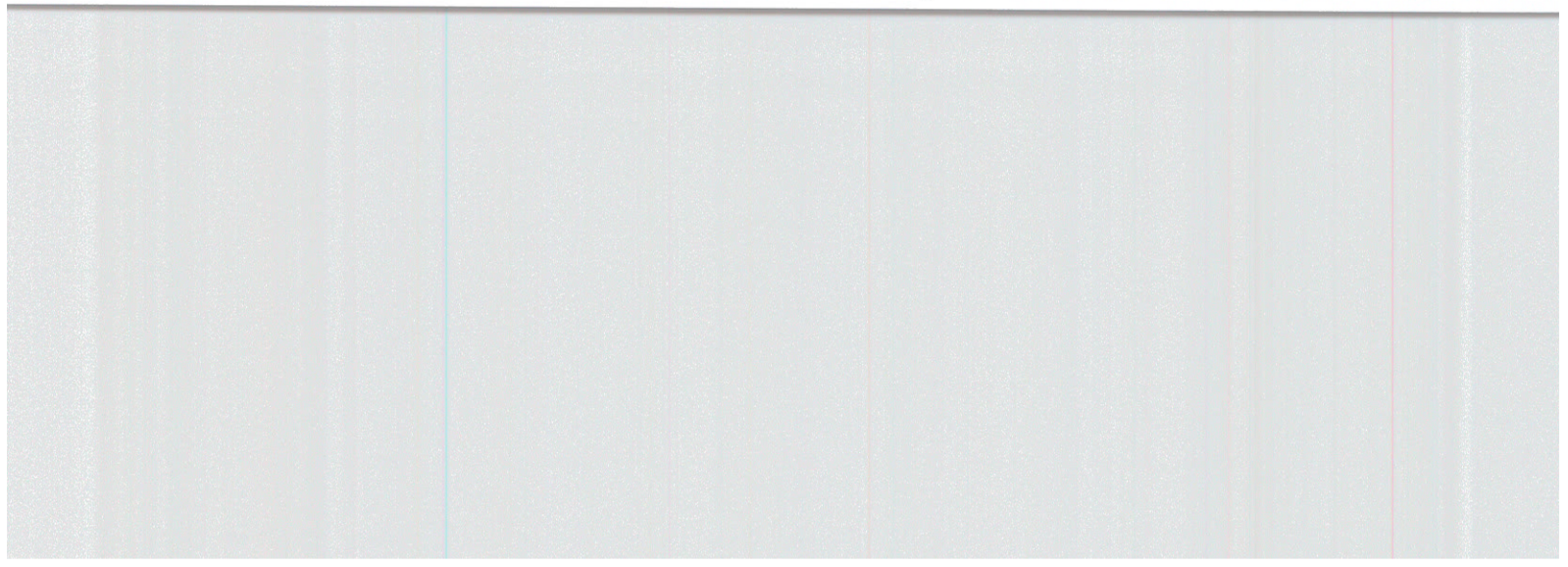
WHEREBY IT IS AGREED AS FOLLOWS:

- 1. The person engaged undertakes that she will diligently and faithfully perform the duties of **Technical Forest Officer** for the term of her engagement and will provide technical support to the Project partners and liaise with the ECU on the overall implementation of project activities, as well as provide technical assistance to and support the capacity building component in both the PAs and the buffer zone, including specifically for livelihood activities in the buffer zone.
- 2. The Contractor shall be responsible for his/her own Insurance, workmen's compensation, health, accident and life insurance covering the duration of the contract period.
- 3. This contract may be modified by mutual agreement by both parties in writing.
- 4. Nothing in this contract shall place any obligations or responsibility on the Government of the Commonwealth of Dominica other than what is stated in the contract.

TERMS OF ENGAGEMENT

- 5. Subject to the Provision of this Contract the term of engagement of the Person engaged is for continuous resident service commencing 15<sup>th</sup> June 2017 to 13<sup>th</sup> February 2019.

*u AS*





**DUTIES**

- 6. The Contractor shall furnish the Client with the service described in the TOR included in this agreement which is an integral part to this Agreement. The product of Service shall be provided under the Project Title: **Supporting Sustainable Ecosystem by strengthening the Effectiveness of Dominica’s Protected Area System**
- 7. The Client shall provide assistance to the Contractor by way of access to relevant personnel, data and technical resources that may be needed for accomplishing the tasks under the terms of reference. Failure to render such assistance in whole or part by the Client shall not be detrimental to the Contractor in respect of any payments agreed to in this contract.
- 8. The Contractor accepts full responsibility for the product or services required under the Contract including but not limited to:
  - Provide overall support to the project coordinator and CTA in the planning and implementation of all components of the project, including advising in the preparation of work plans and technical reports;
  - Support capacity building in the development and implementation of PA management plans and other protected area planning processes and tools, as well as PA regulations and enforcement mechanisms;
  - Support capacity building in PA management functions, including enforcement, research and monitoring; and
  - Support the planning and preparation of ecological inventories and conservation programs within PA sites.

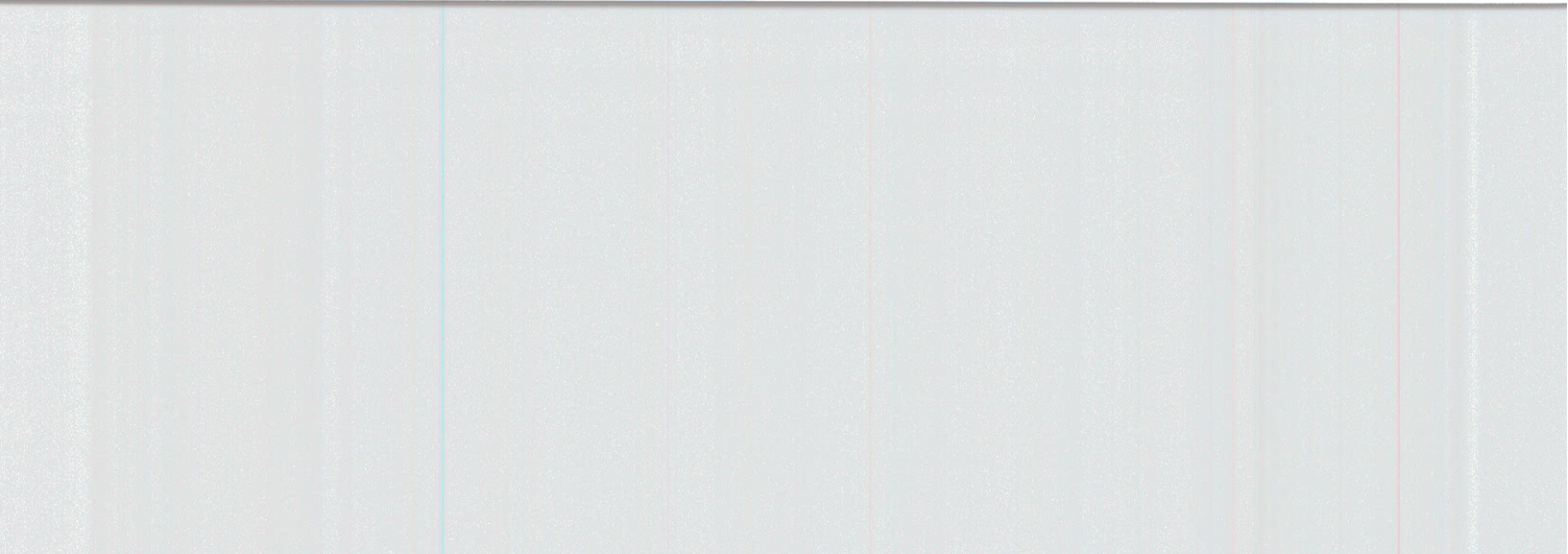
**SALARY**

- 9. Subject to the terms and conditions of this contract, the Contractor shall be paid monthly in the sum of ECS6,500.

**ILL-HEALTH**

- 10. i. If the person engaged shall be compelled by reason of ill-health (not caused by her own fault) to resign her office, or if at any it shall be certified by a duly qualified medical officer employed by the Government that she is capable by reason of any infirmity of mind or body, of rendering further sufficient service the Government shall pay her salary up to date of such resignation or certification.
- ii. A certification signed by a duly qualified medical officer employed by the Government shall be evidence on the question whether or not the person engaged was compelled to resign her office by reason of ill-health within the meaning of the clause.

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iii. Sick Leave with full pay shall not exceed an aggregate of thirty (30) days in any given year during the term of engagement.

iv. Sick Leave in excess of thirty (30) days in any one-year shall be unpaid leave.

**DISMISSAL**

11. If the person engaged shall at any time after the signing hereof neglect or refuse or from any cause other than ill-health not caused by her own misconduct as provided in Clause 4 become unable to perform any of her duties or to comply with any order, or shall disclose any information respecting governmental matters without authority, or shall be guilty of serious misconduct, the Government may terminate her engagement forthwith and thereupon all rights and advantages reserved to her by this Agreement shall cease.

**DETERMINATION OF ENGAGEMENT**

12. i. The Government may at any time determine engagement of the person engaged on giving her one (1) month's notice in writing or on payment him one (1) month's salary.

ii. The person engaged may, at any time, after the expiration of three (3) months from the commencement of her terms of engagement and while in the service of the Government, determine her engagement on giving to the Government three (3) month's notice in writing or on paying to the Government one (1) month's salary.

**LEAVE AND TERMINATION PAYMENT**

13. The person engaged will ordinarily be granted leave at the rate of ~~thirty (30)~~ <sup>twenty-one (21) working</sup> calendar days per annum to be taken annually and in any event before the expiration of the term of engagement

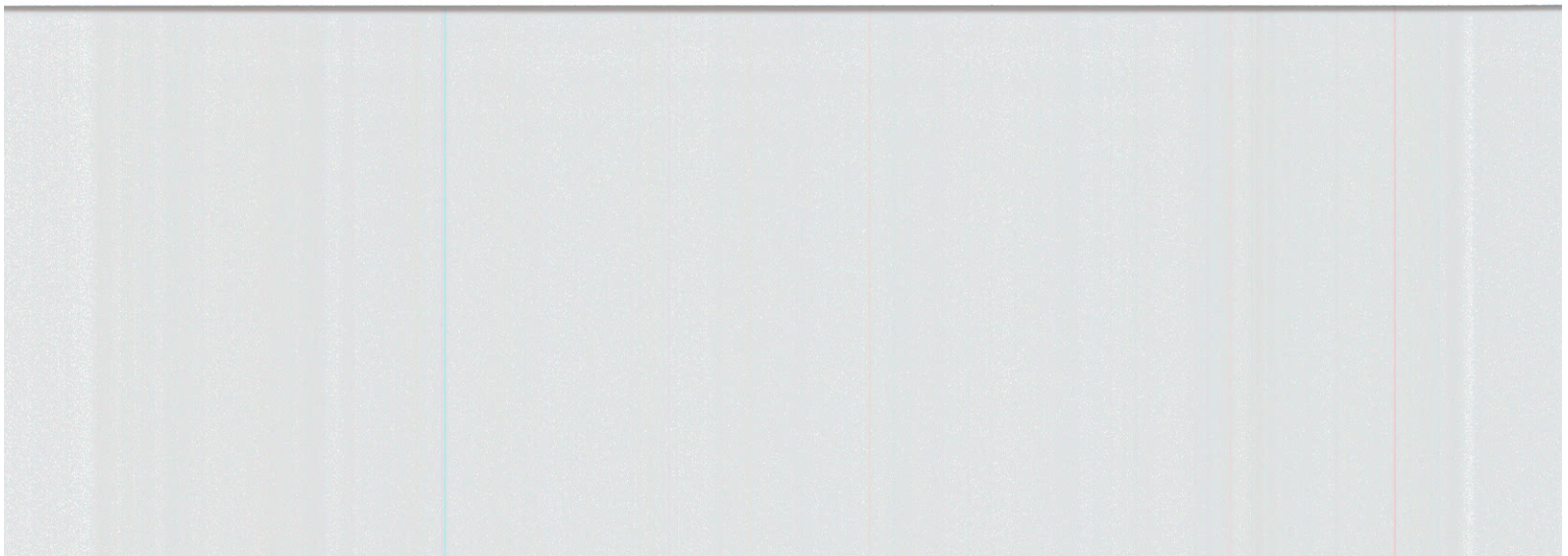
**FURTHER EMPLOYMENT**

14. Not less than one month prior to the completion of the term of engagement the person shall give notice in writing to the Government whether she desires to enter into a new service Agreement and the Government shall thereupon decide whether it will offer her further employment. If the Government offers her further employment the re-engagement will be on such term and for such period as may be mutually agreed.

**DISPUTES**

15. In the event of any disputes out of, related to or pertaining to this contract, such disputes shall be settled by an Independent Arbitrator acceptable to both parties whose decision shall be final and binding on both parties.

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**FOR THE GOVERNMENT OF  
Commonwealth of Dominica**

*[Signature]*  
.....  
Davis Letang

*22/06/17*  
.....  
Date

*[Signature]*  
.....  
Witness

*23/6/17*  
.....  
Date

**FOR THE CONTRACTOR**

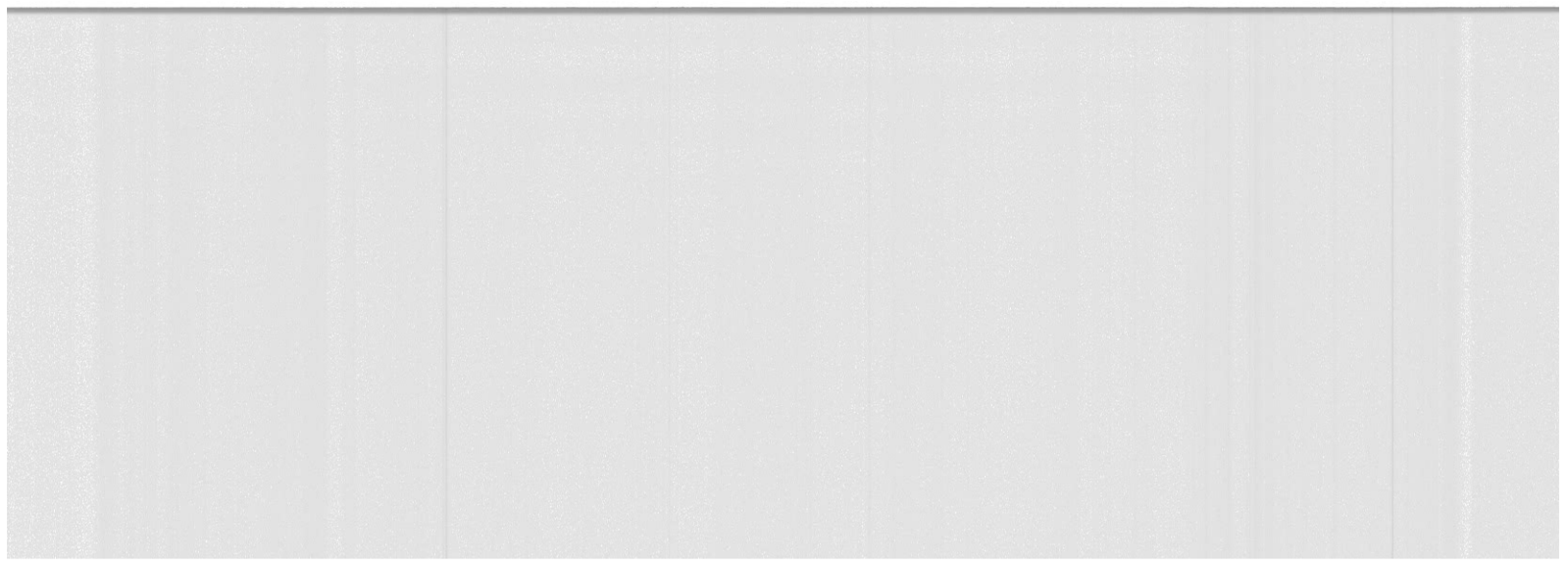
*[Signature]*  
.....  
Shari-Anne Gregoire

*20/6/2017*  
.....  
Date

*[Signature]*  
.....  
Witness

.....  
Date

*W AS*



**Terms of Reference**

**Technical Forest Officer**

**A. Project Description**

Dominica has of a national Protected Area (PA) system consisting of six (6) terrestrial and one marine park, however, the reality is that only three (3) of the PA are legally constituted, while two of the noted sites have been partially developed commercially and are no longer considered suitable as national parks, the other site is a potential marine protected area that has yet to be designated. This PA estate is supported by the National Parks and Protected Areas Act No. 16 of 1975, amended by Acts 54 of 1986, Act 12 of 1990, and Act 8 of 2001 is the principal piece of legislation relating to the management of national parks in Dominica. The Act provides for the declaration of both national parks and protected areas, leasing of land for protected areas, the establishment of a System of National Parks and Protected Areas. The Act also makes provisions for the creation of a National Parks Service to manage a System of National Parks and Protected Areas. Despite the Act, there is no PA Management system, the designated World Heritage site has no buffer-zone hence the core zone is threatened as is the case for all other PAs. Systemic and site management of the PAs is poor and the revenue generation potential not maximized, hence PA is undercapitalized and local and global benefits are at risk.

This project will use GEF incremental support to build Dominica's national capacity to manage its PA system with emphasis on the Morne Trois Piton National Park (MTPNP) and its buffer zone; to improve management effectiveness create sustainable livelihood activities and improve biodiversity conservation. Project implementation will ensure replication and dissemination of lessons learnt at the other sites (Parks, Trails, and nature Sites), and other GEF funded activities locally and regionally. This project will develop a protected areas management system in keeping with recommendations from previous initiatives like the OECS Protected Areas and Associated Livelihoods (OPAAL) project and the National Parks Consortium Studies. Using the GEF funding this project will strengthen the sustainability of Dominica's PA system by developing a sustainable financial management plan, site specific management plan for MTPNP, ensure the legal establishment of a buffer zone for MTPNP, create community atlases for local communities in and around the buffer zone thus establishing living landscapes. GEF funding will also be used to build capacity at the systemic and community level to effectively manage PAs and their buffer zones.

**B. Scope of Services, Expected Outputs and Target Completion**

The TFO will be based at the offices of the ECU and will report to the Director of ECU and will perform such duties as may be assigned to him by the project coordinator in keeping with his/her specific TOR. The main duty of the TFO will be to provide technical support to the Project partners and liaise with the Forestry, Wildlife and Parks Division on the overall implementation of project activities, as well as provide technical assistance to and support the capacity building component in both the PAs and the buffer zone, including specifically for livelihood activities in the buffer zone. Specifically the TFO will

- Provide overall support to the project coordinator and CTA in the planning and implementation of all components of the project, including advising in the preparation of work plans and technical reports;

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- Support capacity building in the development and implementation of PA management plans and other protected area planning processes and tools, as well as PA regulations and enforcement mechanisms;
- Support capacity building in PA management functions, including enforcement, research and monitoring; and
- Support the planning and preparation of ecological inventories and conservation programs within PA sites.

**C. Institutional Arrangements**

The Technical Forest Officer will render technical support to the ECU.

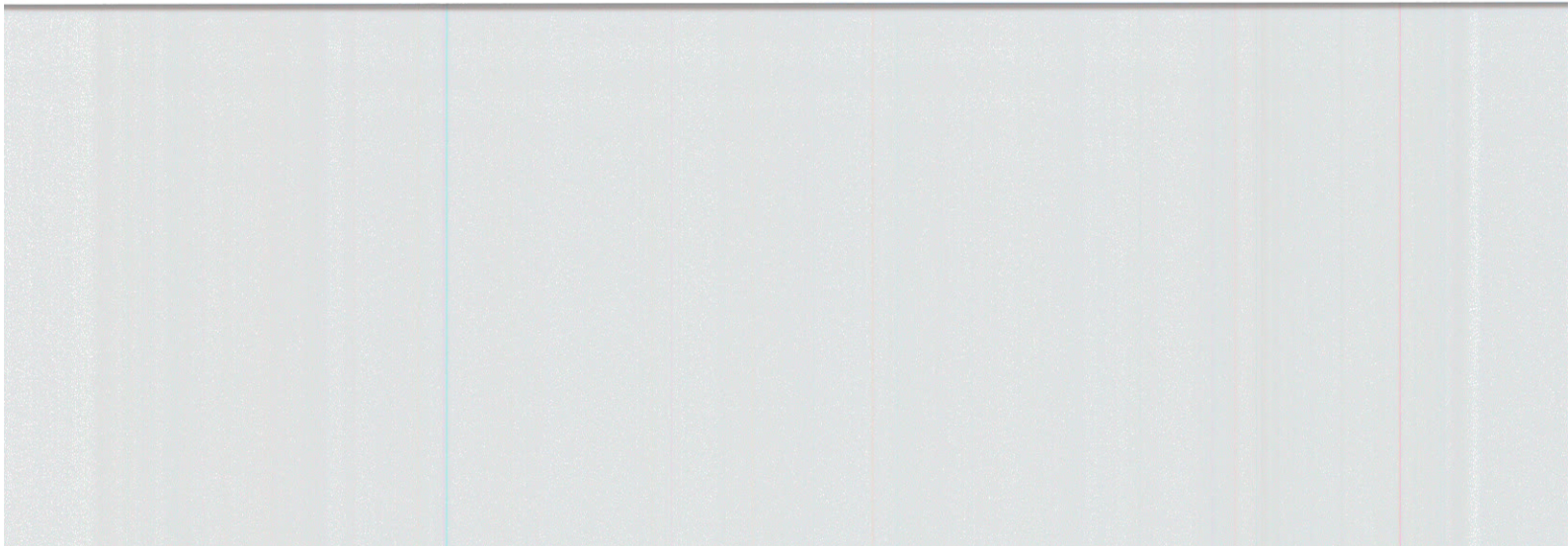
**D. Duration of the Work**

**Total time:** Two years full-time with possibility to extend

**E. Location of Work**

The Technical Forest Officer will be based at the offices of the Environmental Coordinating Unit.

*W B*







COMMONWEALTH OF DOMINICA

A contract made this 23<sup>rd</sup> day of June, 2017 between the Government of the Commonwealth of Dominica herein represented by Mr. Davis Letang, Permanent Secretary at the Ministry of Health and Environment (hereinafter referred to as the Client) of the One Part and Shisha Birmingham of Goodwill (hereinafter referred to as the Contractor) of the Other Part.

WHEREBY IT IS AGREED AS FOLLOWS:

- 1. The person engaged undertakes that she will diligently and faithfully perform the duties of **Technical Project Assistant** for the term of her engagement and will provide support to the effective and efficient management of the Project through a range of actions contributing to the design, planning, management and monitoring of project activities.
- 2. The Contractor shall be responsible for his/her own Insurance, workmen's compensation, health, accident and life insurance covering the duration of the contract period.
- 3. This contract may be modified by mutual agreement by both parties in writing.
- 4. Nothing in this contract shall place any obligations or responsibility on the Government of the Commonwealth of Dominica other than what is stated in the contract.

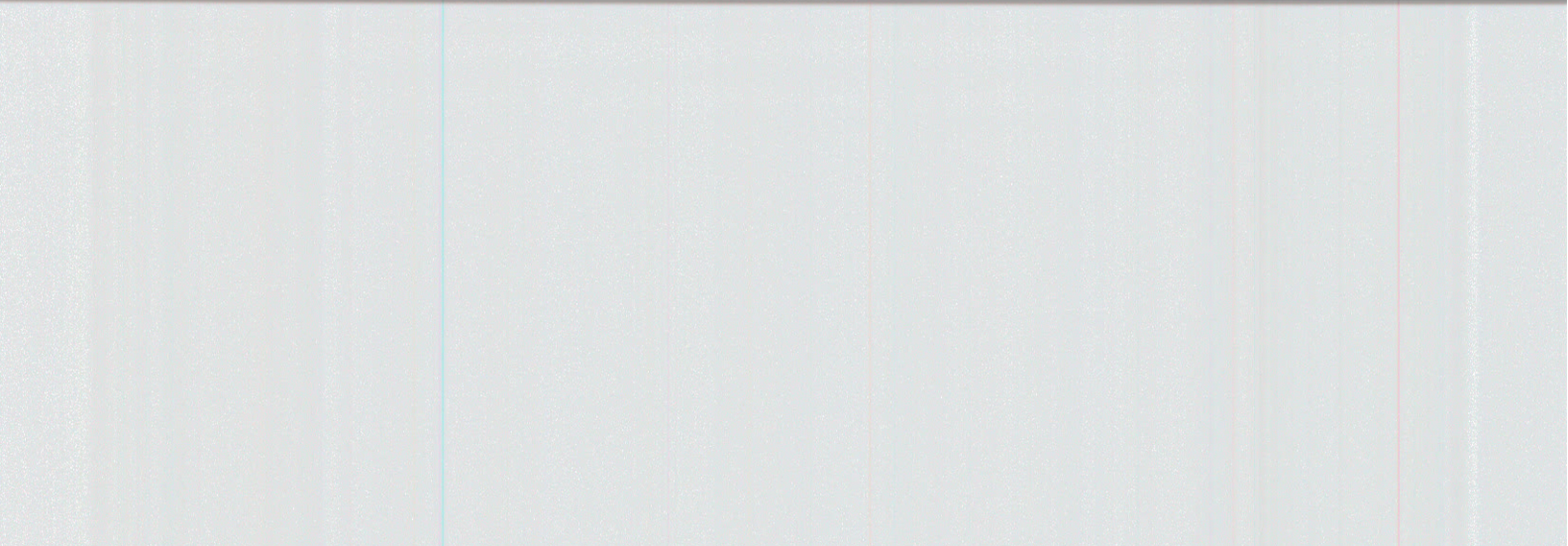
TERMS OF ENGAGEMENT

- 5. Subject to the Provision of this Contract the term of engagement of the Person engaged is for continuous resident service commencing 15<sup>th</sup> June 2017 to 13<sup>th</sup> February 2019.

DUTIES

- 6. The Contractor shall furnish the Client with the service described in the TOR included in this agreement which is an integral part to this Agreement. The product of Service shall be provided under the Projects Titled: **Supporting Sustainable Ecosystem by**

*SB*





**strengthening the Effectiveness of Dominica's Protected Area System and Low Carbon Development Pathway: Promoting Energy Efficiency applications and solar photovoltaic technologies in streets, outdoor areas and public buildings in island communities nationwide**

- 7. The Client shall provide assistance to the Contractor by way of access to relevant personnel, data and technical resources that may be needed for accomplishing the tasks under the terms of reference. Failure to render such assistance in whole or part by the Client shall not be detrimental to the Contractor in respect of any payments agreed to in this contract.
- 8. The contractor shall provide secretarial support to both the Biodiversity (SSE) and the Low Carbon (Climate Change) projects.
- 9. Specifically the Contractor accepts full responsibility for the product or services required under the Contract including but not limited to:
  - Providing timely periodic reports (quarterly and annually) jointly with the projects coordinator
  - Prepare documentations for submission to UNDP (Face Forms, Time Sheets, work plans). The project coordinators are responsible for developing the work plans.
  - Arrange meetings and make travel arrangements relating to these projects.
  - Coordinate logistical matters (meeting invitations, venues, refreshment etc.) relating to the implementation of the projects.
  - Assist in collating data and maintaining project data bases.

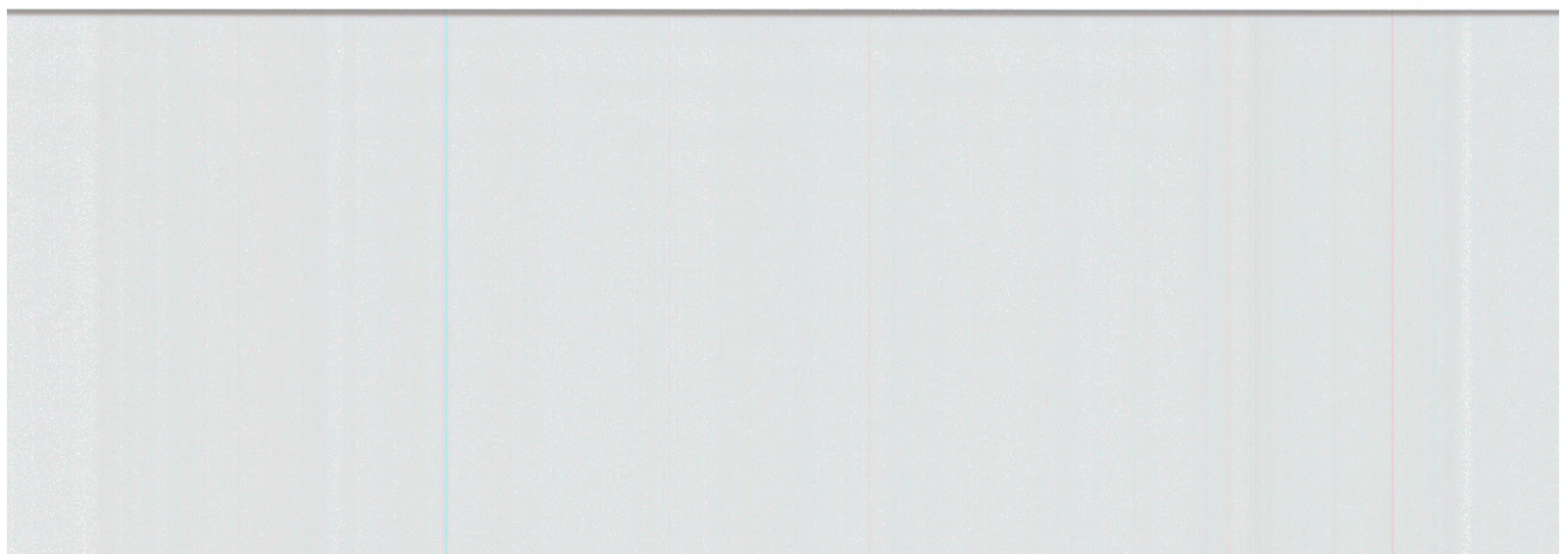
**SALARY**

- 10. Subject to the terms and conditions of this contract, the Contractor shall be paid monthly in the sum of ECS4,050.

**ILL-HEALTH**

- 11. i. If the person engaged shall be compelled by reason of ill-health (not caused by her own fault) to resign her office, or if at any it shall be certified by a duly qualified medical officer employed by the Government that she is capable by reason of any infirmity of mind or body, of rendering further sufficient service the Government shall pay her salary up to date of such resignation or certification.
- ii. A certification signed by a duly qualified medical officer employed by the Government shall be evidence on the question whether or not the person engaged was compelled to resign her office by reason of ill-health within the meaning of the clause.
- iii. Sick Leave with full pay shall not exceed an aggregate of thirty (30) days in any given year during the term of engagement.
- iv. Sick Leave in excess of thirty (30) days in any one-year shall be unpaid leave.

u SB





**DISMISSAL**

- 12. If the person engaged shall at any time after the signing hereof neglect or refuse or from any cause other than ill-health not caused by her own misconduct as provided in Clause 4 become unable to perform any of her duties or to comply with any order, or shall disclose any information respecting governmental matters without authority, or shall be guilty of serious misconduct, the Government may terminate her engagement forthwith and thereupon all rights and advantages reserved to her by this Agreement shall cease.

**DETERMINATION OF ENGAGEMENT**

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**LEAVE AND TERMINATION PAYMENT**

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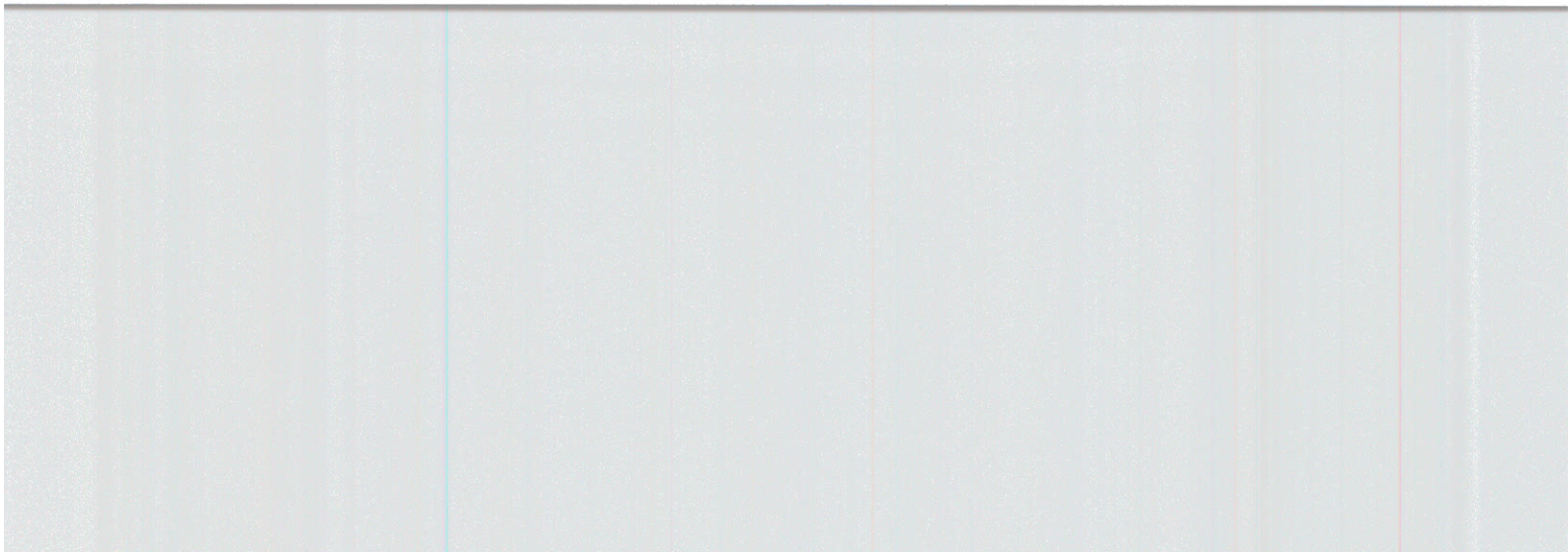
**FURTHER EMPLOYMENT**

- 15. Not less than one month prior to the completion of the term of engagement the person shall give notice in writing to the Government whether she desires to enter into a new service Agreement and the Government shall thereupon decide whether it will offer her further employment. If the Government offers her further employment the re-engagement will be on such term and for such period as may be mutually agreed.

**DISPUTES**

- 16. In the event of any disputes out of, related to or pertaining to this contract, such disputes shall be settled by an Independent Arbitrator acceptable to both parties whose decision shall be final and binding on both parties.

*u SB*





**FOR THE GOVERNMENT OF  
Commonwealth of Dominica**

*[Signature]*  
.....  
Davis Letang

*23/06/17*  
.....  
Date

*[Signature]*  
.....  
Witness

*23/6/17*  
.....  
Date

**FOR THE CONTRACTOR**

*[Signature]*  
.....  
Shisha Birmingham

*20/06/17*  
.....  
Date

*[Signature]*  
.....  
Witness

*20/6/17*  
.....  
Date

*[Signature]* SB



Terms of Reference

**Technical Project Assistant**

**A. Project Description**

Dominica has of a national Protected Area (PA) system consisting of six (6) terrestrial and one marine park, however, the reality is that only three (3) of the PA are legally constituted, while two of the noted sites have been partially developed commercially and are no longer considered suitable as national parks, the other site is a potential marine protected area that has yet to be designated. This PA estate is supported by the The National Parks and Protected Areas Act No. 16 of 1975, amended by Acts 54 of 1986, Act 12 of 1990, and Act 8 of 2001 is the principal piece of legislation relating to the management of national parks in Dominica. The Act provides for the declaration of both national parks and protected areas, leasing of land for protected areas, the establishment of a System of National Parks and Protected Areas. The Act also makes provisions for the creation of a National Parks Service to manage a System of National Parks and Protected Areas. Despite the Act, there is no PA Management system, the designated World Heritage site has no buffer-zone hence the core zone is threatened as is the case for all other PAs. Systemic and site management of the PAs is poor and the revenue generation potential not maximized, hence PA is undercapitalized and local and global benefits are at risk.

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**B. Scope of Services, Expected Outputs and Target Completion**

The Technical Assistant will report to the Project Coordinator and will perform such duties assigned by the PC in keeping with the specific TOR. Under the guidance and direct supervision of the PC and UNDP Programme Officer, the TA provides support to the effective and efficient management of the Project through a range of actions contributing to the design, planning, management and monitoring of project activities. The TA applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The TA works in close collaboration with the PC and other project stakeholders for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery.

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The main duty of the TA will be to provide technical assistance to the ECU and Project partners. Specifically the TA will:

Administrative management

- Provide support to international advisors in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, hotel reservations, etc);
- Maintain records on all project personnel and local consultants and their respective status (contracts, TORs, sick leave, vacation, etc.) in accordance with accepted policies and procedures;
- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of Steering Committee meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records
- Arrange external and internal meetings (including the meetings of the Steering Committee, and Technical Working Groups, among others).

Financial management

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the Government and UNDP with respect to financial aspects of the programme, liaise with UNDP-appointed and external auditors wherever required;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an *ad hoc* basis.

Procurement

- In accordance with the work plan, arrange for procurement of equipment, supplies and services;
- Arrange for equipment maintenance and insurance as required;
- Ensure that contractual processes follow the stipulated UNDP procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
- Maintain an equipment and spare inventory including verification and transfer when required.

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**C. Institutional Arrangements**

The Technical Project Assistant will render technical support to the ECU.

**D. Duration of the Work**

**Total time:** Two years full-time with possibility to extend

**E. Location of Work**

The TA will be based at the offices of the ECU so as to bring direct technical assistance to the project, as the ECU will be principal government agency involved in the implementation of the project.

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