

LETTER OF AGREEMENT

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and the

Tuvalu Department of Environment (DOE)

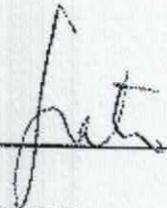
relating to

Tuvalu 2019/2020 State of Environment Report and 6th National Report to the Convention of Biodiversity

This LETTER OF AGREEMENT is made between the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Tuvalu Department of Environment (DOE) relating to the Tuvalu 2019/2020 State of Environment (SoE) Report and 6th National Report to the Convention of Biodiversity (6NR)

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

1. SPREP will transfer to Tuvalu's Department of Environment the amount of USD 35,000 to carry out the activities agreed upon in the attached Terms of Reference.
2. Tuvalu's Department of Environment will contribute USD 35,000 to carry out activities agreed upon in the attached Terms of Reference.
3. SPREP and Tuvalu's Department of Environment shall co-operate to carry out the obligations in this Agreement in good faith.
4. SPREP and Tuvalu's Department of Environment may request each other to make variations to this Agreement. Requests for variations shall not be unreasonably withheld.


Kosi Latu

Director-General

Secretariat of the Pacific Regional
Environment Programme (SPREP)

Date: 2/4/2019


Soseala Tinilau

Director

Department of Environment, Tuvalu (DOE)

Date: 24/4/2019

TERMS OF REFERENCE

Development of the 2019 Tuvalu 6th National Report to the CBD and National State of Environment Report

1.0 6th National Report and State of Environment Report Consultant Objectives

1.1 Consultancy Objectives

The consultancy will meet the following objectives:

- 1.1.1 Develop the Tuvalu 6th National Report to the CBD (6NR) and national State of Environment (SoE) Report using a national process, national template, and national data.
- 1.1.2 Analyse and compile the national data for the 6NR and SoE Report with in-country and SPREP partners for guidance and feedback.
- 1.1.3 Liaise with national and provincial governments, the private sector, academic institutions, non-governmental organizations and SPREP partners to ensure good-quality, accurate information is gathered and presented in the 6NR and SoE Report.

2.0 Consultation Description

2.1 Consultant Duties for 6NR and SOE Development

The consultant will be required to undertake the following duties:

- 2.1.1 Report regularly, or as required, to Paul Anderson – Inform Project Manager, SPREP, and Soseala Tinilau, Director, Tuvalu Department of Environment (DoE), on guidance for developing the 6NR and SoE Report for Tuvalu.
- 2.1.2 Liaise with DOE staff to ensure the 6NR and SoE Report are developed within the requirements of the Tuvalu Government.
- 2.1.3 Read and draw on all relevant supporting material on the CBD website for development of the 6NR, including the Resource Manual and technical reporting guidance.
- 2.1.1 Conduct a desktop review of the Tuvalu NBSAP 2012-2016, extract national biodiversity targets for the 6NR.
- 2.1.2 Conduct a desktop review of the 1993 Tuvalu SoE Report.
- 2.1.3 Contact sectors' lead agencies in Tuvalu to collect and collate information pertinent to the creation of the 6NR and SoE Report, which includes the following activities:

- a. Compiling all data available in Tuvalu.
 - b. Establishing a relationship with sectors to collect data
 - c. Working with teams to coordinate data collection
 - d. Using inclusive methodologies to gather data
- 2.1.4 Support and attend the national consultation workshops as a guide on the formation of the 6NR and SoE Report.
- 2.1.5 Prepare summary notes, write chapters and produce graphs for the 6NR and SoE Report in consultation with the thematic leads in Tuvalu and SPREP lead contacts. Use the template available on CBD website for the 6NR and the SOE template provided by DoE and SPREP.
- 2.1.6 Review relevant national environment strategies for indicators to use for the 6NR and SoE Report, including the National Biodiversity Strategy and Action Plan (NBSAP), National Solid Waste Management Strategy (NSWMS), National Adaptation Programme of Action (NAPA), National Plan of Action (NPOA) and National Climate Change Policy (NCCP).
- 2.1.7 Assist DOE and SPREP in the first and second stakeholder consultation workshop, including preparing a presentation on the draft 6NR and SoE Report.
- 2.1.8 Make explicit links among indicators in the SoE Report to relevant SDGs, MEAs and regional action plans (SAMOA Pathway, Framework for Pacific Regionalism (FPR)).
- 2.1.9 Incorporate input from workshop, in addition to comments from DoE and SPREP, and submit a final 6NR and SoE report to DoE.
- 2.1.10 Organize all supporting materials, worksheets, photographs and reports properly labelled in thematic folders.
- 2.1.11 The consultant will also be required to assess and collect data on the relevant requirements of the 6NR and SoE during the process of formulating the report and shall ensure that:
- a. All information collected for the 6 SoE Report is uploaded to the Tuvalu data portal and available to DOE.
 - b. All data are clearly labelled, tabulated and uploaded to data portal, and Excel tabulation worksheets and report PDFs are used as data sources.
 - c. All information is precise, cited and justified.
 - d. All judgments are supported by relevant data or information.

3.0 Consultant outputs

3.1 Consultant Outputs on 6NR and SoE Report

The consultant shall produce the following key outputs:

- 3.1.1 A final version of the Tuvalu SoE Report and 6NR in Microsoft Word, which have gone through review and vetting by relevant stakeholders in Tuvalu, are uploaded to the Tuvalu data portal. The documents must be clear and concise, highly informative, and accurate and able to guide students and teachers studying the environment, as well as policy makers and other key sectors in Tuvalu. The final copies will be proofread and free of grammatical errors, using SPREP's style guide as a reference.
- 3.1.2 After completing the above-mentioned documents, the consultant is required to upload all raw data (in Excel format) and any pdf or word reports, sourced for development of the 6NR and SoE, to the Tuvalu data portal. Portal datasets will include all relevant metadata, including contact details.
- 3.1.3 Provide recommendations for the cabinet paper on the development of the SoE Report, for which DOE prepares a cabinet paper for endorsement.
- 3.1.4 One communication pamphlet on the SoE Report created in consultation with the SPREP communications team to raise awareness in Tuvalu. This pamphlet will be reviewed and endorsed by ECD and SPREP.
- 3.1.5 Two project concepts seeking potential funding will be forwarded to ECD for consideration and further submission to the Secretary for approval.

4.0 Timeline and Cost

4.1 Consultancy Timeline

- 4.1.1 The documents will be prepared within 8 months of commencing.
- 4.1.2 Payment schedule on consultancy fees will be:
 - i. USD 21,000 (30%) on signing of contract and submission of agreed workplan
 - ii. USD 24,500 (35%) on submission of complete draft 6NR and SoE with stakeholder input
 - iii. USD 24,500 (35%) on acceptance of final draft 6NR and SoE, all relevant materials have been uploaded to the portal, and recommendations for cabinet paper, communications pamphlet and project concepts submitted.

- 4.1.3 SPREP will provide technical support and guidance to the consultant as required
- 4.1.4 Consultant will be required to travel to Samoa for training on the GNR and SoE development (Inception training) with costs covered by SPREP
- 4.1.5 Consultancy will begin when the consultant signs the contract.
- 4.1.6 The consultant will be required to travel to Tuvalu for a minimum of two consultations, including to assist with delivery of workshops. These costs are will be covered by the consultant and are included in the above-mentioned payment schedule.