

**Funding Authorization and Certificate of Expenditures**

UN Agency: **UNDP**

Date: **6-Aug-20**

Country: **Antigua and Barbuda**  
 Programme Code & Title: **[Project ID] 00102290**  
 Monitoring and assessment of MEA implementation and environmental trends in Antigua and Barbuda  
 Responsible Officer(s): **Diana Black-Layne**  
 Implementing Partner: **Department of Environment**

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					
		Authorized Amount XCD	Actual Project Expenditure XCD	Expenditures accepted by Agency XCD	Balance XCD	New Request Period & Amount XCD	Authorized Amount XCD	Outstanding Authorized Amount XCD	Authorized Amount BBD Bank Rate	Outstanding Authorized Amount BBD Bank Rate	
<b>Component 1</b>											
Contracting Consultants	71800	37,887.78	9,843.75		17,290.00						
Travel to/from Barbuda and in Antigua	71600	2,500.00	300		0.00						
Convening Stakeholder Workshops	75700	402.81	1,101.62		7,000.00						
Purchase of Project materials	72300	5,000.00	0.00		0.00						
Purchase of Information Technology equipment	72900	392.40	14,024.05		96,000.00						
<b>Component 2</b>											
Contracting Consultants	71800	4,820.00	19,877.87		34,800.00						
Travel to/from Barbuda and in Antigua	71600	0.00	0.00								
Convening Stakeholder Workshops	75700	0.00	0.00								
Purchase of Project materials	72300	0.00	0.00								
Project Management	71800	0.00	2,500.00		5,000.00						
Contracting of Project Consultant	71200										
Cost of travel for Project Management Team	71600	0.00	0.00								
	74100										
	74596										
Bank Charges - Other											
Bank Charges - Barbados											
<b>Total</b>		<b>50,982.99</b>	<b>47,847.29</b>		<b>160,080.00</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: **6-Aug-20**

Name: **Clarence P. Ryan**

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: **Cluster Head**

Date: **14/08/2020**

**FOR UNICEF USE ONLY**

Account Charges

Cash Transfer Reference: **CR90 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



**Expenditure Listing**

<b>Activity Description</b>	<b>Payee</b>	<b>Invoice #</b>	<b>Account Code</b>	<b>XCD</b>
<b>Component 1</b>				
<i>Individual Consultant - Project Assistant</i>	Crystal Wilson	16230	71800	\$ 3,125.00
<i>Individual Consultant - M&amp;E Officer</i>	Era Christopher	912	71800	\$ 5,500.00
<i>Communications Equipment to be used by Project Coordinator and Project Assistant</i>	Department of Environment	-	72800	\$ 5,124.07
<i>Local Food Expenses incurred while Conducting Marine Water Sample Collection</i>	Crystal Wilson	-	71600	\$ 120.00
<i>Local Food Expenses incurred while Conducting Marine Water Sample Collection</i>	Oraine Nurse	-	71600	\$ 180.00
<i>HP Printer Ink</i>	Paperclips	LPO31121	72800	\$ 8,899.98
<i>For 10 Lunch Vouchers for people who attended the CCCD Stakeholder meeting</i>				
	Cand C Company LTD	16292	75700	\$ 300.00
<i>For 10 Lunch Vouchers for people who attended the CCCD Stakeholder meeting</i>				
	Curtis Ltd	16291	75700	\$ 300.00
<i>For 10 Lunch Vouchers for people who attended the CCCD Stakeholder meeting</i>				
	Geos Food	16290	75700	\$ 300.00
<i>Conference room services for hosting of RIO Conention Stakeholder working Group Meeting</i>	Department of Environment	-	75700	\$ 201.62
<i>Contribution to Statutory Cooperations</i>	Medical Benefit, Social Security and Education Levy	-	71800	\$ 1,218.75
<b>Total - Component 1</b>				<b>\$ 25,269.42</b>
<b>Component 2</b>				
<i>Individual Consultant - Technical Data Consultant</i>	Oriane Nurse	16232	71800	\$ 4,500.00
<i>Individual Consultant - Communications Officer</i>	Anitra McDonald	16239	71800	\$ 4,000.00
<i>Consulting firm developing Conservation Series (Final Payment)</i>	Homa Productions	16280	71800	\$ 5,040.00
<i>Individual Consultant - Print the Mangroves Resource Guide</i>	Melissa Sabastien	16288	71800	\$ 462.50
<i>Intern attached to Monitoring and Evaluation &amp; DMU unit</i>	Britney Hoy	16281	71800	\$ 1,600.00
<i>Intern Attached to the Monitoring and Evaluation &amp; DMU Unit</i>	Alisha Koulen		71800	\$ 3,000.37
<i>Contribution to Statutory Cooperations</i>	Medical Benefit, Social Security and Education Levy		71800	\$ 1,275.00
<b>Total Component 2</b>				<b>\$ 19,877.87</b>
<b>Component 3</b>				
<i>Individual Consultant - Project Coordinator</i>	Jason Williams	16229	71800	\$ 2,500.00
<b>Total Component 3</b>				<b>\$ 2,500.00</b>
<b>TOTAL Expenditure for the month July 2020</b>				<b>\$ 47,647.29</b>



## Itemised Cost Estimate 3rd Quarter 2020 Quarter 3

ITEMS	Jul	Aug	Sept	Total	Output	Budget Description
	EC\$	EC\$	EC\$	EC\$		
<b>Component 1</b>						
Payment for the M&E Consultant		5,500.00	5,500.00	11,000.00	1.1, 1.2, 1.5, 2.6	71800
Payment for the Project Assistant		3,125.00	3,125.00	6,250.00	1.1, 1.2	71800
Expenses for virtual server subscription for hosting the NEIS			96,000.00	96,000.00	1.4	72800
Project meeting			2,000.00	2,000.00	1.1, 1.2, 1.5, 2.6	75700
Data Management Trainings		3,000.00	2,000.00	5,000.00	1.5	75700
<b>Total Component 1</b>	<b>0.00</b>	<b>11,625.00</b>	<b>108,625.00</b>	<b>120,250.00</b>		
<b>Component 2</b>						
Payment for Project Assistant responsible for communications & outreach		4,000.00	4,000.00	8,000.00	2.5, 2.6	71800
Payment for Technical Data Consultant		4,500.00	4,500.00	9,000.00	2.2, 2.3	71800
Contractual Services			13,000.00	13,000.00	2.2, 2.4	71800
Interns attached to the DMU		3,200.00	1,600.00	3,200.00	2.5, 2.6	71800
<b>Total Component 2</b>	<b>0.00</b>	<b>11,700.00</b>	<b>23,100.00</b>	<b>34,800.00</b>		
<b>Project Management</b>						
Payment for Project Coordinator		2,500.00	2,500.00	5,000.00	all	71800
<b>Total Project Management</b>	<b>0.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>5,000.00</b>		
<b>Total Component 1, 2 &amp; PM</b>	<b>0.00</b>	<b>25,825.00</b>	<b>134,225.00</b>	<b>160,050.00</b>		