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# MEMORANDUM OF UNDERSTANDING (MOU)

## MEMORANDUM OF UNDERSTANDING (MOU)

between

**Ministry of Natural Resources and Environment, Samoa (MNRE)**

and

**The Secretariat of the Pacific Regional Environment Programme (SPREP)  
 Inform Project Implementation, Samoa**

**SPREP** is a regional, intergovernmental organisation comprising 25 members consisting of 21 Pacific Island Countries and Territories and four developed countries with direct interests in the Pacific region. The purposes of SPREP are to promote co-operation in the Pacific region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

**Whereas**

MNRE's interest in this arrangement is in the support the project will provide such as :

- A national reporting system that stores data and/or connects to existing databases.
- Improvements in monitoring and reporting capacities for environmental data to better guide decision making and development planning in PICs.
- Improvement of capacity of PICs to monitor, review, and report on national development plans.
- Improvement of the capacity for national reporting to Multilateral Environment Agreements (MEA).

**And whereas**

SPREP's interest is to continue to operate under its mandate of promoting cooperation in the Pacific region and providing assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

**The Parties** to this MoU agree as follows:

**1. Purpose**

The Secretariat of the Pacific Regional Environment Programme (SPREP) through the Environmental Monitoring and Governance (EMG) Programme and the project titled

*[Handwritten signature]*

"Building National and Regional Capacity to Implement Multilateral Environment Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific, or commonly known as the "Inform Project", will be providing technical assistance and support to the Ministry of Natural Resources and Environment (MNRE).

This Memorandum of Understanding (MOU) will outline the assistance that SPREP through the regional GEF funded Inform Project will provide to MNRE, and in turn, the deliverables and outputs that MNRE will produce through the assistance provided over the life of the Inform project.

## **2. Objectives**

- 2.1 The main objective of this MOU is to provide a framework of co-operation between SPREP and MNRE in regards to the Inform Project.
- 2.2 Within this framework the Parties will consult in an effort to collaborate on the activities they identify as requiring implementation.

## **3. Responsibilities**

### **a. MNRE**

MNRE as a partner would be responsible for :

- costs of housing any Temporary Staff/Consultant while at MNRE (including desk space, internet, communication costs etc)
- Facilitating national stakeholder input, data, drafting and review of the State of Environment Report (SoE) including organizing meeting logistics, sourcing venue and catering quotes to comply with SPREP procurement procedures.
- Supporting national endorsement of SoE and related outputs.
- Establish and operationalise data usage into DKAN databases. Data used to inform the SoE will be hosted on the DKAN database.
- Ensuring the outputs from the SoE and environment database are used to track the NESP and MEAs.
- Following SPREP procurement policies and Samoa Government procurement policies for any project funded activities and participating in the procurement process.
- Nominate an operational focal point within MNRE to work with the Inform project.

### **b. SPREP**

SPREP as a partner would be responsible for :

- Procuring of a consultant to support the SoE process, per limits set in annex A.
- Procuring a technical consultant to conduct the Indicator Mapping Exercise ( completed this exercise ).

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- Providing of an Inform workstation (laptop) – interaction/ data collection with the SOE Process
- Supporting SoE workshops, consultations, per limits set in annex A.
- Printing and publication costs, per limits set in annex A.
- Providing technical support and backstopping on the use and application of the data portal, SOE Indicator development and the use of a on line reporting tool
- Host on line Samoa Environment Data Portal and provide admin support to the cloud hosed DKAN data portal.

#### 4. Work Plan and Timetable

The technical support package is outlined in the attached Annex A of this MOU.

#### 5. Termination and Amendments

- This MoU will come into effect upon signature of the second party to sign and will remain in effect until December, 2021.
- This MoU may be amended by written agreement of the Parties.
- Either Party may terminate this MoU, by giving four (4) weeks written notice to the other Party.

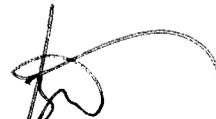
#### 6. Relation of the Parties

This MoU constitutes an expression of mutual good faith by the Parties who commit to carrying out their responsibilities to the best of their abilities. Nothing in this MoU shall render either Party liable for any debts or obligations incurred by the other. Neither Party may make representations on behalf of the other.



for Mr. Kosi Latu  
Director General  
SPREP

Date: 18/3/19



Mr. Ulu Bismarck Crawley  
Chief Executive Officer  
MNRE, Samoa

Date:

## **Annex A**

### **Inform Project Implementation, Samoa**

#### **1. Introduction**

The SPREP executed regional Inform Project directly contributes to Regional Goal four of the SPREP Strategic Plan 2017-2026 and is funded through the Global Environment Facility (GEF) funded project titled "Building National and Regional Capacity to Implement Multilateral Environment Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific ", implemented by UNEP, referred to as the Inform Project. The Inform Project is implemented in 14 Pacific island countries which includes Samoa.

#### **2. Objectives**

The Secretariat of the Pacific Regional Environment Programme (SPREP) through the Environmental Monitoring and Governance (EMG) Programme and Inform project will be providing technical assistance and support to the Ministry of Natural Resources and Environment, (MNRE) to undertake the following:

- i. Support the full use of national datasets for environmental reporting and planning. The Inform Project aims at strengthening the collection and storage of timely and high quality data that will assist the government and key stakeholders to assess current environmental conditions and implement appropriate actions to improve and monitor changes to the environment. This ultimately will support MNRE in environmental planning, forecasting and to meet environmental reporting obligations.
- ii. Share environmental information in the data portal in DKAN format, including migration from DKIF
- iii. Support MNRE develop a 2019/2020 SOE and link outputs to NESP reporting and timely MEA reporting

#### **3. SPREP Implementation Support Team**

The SPREP team supporting this work consists of the whole of the Environmental Monitoring and Governance team under the leadership and guidance of the Director EMG with direct involvement of the Inform Project staff consisting of the Inform Project Manager Paul Anderson, Environmental Monitoring and Reporting Specialist (EMRS) Mr. Peter McDonald, Environmental Monitoring and Reporting - GIS Specialist (EMRGISS) Julie Callebaut, Inform Project Finance and Technical Assistant Sela Simamao, and the Systems Developer Tavita Sua.

The expected outputs and outcomes include a functional on line reporting tool, an updated 2020 Samoa SOE with fully supported indicators that link to NESP,SDG, and MEA reporting requirements as well as a Environment data portal that is fully populated with the

information necessary for the 2020 SOE and will serve as the basis for the 2025 SOE. MNRE officers will have the capacity to use both tools and use and reuse the indicators for both planning and reporting.

**Inform Input**

To achieve this, the Inform project will provide, based on needs identified, the following per the activity budget in the table below.

Activity Description	Maximum Cost – USD
<b>SOE Consultant</b> – costs to procure a consultant for MNRE to develop the State of Environment Report. Budget is inclusive of all fees, taxes, administrative costs and associated local travel costs.	\$ 40,000
<b>SOE Consultations</b> - costs of hosting four (4) stakeholder consultation meetings for the SOE report. Two (2) in Upolu, two (2) in Savai'i.	\$ 10,000
<b>MNRE Task Team Meetings</b> – related costs for up to 4 internal MNRE coordination meetings including costs for venue and food catering	\$ 5,000
<b>Inform Workstation</b> – fully, installed and branded laptop to support the data portal and all activities under the MoU.	Provided
<b>Printing &amp; Publication</b> – cost for graphic design – Brief and full report, formatting and mass printing of the SOE Brief and full Report. Translation costs of the decision makers brief.	\$ 5,000
<b>DKIF Server</b> – related costs for the purchase of a server to specifications to be identified and agreed upon.	\$ 20,000 Maximum
<b>NESP Communication strategy</b> Including environmental data management, SoE and NESP implementation	\$20,000 Maximum
<b>MNRE Indicators</b> Technical assistance to develop a suite of environmental indicators including consultation cost.	17,000 USD - <b>Completed</b>

<b>Technical Back Stopping</b> – SPREP Inform team to provide technical support for the SoE process, and hosting DKAN online server through 2021.	Provided
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- **In relation to meeting costs that SPREP will support** – MNRE is required to adhere to SPREP Procurement Guidelines for the procurement of any goods or services exceeding USD \$1,000, with the provision of three (3) different supplier quotes as well as justified reasoning for supplier selection to SPREP at least five (5) working days before scheduled meeting is to take place. Also note that SPREP does not support the paying of sitting fees for any of the SPREP sponsored events or meetings.

### **MNRE Input**

MNRE, as a partner of Inform would be responsible for:

- Hosting costs of any temp/consultant while at MNRE (inclining desk space, internet etc)
- Facilitating national stakeholder input, data, drafting and review of the SoE
- Supporting national endorsement of SoE and related outputs
- Facilitating data flow into DKAN database

### **MNRE Deliverables:**

Activity Description	Output
1. Management and facilitation of the SOE Consultation process both within MNRE and with key stakeholders	<ul style="list-style-type: none"> <li>• Stakeholder consultation and Meeting Reports</li> </ul>
2. SOE Brief and full Report with Indicator Status	<ul style="list-style-type: none"> <li>• Fully populated and vetted indicator status and SoE report</li> <li>• SoE Brief and full report</li> <li>• Submission for Cabinet approval of the SoE report</li> </ul>
3. Samoa Environment Data Portal using DKAN	<ul style="list-style-type: none"> <li>• Populated Environmental Data Portal</li> </ul>
4. Technical staff from Corporate IT division to maintain and backstop	<ul style="list-style-type: none"> <li>• Registered and active MNRE and partner users</li> </ul>

the data portal	
5. NESP Communication strategy developed	<ul style="list-style-type: none"> <li>• Communication strategy approved and implemented</li> </ul>

**Costs to be covered by MNRE**

<b>Activity Description</b>	<b>Cost USD (in-kind co-finance)</b>
office space for the SoE and other consultants	In-kind
Internet connection for the Technical assistant/consultants	In-kind
MNRE staff time - SoE technical backstopping, review, input and drafting key indicators	In-kind
DKAN database use and upload/promotion	In-kind