



COMMONWEALTH OF DOMINICA

MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT

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5th Floor, Financial Center Building
Kennedy Avenue
Roseau
Commonwealth of Dominica

13th November 2019

Magdy Martinez-Soliman
Resident Representative,
UNDP – Barbados and the Eastern Caribbean
UN House
Marine Gardens
Hastings, Christ Church
BARBADOS

Fax No. (246) 429 2448

ATTN: Danielle Evanson
Programme Manager – Climate Change & Disaster Risk Resilience

Dear Mr. Martinez-Soliman

Project ID 91618 – Supporting Sustainable Ecosystem

Please find attached one (1) signed Fund Authorization and Certificate of Expenditure (FACE) forms in the sum of thirteen thousand, four hundred and sixty-two dollars (US\$13,462.00).

This amount represents direct payment to the Chief Technical Advisor as per invoices dated 07/07/2019 and 30/09/2019.

Yours sincerely,

.....
ANDERSON PARILLON
ECONOMIST/UNDP FOCAL POINT

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

Attachment

“Building A Resilient Public Service – A Collective Response”

Funding Authorization and Certificate of Expenditures

UN Agency: UNDP

UNDP

Date: Nov-19

Country: The Commonwealth of Dominica
 Programme Code & Title: Energy and Environment
 Project Code & Title: 91818 Supporting Sustainable Ecosystems
 Responsible Officer(s): Ms. Careen Prevost
 Implementing Partner: Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal

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

Currency: USD

REPORTING

REQUESTS / AUTHORIZATIONS

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Reporting				Requests / Authorizations		
		Authorised Amount USD	Actual Project Expenditure USD	Expenditures accepted by Agency USD	Balance USD	New Request Period & Amount USD	Authorised Amount USD	Outstanding Authorised Amount USD
Payment to Chief technical Advisor as per invoices dated 07/07/2019 and 30/9/2019	71300	A	B	C	D = A - C	E	F	G = D + F
						13,462.00		
Total		0.00	0.00			13,462.00		

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: 13/11/2019

Name & signature: ANDERSON PARIILLON

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:	
CFO ref. no. / Voucher ref. no.	
GL codes:	
Training	0
Travel	0
Meetings & Conferences	0
Other Cash Transfers	0
Total	0

FOR UNFPA USE ONLY

New Funding Release	
Activity 1	0
Activity 2	0
Total	0

INVOICE

Reynold Murray
Kingstown,
St. Vincent
1 784 529 2420
Reynold.murray@gmail.com

To: PS Ministry of Health
and Environment.
Commonwealth of
Dominica
07 -07-2019

Activity / Deliver y #	Project TITLE & Activity Description	Total Amount in US\$
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Project Title: Supporting Sustainable Ecosystem by Strengthening the Effectiveness of Dominica's Protected Area System

Activity Description

Review of work submitted by consultants Williams, Edwards and Raffoul

Visit to Dominica for PSC meeting May 2nd to 4th 2019.

6,731.00

Support the preparation of TORs for Biodiversity Specialist, Protected Area Specialist and Financial Specialist for PAs

Review existing GIS consultant TORs for the purpose of contract renewal.


Preparation of Multiyear Funding Framework to support request for project extension.

07/07/2018

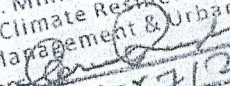
Total

US\$ 6,731.00

CERTIFIED CORRECT

Date: 15/07/2019
Sign: 

5

APPROVED
P.S. Ministry of the Environment
Climate Resilience, Disaster
Management & Urban Renewal
Sign: 
Date: 15/7/2019



PSC Meeting May 2019

The SSE Project Steering Committee (PSC) meeting of May 3, 2019 took place under a new management structure. Permanent Secretary Prevost assumed the position as Chair of the PSC with Shari-Ann Gregoire as PC. The IP was changed from ECU to the Ministry which now has oversight for all projects.

The meeting reviewed the 2019 Annual Work Plan (AWP) out of which came the following:

- The outstanding activities cannot be completed in the remaining project time, a request must therefore be made for a project extension.
- In terms of specific activities the BD scope of work need so be revisited and consideration given to the previous agreement to collaborate with the DVRP Fauna Inventory.
- There is need for a PA finance system, this component of the project needs to be moved forward.
- The boundaries of MTPNP buffer zone has been displace by the hurricane hence the extent of work is more than previously envisioned.
- The Lands and Surveys staff is overstretched and may not be able to assist with the buffer zone activity.
- There are landowners who have been promised financial assistance under the grant scheme. These will need to be dealt with to create a working environment for moving forward.

Next steps moving forward:

- The project team needs to review the outstanding issues relating to the grant scheme.
- Outstanding contracts need to be reviewed to determine if there are any that need to be extended.
- Collaborate with Forestry and the World Bank on GEF Country Note Project initiative.
- The PSC to be provided with guidance on conflict of interest.
- UNDP to provide project extension template and guidance to PC.
- Complete Letter of Agreement between Government and UNDP
- UNDP to finalize the recruitment of the Admin. Assistance.
- Collaborate with Lands and Surveys on costing for the boundaries of the buffer zone.
- Initiate a wider consultation on the draft Legal Policy and Management Plan before submission to cabinet.
- Submit request for project extension.

3.5.7 on page 53 Communication and site operation – good.

Module 4 – Very generic – text book. A greater Dominican flavor required.

5.3.2 on page 79. The reference to MTPNP is good and puts the report into perspective

5:10 on page 83. More could have been said about the use and usefulness of the Financial Sustainability scorecard. The entire document is captured in an annex but some understanding of the benefit and how to use it could have been included here.

5.11 on page 84. Excellent, here one gets a glimpse of the work/ training done by the consultant

Modules 6 and 7 again are generic- Dominica specific references would have made so much difference.

The Surveillance Plan

1.2.3. Develop and implement a surveillance plan to monitor with the intent of preventing illegal activities and fires and enforcement of new guidelines on human activities within the park in order to prevent harmful practices, as well as to prevent encroachment (i.e. land clearing and squatting). A plan will be developed and carried out jointly by PA Coordinating Unit (PACU) staff, Forestry, Wildlife and National Parks Division), NGO and community stakeholders that will include surveillance and covers both the core area and buffer zones.

The consultant stressed institutional strengthening and Financing – key concerns of this project. The plan took cognizance of other ongoing national activities and made provision for linkages – a great developmental benefit.

The language and tone of the report raise some questions;

The Introductory statement says “This document establishes the National Surveillance Plan for Protected Areas ('the Plan') of the Commonwealth of Dominica”

2.1 states Government will increase the diversity and efficiency of monitoring illegal

2.2 states Government will foster prudent management of the natural resources of the PA system

2.3 states Government will set up guidelines on human activities in the protected areas

Questions: Are these government stated policies?

Is this a review of an existing Policy or the development of a plan?

If these are recommendations from the consultants review process then they need to be stated as such.

INVOICE

Reynold Murray
Kingstown,
St. Vincent
1 784 529 2420
Reynold.murray@gmail.com

To: PS Ministry of Health
and Environment.
Commonwealth of
Dominica
30 -09-2019

Activity/ Delivery #	Project TITLE & Activity Description	Total Amount in US\$
6	<p>Project Title: Supporting Sustainable Ecosystem by Strengthening the Effectiveness of Dominica's Protected Area System</p> <p>Activity Description Support the preparation of TORs for: Biodiversity Firm to undertake amalgamated activities 1.1 to 1.7: Conduct Biodiversity Assessment and training of existing staff to assist in biodiversity assessment. Develop a database of species and habitat maps in conjunction with the GIS consultant. Create a baseline from which to assess and monitor threats and manage biodiversity.</p> <p>EIA Codification Standards Consultant</p> <p>Expand Multiyear Funding Framework to support request for project extension to 2021.</p>	6,731.00

Total

US\$ 6,731.00

CERTIFIED CORRECT

Date: 8/11/2019

Sign: [Signature]
SSE Project

[Signature] 30/09/2019

APPROVED
P.S. Ministry of the Environment
Climate Resilience, Disaster
Management & Urban Renewal
Sign: [Signature]
Date: 11/11/2019

Government of Commonwealth of Dominica

A contract made this 13th day of December 2016 between the **Government of the Commonwealth of Dominica** herein represented by Mrs. Helen Royer, Permanent Secretary at the Ministry of Health and Environment (hereinafter referred to as the Client) of the One Part and the **Dr. Reynold Murray of St. Vincent** (hereinafter referred to as the Contractor) of the Other Part.

WHERE IT IS AGREED pursuant to the Joint Agreement entered into between the **Government of the Commonwealth of Dominica** and the contractor, that the Contractor acting as an independent third party will provide technical guidance to the PC and the MoAF on the overall implementation of project activities, as well as capacity building for the Project staff and other relevant institutions and partners on PA management.

1. 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**
2. The Contract Period is 1st October 2016 to 30th September 2019.
3. 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.
4. The Contractor accepts full responsibility for the product or services required under the Contract.
5. 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.
6. This contract may be modified by mutual agreement by both parties in writing.

Terms of Reference

Chief Technical Advisor

A. Project Description

Dominica has 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 main duty of the Chief Technical Advisor (CTA) is to provide technical guidance to the Project Coordinator (PC) and the Environmental Coordinating Unit (ECU) on the overall implementation of project activities, as well as capacity building for the staff of the ECU and other relevant institutions and partners on PA management, with specific reference to the following:

- Provide technical and strategic assistance to the PC and other counterparts in areas of project planning, management and implementation, of the technical assistance components of the project, including development of biennial work plans, monitoring progress on activities and toward project targets, providing quality assurance for outputs;
- 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;
- Provide capacity building support to ECU and Division of Forestry, Wildlife and National Parks