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Amount: USD \$22,191.44

M1-32CPL-000321 /SB-015093.02.01.01/32CPL/11229
Amount: USD \$77,808.56

Total amount: USD \$100,000.00

Small-Scale Funding Agreement
(SSFA/IND/002 /2020)

THIS SMALL SCALE FUNDING AGREEMENT (SSFA) and its annexes (this “Agreement”) is made on August 2020.

BETWEEN:

United Nations Environment Programme (hereinafter referred to as “**UNEP** ”), an international inter-governmental organisation established by the General Assembly of the United Nations, represented by the Regional Office for Latin America and the Caribbean (ROLAC), located in Clayton, City of Knowledge, Bldg. #103 – Alberto Oreol Tejada Avenue, Ancon, Panama City, Panama.

AND:

Owners Association of Hotels and Condos Playa Dorada Inc (hereinafter referred to as “**the Association**”), a non-profit making organization represented by its President, Mr. Cesar De Los Santos and having its office at Carretera Luperón Km.5, Playa Dorada, Puerto Plata, Dominican Republic.

UNEP agrees to co-operate with The Association with respect to the project entitled ‘*Transforming tourism value chains in developing countries and small island developing states for more resource efficient and low-carbon development*’ in Dominican Republic under the project (623.1 Implementing sustainable policies, strategies and management tools on resource efficiency in tourism value chains) of the UNEP Programme of Work. The following annexes are part of this agreement: Project Document, including Implementation Plan (Annex 1), Budget (Annex 2), Interim Progress Report (Annex 3), Interim and Final Expenditure Reports (Annex 4) and Contacts (Annex 5).

1. Project objectives to which the small-scale funding contributes:

1.1 General objective: Support the implementation of activities in the Dominican Republic that contribute to the overall Transforming Tourism Value Chain project on reducing GHG emissions and increase the resource efficiency in the tourism sector with a focus on value chains in the areas of a) accommodation and b) food and beverage. The geographical areas of intervention will be Punta Cana, Bayahibe, and Puerto Plata.

2. Activity or activities to be carried out with the support of the small-scale funding, further described in Annex 1:

- a. Overall project management support and coordination of Stakeholder Advisory Group, in support of the Cleaner Production National Programme of the Ministry of Environment and Natural Resources of the Dominican Republic.
- b. Promote results of market analyses and recommendations to increase the adoption of sustainable procurement practices for the tourism sector.
- c. Support implementation of project's priority actions and of the Roadmap for Low Carbon and Resources Efficient Accommodation in the Dominican Republic.
- d. Organize technical and scientific workshops to provide capacity building and foster dialogue amongst key stakeholders.
- e. Support the development and dissemination of the project's knowledge products, guidelines, and tools.
- f. Promote, incentivize, and demonstrate, at least three success stories in the areas of sustainable gastronomy and beating plastics pollution.
- g. Prepare the progress and financial reporting.
- h. Support the engagement and facilitation of participation of public and private tourism stakeholders.
- i. Facilitate the organization, facilitation, and conduction of training workshops.
- j. Support the organization, facilitation and conduction of capacity building activities and technical support to implement measures and policies that reduce GHG emissions and increase resource efficiency.

3. Expected results/outputs to be achieved, further described in Annex 1:

- a. Implement prioritized measures to mitigate GHG emissions and improve Resource Efficiency by key stakeholders begins.
- b. Provide at least six capacity building sessions to businesses and other relevant actors to support the implementation of activities and the monitoring and reporting of GHG emissions and Resource Efficiency performance.
- c. Compile data of businesses performance on GHG emissions and Resource Efficiency performance.

The project will help the Dominican Republic to:

- 1) Advance on the implementation of an integrated emissions reduction and resource efficiency action framework based on life cycle approaches (i.e. National Roadmap), with specific indicators for mitigation/adaptation priorities.
- 2) Build local institutional and networking capacities.
- 3) Support the reporting of GHG emissions and resource efficiency performance; and
- 4) Enhance regional tourism networking, lessons, and learning.

Outputs including indicators and Work packages:

The project rationale and implementation plan are developed in 5 work packages, organized within two phases scheduled over a four (4) year time period:

1) Assessment Phase – comprising Work Packages I and II, which will consolidate a tourism value chain baseline, develop policy strengthening recommendations (Output I) and apply life cycle based value chain hotspots analyses in order to identify and prioritize action for GHG emission reduction and SCP /resource efficiency measures (Output II); and **2) Implementation Phase** – comprising Work packages III-V, where proposed action frameworks with specific indicators are developed and implemented to mitigate GHG emissions and improve resource efficiency in the targeted value chains of the Dominican Republic (Output III). Capacity will also be built in the local institutions of target countries to help implement the action frameworks (Output IV). The project knowledge as well as best practices from case studies are disseminated and shared within the tourism sector networks (Output V)

4. Starting and ending dates for implementation of the activities:

Start: 17-Aug-2020 (Effective upon the last date of signature of the approving officials)

End: 30-Sep-2021

5. UNEP shall provide The Association with funds up to a maximum amount of **USD \$100.000,00 (one hundred thousand Unites States Dollars)**. The resources provided by UNEP will only be used by The Association in pursuit of the project objectives and for the activities to achieve the results as agreed to in 1 – 3 above. Funds will be made available in 3 instalment(s) as indicated below and upon receipt of a payment request in dollars as follows:

Installment N.	Deliverable as per Budget and Implementation Plan	Amount (USD)	Expected Date of Payment
1	Upon signing of this agreement	\$40.000,00	As soon as possible, at least 15 days after this SSFA's effective date
2	Upon validation of Annex 3, Interim progress report, and Annex 4, Interim Expenditure report, and provision of deliverables 1.1, 3.1, 3.2, 3.3, 3.4, 3.7, 3.8, 4.1,4.2, 5.1, and 5.3.	\$40.000,00	15 January 2021: No sooner than 15 days after submission and acceptance of the relevant Progress and Interim expenditure report which shows at least 70% of the previous payment having been disbursed and approval of requested deliverables
3	Upon validation of Annex 3, Interim progress report, and Annex 4, Interim Expenditure report, and provision of deliverables 1.1, 1.2, 2.1, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 and 6.1.	\$20.000,00	At least 15 days after submission and acceptance of all the outputs indicated in the article 3 and final expenditure reports together with cash advance request (expected: 31 July 2021)

Parties' initials:

THE ASSOCIATION:

UNEP:

The funds shall be deposited in:

<p>Bank Name and Address</p> <p>Name: Banco Popular Dominicano Address: Calle José del Carmen Ariza esq. Duarte</p>	<p>Wire Instructions</p> <p>BPDODOSX</p>
<p>Account Title and Number</p> <p>Asociación de Propietarios de Hoteles Condominios y Establecimientos Comerciales de Playa Dorada, Inc. 712967843</p>	<p>Signatories</p> <p>Mr. Cesar De Los Santos Mr. Miguel A. Jimenez Messon Mr. Roberto Casoni</p>

6. Within 2 months upon expiry of this Agreement, The Association shall refund to UNEP any unspent balance of the above funds.

7. UNEP and The Association will cooperate to monitor the progress of this project. The Association shall submit to UNEP, substantive progress reports; financial reports and a final report at or near the given dates below:

Reports	Date
Progress and Expense Reports (Annex 2 and 3)	15-Dec-2020
Final Progress and Expense Reports	31-Jul-2021

8.a. The Association shall submit financial statements on the use of funds provided, as per UNEP's required format and within the agreed timeframe.

8.b. The Association shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UNEP under this Agreement, to ensure that all expenditures are in conformity with the provisions of this Agreements and its annexes thereto.

8.c. Upon completion of the Project/or Termination of this Agreement, The Association shall maintain the records for a period of at least 3 years unless otherwise agreed upon between the Parties.

8.d. UNEP has the right, at its own expense, to have the records of the Association related to this cooperation reviewed and audited.

9.a. The Association shall consult with UNEP regarding the Intellectual Property Rights as appropriate.

9.b. The Association shall only use the UNEP name, logo and emblem in connection with the Project with the prior written consent of UNEP.

Parties' initials:

THE ASSOCIATION:

UNEP:

9.c. In no event will authorization of the UNEP name or emblem, or any abbreviation thereof, be granted for commercial purposes.

10. This agreement can only be changed through an agreed modification in writing.

11. Either party may terminate this Agreement upon serving a written notice to the other party at least 3 months prior to such termination.

12. The Association shall comply with all the above-mentioned provisions UNEP reserves the right to withhold any payment due in case of non-compliance with any of the provisions mentioned hereinabove.

13. Any dispute arising out of or in connection with this Agreement shall be settled amicably between UNEP and The Association. Should attempts at amicable negotiation fail, any such dispute shall, upon request by either party, be referred to arbitration in accordance with the UNCITRAL arbitration rules. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

14. This Agreement shall enter into force upon signature by the Parties being effective from the date of the latest signature and shall remain valid for a period of 12 (twelve) months, as stipulated in Clause 4 above.

15. The Parties shall carry out their respective responsibilities in accordance with the provisions of the Agreement. The Parties shall determine and communicate to each other their respective focal points, having the responsibility for the Project implementation on its behalf.

16.a. The Association shall be solely and completely responsible and accountable for all services performed by its personnel, agents, employees, or contractors (hereinafter referred to as "Personnel").

16.b. The Association shall be considered as having the legal status of an independent contractor. Personnel of The Association, its contractors or anyone else working for The Association in the execution of the Project or otherwise, are not employees of UNEP and are not covered by the privileges and immunities applying to UNEP and its staff pursuant to the Convention on the Privileges and Immunities of the United Nations. UNEP shall not accept any liability for claims arising out of the activities performed under the Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by [The Partner's] Personnel as a result of their work pertaining to the activities under this Agreement.

16.c. The Association shall ensure that its personnel meet the highest standards of qualification and technical experience necessary for the achievement of the objectives and results of the Project and that decisions on employment related to the Project shall be free of discrimination of any nature. The Association shall ensure that all personnel are free from any conflicts of interest relating to the Project activities.

17.a. The Association shall not seek nor accept instructions regarding the activities under the present Agreement from any Government or other authority external to UNEP.

17.b. The Association shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of

the United Nations or the mandate of UNEP.

18. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNEP.

19. This Agreement or its Annexes may be modified or amended only by written agreement between the Parties.

For UNEP

For the Owners Association of
Hotels and Condos Playa
Dorada Inc.

Leo Heileman
Regional Director and Representative

Cesar De Los Santos
President

UNEP /ROLAC

Owners Association of Hotels
and Condos Playa Dorada Inc.

Date: _____

Date: _____

ANNEX 1 – Project document

Part – A – Implementation Plan

Background

The project "Transforming Tourism Value Chains in developing countries and Small Island Developing States (SIDS) to accelerate more resilient, resource efficient, low carbon development" has been developed in the framework of the International Climate Initiative financed by the German Federal Ministry for the Environment, Nature conservation, Building and Nuclear Safety. The project proposes to transform tourism activities along 3 key tourism value chains (accommodation, food & beverage, meetings/incentives/conferences/events – MICE) in participating countries, reducing carbon emissions and improving resource efficiency by implementing low carbon development actions integrated with sustainable consumption and production patterns.

This project is being implemented in the Dominican Republic, Philippines, Mauritius, and the OECS Group (6 participating member states: Antigua & Barbuda, Dominica, Grenada, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines).

The project implementing partners identified are **The Travel Foundation, U.K. (TF)** - the main implementing partner for the SIDS; **UNEP-DTU Partnership (UDP)**, to support UNEP in implementing its climate change strategy; **Waste & Resources Action Programme (WRAP)**, that will work closely with UNEP and UDP as well as the in-country implementation partners to determine the scope of the selected value chains and to measure and evaluate the hotspots arising within those value chains.

The main local partners in the Dominican Republic are Ministry of Environment and Natural Resources, the Owners Association of Hotels and Condos Playa Dorada, Puerto Plata, Inc., Ministry of Tourism, Ministry of Industry and Trade and SMEs (MICM) and National Council for Climate Change and Clean Development Mechanism (MDL).

Objective of the SSFA

The objective of the SSFA between the United Nations Environment Programme (hereafter UNEP) and the Association is support the implementation of project activities in the Dominican Republic, focusing on the designated geographical areas of intervention: Punta Cana, Bayahibe, and Puerto Plata. In the Dominican Republic, the project will focus on the value chains of a) accommodation and b) food and beverage which for methodological reasons have been integrated into the all-inclusive resorts value chains. Specifically, activities will support:

- Engagement and facilitation of participation of public and private tourism stakeholders;
- Organization, facilitation and conduction of training workshops;
- Organization, facilitation and conduction of capacity building activities and technical support to implement measures and policies that reduce GHG emissions and increase resource efficiency.
-

Activities

Under this SSFA, the Association will deliver a series of activities as outlined below. Considering COVID-19 outbreak may affect the timeline for implementation, deadlines for deliverables may be revised, however without affecting the overall duration of the agreement.

Work package (WP 1): Tourism Value Chain Maps and Policy reviews evaluated in a project information baseline

1 Activity 1 - Coordinate Stakeholder Advisory Group

Continuous coordination between the Association and the Cleaner Production National Programme of the Ministry of Environment and Natural Resources of the Dominican Republic, with the Stakeholder Advisory Group set up by the project at its inception, is needed. The engagement of the Stakeholder Advisory Group (STAG) should serve as a mechanism to discuss and inform technical, policy, logistical, and stakeholder engagement discussions. Furthermore, the STAG should serve to foster and enable the inter-institutional collaboration required for the successful implementation of the project.

Deliverables	Due date
1.1 Report with the updates on progress (quantitative and qualitative) and revision of reports prepared for IKI (Annual project updates: September; Interim Report: April)	Due by end September 2020, end March 2021
1.2 Coordinate at least four (4) STAG Meetings, and submit minutes and attendance sheets respectively	Due by end July 2021

Work package (WP 2): Application on life cycle-based hotspot analysis in tourism value chains

2 Activity 2 - Identify current sustainable procurement practices and analyse the market of available sustainable products and services

Based on the market readiness analysis developed for priority products in the tourism industry in Dominican Republic (Air Conditioners/Cooling Systems, Lightning, Chemical products, and Single-use plastic products) the activity aims to improve the tourism sustainable procurement practices in those areas and assist them on their adoption in regards of the potential responsiveness of the market.

To this end, the Association will:

- a) Disseminate sustainable procurement recommendations (Report '*Transforming tourism through sustainable procurement*' available at https://www.oneplanetnetwork.org/sites/default/files/transforming_tourism_through_sustainable_procurement_2019_0.pdf) and the results of the Market readiness assessment of sustainable products and services on selected value chains.
- b) Continue building capacity on sustainable procurement practices. See Activity 4 - Technical and Scientific Workshops.

Deliverables	Due date
2.1 Disseminate the sustainable procurement recommendations and the results of the Market Readiness Analysis for the prioritized products and (Air Conditioners/Cooling Systems, Lightning, Chemical products, and Single-use plastic products) within the accommodation sector (hotels, tour operators, policy makers). Evidence (copy of emails, presentations of virtual or face-to-face meetings, webinars, etc) of the dissemination and any additional supporting materials of actions taken under activity 2.a. should be provided as considered. [Activity 2.a]	Due by end March 2021

Work package (WP 3): Developing and implementing the integrated action framework for GHG mitigation and SCP priorities

3 Activity 3 - Project implementation and priority actions of the Roadmap for Low Carbon and Resource Efficient Accommodation in the Dominican Republic.

The Implementation Phase of the project foresees the implementation of the activities and the monitoring of the indicators put forward in the Roadmap for Low Carbon and Resource Efficient Accommodation in the Dominican Republic. These activities are to be put into action by businesses, public institutions, and civil society organizations, on an individual basis and/or in a collective fashion.

The Association will:

- a) Develop an Implementation Plan to reflect how, when, and by whom, the activities of the Roadmap will be executed in the Dominican Republic. The Implementation Plan should follow the agreed structure (developed by and discussed with WRAP and UNEP) and adjusted as needed. The suggested scope for the Implementation Plan is 2020-2022.
- b) Provide technical support to business, business associations and key public institutions, civil society organizations, and other stakeholders, in the identification, planning, and execution of activities related to the implementation of the Roadmap.
- c) Provide technical support to businesses in the measurement, monitoring, and reporting of GHG emissions and selected resource efficiency indicators using the tools developed by the project (i.e. RE Tool). Data submission provided by businesses using other tools will also be accepted if it fulfills the minimum indicator requirements and it includes supplementary explanations on how the indicators were estimated.
- d) Engage at least 55 business in the implementation of activities and the measurement and reporting of GHG emissions and Resource Efficiency indicators.
- e) Update engaged actors and other key stakeholders on the development and execution of the Implementation Plan. A combination of communication channels, participation in industry events, and meetings is encouraged. This includes the dissemination of two case studies of participating hotels on sustainable gastronomy that reflect the tools and engagement in the Roadmap Implementation and two case studies on phasing out single-use plastics.
- f) Support the development of national monitoring, verification and reporting (MRV) system to reflect the sector’s contribution to the country’s emissions and mitigation efforts. This activity is to be conducted in support and in coordination with the UNEP-DTU Partnership (UDP).

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- g)** Support the implementation of activities of the Beat Pollution systemic solution, provide technical assistance and guidance to the Dominican Republic’s national government and/or the target destinations, as well as large business participating in the project (i.e. Bahia Principe, Punta Cana Foundation, Viva Wyndham Resorts) to become signatories of the Global Tourism Plastics Initiative. Include recommendations and suggested key milestones for the national government and/or for the destinations to become signatories. Virtual or face-to-face working group sessions, and presentations in industry relevant events or virtual meeting should take place to raise awareness of relevant stakeholders.
- h)** Support the implementation of activities of the Beat Pollution systemic solution, support the dissemination of the single-use plastics campaign through different channels (emailing to hotels data base, virtual and face-to-face meetings, local partners websites, and others as pertinent) promoting the use of sustainable products and services by hotels to phase-out problematic single-use use plastic items. This can include supporting hotels in the development of action plans in line with the campaign’s recommendations.
- i)** Support the implementation of activities of the Sustainable Gastronomy systemic solution, identify synergies and establish partnerships with key local and international organizations on the topic to conduct deliver at least two virtual or face-to-face trainings on food waste and sustainable procurement, sustainable menus, measure of food waste, or other topics as considered, provide technical support, and run pilots in their facilities, where relevant and applicable.
- j)** Organize a virtual or face-to-face workshop to take stock on the progress in the implementation of the Roadmap, including the identification of challenges and opportunities (technical, financial, political), to inform the planning of 2021 activities.
- k)** Secure in-kind contribution and identify synergies to host the country workshops and capacity building trainings, ensuring resources mobilization for catering and venue to support those meetings.

Deliverables	Due date
3.1 Updated/revised version of the Implementation Plan 2020-2022 [Activity 3.a] As part of the deliverable, also include the summary of deliverable 3.8.	Due by end: October 2020, January 2021, April 2021
3.2 Quarterly report on the technical assistance provided to businesses and other key stakeholders, on the planning and implementation of activities, and the monitoring and reporting of GHG and RE indicators. Supporting materials such as minutes, PPT presentations, templates, attendance lists, and others as considered, should be provided. [Activity 3.b, 3.c]	Due by end: October 2020, January 2021, April 2021, July 2021
3.3 Updated list of engaged business and business tracking matrix (at least of 55 businesses). Deliver two partial reports (aligned with the due dates) with the progress of engaged businesses, attaching an updated list and tracking matrix. Other supporting materials and business data submissions (i.e. via RE Tool, GACMO) should be provided as considered. [Activity 3.d]	Due by end: October 2020, January 2021, March 2021, July 2021
3.4 Evidence of the meetings, events and other activities in which hotels and strategic partners have participated and received training on the implementation of the roadmap. [Activity 3.e]	Due by end: September 2020, December 2020, July 2021

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Deliverables	Due date
3.5 Proposal the establishment of a Monitoring, Verification, and Reporting (MRV) system to reflect the sector's contribution to climate change mitigation [Activity 3.f]	Due by end March 2021
3.6 Assessment report of the readiness of the Dominican Republic's national government and/or from the target destinations, to become signatories of the Global Tourism Plastics Initiative. The report should include recommendations for the National Government and/or at least two target destinations to become signatories. [Activity 3.g]	Due by end March 2021
3.7 Report of virtual or face-to-face activities conducted with hotels and other key stakeholders to disseminate, implement and monitor the reach of the phase out single-use plastics campaign, and the engagement within the Global Tourism Plastic Initiative. [Activity 3.h].	Due by end: December 2020, June 2021
3.8 Summary report of planned and executed activities of the Sustainable Gastronomy systemic solution, including the identification of key partners, delivery of virtual or face-to-face capacity building and technical assistance. Summary to be included as part of deliverable 3.1 [Activity 3. i]	Due by end: December 2020, June 2021
3.9 Virtual or face-to-face workshop (depending on the circumstances) to discuss progress, challenges, and opportunities related to the Implementation of the Roadmap. [Activity 3.j]	Due by end May 2021

Work package (WP 4): Capacity building for implementation

4 Activity 4 - Technical and scientific face-to-face or virtual workshops / Workshop Modules, Guidelines & Training Resources

The Roadmap for Low Carbon and Resource Efficient Accommodation in the Dominican Republic identifies the thematic priorities for the sector.

The Association will:

- a) Identify what are the capacity building needs from businesses, business associations, public institutions, civil society organizations, and other key stakeholders, to advance implementation of the Roadmap and its systemic solutions.
- b) Assess the capacity building needs and opportunities related to the adoption of sustainable procurement practices and the dissemination of the recommendations from the Market Readiness Analysis.
- c) Validate with the STAG and other key stakeholders the proposed capacity building plan, primarily the objectives of each session, the partners identified (or needed) for delivery of the sessions, the target audience, and the expected outcome. Gender considerations should be taken when designing the sessions.
- d) Deliver at least six Capacity Building sessions according to the plan and recommendations from the STAG. Gender considerations should be taken when inviting trainees.
- e) Use the Resource Efficiency and GHG Monitoring Guidelines (Developed by WRAP and UNEP-DTU Partnership) and any additional knowledge products to be developed by the project during capacity building events and promote their widespread adoption.

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- f) Secure in-kind contribution and identify synergies to host the country workshops and capacity building trainings, ensuring resources mobilization for catering and venue to support those meetings.

Deliverables	Due date
4.1 Calendar of Capacity Building sessions for 2020 based on the capacity building needs to advance implementation of the Roadmap systemic solutions [Activity 4.a, 4.b, 2.b]	Due by end September 2020
4.2 Content and materials for Capacity Building sessions designed and approved by Stakeholders (e.g. Local Stakeholder Advisory Group—STAG). Provide UNEP with preliminary materials and agendas, and documentation to support the approval from the STAG. [Activity 4.c]	Due by end September 2020
4.3 Deliver at least six virtual or face-to-face capacity building sessions for 2020 in collaboration with local institutions to support the private sector strategy and the roadmap. Provide UNEP with final agenda, attendance participant lists or signed lists (depending on the modality of the event), supporting materials used (slide decks, forms, templates, etc.), evaluation forms and a report when the final training session has been completed. [Activity 4.d, 4.e]	Due by end June 2021

Work package (WP 5): Disseminating and sharing project knowledge and case studies

5 Activity 5 - Promoting, incentivizing and demonstrating success stories

The Association will support the development and dissemination of success stories and knowledge products to showcase best practices and highlight the main outcomes of the activities in the Dominican Republic.

The Association will:

- a) Produce news and information updates related to the advancement of the project to be promoted in the website and in the newsletter every three months, including relevant case studies to highlight.
- b) Contact institutions and identify relevant partnerships to help with the dissemination of the newsletter. Promote the project and campaigns in national events and social networks and press.
- c) Select and compile at least four business cases on sustainable gastronomy and reducing single-use plastics, lessons learned, and best practices of participating hotels based on experience using the tools and engagement in Roadmap implementation.
- d) Ensure the translation to Spanish of knowledge products.
- e) Develop a video focusing on the Dominican Republic to promote the project on media and events
- f) Support the development of project country fact sheets. UNEP will lead the conceptualization of the project country fact sheets to ensure consistency across project countries.
- g) Establish at least one national or regional institutional partner agreements to disseminate knowledge products

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Deliverables	Due date
5.1 Develop and disseminate quarterly news and project updates on the implementation of the Project to submit to UNEP [Activity 5.a]	Due by end: August 2020, November 2020, February 2021
5.2 Develop at least two business cases of participating hotels based on experience using the tools and engagement in Roadmap implementation [Activity 5.c]	Due by end May 2021
5.3 Translation of project knowledge products and campaign materials to Spanish [Activity 5.d]: 1) Resource Efficiency and GHG Monitoring Guidelines 2) Financing Mitigation Measures 3) Global Tourism Plastics Initiative Materials (at least 3 flyers, one presentation) 4) At least two business case studies. 5) Country fact sheets	Due by end: December 2020, March 2021 and July 2021
5.4 Development of a video featuring at least four interviews of the main stakeholders involved in the project to highlight the implementation of the roadmaps and the benefits of the project [Activity 5.e]	Due by end March 2021
5.5 Provide inputs and feedback for the development of project country factsheets [Activity 5.f]	Due by end April 2021
5.6 Set up at least one national or regional institutional partner agreement to disseminate knowledge products [Activity 5.g]	Due by end April 2021

Cross-cutting activities: progress and financial reporting

6 Activity 6 – Progress and financial reporting

Prepare an annual progress and financial report on activities and related budget expenditures in line with United Nations rules and regulations

The Association is required to operate according to national law and UN rules and procedures, where required, and in doing so is responsible for submitting a final progress and financial report outlining conduction of activities outlined in this SSFA as well as related expenditures. The summaries of relevant meetings, such as workshops and STAG meetings need to be annexed to the report. Likewise, the outputs of activities detailed in the progress report need to be available electronically and should be annexed to the report.

Deliverables	Due date
6.1 Annual progress and financial report are submitted to UNEP	Due by end July 2021

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ANNEX 2 – Budget

Part B – Activity Based Budget

Class	Budget Classes for Implementing Partners	Total UNEP cost in USD\$	Total Owner Association in-kind contribution cost in USD\$	Total
5000000	IP-Staff and other personnel	82.420,72	3.000,00	85.420,72
5000001	IP-Travel	3.498,40		3.498,40
5000001	IP-DSA	2.586,40		2.586,40
5000002	Catering	5.910,00	2.000,00	7.910,00
5000004	Venue costs	800,00		800,00
5000002	Literature and Printing/Promotion materials	4.784,48		4.784,48
TOTAL BUDGET		100.000,00	5.000,00	105.000,00

Class	Activity / Work Package	Quantity	Unit	Unit Cost (USD)	UNEP Cost (USD)	Association Cost (USD)
WORK PACKAGE 1	Tourism Value Chain Maps and Policy reviews evaluated in a project information baseline					
5000000	Project coordinator	50	Working days	166.40	8,320.00	
5000000	Senior tourism and value chain expert for conducting work on value chain mapping	15	Working days	422.64	6,339.60	
5000000	Financial management support consultant	30	working days	25.60	768.00	1.000,00
5000001	Travel of national project personnel for capacity building and follow activities in tourism value chain businesses to Punta Cana destination.	12	Transportation / 6 days / 2 participants	100.00	1,200.00	
5000001	Travel of national project personnel for capacity building and follow activities in tourism value chain businesses to Puerto Plata destination.	12	Transportation //6 days/ 2 participants	90.00	1,080.00	
5000001	Travel of national project personnel for capacity building and follow activities in tourism value chain businesses to Bayahibe destination.	8	Transportation //4 days/ 2 participants	100.00	800.00	
	Sub-total Work package 1				18,507.60	1,000.00

Parties' initials:

THE ASSOCIATION:

UNEP:

Class	Activity / Work Package	Quantity	Unit	Unit Cost (USD)	UNEP Cost (USD)	Association Cost (USD)
WORK PACKAGE 2	Application on life-cycle based hotspot analysis in tourism value chains					
5000000	Project coordinator	65	working days	166.40	10,816.00	
5000000	Senior tourism and value chain expert to coordinate the workshop with project coordinator and partners.	10	Working days	422.40	4,226.40	
5000000	Financial management support consultant	39	working days	25.60	998.40	1,000.00
5000000	Senior Expert to Disseminated the sustainable procurement recommendations and the results of the Market Readiness Analysis for the prioritized products and (Air Conditioners/Cooling Systems, Lightning, Chemical products, and Single-use plastic products) within the accommodation sector (hotels, tour operators, policy makers)	10	Working days	422.64	4,226.40	
	Sub-total work package 2				20,267.20	1,000.00
WORK PACKAGE 3	Developing and implementing the integrated action framework for GHG mitigation and SCP priorities					
5000000	Project coordinator	60	Working days	166.40	9,984.00	
5000000	Senior tourism and value chain expert to coordinate pilot test of mapping tools and carry out value chain mapping and conduct sustainable procurement training.	13	Working days	422.64	5,494.32	
5000000	Financial management support consultant	50	working days	25.60	1,280.00	1,000.00
5000001	Travel of 5 staff personnel to the workshop 5 (it might take place by Feb-March 2021): work Road Map Implementation follow up and Next statement	10	Travel/person/2 destinations	41.84	418.40	

Parties' initials:

THE ASSOCIATION:

UNEP:

Class	Activity / Work Package	Quantity	Unit	Unit Cost (USD)	UNEP Cost (USD)	Association Cost (USD)
5000001	DSA and accommodation for 2 days for 5 staff personnel to the workshop 5: work Road Map Implementation follow up and Next statement	10	DSA and Accommodation/per person for 2 days	258.64	2,586.40	
5000002	Catering for workshop 5 in Punta Cana destination for 35 participants, including coffee break and lunch.	1	Cost/day	2,760.00	2,760.00	
5000002	Catering for workshop 5 in Puerto Plata destination for 35 participants, including coffee break and lunch.	1	Cost/day	1,650.00	1,650.00	
5000004	Venue costs for workshop 5	2	Cost/day	400.00	800.00	
5000002	Literature and printing costs for material for workshop 5:	1	Cost/workshop	400.00	400.00	
	Sub-total Work Package 3				25,373.12	1,000.00
WORK PACKAGE 4	Capacity building for implementation					
5000000	Project coordinator	30	working days	166.40	4,992.00	
5000000	Working days of senior experts to train personnel and stakeholders on value chain mapping tools and conduct sustainable procurement training.	12	working day of experts	422.64	5,071.68	
5000000	Financial management support consultant	50	working days	25.60	1,280.00	
5000000	Working days of senior experts to train personnel and stakeholders in sustainable Gastronomy and carried out Kitchen assessments to create a baseline on waste generation and promote it reduction.	20	Cost/day	194.92	3,898.40	
5000002	Catering to train participants, with one coffee breaks for trainings procurement and sustainable Gastronomy to hotel personnel, suppliers and stakeholders	1	Event/day	1,500.00	1,500.00	2,000.00
5000002	Literature, printing and communication tools costs for capacity building implementation	1	Costs / capacity building	300.00	300.00	
	Sub-total Work Package 4				17,042.08	2,000.00

Parties' initials:

THE ASSOCIATION:

UNEP:

Class	Activity / Work Package	Quantity	Unit	Unit Cost (USD)	UNEP Cost (USD)	Association Cost (USD)
WORK PACKAGE 5	Disseminating and sharing project knowledge and case studies					
5000000	Project coordinator	40	working days	166.40	6,656.00	
5000000	Senior tourism and value chain expert to coordinate pilot test of mapping tools and carry out value chain mapping.	8	Working days	422.64	3,381.12	
5000000	Financial management support Consultant	36	working days	25.60	921.60	
5000002	Banners and flyers designs and preparation	2	Flyers designs	400.00	800.00	
5000000	Consultant for Translations (Surveys, Flyers and reports)	1	Deliverable	3,000.00	3,000.00	
5000002	Prepare and Print promotion materials (brochures, posters, factsheets, etc.)	1	Promotion Materials	284.48	284.48	
5000002	Development of a video featuring at least four interviews of the main stakeholders involved in the project to highlight the implementation of the roadmaps and its benefits.	1	Promotion Materials	3,000.00	3,000.00	
5000000	Consultant to Prepare and publish 1 press releases of project objectives and progress, in national newspapers.	1	Deliverable	766.80	766.80	
	Sub-total Work package 5				18,810.00	
	Total Cost				100,000.00	5,000.00
	Total UNEP cost				100,000.00	
	Total Owners Association cost (in kind)					5,000.00

Note: For travel organised by the Implementing Partner for moderators, entitlements cannot exceed travel entitlements in effect at time of travel as per UN rules and regulations. A separate list with details costs will be submitted prior for approval.

Coordinating and research staff involved in the project:

Eddy Rosado: Industrial engineer, with a master’s in science in Environmental Management with more than 18 years of professional experience. He also has other experiences of national and international training and courses such as: Diploma in Economic Development and Climate Change, diploma in Applied Clean Energy Technology of Latin America, both in Beijing, China, in addition to a diploma in Environmental Impact Assessment under the USAID program-INTEC. He is a collaborating member of the National Energy Commission of the Academy of Sciences of the Dominican Republic and has worked for projects under the responsibility of organizations like JICA/IDB/WB. As project coordinator of the TTVC project he has shown his engagement with the project goals and has developed a good connection and relations among project participants.

Parties’ initials:

THE ASSOCIATION:

UNEP:

Aside TTVC project, he has offered his professional expertise to important national and international consortiums and companies such as: Brugal & Co. S.A., Barrick Pueblo Viejo, Dominican International Forwarding, Dessau Soprin, Hospira LTD., EMPACA, Municipal Association of Greater Santo Domingo, Ministry of Environment and Natural Resources, Ministry of Public Health. Such experiences have allowed him to develop his capacities in the areas of mining, logistics, construction, industrial security, tourism, value chains and, of course environment.

Lisette Gil has more than 30 years' experience in tourism and is working for organizations like JICA/GIZ/USAID. She is normally engaged for large meetings, and research (she also study anthropology). She worked as executive director of the Romana-Bayahibe hotel Association (2000-2007) developing several sustainable projects funding by IDB and the hoteliers. She also worked for the Ministry of Tourism as executive director of the Dominican Republic Tourism Board in Canada from 1998-2000. Today she is supporting several tourism destinations in order to develop their Destination Management Organization based on the sustainable criteria. She was trained in Sustainable Procurement and she became the trainer in this issue to all the hotels related to the project. Lisette is very experienced in the private, public, sector as well in the international cooperation, always related to the sustainable tourism.

ANNEX 3 – Interim Progress Report (to be submitted together with the Interim Report at the end of the calendar year)

1. Identification:

Partners Name:

Budget line: BAC [*please complete*]

POW 2015-2016 Sub-programme: [*please complete*]

Expected Accomplishment(s): [*please complete*]

Output(s): [please complete]

Title of the approved PRC project: [*please complete*]

SSFA starting date: DD/MM/YYYY

Reporting period: from DD/MM/YYYY to 31/12/YYYY

2. Summary of Status:

Brief description of the status of implementation of the DMFA at the time of reporting and progress towards achieving DMFA’s objective

3. Activity delivery status

Activity	Description of work undertaken during reporting period	Deliverables	Delivery date	Status of Activity (complete/ ongoing/ delayed)	Comments - brief description of implementing challenges, strategy/actions which have been adopted to address these challenges and planned actions to mitigate any identified risks
Activity 1 – name of activity					

4. List of attached documents

(for example, publications, meeting reports, participants list, reports of workshops, etc.)

Signature:

Date:

Name and title of signing officer:

Parties’ initials:

THE ASSOCIATION:

UNEP:

ANNEX 4– Interim and Final Expenditure Reports (Interim expenditure report to be submitted at the end of the calendar year and final expenditure report to be submitted upon completion of the SSFA)

Partners Name:

Budget line: BAC [*please complete*]

POW 2015-2016 Sub-programme: [*please complete*]

Expected Accomplishment(s): [*please complete*]

Output(s): [please complete]

Title of the approved PRC project: [*please complete*]

SSFA starting date: DD/MM/YYYY

Reporting period: from DD/MM/YYYY to 31/12/YYYY

Cumulative amount already transferred from UNEP to the Partner as of this reporting date: USD

Activity	Original Budget (USD)	Expenditures in (YYYY) (USD) <i>past year</i> (if DMFA goes over two calendar years)	Expenditures incurred in (YYYY) (USD) <i>this year</i>	Total Expenditures (USD)	Comments (if the expenditures were different from what was originally planned, please provide a short explanation)
Activity 1					
Sub-total					
Activity 2					
Sub-total					
Activity 3					
Sub-total					
Total Cost					

Signature of a duly Authorized officer:

Name

Position :

Date:

:

Parties' initials:

THE ASSOCIATION:

UNEP:

ANNEX 5 – Cash request (to be used if needed and relevant)

Owners Association of Hotels and Condos Playa Dorada Inc

Cash advance statement

Statement of cash advance as at.....(cut-off date).....

And cash requirements for the period

Partners Name: **Owners Association of Hotels and Condos Playa Dorada Inc**

Budget line: BAC [please complete]

POW 2020-2021 Sub-programme: [please complete]

Expected Accomplishment(s): [please complete]

Output(s): [please complete]

Title of the approved PRC project: [please complete]

SSFA starting date:

Request date: **date of emission of this statement.**

I. Cash statement

1. Opening cash balance as at ...(date of the first payment)..... US\$ **1st payment**

2. Add: cash advances received:

Date	Amount
..... date of first payment.	... US\$ 1st payment
.....
.....

3. Total cash advanced to date US\$ _____
 4. Less: total cumulative cash outflows US\$ (_____)
 5. Closing cash balance as atUS\$ _____

II. Cash requirements forecast

6. Estimated disbursements for period ending US\$ _____
 7. Less: closing cash balance (see item 5, above) US\$ (_____)
 8. Total cash requirements for the period ending US\$ _____

Name of financial officer (Project Manager) of cooperating agency/ supporting organization: Name of the agency (organization): Signature: Date:	Official stamp:
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Authorized by UNEP:

I herewith authorize the cash request.

Signature:

Date:

Name and title of Signing Officer:

Parties' initials:

THE ASSOCIATION:

UNEP:

ANNEX 5: Contacts

The names of the representatives or technical links of the PARTIES responsible for the execution of the present Agreement and the coordination of activities derived from it, to which all correspondence should be remitted are the following:

For UNEP Environment Programme:

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United Nations Environment Programme
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Website: www.unep.org

For Owners Association of Hotels and Condos Playa Dorada Inc:

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President
Owners Association of Hotels and Condos Playa Dorada, Inc
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