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COMMONWEALTH OF DOMINICA

MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT

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E-mail: minsecplanning@dominica.gov.dm
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5th Floor, Financial Center Building
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

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-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

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

Attachment

“Embrace the Challenge: Rethink, Rebuild, Transform”



**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

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

for

LOLITA RAFFOUL

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

INVOICE

#SSE11062018_002
DATE: June 11, 2018

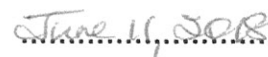
Bill to:

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
<p>Consultant Service as Natural Resource Manager to the SSE Project in the Commonwealth of Dominica for the second deliverable as per line item:</p> <p>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.</p> <p><u>Project Details</u> 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.</p>	<p>25% of US\$20,000.00 US\$5,000.00 EC\$13,500.00</p>
TOTAL AMOUNT DUE:	<p>US\$5,000.00 EC\$13,500.00</p>
<p>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.</p>	

THANK YOU FOR YOUR BUSINESS!


.....
Lolita Raffoul


.....
Date

David Williams
Elmshall / Roseau
Dominica

Attn: SSE Project Coordinator
Environmental Co-ordinating Unit (ECU)
Ministry of Environment
Roseau
Dominica

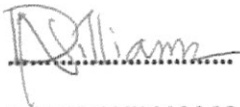
15, June 2018

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