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Amount: USD 65,500

M1-32NFL-000089 / SB-010300.02.04 / FA: 14AC0005 / Fund: 32NFL  
Amount: USD 22,500

Total amount of the new SSFA: 198,000

**Amendment No. 1 to the SSFA**

between

the **Association of Hotels Owners and Condos Playa Dorada Inc**

and

the **United Nations Environment Programme**

on 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

Pursuant to Article 19 of the SSFA of [effective date] between UNEP and Association of Hotels Owners and Condos Playa Dorada Inc on 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, the Parties agree to amend the Agreement.

The purpose of this Amendment is to incorporate new activities to the workplan, to modify the budget to include the additional funds that will be allocated to the Association to carry out the new activities.

**General provision**

1.1 Clause 2 is hereby amended as following:

**Activity or activities to be carried out with the support of the small-scale funding:**

<b>Work Package 1</b>	<b>Tourism Value Chain Maps and Policy reviews evaluated in a project information baseline</b>
Activity 1	Value Chain Mapping and overall project management support

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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Sub-total Work package 1		USD 28,249.62
<b>Work Package 2</b>	<b>Application on life-cycle based hotspot analysis in tourism value chains</b>	
Activity 2	Long Listing and short listing of solutions for the tourism value chains	
Activity 3	Short listing the tourism value chains	
Activity 4	Identify current sustainable procurement practices and analyse the market of available sustainable products and services in the Dominican Republic	
Sub-total work package 2		USD 44,374.32
<b>Work Package 3</b>	<b>Developing and implementing the integrated action framework for GHG mitigation and SCP priorities</b>	
Activity 5	Project implementation and priority actions	
Sub-total Work Package 3		USD 47,452.61
<b>Work Package 4</b>	<b>Capacity building for implementation</b>	
Activity 6	Technical and scientific workshops	
Activity 7	Workshop Modules, Guidelines & Training Resources	
Sub-total Work Package 4		USD 34,795.60
<b>Work Package 5</b>	<b>Disseminating and sharing project knowledge and case studies</b>	
Activity 8	Promoting, incentivising and demonstrating success stories	

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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Sub-total Work Package 5		USD 20,011.28
<b>Work Package 6</b>	<b>Phasing out single-use plastics</b>	
Activity 9	Market readiness analysis to measure the maturity of the market of sustainable alternatives to single use plastic products	
Activity 10	Technical assistance to develop sustainability criteria for substitution of single use plastic products in hotel procurement processes and engagement with suppliers	
Activity 11	Communication campaign and cases studies dissemination	
Activity 12	Progress and financial reporting	
Sub-total Work package 6		USD 22,500.00
<b>Total Cost</b>		<b>USD 198,000</b>

3. Clause 3 is hereby amended as following:

Expected results/outputs to be achieved

- Measures to mitigate GHG emissions and improve Resource Efficiency are prioritized, in consultation with key stakeholders
- Capacity Building provided to businesses and other relevant actors to support the implementation of activities and the monitoring and reporting of GHG emissions and Resource Efficiency performance
- Key stakeholders for the Implementation Phase mapped and engaged
- Initiatives to reduce/substitute single-use plastic implemented and communication campaign on tourism and plastics launched

The project will help the Dominican Republic to:

- 1) establish and analyse the sector's inventory of GHG emissions and sustainable products and services in the tourism value chains;

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- 2) establish an integrated emissions reduction and resource efficiency action framework based on life cycle approaches, with specific indicators for mitigation/adaptation priorities;
- 3) build local institutional and networking capacities;
- 4) support national implementation and results reporting;
- 5) enhance regional tourism networking, lessons and learning; and
- 6/ reinforce the efforts to reduce/minimize single-use plastics

Outputs including indicators and Work packages:

The project rationale and implementation plan are developed in 6 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-VI, 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). Moreover, the project will promote phasing out single-use plastics by identifying the strengths of the sustainable substitute products market backed with a communication campaign about related successful case studies (Output VI).

1.2 Clause 4 is hereby amended as following:

Starting and ending dates for implementation of the activities:

Start: March 1<sup>st</sup>,2018

End: December 15<sup>th</sup>, 2019

1.3 Clause 5 is hereby amended as following:

UN Environment shall provide The Association with funds up to a maximum amount of **US\$198,000,00**. The resources provided by UN Environment will only be used by The

Parties' initials:

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

**UMOJA CODE :**  
M1-32CPL-000321 / SB-001009 / 32CPL/ 11229  
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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 5 instalment(s) as indicated below and upon receipt of a payment request in dollars as follows:

<b>Inst allment N.</b>	<b>Deliverable as per Budget and Implementation Plan</b>	<b>Amount (USD)</b>	<b>Expected Date of Payment</b>
1	Upon signing of this agreement	50,000	As soon as possible, at least 15 days after this SSFA's effective date
2	Upon validation of interim expenditure report and provision of deliverables 1.1, 2.1, 3.1, 3.2, 3.3, 3.4, 5.1, 5.2, 5.3, 5.5, 6.1, 6.2, and 6.3, of the outlined Pat A - Annex 1	40,000	15 July 2018: 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 interim expenditure report and provision of deliverables 1.2, 2.2, 4.1, 4.3, 5.6, 5.7, 7.1, 8.1, 9.1 and 9.2,	42,000	15 January 2019: 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
4	Upon validation of interim expenditure report and provision of deliverables 1.3, 4.2, 5.8, 5.9, 5.11, 5.12, 5.14, 6.4, 7.2,	38,000	15 July 2019: No sooner than 15 days after submission and acceptance of the relevant Progress and Interim expenditure report which shows at least

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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	7.3, 7.4, 8.2, 8.3, 8.4, 8.5, 9.3, 9.4, 9.5, and 10.1		70% of the previous payment having been disbursed and approval of requested deliverables
5	Upon validation of deliverables 5.4, 5.10, 5.13, 6.5, 7.5, 8.3, 8.6, 10.2, 11.1, 11.2, 12.1 and final progress report and expenditure report	28,000	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: 15 December 2019)

1.4 Clause 7 shall be amended as follow:

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

<u>Reports</u>	<u>Date</u>
Progress and Expense Reports (Annex C and D)	15 December 2018
Progress and Expense Reports (Annex C and D)	30 June 2019
Final Progress and Expense Reports	15 December 2019

1.5 Work plan and budget in annex 1 should be amended as:

**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

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M1-32NFL-000089 / SB-010300.02.04 / FA: 14AC0005 / Fund: 32NFL

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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 UN Environment in implementing its climate change strategy; Waste & Resources Action Programme (**WRAP**), that will work closely with UN Environment 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).

The 2018 correspond to the second year of the project. During 2017 several activities were developed including identification of stakeholders, project launching, workshops to identify Tourism value chains hotspots and possible solutions, data surveys regarding hotels practices, resources consumptions and GHG emissions.

#### Objective of the SSFA

The objective of the SSFA between the United Nations Environment Programme (hereafter UN Environment) and the Association is to provide administrative, logistical and technical support in implementing 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. The Association will provide personnel for the national administration of project activities. Specifically, activities will support:

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**Total amount of the new SSFA: 198,000**

Engagement and facilitation of participation of public and private tourism stakeholders;

Organization, facilitation and conduction of training workshops;

Organization, facilitation and conduction of mapping of select value chains (accommodation; food and beverage).

#### Activities

Under this SSFA, the service provider will deliver a series of activities as outlined below. This SSFA covers the period of 2018. Considering the project duration (4 years), annual SSFAs for subsequent years will be agreed upon in due course and encompass activities in additional work packages.

#### **ASSESSMENT PHASE: WP I and WP II**

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

Activity 1 - Value Chain Mapping and overall project management support:

#### SHORT DESCRIPTION OF ACTIVITIES TO BE UNDERTAKEN IN 2018 and 2019 UNDER THIS PROJECT COMPONENT

- Review the Dominican Republic country report, value chain maps, and the long list of actions. The Association should engage the stakeholder advisory group (STAG) to provide oversight on the country report, value chain maps, and long list of solutions to improve understanding and credibility.
- Review, and provide inputs to the Annual and Technical reports to donors.
- Undertake the capacity building assessment to be developed by project partners in the Dominican Report and analyze results within the project context.
- Review of current and available studies and research on indicators specified by the project partners (e.g water and consumption, GHG, etc.) to support the establishment of baselines
- The Association will support the updating of national/regional baselines (reference indicators/ values) for quality control in Dominican Republic and will provide a summary of selected baselines and available data on key selected environmental indicators. When a baseline is not available (e.g energy consumption in hotels), data should be obtained from similar regional information such as CHENACT project for instance)
- Undertake a needs assessment survey of tourism value chains staff and personnel delivered to UN Environment



**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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Deliverables	Due date
1.2 Summary of performance values and available data on key selected environmental indicators	January 2019
1.3 Capacity building assessment report of tourism value chains staff and personnel in Dominican Republic delivered to UN Environment	February 2019

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

Activity 2– Long Listing and short listing of solutions for the tourism value chains

- Identify and engage targeted tourism stakeholders and value chain businesses in the identified Long listing solutions (Punta Cana / Puerto Plata/ Bayahibe) and value chains (accommodation / food and beverage), in consultation with the national and implementing partners.
- Prepare, organize and host one STAG meeting, which serves the purpose to define and agree on long listing, priorities and activities as well as short listing of solutions

Milestones/Deliverables	Due date
	March 2018
	September 2018

Activity 3- Short listing the tourism value chains

- The Association will support the short-listing process through engaging local stakeholders in workshop 3 (workshops 1 and 2 were delivered in 2017) and in STAG meetings to provide input into the prioritization of mitigation options
- Organize the workshop 3 with tourism stakeholders and private sector representative, including identifying meeting participants, ensuring gender considerations and representation in panels. Workshop Report submitted to UN Environment 3 weeks after the meeting.

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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Milestones/Deliverables	Due date
3.3 Provide comments to the National report with a final list of priority interventions for reducing GHG emissions and/or impacts.	January 2019

Activity 4- Identify current sustainable procurement practices and analyze the market of available sustainable products and services in the Dominican Republic

- Run an online survey and interviews in view of gathering guidelines, best practices pertaining to private sustainable procurement practices in Dominican Republic. The objective is to assess to which extent sustainable procurement practices are embraced by private procurers in the hospitality sector. This also can be done via the needs assessment survey.
- Confirm with STAG the prioritization of selected products and services. UN Environment will provide the list of selected products and services.
- Market readiness analysis for the top 3 local sustainable products and services. Conduct a market readiness analysis following guidance and terms of reference provided by UN Environment. This objective of the market readiness analysis is to assess the available options on selected local markets to procure sustainable products and services.
- Organization of a capacity building meeting or session to share results of the assessment, experience, recommendations on sustainable products, and lessons learned among hospitality stakeholders, including hotel groups, business associations, and SMEs. This could be developed back to back to the capacity building trainings implemented in Dominican Republic in December 2018.
- Identify and develop success stories in sustainable procurement practices in the Dominican Republic; compilation of case studies will follow a template provided by UN Environment.
- Attendance of two staff members to the Sustainable Procurement Forum in Paris, October 2018

Milestones/Deliverables	Due date

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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4.1 Country analysis report on sustainable procurement for Dominican Republic	January 2019
4.2 Market Readiness products and services for selected value chains in Dominican Republic is submitted to UN Environment as per Terms of Reference (ToR) provided	February 2019
4.3 Development and adaptation of training material for procurers, based on material provided at the “train the trainers” workshop in October 2018	January 2019

**IMPLEMENTATION PHASE:**

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

**Activity 5. Project implementation and priority actions**

- Review, and provide inputs to the Private Sector Engagement Strategy, including engaging the STAG in local actions activities
- To identify the key local stakeholders to achieve the project’s objectives with regards to the private sector engagement, provide an overview of the project’s scope, approach, and expected impact; and to establish the mechanisms in which the engagement can occur
- The Association will support the development of national project monitoring and evaluations frameworks that set out agreed priorities for participating tourism value chains businesses. Two industry guidelines are to be produced by WRAP and UDT: Industry guidelines for measuring GHG and Industry guidelines for measuring SCP in tourism. These guidelines will be used by the Association during capacity building events.
- The Association will support developing brochures and information materials to communicate the project and private sector engagement to key partners. The Association will support the development of national project monitoring and evaluations frameworks that set out agreed priorities for participating tourism value chains businesses (to be developed by WRAP/UDP)
- The implementation phase will include the development of a national integration action framework in Dominican Republic informed by the results of the assessment phase. The Association will facilitate the development of this framework through organizing meetings with key stakeholders, implementing decisions made by the STAG, forming new partnerships between key stakeholders and providing recommendations on policy development. The National Integrated Action Framework will encompass all the project components developed during the Implementation Phase (e.g. Capacity Building,

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Monitoring and Reporting, Implementation of Short List of Solutions and the business and value chain level, etc).

- Engage at least 70 business to measure and report emissions by August 2019
- The Association will support developing brochures and information materials to communicate the project and private sector engagement to key partners.
- The project requires in kind contribution from partners to continuously host the country workshops and capacity building trainings. The Association should ensure resources mobilization for catering and venue to support those meetings.

Milestones/Deliverables	Due date
5.4 List of engaged business (at least of 70 businesses expressed their interest)	August 2019
5.5 Calendar of bilateral and stakeholder meetings and capacity building events developed and scheduled.	June 2018
5.7 Proposal for National Roadmap (Integrated Action Framework) for Dominican Republic	January 2019
5.8 Validation of the National Roadmap structure and solutions by the STAG	March 2019
5.9 Launch of the Integrated Framework (National Roadmap) and report of the event submitted to UN Environment	May 2019
5.10 Follow up report about the implementation of the Roadmap	October 2019
5.11 Coordination meetings with relevant stakeholders to support implementation of the roadmaps (At least two additional STAG meetings, plus bi-lateral meetings as needed) (minutes and signed participant list shared with UN Environment)	March 2019
5.12 Provide technical assistance to at least 30 business to measure and report emissions and resource efficiency. Provide to DTU and WRAP data required for measuring and monitoring progress	March 2019

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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5.13 Provide technical assistance to 70 business to measure and report emissions. Provide to DTU and WRAP data required for measuring and monitoring progress	August 2019
5.14 Translation of tools and guidelines developed by the Project to Spanish (GACMO, RE Tool, Guidelines for Resource Efficiency, Guidelines for GHG estimation)	March 2019

Work package (WP 4): Capacity building for implementation

Activity 6. Technical and scientific workshops

- The Association will be responsible for delivering capacity building on the use and implementation of the hotspots tool which is to be developed by WRAP-UDT. The Association will identify and engage with specific tourism businesses to explain the purpose of the capacity building and encourage them to take part. Once the list of businesses to take part in the capacity building has been confirmed, The Association staff will then be trained by project partners on how to deliver the capacity building training on the hotspots tool. Training will be delivered to businesses by the Association.
- Organise capacity building workshops or sessions with tourism stakeholders and private sector representative (at least 3\_ e.g. baseline training, environmental management, food, energy efficiency, etc.), including identifying meeting participants, ensuring gender considerations and representation in panels. Venue and catering successfully provided (by other local partners/hotels). The Association should establish partnership with hotel associations and government to host these events whenever is required.

Milestones/Deliverables	Due date
6.4 Delivery of training on baseline calculations tool to signed up businesses. Signed participant list of trainees and report is shared with UN Environment.	March 2019

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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6.5 Delivery of training to support the implementation of the roadmap	October 2019
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**Activity 7 Workshop Modules, Guidelines & Training Resources**

The situation analysis conducted in WP1 will provide insights into the current level of RE and GHG mitigation measures being undertaken in Dominican Republic. The results of this analysis, as well as the assessment phase, will inform the development of the capacity building programme, which will be delivered by the Association. This will include resource efficiency and GHG mitigation training for businesses and/or capacity building for relevant institutions to support the implementation of shortlisted solutions in Dominican Republic.

Milestones/Deliverables	Due date
7.2 Deliver capacity building interventions in collaboration with local institutions. Provide UN Environment with signed participant lists and a report when the final training session has been completed.	July 2019
7.3 2019 Calendar of capacity building events developed and scheduled based on the capacity building assessments	February 2019
7.4 Capacity building interventions delivered and approved by Stakeholders (e.g. Local Stakeholder Advisory Group—STAG) to address key solutions identified. Provide UN Environment with workshop materials and tools.	May 2019
7.5 Deliver 2019 capacity building interventions in collaboration with local institutions. Provide UN Environment with signed participant lists and a report when the final training session has been completed.	October 2019

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

**Activity 8. Promoting, incentivizing and demonstrating success stories**

- Identify national cases studies to be highlighted in the website and in the newsletter
- 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

**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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**Total amount of the new SSFA: 198,000**

- Contact institutions, identify relevant partnerships and help with the dissemination of the newsletter
- Support the development of a campaign promoting the use of sustainable products and services by hotels
- Map existing campaigns and stakeholders working on plastics in Dominican Republic, identify relevant messages for national context and the most impactful communication channels for dissemination for the campaign
- Promote the project and campaigns in national events and social networks and press

Milestones/Deliverables	Due date
8.2 Develop at least 3 business cases of participating hotels to stimulate private sector engagement and support the development of project materials (resource efficiency, greenhouse emission guidelines, communications strategy)	May 2019
8.3 Develop quarterly news and project updates on the implementation of the Project to submit to UN Environment	March 2019 July 2019 October 2019
8.4 Translation of campaign materials to Spanish (at least 3 flyers, one presentation, and the RE and GACMO tool)	March 2019
8.5 Implement and monitor the campaign with support of business and key stakeholders	March-2019
8.6 Develop at least two business cases of participating hotels based on experience using the tools and engagement in Roadmap implementation	September 2019

Work package (WP 6): Phasing out single-use plastics

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Activity 9. Market readiness analysis to measure the maturity of the market of sustainable alternatives to single use plastic products

- Develop a project brochure to explain the benefits to join the initiative (technical assistance, visibility, etc) and launch the project at strategic events in Dominican Republic
- Selection of hotels to participate in the project including letters of commitment. Identify hotels and business within the tourism value chain that have prioritized reducing single-use plastics as one of their sustainability priorities and obtain letters of commitment to participate in the initiative
- Establish a baseline of single use plastic items procured and disposed by the hotels/businesses. This baseline will be used to identify top procured products and prioritized phasing out actions
- Provide policy recommendations to improve plastic waste management in the tourism sector and at national level
- Develop a market readiness analysis to measure the maturity of the market of sustainable alternatives to single use plastic products

Milestones/Deliverables	Due date
9.1 Project brochure to explain the benefits to join the initiative (technical assistance, visibility, etc.) and launch the project at strategic events in Dominican Republic	January 2019
9.2 Selection of hotels to participate in the Project (at least 3 hotels summit official letters of commitment)	January 2019
9.3 Baseline of single use plastic items procured and disposed by the hotels/businesses.	February 2019
9.4 Report with policy recommendations to improve plastic waste management in the tourism sector and at national level	May 2019
9.5 Market readiness analysis to measure the maturity of the market of sustainable alternatives to single use plastic products	June 2019



**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

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**Total amount of the new SSFA: 198,000**

Activity 10. Technical assistance to develop sustainability criteria for substitution of single use plastic products in hotel procurement processes and engagement with suppliers

Milestones/Deliverables	Due date
10.1 Organize a session on sustainable alternatives to single use plastics...	May 2019
10.2 Support hotels in the development of action plans for the substitution of single use plastics	September 2019

Activity 11. Communication campaign and cases studies dissemination

Milestones/Deliverables	Due date
11.1 Develop at least two national business cases of participating hotels to stimulate private sector engagement on phasing out single use plastics	October 2019
11.2 Launch a communication campaign covering the importance of phasing out single use plastics for two target audiences, tourism sector and tourists	November 2019

Cross-cutting activities: progress and financial reporting

Activity 12 – 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 workshop 1 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
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**Amendment No. 1/SSFA/ IND-004 /2018/ Additional Cost to UNEP: USD 88,000**

**UMOJA CODE :**

M1-32CPL-000321 / SB-001009 / 32CPL/ 11229

**Amount: USD 65,500**

M1-32NFL-000089 / SB-010300.02.04 / FA: 14AC0005 / Fund: 32NFL

**Amount: USD 22,500**

**Total amount of the new SSFA: 198,000**

12.1 Annual progress and financial report are submitted to UN Environment	December 2019
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