

COAST – Collaborative Actions for Sustainable Tourism – Project



Outline of Time Plan and Tasks for Regional Coordination Unit, Coastal Tourism (COAST) Project for Period August 2010 – July 2011

The table below presents the key tasks to be completed by the time of the third SCM. Please see list of task codes below. Hashed colour = regular but intermittent task, grey shading = completed.

Task	Aug 10				Sept 10				Oct 10				Nov 10				Dec 10				Jan 11			
	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4
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3c																								

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Task	Aug 10				Sept 10				Oct 10				Nov 10				Dec 10				Jan 11			
	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4
3d																								
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4b																								
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5b													█	█	█	█	█	█	█	█	█	█	█	█
5c													█	█	█	█	█	█	█	█	█	█	█	█
5d					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
6a																	█	█	█	█	█	█	█	█
6b																								
6c																								
6d																	█	█	█	█				
6e																					█	█	█	█
6f																								
6g					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█

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Task	Feb 11				Mar 11				Apr 11				May 11				Jun 11				Jul 11			
	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4
4a	[Blue shaded bar]																							
4b	[Empty]																							
5a	[Empty]																							
5b	[Empty]																							
5c	[Empty]																							
5d	[Black hatched bar]																							
6a	[Yellow hatched bar]																							
6b	[Yellow hatched bar]																							
6c	[Yellow hatched bar]																							
6d	[Empty]																							
6e	[Yellow hatched bar]																							
6f	[Yellow hatched bar]																							
6g	[Yellow hatched bar]																							

List of Task Codes:

Project Coordination and Management

- 1a Support the identification and recruitment of Demo project coordinators for all demo sites
- 1b Coordinate and support the purchase of computers and motorbikes for the Demo project coordinators
- 1c Agree and establish procedures for GEF funds disbursement to Partner countries via UNIDO offices
- 1d Support the establishment of *pro bono* management committees for each demo site

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Consultants and Partnerships (LOAs/MOUs)

- 2a Activate three year rolling sub contracts with Partner country agencies (Environment and/or Tourism)
- 2b Agree and establish a rolling MOU with UNWTO for responsibility for specified aspects of the programme
- 2c Oversee the completion and reporting of work on the BAPs and BATs consultancy
- 2d Commission work on GIS/mapping for Kenya and Tanzania (and possibly other partner countries)
- 2e Commission consultants for assessing marine erosion problems in Senegal and Ghana
- 2f Commission consultants for land use planning work in Mozambique (Pomene)
- 2g Commission consultants for land use planning work in Nigeria (Badagry)
- 2h Commission consultants for land use planning work in Senegal (site 2)
- 2i Confirm co-financing commitments and partnership roles for 2010-2013 in each Partner country
- 2j Identify and recruit M&E data collection/analysis consultant to support demo teams

Training and Capacity Building

- 3a Identify and establish MoUs with locally based training institutions for EMS, eco-tourism, reef management in each relevant Partner country
- 3b Commission a training needs assessment at each Demo project site
- 3c Support specified training activities at each demo site as per their draft work plans
- 3d Support ST-EP regional training events logistically and technically
- 3e Commission EMS/waste regional training events logistically and technically
- 3f Commission CZM/land use planning training events logistically and technically
- 3g Begin identifying reef work partnerships for E Afr countries (esp. Ke, Tz, Moz)

Supporting Mechanisms for Sustainable Tourism governance and management

- 4a Ensure that Focal Points and Demo Project Committees are linking into the appropriate National level environment and tourism governance mechanisms in order to inform these of demonstration site learning
- 4b Work with UNWTO on policy and governance study and publish outcomes with reference to 'policy gaps, needs and options'.

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Communication and Awareness Raising

- 5a Support the design of awareness raising materials about the COAST project for each Demo site
- 5b Support the design of awareness raising materials on HIV/AIDS and public health for each Demo site
- 5c Support the design of awareness raising materials on waste management for each appropriate Demo site
- 5d Activate the project website and keep regularly updated with the COAST project news and documentation

Reporting, Monitoring, Evaluation, SCMs

- 6a Support the collection of baseline data for each demo site
- 6b Collate baseline report findings
- 6c Make sure baseline results are available on the project website
- 6d Review Partner country/demo site work plans for 2011-2012 and publish on the website
- 6e Review demo project logical frameworks, monitoring indicators and M&E framework responsibilities
- 6f Prepare and Coordinate the COAST Project second Steering Committee Meeting (Location to be decided)
- 6g Support the production of base maps/land use planning maps for all relevant demo sites.