

INVOICE

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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

5

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: 

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



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P.O Box 1392 St. Vincent

Payment Details:

Bank Name: Bank of Nova Scotia

Bank Address: 76 Halifax St. Kingstown, St. Vincent.

Account Name: Rupert Reynold Murray

Account Number: 19734

Intermediary Bank if Necessary

Bank of America, 100 33rd Street, New York N. Y 10001

Swift Code: BOFAUS3N

For Credit: Bank of Nova Scotia, St. Vincent

Swift Code: NOSCVVCV

Account Number: N/A

For Further Credit to: Rupert Reynold Murray, Account # 19734

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.

Review of consultant submission

Dominica PA Forestry Training `Manual

1.2.2. Operational capacity for MTPNP: *Provide training on site operations and management, PA planning methods, enforcement, financial management, organizational management and leadership, visitor management, fire management; community participation and co-management that ensures gender equity, first aid, natural resources management and monitoring, ecosystem conservation and management focused on increasing information on endangered and threatened species within the PA, and communications. Incorporate outputs of capacity development strategy and action plan (see 1.3.5 below). Training of two (2) Forestry, Wildlife and National Parks Division extension officers who will be hired to support buffer zone outreach*

The consultant demonstrated a clear understanding of the project goals – Improve Management Effectiveness, Create Livelihood Activities and Improve Biodiversity Conservation.

The consultant recognized and honored the UNDP Strategic Plan and the Government Legal Sustainable Development Framework set within the Public Sector Limitations and Mandate.

The involvement of relevant stakeholders was visible throughout the report. In the execution of the assignment the consultant used a variety of approaches and techniques such as pre and post test, brainstorming and SWOT analysis, made provision for synergy with other activities and national programs and fostered cooperation with other consultants.

Module 1 to 7 shows evidence of much scholarly research but the more important application is lacking. The report resembles a text book where a work book was the preferred output.

Module specific comments:

1.3.3 on page 14. The SWOT analysis showed that the FWN draft constitution does not support the vision of the current executive committee. What should be done about this? What should or could the SSE do to bridge this divide?

1.7 on page 24. Tips on utilizing PA planning methods – could this be more project specific? May be giving examples from Dominica after each tip?

2.5 on page 29. Common threats to organizations. What are the threats to Dominica PAs?

3.3.5 on page 38. Are the expectations of the WHS Commission being met? What is missing? What is needed to make it happen?

3.4.3 on page 42. Examples from Dominica MTPNP- very good.

3.5.7 on page 53. Co management – Who are they, Dominica's examples excellent.

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.

One bullet under 2.3 says "Identify and develop standard operating procedures for monitoring illegal activities in PA" Does this not resemble an output from the surveillance plan?

Under Program 7 We have [Developing and implementing a PA Surveillance. Finance Plan](#)

Was this not to be an output from this assignment?

This plan could benefit from a check list matrix

What to Monitor	How	When	By whom	Action

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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:</p> <p>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> <p>Total</p>	<p>6,731.00</p> <p>US\$ 6,731.00</p>

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

CTA Report for the period July 1st to September 30th 2019

The period July 1 to September 30, 2019 was an uneventful one. There were several requests for changes to draft TORs and the multiyear funding framework. These changes were necessitated by the request for project extension and the delays in release of funds to support approved activities. As a result of inactivity, it has become necessary to cluster some activities changing from individual contractors to firms and pushing activities closer to 2021 even without the approved extension.

As Chief Technical Advisor to the project I was involved in all aspects of these modifications. At this point, September 30, the request for extension is still in progress and no funds have been released to initiate any work on the ground. Terms of Reference (TOR) and Request for Proposal (RFP) have been developed for a firm to undertake biodiversity activities covering project Activities 1.1 to 1.7. TOR was also developed for a Finance Specialist and the Protected Area Specialist (TORs attached).

There is a challenge finding biodiversity firms to undertake the task. I have been trying to identify biodiversity consultant firms who could be invited to respond to the RFP. Two firms have been identified which may be invited to apply, these are Dr. Spencer Thomas of Grenada and Dr. Floyd Holmer of Trinidad both have worked in Dominica before and are familiar with the existing challenges.

The GIS specialist was appointed but work was not started because of changes to the project management structure. Given the short time remaining and the fact that the consultant had not started actual work, it was suggested that we review the TORs with the view to include other elements that can benefit from the expertise of the GIS consultant yet keep it within the time frame. This draft contract is also attached.

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.

7. 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.
8. Subject to the terms and conditions of this contract by the two parties the following payments shall be made in respect of this contract as follows: Contract sum shall not exceed US\$107,696, inclusive of all cost associated with the execution of the task.

Payment schedule:

Payment would be tied to the delivery of quarterly report on the annual work-plan which is due
 April 15th
 July 15th
 October 15th
 December 20th

The consultant shall submit an invoice for the amount of US\$6,731 along with each quarterly report. Payment shall be made on certification by the Director of ECU acting for the Client to effect that the Contractor has satisfactorily rendered the services under his/her terms of reference.

9. 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.

**FOR THE GOVERNMENT OF
 Commonwealth of Dominica**

H Royer

 Helen Royer

13.12.16

 Date

[Signature]

 Witness

13.12.16

 Date

FOR THE CONTRACTOR

[Signature]

 Reynold Murray

13.12.16

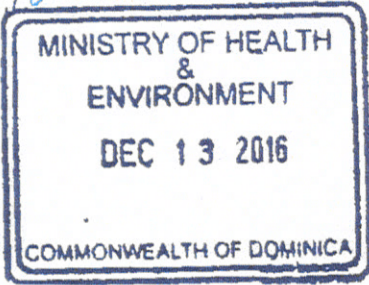
 Date

[Signature]

 Witness

13.12.16

 Date



Terms of Reference

Chief Technical Advisor

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 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

(DFWNP) staff and PA managers and support capacity building in PA management functions, including enforcement; research and monitoring; and community empowerment, outreach and dispute resolution;

- Support the PC in coordinating the work of all consultants and sub-contractors, ensuring timely and quality delivery of expected outputs, effective synergy among the various sub-contracted activities, and integration of project outputs into government work;
- Assist and advise Environmental Coordinating Unit and DFWNP in key strategic and policy issues related to biodiversity, protected areas, institutional strengthening processes, and appropriate monitoring and evaluation systems and knowledge management systems;
- Provide technical support for management of site activities, monitoring, and impact assessment, as well as technical support in the areas of biodiversity conservation strategic planning, Protected Area planning and collaborative management, including strategic and business plan for PAs and training in financial management, and support the planning of ecological inventories and conservation programs within PA sites; and
- Assist in the implementation of other technical aspects of the project as needed.

C. Institutional Arrangements

The CTA will render technical support to the PC, PA agency staff and other government counterparts. He/she will coordinate the provision of the required technical inputs; review and preparation of TORs, and provision of technical support to assure the outputs of consultants and other sub-contractors meet expected standards.

D. Duration of the Work

Work Schedule: The periods of work will be based on the overall schedule of activities as outlined in the annual work plan for each year of the project duration.

Total time: Approximately 40 weeks (10 weeks per year over the 4 years of the project)

E. Location of Work

The CTA will be based at the offices of the ECU so as to bring direct technical assistance to the project, as ECU is the agency implementing the project.

F. Qualifications

The minimum qualification for this post is an advanced university degree in biodiversity conservation, ecology, environmental management or related discipline with at least fifteen years' experience working in environmental management or at least ten years' professional experience related to Protected Areas. The candidate should have experience and knowledge of both terrestrial and marine conservation and PAs preferred. Demonstrated leadership ability and technical ability to communicate complex ideas verbally and in writing. Prior UNDP-GEF project experience and knowledge of UNDP and GEF procedures and guidelines is an advantage