

Coalition for **Disaster Resilient Infrastructure**
Infrastructure Resilience Accelerator Fund
PROJECT ANNUAL REPORT



Project Title:	Data and Systems for Resilient Housing Programs in Dominica
Recipient Participating Organisation:	Build Change Ministry of Housing and Lands, Government of the Commonwealth of Dominica
Project Start Date:	12.01.2024
Project End Date¹:	31.12.2025
Reporting Period:	12.01.2024 to 31.12.2024
Details of Budget Revision [if applicable]	N.A.

Project ID:	00140543
Total Approved Budget [in USD]:	\$499,861.54
Total Budget Received [in USD]:	\$349,903.31
Annual Expenditure [in USD]:	\$211,228.25
Cumulative Expenditure [in USD]:	\$211,228.25
Utilisation [%]: 60%	Delivery Rate [%]: 42%

ANNUAL Report Submitted by:	Date of Submission:
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QUARTERLY Report Submitted to:	
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¹ If there has been an extension, then the revised, approved end date should be reflected here. If there has been no extension approved, then the current end date is the same as the original end date. The end date is the operational closure date when all activities must have been completed

² In case of a multi-country project, all governments are recipients of the Project Quarterly Report.

Part 1. Overall Project Progress

Summary:

During the first year of implementation, the project has successfully developed and implemented a nationwide survey of the existing housing stock. 26 surveyors in 6 teams surveyed a total of 527 houses, far exceeding the target of 400 houses. This provides the Government of Dominica with a statistically viable baseline³ describing the condition of existing housing, against which the success and progress of housing improvement programs can be measured. The data collection process was entirely digital using Build Change's digital technical assistance platform, BCtap, and has been analysed using Google's Looker Studio.

Significant progress has also been made on the development of technical resources to support a future home retrofit program in Dominica. The scope and content for three retrofit manuals (evaluation and design, construction supervision, and homeowner awareness) has been defined and agreed, and a draft of the technical manual was presented to key stakeholders at an in person workshop in November.

Implementation status:

Overall progress rating: *On-Track with minor delays*

Project initiation was slightly delayed due to the administrative change in government partner from the Climate Resilience Executive Agency of Dominica, a government agency which closed in 2023, to the Ministry of Housing.

It was anticipated that the survey would be completed in September 2024, however technical and administrative challenges resulted in a three month delay, with completion in December 2024. These delays were mitigated by adding additional surveyors to the team, and bringing forward work on the retrofit manuals so that the activities could progress in parallel to avoid delay to the overall project timeline.

The work plan was also adjusted to shift the survey dissemination activities back, from Q4 2024 to Q2 2025. The original plan was to disseminate the results of the survey immediately after completion, however the project team prefers to disseminate the survey results together with the launch of the retrofit manuals so that homeowners are presented with their risk together with solutions for risk mitigation.

Relevance/Revisions:

The project's expected outputs and deliverables continue to be relevant, with no adjustments required.

New synergies with a currently active Green Climate Fund project⁴ were identified that further enforce the value of the project.

³ Based on 26,085 houses in Dominica (2011 census), a minimum data set for a statistically viable sample is 380 houses (95% confidence level).

⁴ [FP061](#) Integrated physical adaptation and community resilience through an enhanced direct access pilot in the public, private, and civil society sectors of three Eastern Caribbean small island developing states

Part II. Narrative of Progress by Project Outcomes and Outputs

Project Outcome 1: Strengthening Data and Systems for Resilient Housing in Dominica *On-Track with significant results*

Completion of the survey fieldwork was a significant milestone for the project. The resulting dataset provides a much-needed baseline for the condition of existing housing in Dominica against which the national goal for 90% resilient housing can be measured.

The project implementation mechanism has proven successful, with a fruitful partnership between Build Change and the Ministry of Housing. In Dominica, the project is overseen by a dedicated project coordinator, Ms. Tracy Peltier, and project assistant, Ms. Larissa Frederick, with oversight and support from the Permanent Secretary for Housing, Dr Kyra Paul. The Build Change team are predominantly working remotely, and have conducted two missions to Dominica in 2024.

The project has received unanimous support from public and private sector stakeholders following presentation of the objectives and activities at the Disaster Resilient and Financing Symposium for the Housing Sector⁵ in March and the World Planning Day Forum⁶ in November.

Project Output 1: Determining a statistically viable baseline describing the condition of existing housing, against which the success and progress of improvement programs can be measured. *On-Track with minor delays*

Key output indicators achieved:

- Analysis report on existing data on Dominica's housing stock
- Survey approach prepared and approved
- Digital survey tool prepared and tested
- 527 houses surveyed (target: 400 houses)

In addition, the survey activities have also had the following complementary outputs:

- 9 students from Dominica State College benefited from training and invaluable work experience. The students were recruited to support the enumeration of the field survey. They were divided amongst the survey teams and worked closely alongside professionals from the Ministry of Housing. They participated in the survey training offered by Build Change as well as on the job learning.
- The survey questionnaire was designed to provide complementary data for a subcomponent of the Ministry of Housing's work under the Green Climate Fund study "Socioeconomic, Demographic, and National Climate Resilient Housing Data for Enhancing the National Climate Resilient Housing Programme in Dominica".

Key outputs remaining (slight delay, planned for Q4 2024 in original work plan):

⁵ The symposium was jointly organised by: Ministry of Housing and Urban Development, Climate Resilience Execution Agency for Dominica, World Bank, Global Fund for Disaster Risk Reduction.

⁶ The forum was organised by the Ministry for Housing and Urban Development

- Survey data analysis report prepared. Not achieved in the reporting period due to the delays in field survey implementation. Initial analysis work has been conducted and the report will be submitted in Q1 2025.
- 4,700 people reached through dissemination events. Not achieved due to the strategic decision to combine dissemination of the survey results with dissemination of the guidance manuals. Dissemination is planned for Q2 2025.

Project Output 2: Developing guidance manuals for strengthening and upgrading existing housing for non-technical persons, construction professionals and quality control agents. ***On-Track with significant results***

Key output indicators achieved:

- Content definition of the three manuals. Three retrofit manuals are described in the planned project outputs: a technical manual for evaluation and design, a construction supervision manual, and a homeowner awareness manual. The scope and an outline of the content for each of the three manuals has been confirmed and approved by the Ministry of Housing. Approximately 70% of the technical manual, the most substantial of the three, has also been drafted.

In addition, the following related outputs have been achieved:

- The project as a whole was presented to key public and private sector housing stakeholders at the World Planning Day Forum in November 2024, including some initial results from the survey data as well as the 70% draft of the technical manual. Stakeholders shared valuable feedback on the content and format of the technical manual, and several individuals expressed their interest in joining the technical review committee.

Key outputs remaining (on track, planned for 2025 in original work plan):

- Drafts of the three manuals
- Review and approval by technical committee of the three manuals
- Translation from English to Creole

Project Output 3: A house strengthening program, including systems and tools, is designed and fully handed over to the Ministry of Housing (MoH) to strengthen existing vulnerable and damaged houses ***Not started, on track.***

Project Output 4: Knowledge and resources generated by the project disseminated to SIDS for increased resilience and inclusivity of their critical infrastructure systems ***Not started, on track.***

Part III. Cross Cutting Components

National ownership and sustainability:

The Ministry of Housing's ownership and leadership of the project has been clearly evident in their execution of the housing survey. The Ministry has hired two dedicated project staff who have led the coordination of 26 surveyors and all local implementation of the housing survey, as well as collaboration with the Build Change team on the design and development of the survey questionnaire and digital app.

During Build Change missions to Dominica in March and November 2024, the Permanent Secretary, Dr Kyrá Paul, has engaged closely with the team to guide the direction of inception activities and to begin discussions on the retrofit manuals and program design. In November 2024, the Project Coordinator organised the World Planning Day Forum in Dominica, inviting public and private sector stakeholders and dedicated almost half of the day to presentation and workshop activities related to the project.

Catalytic effect:

The project has not yet led to additional funding or financing to the Government of Dominica for resilient housing. Initial strategic conversations have been held with the World Bank and the Green Climate Fund programme coordinator in Dominica, and will continue in 2025 to support the Ministry of Housing in securing funding to roll out a climate and disaster resilient home strengthening program. The results report of the survey analysis will be critical in determining this next step.

It is anticipated that the Government of Dominica will officially endorse the technical retrofit manual, which will directly benefit the approximately 27,750 builders and construction professionals in Dominica (approximately 10% of the labour force)⁷. The dissemination activities that are planned for 2025 to share the results of the survey and the new resources developed for the project are expected to directly reach 4,700 people, the majority of whom will be homeowners in Dominica.

Lessons learnt:

1. **Use of technology:** The BCtap mobile app was an essential tool in the survey data collection. All surveyors agreed that the tool was user friendly, and there were significant time savings during the post-processing of data as it was already in a workable digital format. While the app was designed for low/no internet connection and tested on a range of mobile devices, further improvements could be made to resolve issues with cloud synchronization and functionality on devices with low internal storage capacity.
2. **Survey app testing:** Prior to launch, the app was tested by the surveyors in the field with around 70 test records. This was vital to ensuring the survey questions were understood and appropriate for the local context. It also identified technical bugs in the app. A longer testing period would have allowed more complete identification and resolution of bugs, and user issues prior to implementation. The subsequent updates also added minor delays to the start of the survey, which could have been anticipated in the work plan.
3. **User training:** User training was conducted prior to survey launch, however the training was conducted remotely. Feedback from the surveyors indicated that onboarding would have been smoother with in person training, and practical exercises surveying test houses.

⁷ Labour force statistics based on [2011 census data](#) from the Central Statistics Office Dominica.

4. **Survey logistics:** Implementation of the survey was well organised. The Ministry organised surveyors into teams such that different aspects of the survey could be completed in parallel to save time. For example, one surveyor would interview the homeowner, while another would take measurements, and another would complete the structural assessment. Each survey team was assigned a geographic region. Surveys were conducted during the evenings and at weekends when homeowners—particularly younger, working homeowners—were more likely to be home. Build Change was in direct contact with the surveyors via a Whatsapp group to quickly respond to technical queries and resolve bugs in the app.
5. **Homeowner sensitisation:** Many homeowners were unwilling to allow the surveyors inside their homes, and/or were not comfortable responding to questions asking for personal information. As a result, there are gaps in the survey data - particularly with questions relating to the detailed structural survey, which required the surveyor to observe elements within the house, as well as in the socio-economic survey as homeowners are often reluctant to respond to questions related to their household finances. To mitigate this issue, more training could have been given to the surveyors on how to interact and approach homeowners in a way that builds trust. More and earlier media announcements could also have been made to make homeowners aware of the ongoing survey. The data from the Roseau area is some of the most complete, likely because this was the last area to be surveyed and homeowners were familiar with the program from the radio announcements.
6. **Survey length:** The survey questionnaire was intentionally comprehensive to maximise the return on investment of mobilising a nationwide housing survey. However, the length led some surveyors to rush through the form making errors or skipping questions, lowering the quality of the data. It also made the app slower to synchronize which contributed to some of the synchronization issues noted in 1.
7. **Coordination with other data collection projects:** The project successfully coordinated with the Green Climate Fund project to consolidate data collection resources and avoid survey fatigue amongst homeowners. The project also coordinated well with the Central Statistics Office, which was conducting a new census. In addition to making the survey more representative of the island's demographic statistics, the project used the same ID numbering system for each house, ensuring unique identification instead of creating a specific project Identification system. This will enable the reuse of data for potential future projects and facilitate access to specific information. The Central Statistics Office was also able to provide the Enumeration District Maps and tablets for surveyors.

Risk Management:

The risks identified at inception were that the project would not be able to reach the survey target, that houses in hard to reach areas would be under-represented, and that work could be significantly affected by weather systems. All three of these risks have been successfully mitigated and overcome.

The survey has successfully been completed, exceeding the minimum target of 400 homes. Additional surveyors were recruited from the Dominica State College and two months were added to the survey implementation period.

Implementation of the survey was informed by a comprehensive desk study, reviewing the census data for population and housing as well as the Bureau of Statistic mapping of all housing on the island. This allowed the Project Coordinator to give each survey team a target number of houses in each micro geographic area to ensure that all areas and people were proportionally represented.

Fortunately there were no major storms, hurricanes or other extreme weather events that affected Dominica during the 2024 hurricane season. There were some minor storms that added delays to the field work, however these delays had been anticipated in the work plan.

Gender Equality Disability and Social Inclusion (GEDSI):

The survey questionnaire and implementation was carefully designed to respond to GEDSI needs in Dominica:

- Over half (53%) of survey respondents were female. This was intentional to gain the perspectives of women, who play a critical role in household decision-making, particularly regarding housing needs, preferences, and priorities.
- 10.3% of survey respondents were from the indigenous Kalinago. The Kalinago comprise approximately 4% of the total population in Dominica, however they are a minority group that is particularly vulnerable to extreme weather and climate change due to their lower than national average socio-economic status and their geographic location on the eastern side of the island.
- The proportion of survey respondents by parish is within 10% of the distribution of the general population by parish.
- The survey questionnaire included data collection on: the number and age of inhabitants, disaggregated by gender; the ethnicity of survey respondents; details of persons living with disabilities; and household income.
- Almost half (46%) of the surveyors hired were female, despite infrastructure work being traditionally male-dominated in Dominica.

The survey results will be used to develop a GEDSI needs informed retrofit program design in 2025.

Communications:

At a national level, the project was presented at the Symposium and the World Planning Day Forum. Both events included multi-sector stakeholders. In particular, the Symposium audience included engineers, architects, health officers, housing officers, financial institutions, insurance companies, safety officers, sanitation engineers, and committee level organisations involved in philanthropic work. The conversation focused on aligning all work in the housing sector, providing opportunities for partnerships and possibly funding opportunities.

The survey was publicised on two radio broadcasts, each aired for over a month.

At an international level, Build Change has been sharing project updates via our social media platforms⁸ and during speaking engagements at international conferences, including COP29, the 12th World Urban Forum, New York Climate Week, and the inaugural Buildings & Climate Global Forum.

⁸ [LinkedIn](#) and [Instagram](#).

Part IV. Indicators-based Performance Assessment

No.	Outcome/Output	Indicator	Base line	Achieved			Target	Means of Verification
				2024	2025	2026		
OP 1	Determining a statistically viable baseline describing the condition of existing housing, against which the success and progress of improvement programs can be measured	A statistically viable baseline survey report completed and approved by MoH	0	0			1	Approved report by the Ministry of Housing
		No. of houses surveyed	0	527			400	List of houses surveyed
		Total Number of persons reached out during dissemination events	0	0			4700	Dissemination outcome report
OP 2	Developing guidance manuals for strengthening and upgrading existing housing for non-technical persons, construction professionals and quality control agents.	Guidance manuals for strengthening and upgrading existing housing developed and approved	0	0			3	Approved manuals
		Number of translated documents produced	0	0			3	Approved translated documents
OP3	A house strengthening program, including systems and tools, is designed and fully handed over to the Ministry of Housing (MoH) to strengthen existing vulnerable and damaged houses.	House Strengthening Program designed and fully handed over to the Ministry of Housing (MoH)	0	0			1	House strengthening program approved document and signed handover letter from MoH
		No. of trainings conducted on program and associated tools	0	0			1	Training Reports
		No. of personnel trained on program and associated tools, disaggregated by SAD	0	0			5	Trainee Feedback Report & Attendance
		No. of pilots conducted	0	0			20	Piloting proposal and report
		No. of follow-up trainings conducted	0	0			1	Training Reports
OP 4	Knowledge and resources generated by the project disseminated to SIDS for increased resilience and inclusivity of their critical infrastructure systems	Report prepared and disseminated	0	0			1	"a) Approved report b) Minutes of the meetings"
		No. of outreach events, disaggregated by SIDS regions	0	0			1	Conference agenda and outcome document
		No. of registered participants of the outreach events (conference, specific sessions), disaggregated by SAD	0	0			100	a) Registration sheet or conference statistics b) Conference statistics/outcome report

Part V: Annual Financial Report

UNSDG Overall Budget & Expenditure

No.	Budget Line ⁹	Annual Expenditure [in USD]	Cumulative Expenditure [in USD]	Remarks
1.	Staff and other personnel	\$99,512.38	\$99,512.38	
2.	Supplies, commodities, materials	\$0.00	\$0.00	
3.	Equipment, vehicles and furniture incl. depreciation	\$0.00	\$0.00	
4.	Contractual services	\$1,500.00	\$1,500.00	
5.	Travel	\$6,826.02	\$6,826.02	
6.	Transfer and grants to counterparts	\$89,284.00	\$89,284.00	
7.	General Operating and other direct costs	\$287.18	\$287.18	
8.	Project cost (Sub-total)	\$197,409.58	\$197,409.58	
9.	Indirect support costs (7%)	\$13,818.67	\$13,818.67	

⁹ **1. Staff and other personnel costs:** Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

2. Supplies, Commodities, Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities, and materials. Office supplies should be reported as "General Operating".

3. Equipment, Vehicles and Furniture including Depreciation: For those reporting assets on UNSAS or modified UNSAS basis (i.e. expense up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS this would equal depreciation for period.

4. Contractual Services: Services contracted by an organization which follow the normal procurement processes. In IPSAS terminology this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

5. Travel: includes staff and non-staff travel paid for by the organizations directly related to a project.

6. Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to non-exchange transactions.

7. General Operating and Other Direct Costs: Includes general operating costs that can be directly attributed to the project implementation such as project telecommunications, project finance charges and other costs which cannot be mapped to other expenditure categories.

9. Indirect Support Costs: frequently referred to as "overhead expenses" that support the entire operations of the implementing organization. They typically include the implementing organization headquarters rent, utilities, equipment, and associated information systems and support and administrative staff such as HR, general finance, accounting, IT, and legal.

10.	Total	\$211,228.25	\$211,228.25	
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