

LETTER OF AGREEMENT

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and

Department of Environment, Climate Change & Emergency Management (DECEM) – Federated States of Micronesia (FSM)

relating to

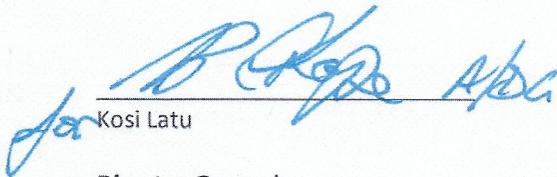
Training and awareness on the FSM Inform Environment Data Portal in the different FSM-states



This LETTER OF AGREEMENT is made between the **Secretariat of the Pacific Regional Environment Programme (SPREP)** and the **Department of Environment, Climate Change & Emergency Management (DECEM) – Federated States of Micronesia (FSM)** relating to Training and awareness on the FSM Inform Environment Data Portal in the different FSM-states.

SPREP and DECEM have agreed to collaborate on the abovementioned activity, and it is now further agreed that:

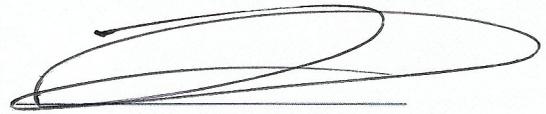
1. SPREP offers a ½ cost share of USD 5,108.83 (total amount of USD 10,217.66), on the proposed training activities as per the Milestones and payment schedule outlined in Attachments 1 and 2, to carry out the activities agreed upon in the attached Terms of Reference (Attachment 1).
2. SPREP and DECEM will contribute in in-kind support through staff time and technical input to carry out activities agreed upon in the attached Terms of Reference.
3. SPREP and DECEM shall co-operate to carry out the obligations in this Agreement in good faith.
4. SPREP and DECEM may request each other to make variations to this Agreement. Requests for variations shall not be unreasonably withheld.
5. DECEM will provide SPREP with narrative report and financial acquittal.


Kosi Latu

Director-General

Secretariat of the Pacific Regional Environment Programme (SPREP)

Date: 20/5/19



Andrew Yatilman

Secretary

Department of Environment, Climate Change & Emergency Management (DECEM), FSM

Date: 05/20/19

TERMS OF REFERENCE

Training and awareness on the FSM Environment Data Portal in the different FSM-states

1.0 Implementing Partner Objectives

The Implementing Partner will meet the following objectives:

- 1.1. Conduct trainings in the four FSM States (Pohnpei, Yap, Chuuk and Kosrae) on the use of the FSM Environment Data Portal.
 - Hands-on training whereby participants are registered as “content creators” to the portal, which allows them to upload datasets to the portal.
 - During the training, participants will upload state specific datasets that can be shared on the portal.
 - All organizational aspects to conduct the trainings (invitations, logistics, catering, training preparations, etc.) are the full responsibility of the Implementing Partner. SPREP will support the Implementing Partner with input on the training materials (PowerPoint presentations, etc).
- 1.2. Agree with the four states on the state focal point(s): the state focal point will be the first point of contact for the state on all matters concerning environmental data management and the use of the FSM Data Portal.
- 1.3. Facilitate a discussion with the training participants to map out the data upload workflow for each department present. It concerns the roles of key people on data processing – internal data validation – data upload to the portal by authorized users.
- 1.4. Individual evaluation forms to be filled in by all participants at the end of each training (template to be provided by SPREP).
- 1.5. Follow-up action plan per state: to be discussed and filled in by the group of participants at the end of each training (template to be provided by SPREP).

2.0 Implementing Partner Outputs on Report

The Implementing Partner shall produce the following key outputs:

- 2.1. Submit a report to SPREP after each state training session, detailing the following (report template provided in Attachment 3):
 - Number of staff trained, by means of a signed participants list, including full name, organisation/department, e-mail or other contact details, gender, signature
 - New registered users to the portal, for each state (full names and user logins)
 - New data sets uploaded to the portal, during the training (overview can be obtained within the data portal Admin overviews).
 - Contact details of the agreed state focal point(s)
 - Results of the discussion on the workflow mapping
 - Individual evaluation forms filled in by the training participants
 - Follow-up action plan per state
- 2.2. Submit to SPREP scanned copies of original signed participants lists, receipts of car rental, meeting venue costs, catering, departure fees, airfares, and all other expenses.

3.0 Timeline and Cost

The Implementing Partner will adhere to the following timeline and costs:

- 3.1. The Implementing Partner prepared a proposed states training timeline and cost estimation (Attachment 2). These proposed training dates are confirmed with the different states.
- 3.2. The total cost is estimated at USD 10,217.66.
- 3.3. Based on the ½ cost share, SPREP will pay the Implementing Partner a total sum of USD 5,108.83. From this total sum, 75% (USD 3,831.6) will be paid upon signing of this LOA, and 25% (USD 1,277.2), will be paid upon receipt of the final report.
- 3.4. The final report needs to be submitted to SPREP, no later than 30th of June 2019, to process the final payment. In case the trainings are delayed (as per the attached timeline – Attachment 2), the final report should be submitted no later than 2 weeks after the last training session.

TIMELINE

| PROPOSED TRAINING DATES AND TRIPS | | | | | | |
|-----------------------------------|---------------|-------------------|-------------|------------------------------|--------------------------------|--------------------------|
| <u>DATE</u> | <u>DAY</u> | <u>WHAT TO DO</u> | <u>VENU</u> | <u>PER DIEM DAYS</u> | <u>CAR RENTAL DAYS</u> | <u>TRAINING DAYS</u> |
| 20th & 21st MAY | MON. & TUES. | POHNPEI TRAINING | EPA | | | 2 |
| 1st JUNE | SATURDAY | DEPART PNI TO YAP | | 4 | 3 | |
| 3rd & 4th JUNE | MON. & TUES. | YAP TRAINING | EPA | | | 2 |
| 5th JUNE | WEDNESDAY | DEPART YAP TO TTK | | 4 | 3 | |
| 6th & 7th JUNE | THURS. & FRI. | CHUUK TRAINING | EPA | | | 2 |
| 8th JUNE | SATURDAY | DEPART TTK TO PNI | | | | |
| 10th JUNE | MONDAY | DEPART PNI TO KSA | | | | |
| 11th to 14th JUNE | TUES. to FRI. | KOSRAE TRAINING | KIRMA | 6 | 5 | 4 |
| 15th JUNE | SATURDAY | DEPART KSA TO PNI | | | | |
| TOTAL DAYS: | | | | 14 | 11 | 10 |

BUDGET PROPOSAL

For 2 Travellers (GIS/Data officer, Snyther Biza and IT officer Skiis Dewey)

| <u>Type of Travel Expenses</u> | <u>Budget (USD)</u> | <u>Budget Notes</u> |
|---|---------------------|--|
| Air Fare (Agency: Village Travel) (PNI to YAP, YAP to TTK, TTK to PNI, PNI to KSA, then KSA to PNI) | \$3,762.66 | Return ticket: For 1X traveller – \$1,881.33; For 2X travellers – \$3,762.66. |
| Per Diem (\$150 x 14 days) | \$4,200.00 | From 6/1 to 6/15 = 14 days X \$150 daily per diem is \$2,100.00; for 2X travellers is \$4,200.00 |
| Car Rental/Ground Transport (\$75 x 11 days) | \$825.00 | For 1 traveller ONLY. The other will tag along. 3 days in YAP, 3 days in TTK, and 5 days in KSA = 11 DAYS of car rental X \$75 daily car rental rate |
| Departure Fees | \$230.00 | PNI-\$20, YAP-\$20, TTK-\$40, PNI-\$20, KSA-\$15 1X is \$115; for 2X is \$230.00 |
| Other (Specify: Training lunches) | \$1,200.00 | For 15 participants X \$10.00 take-out for 2days YAP, 2days TTK, and 4days KSA. Pohnpei not included |
| TOTAL BUDGET | \$10,217.66 | |

REPORT TEMPLATE

Training Report (Outline)

1. Brief Introduction

Please provide the basic data about the training (Dates, Beneficiary Organisations/Departments, Location) and put the training in its context (what was the training supposed to address, organisational needs, etc.).

2. Objectives of the Training

Please mention the learning objectives of the course. If relevant provide short background explanation.

3. Participants

Describe the group of participants (and reflect on their entry level) and provide the signed participants list (full name, gender, organisation/department, contact details) in annex of the report.

4. Methodology

Describe the main characteristics of the training methodology used during the training course. And reflect on how this methodology worked out during the training course.

5. Use of the FSM Data portal

- Provide details on the new registered users to the portal, for each state (full names and user logins).
- Provide details on the new data sets uploaded to the portal, during the training (overview can be obtained within the data portal Admin overviews).
- Provide the contact details of the agreed state focal point(s).
- Share the results of the discussion on the workflow mapping.

6. Planned follow-up

Describe if follow-up activities are foreseen and describe those briefly, based on the action plans per state. Provide the follow-up action plans in annex of the report.

7. Aggregated evaluation results

Please provide aggregated results (short summary) of the individual participants' evaluation forms and provide the evaluation forms in annex of the report.

8. Trainer comments and suggestions

Provide your own reflection regarding training results and participants scores, comments and suggestions.