

PROJECT DESCRIPTION

Kpatawee Ecotourism Project

Liberia

I. Introduction

This appendix describes the activities to be undertaken and the results to be achieved with the funds obligated under this agreement. Nothing in this Appendix A shall be construed as amending any of the definitions, conditions, or terms of the Agreement.

II. Background

The Kpatawee Community Development Association, Incorporated (CDA) was established in 2006 in the Kpatawee Waterfall area of Suacoco District, Bong County, Liberia and has 105 members who are also members of the Kpatawee Clan. CDA assists the Kpatawee Clan communities with the planning and implementation of high priority community development and training activities.

The communities want to develop income generating activities around the waterfalls. However, CDA needs to strengthen its planning and management capacity to provide the communities with the assistance they need.

III. Funding

A. ADF Contribution


The financial plan for ADF's contribution is set forth in Appendix A-1 to this Agreement. The Parties may make changes to the financial plan without formal amendment, if such changes are made in accordance with Article 7 of the Agreement and do not cause ADF's contribution to exceed the obligated amount specified in Article 4, Section 4.1 of the Agreement.

B. Client Contribution

Kpatawee's members will contribute labor and locally available materials.

IV. Project Goal

The goal of the Project is to improve the standard of living of residents of the Kpatawee Falls area of Liberia.

ADF  CDA _____

V. Project Purpose

The purpose of the investment is to promote participatory methodology in the identification, selection, planning, development, and implementation of community activities undertaken by CDA and its members. The adoption by the community of one project developed through participatory processes will demonstrate attainment of the purpose.

VI. Outputs

- A. Improved governance demonstrated by regular CDA board meetings and use of information by board members from management in their decision making.
- B. Improved managerial skills and financial management and reporting systems established as demonstrated by the following:
 1. an automated accounting system that regularly produces financial statements, records and reports used by management in their decisions;
 2. an accounting policies and procedures manual developed and in use; and
 3. a fully functional financial management system certified as compliant with ADF requirements.

VII. Activities

A. Environmental Impact Assessment

CDA will engage the services of a specialized firm or contractor to conduct environmental impact assessment (EIA) for the proposed ecotourism site and facilities. Terms of reference for the EIA will be reviewed and approved by ADF's Environmental Officer before the contract is approved. Findings and recommendations from this assessment will be used to guide the development of plans for low-cost ecotourism facilities at the waterfalls.

B. Participatory Development Activities

A community action plan will be developed and validated by CAD's members and other stakeholders in the area. CDA will engage a consultant to work with the member assure that the communities are actively involved in the planning, setting of priorities, assessment of the project benefits, the validation of the action plan and the final selection of a community project to implement. The consultant will also ensure community involvement in the ongoing monitoring and evaluation process and for the incorporation of lessons learned into the project.

C. Training and Technical Assistance

1. CDA will hire a consultant to review the association's structure, by-laws and constitution and make recommendations for improving governance and operations. The consultant will conduct governance and financial management training for the Board members and the management team to

reinforce the need for separation of functions and the delineation of roles and relationships.

2. CDA will engage a consultant to help set up operating structures and procedures to improve operations. CDA will acquire and set up a computerized accounting system with a five module system of accounts payable, accounts receivable, general ledger, and payroll.
3. CDA will hire a consultant to work with the Board and the Management Committee to develop and test an accounting policies and procedures manual that will be reviewed and adopted by the Association's General Assembly.
4. CDA will engage a consultant to assist the General Manager, Financial Officer, and key CDA staff to analyze business opportunities and revise their current strategic business plan to conform to the proposed ecotourism activity or other community development activity that the CDA members select during the participatory development exercise. The contractor will assist CDA in strategizing to focus on quality and other marketing criteria in developing its operation.

VIII. Roles and Responsibilities of the Parties

CDA has primary responsibility for ensuring that the Project's activities are properly implemented. Within the organization, the Board of Directors will be the highest decision making body. Day to day management of project activities will be carried out by the Management Committee. ADF's Partner in Liberia will provide technical support and guidance.

IX. Monitoring and Evaluation

Within sixty days of the effective date of this Agreement, the Client, working with the ADF Liberia Partner, will form a monitoring and assessment committee composed of a representative cross-section of the Client organization. The committee will provide the Partner with input for the Project monitoring plan. In addition, during implementation the committee will be responsible for ensuring that the Project follows the implementation plan and that problems identified through monitoring and evaluation are adequately addressed in a timely manner.

X. Other Implementation Issues

None.

