

Supplement to the Grant Agreement

giz Postfach 5180 • 65726 Eschborn

**The Secretariat of the Pacific Regional
Environment Programme
(SPREP)
PO Box 240
Apia
Samoa**

Your reference		Telephone	+49 6196 79-4053
Our reference	E2B0 - KT	Fax	+49 6196 79-804053
Email	kristina.tubic@giz.de	Date	24.06.2021

3. Supplement to the Grant Agreement

Agreement number: 81251767
Project processing number: 18.2105.7-011.00
Project Title: Climate Policy Support Project
Country: Global

Dear Sir/Madam,

The following provisions of the Grant Agreement (hereinafter referred to as the 'Agreement') dated 19.12.2019, the 1st Supplement to the Agreement dated 03.12.2020 and the 2nd Supplement to the Agreement dated 31.03.2021 are to be amended and shall be worded as follows:

Article 1

Amount and purpose of the Grant

1.3 The grant is made available for the period from 20.12.2019 to 28.02.2022. Only actual costs incurred during this period and related to activities carried out during this period may be financed from the grant.

GIZ shall have the right to refuse disbursements after 30.04.2022.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

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Tax no. 040 250 56973

Chairman of the Supervisory Board
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Ingrid-Gabriela Hoven
Thorsten Schäfer-Gümbel

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Article 2

The Project

- 2.2 In order to achieve the aim of the project, measures as laid down in the Project Proposal of 18.06.2021, which is attached hereto (**Annex 2**) and forms an integral part of the Agreement, are planned. Annex 2 amends the project proposal of the above mentioned contract.

Article 3

Disbursement Procedure

- 3.10 GIZ will commission a certified public accountant to audit the Project. This audit will examine whether the measures have been implemented and administered properly and correctly in accordance with the relevant terms of this Agreement, in particular with respect of cash and invoice management, the use of grant funds and the award of contracts for supplies and services.

The periods to be covered by the audit are as follows:

1. Audit period: 20.12.2019 up to 31.12.2020
2. Audit period: 01.01.2021 up to 28.02.2022

The Recipient must permit GIZ and/or the certified public accountant commissioned by GIZ to inspect the accounts and any other documents related to the purpose of this Agreement at any time.

On completion of the audit report, GIZ shall inform the Recipient of the main findings. The Recipient shall promptly implement the recommendations made by GIZ on the basis of the audit findings and provide evidence thereof if requested by GIZ.

All other provisions of the above Grant Agreement - including previous supplements to the Agreement - shall remain valid without modification.

We would be grateful if you would confirm that you agree to the proposed Supplement to the Agreement by signing the attached duplicate of this letter in a legally binding form and returning the duplicate to the GIZ.

We wish you every success for the implementation of your Project.

Yours sincerely,

Eschborn, Date: 25.06.2021

**Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH**

Agreed:

Samoa, Date: 14.07.2021

**The Secretariat of the Pacific
Regional Environment
Programme**

i. V. Dorit Schauder

.....
i.V. Dorit Schauder
Contract Manager

i.V. K. Tubic

.....
i.V. Kristina Tubic
Contract Manager

Kosi Latu

.....
Kosi Latu
Director General, SPREP

Annex:

Annex 2: Project Proposal of 18.06.2021

NDC Hub (SPREP) Revised Timeline

18th June 2021

Activity	Description	2020	2021				2022
		Q4	Q1	Q2	Q3	Q4	Q1
Recruitment of staff							
Finalise review of RTSM operations manual							
Regional Technical Support Mechanism (RTSM)	Upgrading and Rebranding of the RTSM to have other procurement processes integrated for easier access by consultants and member countries who wish to use this service. (Phases 0, 1 & 5)						
Vanuatu Biogas	Installation of two (2) biogas systems at two (2) rural educational institutions in Vanuatu.						
RMI Implementation Framework	Development of an Implementation Framework for RMI's NDC Plan						
Building Standards for Nauru	Development of Building Standards for Nauru which can be used as building blocks for a National Building Code						
RMI Capacity Building	Building capacity in the RMI Energy Office in terms of data collection, interpretation and storage.						
Terminal Report for NDC Hub Phase 2							

Supplement to the Grant Agreement

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PO Box 240
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Your reference		Telephone	+49 6196 79-2694
Our reference	E2B0 / N.A.	Fax	+49 6196 79-802694
Email	neset.aslan@giz.de	Date	10.03.2021

2. Supplement to the Grant Agreement

Agreement number: 81251767
Project processing number: 18.2105.7-011.00
Project Title: Climate Policy Support Project
Country: Global

Dear Sir/Madam,

The following provisions of the Grant Agreement (hereinafter referred to as the 'Agreement') dated 19.12.2019 and the 1st Supplement to the Agreement dated 03.12.2020 are to be amended and shall be worded as follows:

Article 1

Amount and purpose of the Grant

1.1 As commissioned by the BMZ GIZ shall make available to the Recipient a grant of

up to EUR 469.403,20

The original amount of the 1. Supplement to the Agreement remains unchanged.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

Details are laid down in the budget lines mentioned in Article 1.2 and in the enclosed Estimated Budget (**Annex 1**), which substitutes the budget of the above mentioned contract.

1.2 The budget lines will be changed as follows:

The Recipient shall use the grant exclusively for actual costs incurred within the scope of the Project described in Article 2 of the above mentioned contract according to the budget lines below and the estimated budget, which sets out details of the Project costs. The Estimated Budget is attached hereto (**Annex 1**) and forms an integral part of the Agreement.

1.	Staff	up to	EUR	211,835.00
2.	External experts / Consultants	up to	EUR	170,763.00
3.	Transportation	up to	EUR	0,00
4.	Procurement of goods	up to	EUR	5,100.00
5.	Other costs / Consumables	up to	EUR	31,412.00
6.	Administration costs (12%)	up to	EUR	50,293.20

All other provisions of the above Grant Agreement - including previous supplement to the Agreement - shall remain valid without modification.

We would be grateful if you would confirm that you agree to the proposed Supplement to the Agreement by signing the attached duplicate of this letter in a legally binding form and returning the duplicate to the GIZ.

We wish you every success for the implementation of your Project.

Yours sincerely,

Eschborn, Date: 17.03.2021

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
E2B0 Contract Management 7 / Financing


.....
i.V. Neşet Aslan
Contract Management

i.A. Cigdem Koparan
.....
i.A. Cigdem Koparan
Contract Management

Agreed:

Samoa, Date: 31/03/2021

The Secretariat of the Pacific
Regional Environment
Programme


.....
Kosi Latu
Director General
SPREP

Annexes:

(Annex 3 can be downloaded from www.giz.de/financing)

Annex 1: Estimated Budget

Annex 3: Financial Guidelines for Grant Agreements (06/2020)

Budget / Schedule of Estimated Expenditures

Name of the Recipient: SPREP

Description	Amount	Output number	Activity/Output	Unit (e.g. person, vehicle, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)	Own Funds / Third party financing in EUR (up to)	TOTAL in EUR (up to)
1. Human Resources (Note: This budget line will be settled against payslips and, if partially financed, against payslips and time sheets.)								211.835,00		211.835,00
1.1 Staff (Job Title)								176.712,00		176.712,00
Technical Assistance Adviser NDC Hub	146.304,00	5	Support the revitalization of the Regional Technical Support Mechanism (RTSM)	person	12,00	months	12.192,00	146.304,00		146.304,00
Finance & Procurement Officer	30.408,00	5	Support finances and procurement processes related to the RTSM and general activities implemented for the NDC Hub	person	12,00	months	2.534,00	30.408,00		30.408,00
1.2 Internal Services								35.123,00		35.123,00
IT Manager	5.830,00	3	In coordination with existing SPREP staff, support the IT requirements for revitalizing and maintaining the RTSM	person	10	days	583,00	5.830,00		5.830,00
Systems Developer and Analyst	7.380,00	3	In coordination with existing SPREP staff, support the IT requirements for revitalizing and maintaining the RTSM	person	15	days	492,00	7.380,00		7.380,00
Climate Change Advisor (or equivalent)	6.408,00		Support NDC implementation in PICs	person	12	days	534,00	6.408,00		6.408,00
Climate Change Officer (or equivalent)	15.505,00		Support NDC implementation in PICs	person	35	days	443,00	15.505,00		15.505,00
2. External Expertises incl. travel costs								170.763,00		170.763,00
Consultant contract supporting implementing activities in PICs	119.371,00	1	Support NDC Implementation in PICs	person	7	days	439,00	3.073,00	GIZ will be unable to finance partial costs within one budget line (with the exception of staff costs - position 1 - which can be financed partially). The 'own funds / third party financing' will have to be used for different budget lines, which are not already financed from GIZ.	3.073,00
		3		person	62	days	586,00	36.332,00		36.332,00
		4		person	31	days	586,00	18.166,00		18.166,00
		4		person	48	days	600,00	28.800,00		28.800,00
		2		person	66	days	500,00	33.000,00		33.000,00
Consultant contract for IT/procurement services supporting the revitalization, outreach and maintenance of the RTSM	51.392,00	3	Support NDC Implementation in PICs	person	2	months	11.212,00	22.424,00	22.424,00	
		3		person	1	month	8.968,00	8.968,00	8.968,00	
		3		person	10	days	1.000,00	10.000,00	10.000,00	
		3		person	10	days	1.000,00	10.000,00	10.000,00	
		5		person	20	days	500,00	10.000,00	10.000,00	
3. Travel Costs(Per-diem and flights)								0,00		0,00
Travel of SPREP staff to Pacific Island countries to support implementation of activities	-	1	Support NDC Implementation in PICs	person	1,00	trip	0,00	0,00	0,00	
		2		person	1,00	trip	0,00			
		3		person	1,00	trip	0,00			
		3		person	2,00	trip	0,00			
		3		person	1,00	trip	0,00			
		3		person	1,00	trip	0,00			
		3		person	1,00	trip	0,00			
		4		person	2,00	trip	0,00			
Travel costs for NDC Hub partners	-	1	Support NDC Implementation in PICs	person	1,00	trip	0,00	0,00	0,00	
		2		vehicle	2,00	days	0,00			
		3		person	4,00	trip	0,00			
		3		person	1,00	trip	0,00			
		4		person	1,00	trip	0,00			

4. Procurement of Goods								5.100,00	5.100,00
Printing of NDC documents	5.100,00	2	2.1.9 Printing	unit	300,00	copies	17,00	5.100,00	5.100,00
5. Other costs								31.412,00	31.412,00
								7.412,00	7.412,00
Office Cost - Laptops	3.260,00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	unit	2,00		1.630,00	3.260,00	3.260,00
Stationary and other consumables	1.000,00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	unit	1,00		1.000,00	1.000,00	1.000,00
Office Rent inclusive of water and electricity	2.448,00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	months	12,00		204,00	2.448,00	2.448,00
Furnitures(Desk & Chairs)	704,00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	unit	2,00		352,00	704,00	704,00
5.2 Conferences/Meetings excl. travel costs								24.000,00	24.000,00
Conference costs for venue and catering	4.000,00	2	Support NDC Implementation in PICs	room	4,00	days	1.000,00	4.000,00	4.000,00
	1.000,00	3		unit	4,00	days	250,00	1.000,00	1.000,00
	4.000,00	3		room	4,00	days	1.000,00	4.000,00	4.000,00
	7.500,00	3		room	4,00	days	1.875,00	7.500,00	7.500,00
	7.500,00	4		room	4,00	days	1.875,00	7.500,00	7.500,00
		5		room		days		-	-
Subtotal - direct costs								419.110,00	419.110,00
6. Supporting cost / Administration costs								50.293,20	50.293,20
Administration costs	12%			unit		unit		50.293,20	50.293,20
Grand Total (up to - against evidence)*								469.403,20	469.403,20

***All budget lines (with the exception of the administration costs) will be settled against evidence.**

Information: In case of purchasing of goods and services from GIZ funds, the relevant 'procurement article' within the Agreement shall apply!

Supplement to the Grant Agreement

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PO Box 240
Apia
Samoa**

Your reference		Telephone	+49 6196 – 79 3241
Our reference	E2B0	Fax	+49 6196 - 79803241
Email	nadja.galin@giz.de	Date	28.10.2020

1. Supplement to the Grant Agreement

Agreement number: 81251767
Project processing number: PN 18.2105.7-011.00
Project Title: Climate Policy Support Project
Country: global

Dear Sir/Madam,

The following provisions of the Grant Agreement (hereinafter referred to as the 'Agreement') dated 19.12.2019 are to be amended and shall be worded as follows:

Article 1

Amount and purpose of the Grant

- 1.1 As commissioned by the BMZ, GIZ shall make available to the Recipient a grant of
up to EUR 469.403,20

This is equivalent to a decrease of EUR 197.625,12 by comparison with the original Agreement.

Details are laid down in the budget lines mentioned in Article 1.2 and in the enclosed Estimated Budget (**Annex 1**), which substitutes the budget of the above mentioned contract.

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1.2 The budget lines will be changed as follows:

The Recipient shall use the grant exclusively for actual costs incurred within the scope of the Project described in Article 2 of the above mentioned contract according to the budget lines below and the estimated budget, which sets out details of the Project costs. The Estimated Budget is attached hereto (**Annex 1**) and forms an integral part of the Agreement.

1.	Staff	up to	EUR	211.835,00
2.	External experts / Consultants	up to	EUR	102.926,00
3.	Transportation	up to	EUR	67.837,00
4..	Procurement of goods	up to	EUR	5.100,00
5.	Other costs / Consumables	up to	EUR	31.412,00
6.	Administration costs (12%)	up to	EUR	50.293,20

Article 2

The Project

2.2 In order to achieve the aim of the project, measures as laid down in the Project Proposal of July 2020, which is attached hereto (**Annex 2**) and forms an integral part of the Agreement, are planned. Annex 2 substitutes the project proposal of the above mentioned contract.

Article 3

Disbursement Procedure

3.2 The amount of **EUR** 47.000,00 shall be withheld from disbursement.
The amount withheld shall be disbursed with the final request for disbursement as soon as all obligations by the Recipient arising from the Agreement, in particular those regarding the evidence of use of the funds for the purpose stipulated and the reporting, have been met.

All other provisions of the above Grant Agreement shall remain valid without modification.

We would be grateful if you would confirm that you agree to the proposed Supplement to the Agreement by signing the attached duplicate of this letter in a legally binding form and returning the duplicate to the GIZ.

We wish you every success for the implementation of your Project.

Yours sincerely,

Eschborn, Date: 26.11.2020

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
E2B0 Contract Management 7/ Financing

Agreed:

Samoa Date: 3/12/2020

SPREP
The Secretariat of the Pacific
Regional Environment
Programme

i.V. Kristina Tubic
.....
i.V. Kristina Tubic
Contract Management

i.A. N. Galin
.....
i.A. Nadja Galin
Contract Management

hat
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Annexes:

Annex 1: Estimated Budget of July 2020

Annex 2: Project Proposal of July 2020

Travel costs for NDC Hub partners		33,900.00		Support NDC Implementation in PICs		33,900.00	
		2	75.00	vehicle			
		3	3,750.00	person			
		3	5,500.00	person			
		4	5,750.00	person			
4. Procurement of Goods		5,100.00		2,119 Printing		5,100.00	
Printing of NDC documents		2	17.00	unit	300,00	copies	5,100.00
5. Other costs		31,412.00				31,412.00	
Office Cost - Laptops		5	1,630.00	unit	2,00		
Stationery and other consumables		5	1,000.00	unit	1,00		3,260.00
Office Rent inclusive of water and electricity		5	2,448.00	months	12,00		1,000.00
Furniture(Desk & Chairs)		5	704.00	unit	2,00		2,448.00
5.2 Conferences/Meetings excl. travel costs		24,000.00				24,000.00	
Conference costs for venue and catering		2	1,000.00	room	4,00	days	4,000.00
		3	250.00	unit	4,00	days	1,000.00
		3	4,000.00	room	4,00	days	4,000.00
		3	7,500.00	room	4,00	days	7,500.00
		4	7,500.00	room	4,00	days	7,500.00
		5	-	room	-	days	-
Subtotal - direct costs		419,110.00				419,110.00	
6. Supporting cost / Administration costs		50,293.20				50,293.20	
Administration costs		12%		unit		unit	50,293.20
Grand Total (up to - against evidence)		469,403.20				469,403.20	

*All budget lines (with the exception of the administration costs) will be settled against evidence.

Regional Pacific Nationally Determined Contributions (NDC) Hub: Proposal for activities to be implemented by the Secretariat of the Pacific Regional Environmental Programme (SPREP)

1.0 Brief description of the organisation including of the organisation authorised representative

SPREP is the regional organization established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP's annual budget of USD \$29 million in 2018.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed member countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

SPREP's work is guided by four regional goals.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience

2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP is the regional focal point for the United Nations Framework Convention on Climate Change (UNFCCC) and supports its members with their negotiations and reporting requirements under the convention. This has included providing advice to countries on the development of climate change adaptation and mitigation policies and plans and specific UNFCCC processes such as the development of Nationally Determined Contributions (NDCs). SPREP has also implemented renewable energy and energy efficiency projects as precursors for the NDC process.

2.0 Background of the project

The actions and ambitions provided in each country's Nationally Determined Contribution (NDC) provide a strong measure of whether the world will achieve the long-term goals of the Paris Agreement. These goals are: to hold the increase in global average temperature to well below 2°C, to pursue efforts to limit the increase to 1.5°C and, to increase the ability to adapt to the adverse impacts of climate change and foster climate resilience and low greenhouse gas emissions development.

An assessment of actions in the NDCs submitted so far indicate that current actions are still not ambitious enough to keep global temperature increase to well below 2°C. There is a need to enhance current NDCs and accelerate the scale and pace of climate action globally in order to meet the objectives of the Paris Agreement.

For some Pacific Island Countries (PICs), the development of INDCs was hurried to meet the deadline before the Paris COP21 in 2015. This meant that many NDCs were often developed by external consultants

based on pre-existing plans to increase access to renewable energy, which is crucial for PICs as a way to reduce emissions while also reducing dependency on fossil fuel imports for diesel electricity generation. However, these NDCs did not consider other high emission sectors such as land and maritime transportation, waste, and land use change.

Support for reviewing and implementing NDCs is therefore identified as a clear need. The Regional Pacific NDC Hub (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

The NDC Hub is a direct outcome of the inaugural Climate Action Pacific Partnership (CAPP) Conference, organised the Fiji COP23 Presidency. The CAPP conference was held on July 3 and 4 2017 in Suva, Fiji. Around 200 stakeholders from different organisations and sectors participated and also attending were leaders from 14 Pacific Island Countries. A recommendation from the conference was the establishment of a regional NDC platform or mechanism to support Pacific Island Countries (PICs) in enhancing and implementing their NDCs. This concept was further developed at the Partnership Days during pre-COP meetings in October in Nadi, Fiji, and side-events during UNFCCC COP 23 in November 2017.

At the NDC Partnership (NDCP) high-level event on November 14, 2017, the Hon. Prime Minister of Fiji and President of COP 23 formally launched the Regional Pacific NDC Hub.

As part of the Pacific regional architecture, the NDC Hub will be affiliated to the Pacific Resilience Partnership (PRP), the regional governance mechanism for the FRDP, to strengthen coordination and complementarity of actions to promote low carbon development, with the ambition of reaching net zero emissions, and resilient development. It will also cooperate with other regional projects that provide complementarities or synergies.

The expected objective of the NDC Hub is that PICs enhance and implement their country’s NDC driving sustainable and resilient development and transition to a low carbon development pathway.

The NDC Hub will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region.

Specific outputs of the NDC hub include:

- **Output 1:** NDCs reviewed and enhanced
- **Output 2:** Roadmaps and investment plans developed to support NDC implementation informed by lessons and exchanges within the Pacific
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination
- **Output 4:** Guidance and technical assistance provided and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards
- **Output 5:** NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

While the NDC Hub was initiated by Fiji during its COP 23 Presidency, it will be owned by all PICs. PICs will guide the direction of the NDC Hub through a steering committee.

The management of the NDC Hub will be guided and supported by a *Regional Pacific NDC Hub Coordination Group*. The Regional Pacific NDC Hub Coordination Group comprises of 1 representative from each of the four “NDC Hub Partners”:

- The Pacific Community (SPC);
- The Secretariat of the Pacific Regional Environment Programme (SPREP);
- The Global Green Growth Institute (GGGI);
- The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH; and

SPREP as one of the regional partners will support a number of activities to assist the region meet these objectives.

The provision of support to member countries on NDC-related work aligns to existing support and advice that SPREP provides in the area of climate change and their work to support countries meet their national goals guided by the Framework for Resilience Development in the Pacific (FRDP).

3.0 Project activities & targets

Pacific Island Countries identified initial priorities for technical assistance to be delivered by the Regional Pacific NDC Hub based on a regional meeting held in Suva in July 2018 at which a draft workplan for the NDC Hub was developed.

These initial priorities were reconfirmed by correspondence as individual country requests in January 2019.

This proposal builds on agreed roles and responsibilities among the partners and the country requests received. With further requests received on an ongoing basis, further divisions or roles and responsibilities between implementing partners are still to be determined for the outstanding requests. A key role for SPREP is to revive and manage the Regional Technical Support Mechanism (RTSM), or a future version of this mechanism, to be able to identify, procure and contract short term expert services to support country requests based on their specific needs. (see Annex 1).

The Regional Pacific NDC Hub provides an opportunity to support countries in a collaborative manner and minimise the risk of duplication of support by individual agencies.

SPREP will host staff as part of the Regional Pacific NDC Hub Implementation Unit who will be based at the Pacific Climate Change Centre and report to the Hub Manager in Suva, and also to the SPREP Director of Climate Change Resilience for SPREP purposes.

SPREP have many existing programmes and projects working on areas related to NDC development and implementation that allow for the Regional Pacific NDC Hub to draw and build on these existing programmes. For example, the Pacific Climate Change Portal is the regional platform responsible for supporting the management of climate change related knowledge and information.

A communications strategy (under development) will further identify precise roles and responsibilities and SPREP staff are expected to play a major role in marketing and outreach for the Hub to countries.

As an NDC Hub partner SPREP proposes to contribute to the implementation of the following NDC Hub outputs and targets.

The achievement of these targets would be supported by two staff positions the Technical Assistance Manager and the Procurement Officer together with associated travel costs. In addition to the specific consultancy work that will be contracted to support country requests, short-term experts are expected to also support the establishment of the Regional Pacific NDC Hub, including the re-establishment and review of the Pacific Regional Technical Support Mechanism, revised to account for the recommendations of the current review of the RTSM underway. A detailed plan for this review and upgrade can be found in Annex 1.

Output	Indicator
Output 0	Indicator 0: The NDC Hub is fully established by September 2019
Output 1 NDCs reviewed and enhanced	Indicator 1: The NDC Hub provided support to two countries to enhance the quality of their NDCs regarding feasibility, scope and/or stringency (indicative countries include Vanuatu, PNG and Niue)
Output 2 Roadmaps and investment plans developed to support NDC implementation	Indicator 2.1: Short-term, medium-term and longer-term actions to achieve targets prioritized and agreed upon by relevant stakeholders in NDC roadmaps of 2 countries by 2020
Output 3: Finance leveraged to support NDC implementation through improved regional coordination	Indicator 3.1: Two organisations from public sector, one from private sector and one from civil society have contributed skills and services to directly support the implementation of NDCs; roadmaps and NDC investment plans in one country by 2020
	Indicator 3.2: Harmonizing existing project pipelines with NDC roadmaps and investment plans in at least two countries has led to additional financing for implementation of NDC by 2020
Output 4: Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans, processes and legislation	Indicator 4.1: The energy efficiency and renewable regulation legislation in at least two countries are finalized to be submitted for endorsement by 03/2020

<p>Output 5: NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation</p>	<p>Indicator 5.1: The Pacific Climate Change Portal contains a dedicated web page on NDCs building on globally and regionally available information and knowledge and providing a platform for the Regional Pacific NDC Hub by 09/2020.</p>
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4.0 Planned activities/measures

SPREP will provide support to Pacific Island Countries with the implementation of the following Hub activities listed below that align to the overarching Regional Pacific NDC Hub. As the NDC Hub follows a demand driven approach, the specific activities will depend on requests received from PICs.

SPREP will provide office space at the Pacific Climate Change Centre to host the Regional Pacific NDC Hub Implementation Unit. Where technical assistance cannot be delivered by members of the team, staff will manage the process of contracting consultants to address the technical assistance request either through SPREP procurement processes and/or in coordination with the SPREP-led Regional Technical Assistance Mechanism (RTSM) once re-established as a technical support function.

Various activities listed below have strong synergies with work SPREP undertakes to support countries, particularly in the area of environmental reporting and data management (Environmental Governance Unit / INFORM Project funded by the Global Environment Facility) and in project development support provided by the Project Management Unit. Support will also be provided through the Intra-ACP GCCA+ Pacific Resilience Project (PACRES) funded by the European Union.

Output 0: Regional Pacific NDC Hub established

SPREP will support the establishment of the Hub through the finalization of the RTSM review and redevelopment and recruitment of specific staff members to support Hub activities.

While the RTSM is being re-established, procurement support for the consultancy contracts for short-term experts will be provided by the SPREP procurement and finance team.

Activity 0.1

Output 1. NDCs reviewed and enhanced

SPREP will provide support to PICs according on the requests for support received.

Activity 1.1 Establish support processes to review and enhance NDCs, in particular to ensure coverage of all relevant sectors and to include adaptation where requested:

Output 2. Roadmaps and investment plans developed to support NDC implementation

SPREP will provide support to PICs according on the requests for support received.

Activity 2.1 Support the development of NDC roadmaps/implementation plans/actions plans to outline how targets set out in the NDC can be achieved in practice.

Depending on the requests from PICs, this might include:

Sub-activity 2.1.2: Establish current status and progress towards achieving NDC targets (if gaps identified follow through all sub-activities; if not jump to 2.1.6)

Sub-activity 2.1.3: One-on-one stakeholder consultations for reviews of each sector where gaps have been identified

Sub-activity 2.1.4: Task force/working group develop in process and strategy to come up with an appropriate road map/implementation plan/action plan

Sub-activity 2.1.5: Consultation/planning workshop

Sub-activity 2.1.6: Compilation and documentation of relevant sector actions/strategies to draft road maps/implementation plans/action plans

Sub-activity 2.1.7: Prioritisation through consultation

Sub-activity 2.1.8: Write NDC roadmap/implementation plan/action plan for PICS to endorse

Sub-activity 2.1.9: Edit layout and print

Output 3. Finance leveraged to support NDC implementation through improved regional coordination

SPREP's Project Coordination Unit provides existing support to countries to leverage finance and projects.

Support will be provided by the unit to develop Terms of Reference for short term experts to provide support to countries in these areas and be coordinated and adapted to fit the requests from PICS. This work will be undertaken in close coordination with the GGGI-recruited Investment Specialist.

Activity 3.1 Harmonize existing national and regional project pipelines and associated mechanisms with NDC roadmaps and funding plans; or develop pipelines if they do not exist

Activity 3.2 Develop project concepts proposals for the implementation of NDCs

Output 4. Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans and processes

SPREP staff have in-depth knowledge of the renewable energy sector and specific incentives and legislation to promote renewable energy. Staff would work with countries to develop Terms of Reference to support countries as appropriate to the requests received from PICS.

This work would be done in close collaboration with the SPC Energy Team and the Hub Energy Adviser once onboard.

Activity 4.1: Support the integration of NDC aspects into policies and strategies, legislation, regulations and standards where this is relevant for the implementation of NDCs and in particular where these could prompt significant investment by the private sector

Depending on the requests received, this might include:

Sub activity 4.1.2: Integrate NDC into legislation and standards: Provide an enabling environment and incentives for the private sector to finance the energy sector legislation and develop a regulation for energy efficiency.

Sub activity 4.1.3 Synergize with ongoing processes in order to integrate NDC

SPREP's Environmental Governance and Reporting Unit acts as the regional hub for environmental-related data and information and works in close collaboration with SPC's various divisions to strengthen the management and accessibility of data and information to support countries.

Activities relating to strengthening MRV processes will benefit from close collaboration with the INFORM project.

Activity 4.3: Support the establishment of national and sector statistics and reporting processes (MRV) towards achieving NDCs.

Depending on the requests received, this might include:

Sub activity 4.3.1 Review current MRV activities

Sub activity 4.3.2: Establish institutional arrangements for the oversight and coordination of MRV activities

Sub activity 4.3.3 Assess data gaps and needs'

Sub activity 4.3.4 Design the MRV system if necessary

Sub activity 4.3.5 Establish a data management process

Sub activity 4.3.6 Build MRV capacity

Output 5. NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation

The Knowledge Management team at SPREP works as the hub for all related information & knowledge products and responsible for managing related content on the Pacific Climate Change Portal (PCCP). The communication team at SPREP has good outreach, social media and communication capabilities and will support the marketing and promotion of the Regional Pacific NDC Hub and various events in line with the overarching communications strategy.

Activity 5.1 Strengthen participation in achieving the NDCs by promoting engagement and partnerships with public sector, private sector and civil society through dialogue events

Sub activity 5.1.3 Promote events such as fairs, dialogues with private sector and civil society at national level

5.0 Expected outcomes of the project implementation

The overall outcomes of the project are in line with the overall objectives and outcome of the Pacific Regional NDC Hub.

An additional outcome for this initial phase is that the Regional NDC Hub is fully established and operational and able to respond in a timely way to country requests for technical assistance.

- *Indicator 0:* The Regional Pacific NDC Hub is fully established by November 2019.

Project objective or outcome: Pacific Island Countries enhance and implement their country's NDC driving sustainable and resilient development and transition to a low carbon development pathway.

- *Indicator 1:* Two enhanced NDCs for 3 countries submitted to UNFCCC by 2020.
- *Indicator 2:* The NDC Hub has facilitated learning/technical assistance and other support such that at least two Pacific Island Countries, including private sector and civil society have started to take specific action to implement the (enhanced) NDCs by 03/2020.
- *Indicator 3:* One project over USD 500k leveraged/catalysed to support the implementation of NDCs, roadmaps and NDC investment plans through enhanced regional coordination and partnerships in at least 2 countries by 2020.

6.0 Timeline & schedule of the activities

Output	Activity	2019			2020				2021			
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 0: Regional Pacific NDC Hub established	Recruitment of staff											
	Finalise review of RTSM operations manual											
Output 1: NDCs reviewed and enhanced	Short term consultancy											
Output 3: Finance leveraged to support NDC implementation through improved regional coordination	Pipeline development commenced											
Output 4: Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans and processes	Development of guidelines commenced											
Output 5: NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation	Appropriate pages for PCCP developed to store NDC Hub information and data Linkages to relevant other databases established	x	x	x	x							

Annex 1

Purpose

The purpose of this document is to record ideas on how to use the NDC Hub project to enhance existing SPREP Information Systems with a focus on the Regional Technical Support Mechanism (RTSM).

Background

The Regional Pacific NDC (Nationally Determined Contributions) Hub Project aims to assist countries fulfill their NDC's under the Paris Agreement. It is funded by GIZ and others. It partners with SPC, NDC Partnership, GIZ and others todo: add full list of partners

<https://www.pacificclimatechange.net/project/regional-pacific-ndc-hub>

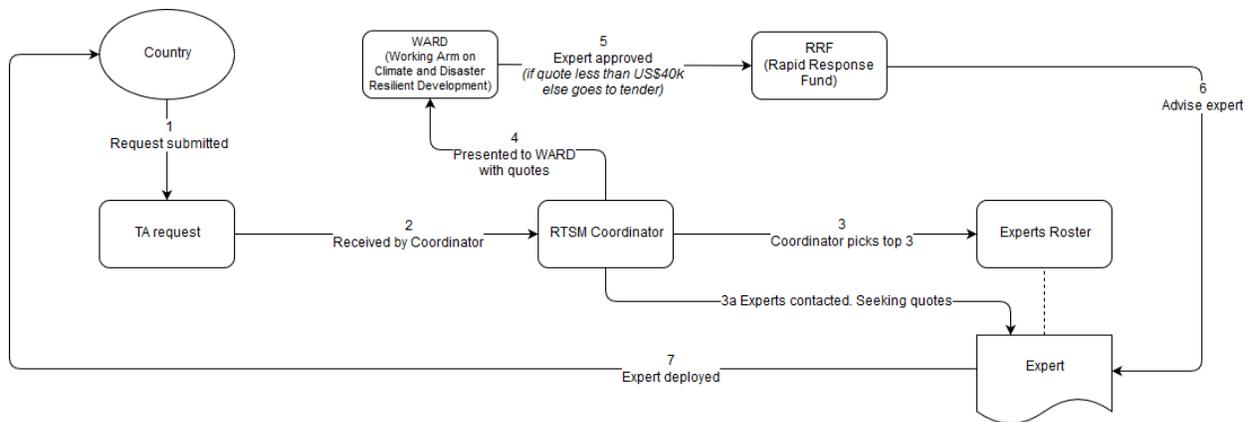
Targets

To guide our improvements the following targets have been identified:

1. Streamline the process of country requests for Technical Assistance to deploying an expert to the country. The optimal time frame is 2 weeks for small grants
2. Incentivise the RTSM experts roster for experts to register. Mainly by reducing the amount of repetitive work/documentation that is required from them e.g.s
 - a. When registering, connect to an existing expert/social websites (eg LinkedIn/ Facebook) to prefill as many fields as possible
 - b. When applying for a tender, prefill the tender details with as many fields that have already been entered in the RTSM experts roster.
3. Streamline the process of advertising a tender, call for bids and payment of experts through an online Procurement system that integrates with existing SPREP information systems (eg FMIS, HRIS, EDRMS)

Current workflow

The current workflow of the RTSM can be summarised as follows. We will use this workflow to make suggestions for improvements to the RTSM. Workflows for the selection of experts is on page 19 of the [manual](#).



Recommendations

Pre-Step 1

- Allow experts to link their RTSM profile with social media and business networks (or the like) so that the relevant information could be synced across to RTSM. This would reduce the need to re-enter information and keep the RTSM updated
 - (one-way sync initially, time/funds permitting two-way sync)
- Gamify the expert details eg the more details they include, the more points they get. Or the more they interact with the system. This can also include badges which are displayed as part of their public profile
- Create a help website using the contents of the operation manual (that can be downloaded as PDF)

Step 1

- Integrate with decision support tools (DST) on PCCP to assist countries in writing their TA requests
 - Adaptation Planning Tool
 - Climate Finance Navigator
 - (develop new tool - Mitigation Planning Tool)

Step 2

- Link TA requests to SPREP Projects and/or PCCP Projects database

Step 3

- This could be automated based on analysis of the TA request key words and matching them to expert skills and experience and provided to the coordinator as a first draft of experts

Step 4

- This is a bottleneck in the RTSM process due to the WARD not meeting regularly. Although the WARD was generally used, the operating manual refers to this group as the Project Committee. The revamp could reinstate a more agile project committee to increase the frequency of meetings and making decisions.
- RTSM system could be expanded to allow Project Committee members to rate and comment on the shortlisted experts so they can discuss them online instead of meeting in person

Step 5

- Another bottleneck in the RTSM is the release of funds from the donor into the RRF. In the past SPREP had to pay out of its reserves and then have the donor reimburse them. The preferred method is for the donor to expel the bulk of the funds to SPREP, where SPREP would manage the fund and provide detailed reporting back to the donor on how it was spent on experts and TA process.
- Record the successful expert in the system - currently not done
- Expand RTSM to include a Procurement Module
 - This would allow the coordinator to:
 - make a call for tenders, record bids, record the successful bidder, record invoices, make payments, manage contract dates and record amendments, etc
 - It would link to the SPREP Finance, HR and Project Management Information systems (ie FMIS, HRIS and PMIS)

Step 6

- The system could send an alert to the expert once an expert had been approved. Require that the expert respond within X days to ensure they received the alert
- If a tender is required, create a call for tender document based on TA, circulate for approval, distribute on mailing lists, talanoa forum, SPREP website, PCCP, EcoConsult?

Post Step 7

- Allow countries to rate the expert that was deployed
- Require the expert to submit soft-copies of deliverables including raw data collected to the regional or national data portals (Inform) before final payment is made
- Display a summary of successful TA requests including topic/ theme, funding and expert deployed - this helps promote the expert so others would want to register, it also allows countries to see the types of successful TA requests.

Knowledge management

- To improve on knowledge management, we recommend integrating RTSM with the SPREP EDRMS (electronic documents and records management system)

- This means all documents used by RTSM will be stored in a central repository that is easily searchable and discoverable. This can include CV's, Contracts, Invoices, PO's, Meeting Minutes as well as day to day living documents.
- Currently Alfresco community software is used. The project would benefit from upgrading to the Enterprise version for improved speed and commercial support
- Deliverables could also be catalogued (automatically) on SPREP Virtual Library
- Correspondence emails should be stored in the SPREP Registry

Software

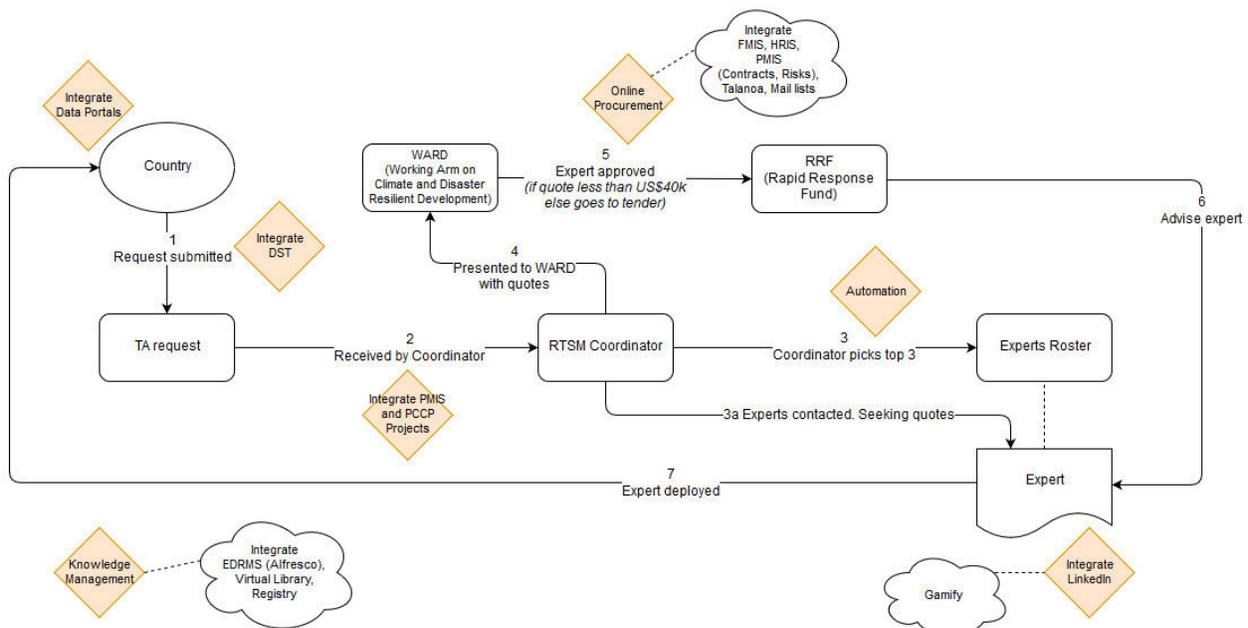
RTSM software is outdated. We recommend re-developing the RTSM in Drupal 8 and migrating the data across. The Drupal software is in line with SPREP's current software development practices. It is an enterprise ready CMS (Content Management System) that allows integration with all systems.

Hardware

Added functionality to the system also requires an upgrade of the hardware required to run so that it operates smoothly and supports the increase in regular users (coordinator, project committee, experts, countries, public).

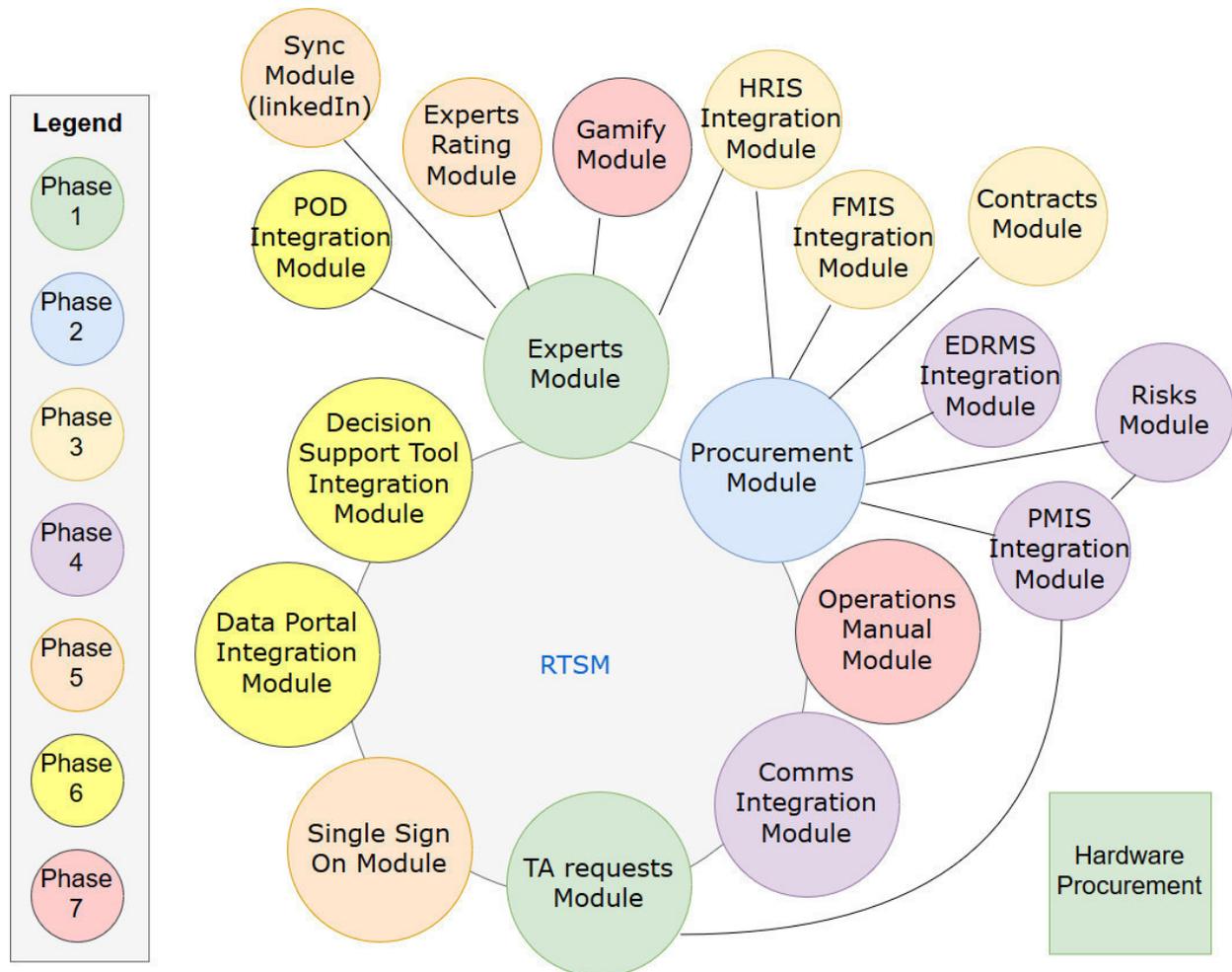
Revamped workflow

The following workflow is a summary of the recommendations mentioned above.



RTSM Modules

The components of the revamped RTSM system can be visualised in the diagram below. They have been coloured by phase to indicate which modules can be developed and delivered at each phase. They can be reviewed and improved as we work on the next phase.



Key Activities

Phase 0

Pre-development phase to review what exists and get recommendations on what can be improved and how.

Timeframe: 1 month / Cost: \$10,000

- Review existing RTSM system and workflows; and
- Develop systems design document

Phase 1

Initial setup of the Drupal 8 system, development of core RTSM modules in Drupal 8 system including migration of data from old system and procurement of hardware for operating RTSM and supporting integration with related information systems.

Timeframe: 3 months / Cost: \$131,000

- Develop core RTSM modules (Experts and TA requests module) / 2 months - \$30,000
 - Register experts
 - Find experts
 - Submit TA requests
 - Find TA requests
 - Migrate data from old RTSM
- Hardware procurement (3 months - \$101,000)
 - Rack - \$2,000
 - Server (HP DL380 Server, 2 x 10 Core Processors, 256GB Memory, 8 x 1TB SATA) - \$20,000
 - Enterprise Storage Server (HPE MSA 2050) with 9.6TB RAW Storage (24x400GB SSD) - \$70,000
 - UPS - \$5,000
 - Software VMware License - \$2,000
 - Software Acronis License - \$2,000

Phase 2

Development of the core procurement module. This will also involve the recruitment of a procurement expert to review SPREP's procurement procedure and find the best way to integrate it with the RTSM.

Timeframe: 3 months / Cost: \$100,000

- Review existing SPREP procurement procedures for best integration with RTSM (1.5 month)

- Develop core procurement module (1.5 month)
 - Request quotes
 - Record quotes
 - Record payments
 - Advertise call for tenders
 - Record bids
 - Record panel ratings
 - make a call for tenders
 - record bids
 - record the successful bidder
 - record invoices
 - (todo: talk with Maraea)

Phase 3

Continue development of the procurement module including integration with FMIS and HRIS. We will also work to upgrade the existing HRIS in order to support the RTSM.

Timeframe: 3 months / Cost: \$100,000 (including license costs)

- Develop Contracts module (2 weeks)
 - Record contract information / TOR's
 - Receive alerts on upcoming due dates (milestone date, end contract date)
- Develop FMIS integration module (1 month)
 - Make payments
- Develop HRIS integration module (2 months)
 - Ensure details from SPREP experts are up to date by linking to the HRIS
 - Develop recruitment system

Phase 4

Continue development of the procurement module including integration with EDRMS, PMIS and Communications tools. We will also work to upgrade the existing EDRMS in order to support the RTSM.

Timeframe: 2.5 months / Cost: \$120,000 (including license costs)

- Develop EDRMS integration module (1 month)
 - Search and attach files from EDRMS

- Store files to EDRMS
- Versioning of documents
- Collaboration on documents
- Upgrade Alfresco software to support RTSM
- Develop Risks module (2 weeks)
 - Managing procurement risks
- Develop PMIS integration module (2 weeks)
 - Import related project details from PMIS
 - Links TA's and Experts to PMIS
- Develop Communications integration module (2 weeks)
 - Integrate with Communications tools (website, mailing lists, talanoa, social media, virtual library) for alerts and disseminations of relevant information

Phase 5

Improvements to the expert module including single sign on and syncing with LinkedIn as well as the experts rating module.

Timeframe: 1.5 months / Cost: \$40,000

- Develop single sign on module (1 week)
 - Allow registration and logging in with LinkedIn, Facebook or Google account
- Develop sync module (2 weeks)
 - Allow experts to sync LinkedIn details into expert profile
- Develop experts rating module (2 weeks)
 - Analyse TA requests for key words and select experts based on matching skills
 - Record project committee expert rating and approval for deployment
 - Allow uses/countries to rate experts after they've completed work

Phase 6

Integrations with Decision support tools, Data portal and People and organisations database

Timeframe: 2 months / Cost: \$40,000

- Develop Decision support tool integration module (2 weeks)
- Develop Data portal integration module (2 weeks)
- Develop POD integration module (4 weeks)

- Integrate with existing rosters using POD (ie PNEA, ABS, PIPAP, Experts Db)

Phase 7

Improvements to the expert's module to encourage experts to update their profiles as well as improvements to RTSM resources on how it works and operates via an online operation manual (not PDF).

Timeframe: 1.5 months / Cost: \$20,000

- Develop operations manual module (2 weeks)
 - Create a help website using the contents of the operation manual (that can be downloaded as PDF)
- Develop gamify module (4 weeks)
 - Gamify the expert details eg the more details they include, the more points they get. Or the more they interact with the system. This can also include badges which are displayed as part of their public profile

ROUTING SLIP – NON-PROCUREMENT

File: ORG 1/57
 Date: 19 December 2019
 To: Mr. Kosi Latu, Director General
 CC: Ms. Tagaloa Cooper, Director Climate Change Resilience
 From: Ms. Apiseta Eti, Executive Assistant

19/12/19 Leon

Document	Tick
Memorandum of Understanding (MOU)	
Partnership Agreement (PA)	
Letter of Agreement (LOA)	
Incoming Grant (Donor template)	✓
Outgoing Grant (SPREP template)	
Other	

Subject: GRANT AGREEMENT – Climate Policy Support Project

1. Brief background to the document including what it seeks to achieve

This is a Grant Agreement for Climate Policy Support Project from 20 December 2019 – 15 October 2021 between SPREP and GIZ. The funding to SPREP is in relation to the Regional NDC Hub which SPREP is a partner. The NDC Hub has two phases. The first phase relates to the proposed Implementation Agreement to be signed before Christmas. The second phase begins in March 2020. This is mainly to be used for expenditures within the project (please see agreement). *RTSM*

2. Financial implications. Account to be charged from (are there sufficient funds) or credited to

The total cost of the Grant Agreement is EUR 667,028.32.

3. For signature of Director-General

For due signature of the DG.

Thanks,

Apiseta Eti
Executive Assistant

Name	
Director of Programme:	<i>Tagaloa Cooper</i>
* Legal Counsel Clark Peteru	<i>CP 19.12.19</i>
Director, Finance and Administration Petra Chan Tung	<i>for: Veronich 19/12</i>
Director, Human Resources Simeamativa Vaai	<i>*</i>
Internal Auditor Niraj Kumar	

PTO

Attached: eg Agreement

Signed by SIA 16.12.19. No implementation agreement needed, just grant Agmt

* The NDC Hub role discussed w/ Esger is at Band 11.
This requires USD\$285k/annum.

This is more than the allocation of staffing in this agreement.

The NDC Hub ^{position} provision here is equivalent to an EAL

role. Pls clarify. Shw 11/12

Grant Agreement

The

**The Secretariat of the Pacific Regional Environment Programme
(SPREP)
PO Box 240
Apia
Samoa**

- hereinafter referred to as "the Recipient" -

and

**Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn
Federal Republic of Germany**

- hereinafter referred to as the "GIZ" -

herewith enter into the following Agreement for the Project

Climate Policy Support Project

Country: **global**

Communication details (must be quoted in all correspondence and invoices)

Contract number: 81251767
Project processing number: PN 18.2105.7-011.00

Unit responsible for the budget

Organisational unit: G320
Responsible officer: Andrea Kuhlmann

Procurement and Contracting

Organisational unit: E2B0
Responsible officer: Kristina Tubic

Financial processing of the contract

Responsible officer: Andreas Domjahn

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 36+40
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65760 Eschborn, Germany
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E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394
VAT no. DE 113891176
Tax no. 040 250 56973

Chairman of the Supervisory Board
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Dr Christoph Beier (Vice-Chair)
Thorsten Schäfer-Gümbel

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

The basis for the grant for The Secretariat of the Pacific Regional Environment Programme (SPREP) is the commission from Federal Ministry for Economic Cooperation and Development dated 14.11.2019 und 28.11.2019. GIZ shall provide the grant pursuant to this agreement exclusively on behalf of and for the account of BMZ.

Article 1

Amount and Purpose of the Grant

1.1 Commissioned by the Government of the Federal Republic of Germany, the GIZ shall make available to the Recipient a grant of

up to EUR 667,028.32

in words: six hundred sixty-seven thousand twenty-eight euro and 32/100

1.2 The Recipient shall use the grant exclusively for expenditures within the Project described in Article 2 as attributed to the GIZ grant according to the budget lines below and the Schedule of Estimated Expenditures which sets out details of the Project expenditures. The Schedule of Estimated Expenditures is attached hereto (Annex 1) and forms an integral part of the Agreement.

1.	Human Resources	up to	EUR	173,682.00
2.	External Experts	up to	EUR	205,852.00
3.	Travel Costs	up to	EUR	146,327.00
4.	Procuments of goods	up to	EUR	5,100.00
5.	Other Costs	up to	EUR	64,600.00
6.	Administration Costs (12 %)	up to	EUR	71,467.32

1.3 The grant is made available for the period from 20.12.2019 to 15.10.2021. Only expenditures effected during this period and relating to activities carried out during this period may be financed from the grant. Otherwise the written approval of GIZ is required.

The GIZ shall have the right to refuse disbursements after 15.12.2021.



- 1.4 The Recipient shall use the GIZ grant only for necessary and reasonable expenditures in accordance with sound business principles.
- 1.5 The GIZ grant may be used only for expenditures not already financed under other subsidies or long-term loans.
- 1.6 The Recipient shall be entitled to spend up to 20% more than the amounts of the budget lines mentioned in Article 1.2 (except administration costs if contractually agreed) for any budget line provided that expenditures are reduced by the same amount in one or more of the other budget lines to be financed from the GIZ grant.
- 1.7 With respect to the reports produced pursuant to Article 3 and 6 and all studies, documents or other work results, including computer programs, resulting from the project implementation and financed in whole or in part from the grant, the Recipient herewith grants the GIZ an irrevocable, non-exclusive and transferable right of use in all areas and fields, including their processing and translation and use in electronic media. The Recipient shall hand over one copy of the materials to the GIZ promptly on request by the GIZ. The GIZ is entitled to grant simple sub-user rights to third parties.
- 1.8 The Recipient is entitled to pass on some of the funds awarded under this Grant Agreement to third parties (final recipients). In doing so, the Recipient shall ensure that the terms and conditions of this Grant Agreement are applied equally to the contractual relationship between the Recipient and the final recipient, in particular albeit not exclusively the stipulations relating to the use of the grant and to the disbursement and reporting procedures. In the contract with the final recipient, the Recipient shall also ensure that the final recipient is not entitled to pass on the funds received or any part thereof to other recipients.
- The Recipient must provide evidence of the use of the funds awarded under this Grant Agreement by submitting appropriate financial reports and supporting documents. In this respect, the Recipient is obliged to check the contractual and financial evidence presented by the final recipient and to forward this evidence to GIZ, together with the findings of its own checks on that evidence, when settling the amounts due from GIZ under the terms of the Grant Agreement. The Recipient is responsible for ensuring that the (partial) grant funds

passed on to the final recipient are used by the latter and settled in accordance with the Grant Agreement.

If the final recipient has not yet been specified when the Grant Agreement is signed, the Recipient must submit a written list of potential final recipients to GIZ and obtain GIZ's approval before passing on any of the funds.

Article 2

The Project

2.1 The primary aim of the Project promoted by the grant is Pacific Island Countries enhance and implement their country's NDC driving sustainable and resilient development and transition to a low carbon development pathway. This overall objective is defined by the following benchmarks:

0. Regional Pacific NDC Hub established,
1. NDCs reviewed and enhanced,
2. Roadmaps and investment plans developed to support NDC implementation,
3. Finance leveraged to support NDC implementation through improved regional coordination,
4. Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans and processes,
5. NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation.

2.2 In order to achieve this aim, the following measures are planned:

- SPREP will host staff as part of the Regional Pacific NDC Hub Implementation Unit
- The Regional Pacific NDC Hub will use the regional "Pacific Climate Change Portal" platform to manage and share knowledge and information developed through the work of the Hub. For example, all documents generated by the Hub will be accessible via the Pacific Climate Change Portal.

- A communications strategy (under development) will further identify precise roles and responsibilities and SPREP staff are expected to play a major role in marketing and outreach for the Hub to countries.

Details are laid down in the Project Proposal of October 2019, which is attached hereto (Annex 2) and forms an integral part of the Agreement.

Article 3

Disbursement Procedure

- 3.1 After entering into the contract, but no later than with the first request for disbursement, the Recipient **shall submit a schedule of financial requirements** drawn up in the contract currency (see specimen in Annex 3) **with quarterly amounts for the entire term of the contract**, unless this has already been submitted when the contract was entered into. In accordance with the schedule of financial requirements, the Recipient **shall request quarterly disbursements** in the contract currency to the amount of the expected financial requirement for the following quarter, taking into account any funds still available. The call for each disbursement shall be submitted in one copy originally signed and must include the project number and the contract number (see specimen in Annex 3).
- 3.2 The amount of EUR 66,710.00 shall be withheld from disbursement. The amount withheld shall be disbursed with the final request for disbursement as soon as all obligations by the Recipient arising from the Agreement, in particular those regarding the evidence of use of the funds for the purpose stipulated and the reporting, have been met.
- 3.3 All payments by the GIZ shall be made into the Recipient's account:

Account holder:	SPREP USD Working Account
Name and place of bank:	Bank South Pacific (Apia, Samoa) Ltd.
Account number:	01-849599-07
Account currency:	USD
Swift code:	BOSPWSWS



The Recipient shall open a separate sub-account with its bank or a separate cost unit in its own accounts to settle the financial transactions involved in this Grant Agreement and shall confirm to GIZ that this has been done when submitting its first payment request. All the funds made available under this Grant Agreement must be accounted for separately from any funds provided by other donors.

All amounts paid by the GIZ shall remain in the afore-mentioned account as trust funds until they are used for paying the supplies and/or services to be financed from the grant.

The amounts paid into the afore-mentioned account by the GIZ shall receive interest as far as permissible within the scope of the relevant legal provisions.

The interest accruing in this connection shall be used for payment of the measures to be financed and shall be indicated separately in the submission of accounts. The GIZ reserves the right to deduct such interest from the pledged amount of the grant.

The GIZ may at any time require prompt submission by the Recipient of a copy of the interest agreement and/or interest calculation by the bank, or confirmation by the bank that interest cannot be paid on the credit balance in the account.

- 3.4 The Recipient shall keep a separate project record exclusively for the funds disbursed by the GIZ. In this project record all receipts and expenditures related to the measures and/or expenditure categories to be financed from the GIZ grant are entered in chronological order and according to the regulations for proper and orderly accounting. These expenditures shall be subdivided into the categories specified in the Schedule of Estimated Expenditures and shall contain the following items at least:

Receipts:

- a) Entry number
- b) Date of receipt
- c) Origin of receipt
- d) Amount of and reason for receipt

Expenditures:

- a) Entry number
- b) Date of payment
- c) Recipient of payment
- d) Amount of and reason for payment



- 3.5 Except for the first and second instalment the Recipient shall submit with each call for disbursement a financial statement originally signed (see specimen in Annex 3) providing evidence of the use of the payment before the foregoing disbursement and an inventory on the goods purchased according to Article 4.4. The financial statement must be made up in the currency of the contract. The expenditures shall be entered chronologically and broken down according to expenditure categories or measures as specified in the Schedule of Estimated Expenditures (Annex 1).
If the budget lines presented in 1.2 above contains administration costs, these must be settled separately as a lump sum. The upper limits specified in the budget lines presented in 1.2 above must not be exceeded. All other cost categories shown under 1.2 above will be settled against evidence.
Any remaining funds held by the Recipient will be offset against the following disbursement. The Recipient's request shall become due upon expiry of a verification period of 15 days after the financial statement has been received. Payment shall be made by the GIZ not later than 30 days after the requests become due, to the amount established and where applicable, corrected, by the GIZ.
- 3.6 If the Recipient does not submit a financial statement or an inventory in the correct manner or by the due date, the GIZ can suspend payments until such a financial statement or inventory is presented.
- 3.7 The Recipient shall submit proof by the bank of the amount that has been credited in the currency of account for the funds disbursed by GIZ. The expenditure in the currency of account shall be converted to the contract currency at the exchange rate resulting from the amount credited to the account and the disbursement in the currency of the contract.

Settlements for expenditure in a currency different to the contract currency or the currency of account shall be made at the rate based on the foreign-exchange purchase vouchers presented in evidence of the amount charged. In the absence of the required documentation, the GIZ may choose either to reimburse the expenditures in foreign currency or to convert the expenditures on the basis of the exchange rate in the EU currency converter that can be accessed by the Recipient (www.giz.de/en/, Procurement, Currency Exchange Rates) and reimburse them in the contract currency.

3.8 Upon completion of the Project, but not later than 8 weeks after the completion of all measures, the Recipient shall submit to the GIZ a final financial statement originally signed (see specimen in Annex 3) and provide the GIZ with evidence of how the amounts disbursed have been used. The financial statement must be made up in the currency of the contract. The expenditures shall be entered chronologically and broken down according to expenditure categories or measures as specified in the Schedule of Estimated Expenditures (Annex 1). If the budget lines presented in 1.2 above contains administration costs, these must be settled separately as a lump sum. The upper limits specified in the budget lines presented in 1.2 above must not be exceeded. All other cost categories shown under 1.2 above will be settled against evidence. Any funds remaining from the grant, including any interest accrued, shall be returned to the GIZ in the contract currency immediately and without separate request at the exchange rate resulting from the latest advance disbursement/s credited to the account (see article 3.7). To minimize the risk of repayment the recipient shall monitor the effective balance of funds before the final advance disbursement is requested.

3.9 Any financial statement shall be accompanied by copies of supporting documents for every single expenditure exceeding the amount of EUR 1,000.00.
The Recipient shall submit all documents either in German, English, French or Spanish, or shall attach a translation into one of these languages.

3.10 GIZ will commission a certified public accountant to audit the project. This audit will examine whether the measure has been implemented and administered properly and correctly in accordance with the relevant terms of this Grant Agreement in respect of cash and invoice management, the use of grant funds and the award of contracts for goods and services.

The periods to be covered by the audit are shown below:

1. Audit period: 20.12.2019 up to 31.12.2020
2. Audit period: 01.01.2021 up to 15.10.2021

The Recipient must permit GIZ and/or the certified public accountant commissioned by GIZ to inspect the accounts and any other documents related to the purpose of this Grant Agreement at any time.

On completion of the audit report, GIZ shall inform the Recipient of the main findings. The Recipient shall promptly implement the recommendations made by GIZ on the basis of the audit findings and provide evidence thereof if requested by GIZ.

3.11 The Recipient shall

- a) secure the full financing of the Project and, upon request, furnish the GIZ with evidence proving that all expenditures not financed from the present grant are covered;
- b) keep for five years after submission of the final financial statement books, records and the originals of the supporting documents, clearly identifying all expenditures for the services and supplies for the Project and those services and supplies financed from the grant;
- c) document the transfer of ownership of those items which are destined for third parties according to the Project Proposal and support its financial statements with copies of such documents;
- d) enable the representatives of the GIZ at any time to consult such books and any other records and documents relevant for the implementation of the Project and to visit all installations related thereto;
- e) supply any information on the Project and its further progress which the GIZ may request;
- f) of its own accord promptly inform the GIZ of any circumstances seriously affecting or jeopardizing the accomplishment of the purpose of this Agreement or the implementation of the Project;
- g) pay, upon request, interest at a rate of 5 percentage points above the respective rate applied by the European Central Bank to its main refinancing transactions p. a. for any amount not spent for the Project according to Article 1.2 and 1.3 from the day of receipt to the day of use for expenditures within the Project;



- h) not use the grant for expenditures completely financed under other subsidies or long-term loans.

Article 4

Purchasing of Goods and Services

- 4.1 When awarding contracts for supplies and services to be financed in full or in part from the grant, the Recipient shall observe the regulations for public procurement which apply in Samoa but shall in any case comply with the provisions in Annex 4 (Award Procedure), which form a constituent part of this Grant Agreement. The corresponding documents shall be kept with the accounting vouchers pertaining to the Project (see Article 3).
- 4.2 The Recipient shall ensure, upon entering into contracts for supplies and services to be financed from the grant, that
 - a) the terms of payment of these contracts conform to customary trade practices; import duties, which may not be financed from the grant, are to be indicated separately in the contracts to be entered into and in the invoices;
 - b) the supplies to be financed are insured against transportation risks to an adequate and customary extent in order to provide for the goods to be replaced or restored to their original state, imported goods being insured in freely-convertible currencies, as far as possible;
 - c) reimbursement, insurance, security, warranty or similar payments which may be claimed on the basis of those contracts, are to be transferred to the account indicated in Article 3.3 and reemployed for the Project. The Recipient shall notify GIZ of the amount of such payments within the scope of the project reports.
- 4.3 The items procured or produced for the Project by the Recipient must be used solely for the purposes of the project. This purpose-specific stipulation shall apply for an indefinite period, subject to the stipulations of Article 4.5. If the items are used for purposes other than those

for which they were intended, the Recipient shall provide GIZ with appropriate compensation for their value at a level to be set by the GIZ.

- 4.4 The Recipient is obliged to submit current inventories with the financial statement at the end of each year and with the final financial statement.

All items financed from the GIZ grant whose purchase or manufacturing cost exceeds EUR 400.00 must be inventoried.

With submission of the respective inventory in which the inventoried items are listed for the first time, ownership of the inventoried items is transferred from the Recipient to the GIZ to secure any claims of the GIZ against the Recipient arising from or in connection with this Agreement (incl. possible reverse handling claims), and at the same time the items shall be provided on loan to the Recipient by the GIZ until completion of the Project.

- 4.5 After completion of the Project at the latest, the items procured or produced for the Project shall become the property of those to whom they are to be transferred in accordance with/consistent with/depending on the purpose of the Project. The GIZ and the Recipient shall agree on the final recipients in due course, at the latest prior to submission of the final financial statement. The transfer of ownership shall be noted in the financial statement and the related certificate of assignment shall be submitted.

Article 5

Suspension of Disbursements, Termination and Repayment

- 5.1 The GIZ shall be entitled to suspend disbursements if
- a) the Recipient is not able to furnish evidence proving the use of the grant for the purpose stipulated in this Agreement;
 - b) goods purchased by the Recipient for the Project and financed from the grant are not used or cease to be used for the purpose of the Agreement;
 - c) the Recipient has violated any other obligation under this Agreement;

- d) before conclusion of the Agreement or during its execution, the Recipient has given false information or withheld relevant information affecting the allocation or disbursement of the grant;
 - e) any extraordinary circumstances have arisen which preclude or seriously jeopardize the purpose of the grant, the implementation of the Project, or the performance of the obligations assumed by the Recipient under this Agreement; or
 - f) the Government of the Federal Republic of Germany terminates, suspends or modifies the relevant contract with GIZ which is the basis for this Agreement.
- 5.2 The GIZ shall be entitled to terminate the Agreement with immediate effect if any of the circumstances referred to in Article 5.1 a) to f) arise. In case any of the circumstances referred to in Article 5.1 a) to d) arise, the GIZ shall be entitled to terminate the Agreement if these circumstances have not been remedied within a period to be stipulated by the GIZ, which shall, however, be not less than 30 days.
- 5.3 Accordingly, the GIZ shall be entitled to demand immediate repayment of all or part of the grant if any of the circumstances referred to in Article 5.1 a) to d) arise and have not been remedied within this period to be stipulated by the GIZ. Where Article 5.1 a) applies, only those amounts shall be repaid for which the Recipient is unable to furnish evidence of the use for the purpose stipulated in this Agreement. Where Article 5.1. b) applies, only those amounts relating to the goods concerned shall be repaid. Where Article 5.1 e) or Article 5.1.f) apply, only those amounts shall be repaid which have not been irrevocably committed by the Recipient for the purpose stipulated in this Agreement before the written notice on termination was received by the Recipient. Amounts are only deemed to be irrevocably committed if incurred for periods less than 90 days after the receipt of the notice on termination but shall in any case not cover periods after the end of the contract period. The irrevocable commitment for the purpose stipulated in this Agreement has to be proven by the Recipient to the GIZ.

Article 6

Implementation of the Project

- 6.1 The description of the measures in Article 2.2 including the Project Proposal (Annex 2) constitutes the binding framework for the implementation of the Project.
- 6.2 Major changes to the measures described under Section 2.2 including the Project Proposal or major changes to the estimated expenditures, must be reported immediately to the GIZ. Such measures may be commenced only on the basis of revised planning and with the prior approval of the GIZ.
- 6.3 The Recipient shall submit half-yearly progress reports. The first report will be due at the end of 19.05.2020. The reports shall be submitted to the GIZ not later than two months after the reporting date.
- 6.4 The Recipient shall draw up a final report describing the implementation and results of the Project in the light of the aims set and submit it to the GIZ not later than two months after the completion of all measures.
- 6.5 In any publication on the Project, the Recipient shall always indicate in an appropriate manner that it is conducting or conducted its activities within the framework of a Project financed or cofinanced by the GIZ commissioned by the Government of the Federal Republic of Germany.
- 6.6 Special details shall be given regarding the outcome of the acceptance inspection of the buildings, the settlement of any warranty claims and also the following-up and enforcement of contractual guarantee periods. Furthermore, photographs of all buildings and facilities constructed shall be attached. The final report shall be signed by the Recipient and shall be submitted to the GIZ two months after completion of all the financed measures.

Article 7

Anti-bribery and anti-terrorism financing

- 7.1 The Recipient shall ensure that the persons it entrusts with the preparation and implementation of the Project and the awarding of contracts for the provision of materials and services to be financed do not demand, accept, provide, grant, promise or accept promises for illegal payments or any other advantages in connection with these tasks.

- 7.2 The Recipient must take appropriate steps to ensure that it enters into business and maintains such business relations only with such third parties that are reliable and to whom no statutory ban on entering into business applies. In particular, it will ensure that the funds provided are neither directly nor indirectly made available to third parties that are listed on a sanctions list issued by the United Nations Security Council and the EU as well as the Federal Republic of Germany. Furthermore, it will ensure that it does not engage in any activity which would constitute a breach of embargoes or any other trade restrictions issued by the United Nations, the EU or the Federal Republic of Germany.

- 7.3 The Recipient will inform GIZ, promptly and of its own accord, of the occurrence of any event which results in the Recipient, any member of its management bodies or other governing bodies or any of its shareholders, being listed on a sanctions list issued by the United Nations Security Council, the EU or the Federal Republic of Germany.

- 7.4 The Recipient will inform GIZ, promptly and of its own accord, of the occurrence of any breach of a provision of this Article 7. GIZ's rights according to Article 5 remain unaffected.

Article 8

Final Provisions

- 8.1 In the event of a provision of this Agreement being invalid, this shall not affect the validity of the remaining provisions. Any deficiency in consequence thereof shall be remedied by a provision consistent with the purpose and intent of this Agreement.



- 8.2 The Recipient shall not assign or transfer, pledge or mortgage any rights under this Agreement.
- 8.3 This Agreement shall be governed by German law.
- 8.4 Place of performance for payments shall be Frankfurt am Main.
- 8.5 Place of jurisdiction shall be Frankfurt am Main, provided the Recipient is a merchant/trader, a legal entity under public law or a special fund under public law, or has no general place of jurisdiction in Germany. The GIZ may also take legal action against the Recipient at the court responsible for the Recipient's place of residence.



8.6 Amendments and changes to this Agreement as well as any statements and notices which shall be made under this Agreement shall only be valid in writing.

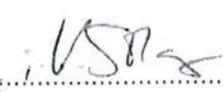
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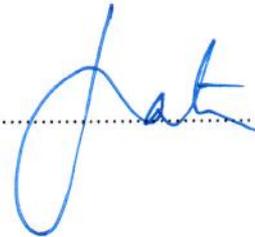
Samoa, Date: 19.12.19

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

The Secretariat of the
Pacific Regional
Environment Programme

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Contract Management

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Contract Management

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Annexes:

(Annexes 3 – 4 can be downloaded from www.giz.de/financing)

Annex 1: Schedule of Estimated Expenditures

Annex 2: Project Proposal of October 2019

Annex 3: Financial Guidelines for Grant Agreements

Annex 4: Award Procedure

4a: Award Procedure

4b: Documentation of Contract Awards



Budget / Schedule of Estimated Expenditures
Name of the Recipient: SPREP

Description	Amount	Output number	Activity/Output	Unit (e.g. person, vehicle, room, unit, ...)	Quantity	Unit (e.g. months, days, trainings, unit, ...)	Eligible up to in EUR	Total GIZ Contribution in EUR (up to)	Own Funds / Third party financing in EUR (up to)	TOTAL in EUR (up to)
<p>1. Human Resources (Note: This budget line will be settled against payrolls and, if partially financed, against payrolls and time streets)</p> <p>1.1 Staff (Job Title)</p>										
Technical Assistance Adviser NDC Hub	91,800.00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	person	9.00	months	10,200.00	173,682.00		173,682.00
Finance & Procurement Officer	18,000.00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	person	9.00	months	2,000.00	109,680.00		109,680.00
<p>1.2 Internal Services</p>										
IT Manager	5,830.00	3	3.1.1 Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	1.0	days	563.00	5,830.00		5,830.00
Systems Developer and Analyst	14,760.00	3	3.1.1 Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	30	days	492.00	14,760.00		14,760.00
Climate Change Advisor (or equivalent)	12,282.00	3	3.1.1 Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	23	days	534.00	12,282.00		12,282.00
Climate Change Officer (or equivalent)	31,010.00	3	3.1.1 Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	70	days	443.00	31,010.00		31,010.00
<p>2. External Expenses (incl. travel costs)</p>										
Consultant contract	34,500.00	1	1.1.2. Enhancing NDC by increasing stringency and broadening the scope in PNG	person	50	days	690.00	34,500.00		34,500.00
Consultant contract	25,784.00	3	3.2.1 Develop project concepts in PNG and Nauru	person	44	days	586.00	25,784.00		25,784.00
Consultant contract	25,784.00	4	4.1.2. Integrate NDC into legislation and standards. Provide an enabling environment and incentives for private sector in the energy sector (legislation in Nauru and develop a regulation for energy efficiency in Palau).	person	44	days	586.00	25,784.00		25,784.00
Consultant/Desktop	12,000.00	4	4.1.3 Synthesize with ongoing processes in order to integrate NDC	person	20	days	600.00	12,000.00		12,000.00
Consultant for Editing and Layout for Tuvalu's and Samoa's updated NDCs	5,000.00	2	2.1.9 Editing and Layout of the revised NDC	person	10	days	500.00	5,000.00		5,000.00
	44,848.00	3	3.1.1. Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	4	months	11,212.00	44,848.00		44,848.00
Topic expert to document the workflow required for the Mitigation Planning Tool (in months)	17,936.00	3	3.1.1.1. Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	2	months	8,968.00	17,936.00		17,936.00
IT consultant to clone the APT and modify workflow to match the documented workflow	20,000.00	3	3.1.1.1. Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	20	days	1,000.00	20,000.00		20,000.00
Consultant on returner for developing materials around NDCs targeted at various events	20,000.00	5	5.1.3 Promote events such as fairs, dialogues with private sector and civil society at national level	person	40	days	500.00	20,000.00		20,000.00
<p>3. Travel Costs (Per-diem and flights)</p>										
Two return travel for SPREP NDC staff	5,500.00	1	1.1.2. Enhancing NDC by increasing stringency and broadening the scope in PNG	person	2.00	trip	2,750.00	5,500.00		5,500.00
SPREP staff to Samoa and Tuvalu NDCs on data collection and analysis and final activities approval and prioritization.	2,100.00	2	2.1.2. Establish current status and progress towards achieving NDC targets (if gaps identified follow through at sub-activities: if not jump to 2.1.6)	person	2.00	trip	1,050.00	2,100.00		2,100.00
3 SPREP staff travel to Suva for workshop and meeting	2,085.00	3	3.1.2. Take stock of ongoing support through regional and bilateral programmes in PNG and Nauru (as well as in Tuvalu and Samoa during roadmap development and Fiji during investment planning, see output 2)	person	3.00	trip	695.00	2,085.00		2,085.00
Travel of two SPREP staff to each country (incl 5 days per diem)	13,000.00	3	3.2.1 Develop project concepts in PNG and Nauru (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and	person	4.00	trip	3,250.00	13,000.00		13,000.00
Travel of 4 SPREP IT staff to each country for 5 working days for testing and feedback of the Mitigation Decision Support Tool	17,937.00	3	3.2.1 Develop project concepts in PNG and Nauru (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and	person	3.00	trip	5,979.00	17,937.00		17,937.00

GIZ will be unable to cover the budget line (with the exception of the costs of the financial partner) which can be used for different purposes. The budget will have to be used for different budget lines, which are not properly reflected in the GIZ.

travel of SPREP staff to Fiji and PNG for deployment, re-testing and feedback of Mitigation Decision Support Tool	8,968.00	3	3.1.1: Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	2.00	trip	4,484.00	8,968.00	8,968.00
Travel of 1 SPREP IT staff to each country for 5 working days for re-testing and deploy the Mitigation Decision Support Tool	17,937.00	3	3.1.1: Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development.	person	3.00	trip	5,979.00	17,937.00	17,937.00
Travel of two SPREP staff to each country for 5 days per diem	13,000.00	4	4.1.2: Integrate NDC into legislation and standards; Provide an enabling environment and incentives for private sector in the energy sector legislation to in Nauru and develop a regulation for energy efficiency in Palau.	person	4.00	trip	3,250.00	13,000.00	13,000.00
Two return travel and per diem for Fiji based NDC Hub partners	11,000.00	1	1.1.2: Enhancing NDC by increasing stringency and broadening the scope in PNG.	person	2.00	trip	5,500.00	11,000.00	11,000.00
One return travel for Samoa based partner Samoa	2,000.00	2	2.1.2: Establish current status and progress towards achieving NDC targets (if gaps identified follow through all sub-activities; if not jump to 2.1.6)	person	1.00	trip	2,000.00	2,000.00	2,000.00
Transportation hire for participants	300.00	2	2.1.5: Consultation/planning workshop	vehicle	4.00	days	75.00	300.00	300.00
Travel cost for participants four countries for 3 conference days, and 4 nights in Suva	30,000.00	3	3.1.2: Take stock of ongoing support through regional and bilateral programmes in PNG and Nauru (as well as in Tuvalu and Samoa during 'roadmap development' and Fiji during 'investment planning', see sub-out 2)	person	8.00	trip	3,750.00	30,000.00	30,000.00
Two return travel and per diem for Fiji based NDC Hub partners, one for PNG, one for Nauru	11,000.00	3	3.2.1: Develop project concepts in PNG and Nauru	person	2.00	trip	5,500.00	11,000.00	11,000.00
Two return travel and per diem for Fiji based NDC Hub partners, one for PNG, one for Nauru	11,500.00	4	4.1.2: Integrate NDC into legislation and standards; Provide an enabling environment and incentives for private sector in the energy sector legislation to in Nauru and develop a regulation for energy efficiency in Palau.	person	2.00	trip	5,750.00	11,500.00	11,500.00
4. Procurement of Goods Printing of Tuvalu's and Samoa's updated NDCs	5,100.00	2	2.1.3: Printing	unit	300.00	copies	17.00	5,100.00	5,100.00
5. Other costs Office Cost - Laptops	3,280.00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	unit	2.00		1,640.00	3,280.00	3,280.00
Stationary and other consumables	1,000.00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	unit	1.00		1,000.00	1,000.00	1,000.00
Office Rent inclusive of water and electricity	1,836.00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	months	9.00		204.00	1,836.00	1,836.00
Furniture (Desk & Chair)	704.00	5	Collect, make accessible and interlink NDC related information resources that are relevant to the Pacific on the Pacific Climate Change Portal, NDC knowledge portal, etc., including those developed by the NDC partnership	unit	2.00		352.00	704.00	704.00
5.2 Conferences/Meetings excl. travel costs Venue & catering cost for workshop estimate max 4 days Samoa and Tuvalu for venue hire and catering Printing, stationery, workshop venue wireless etc (2 for each country)	3,800.00	1	1.1.2: Enhancing NDC by increasing stringency and broadening the scope in PNG	room	4.00	days	950.00	3,800.00	3,800.00
	4,000.00	2	FALSOCH	room	4.00	days	1,000.00	4,000.00	4,000.00
	1,000.00	3	3.1.2: Take stock of ongoing support through regional and bilateral programmes in PNG and Nauru (as well as in Tuvalu and Samoa during 'roadmap development' and Fiji during 'investment planning', see sub-out 2)	unit	4.00	days	250.00	1,000.00	1,000.00
	4,000.00	3	3.1.2: Take stock of ongoing support through regional and bilateral programmes in PNG and Nauru (as well as in Tuvalu and Samoa during 'roadmap development' and Fiji during 'investment planning', see sub-out 2)	room	4.00	days	1,000.00	4,000.00	4,000.00
Conference cost for venue, refreshments (2days each)	7,500.00	3	3.1.1: Develop project concepts in PNG and Nauru	room	4.00	days	1,875.00	7,500.00	7,500.00
Conference cost for venue & catering both countries - 2days each	7,500.00	4	4.1.2: Integrate NDC into legislation and standards; Provide an enabling environment and incentives for private sector in the energy sector legislation to in Nauru and develop a regulation for energy efficiency in Palau.	room	4.00	days	1,875.00	7,500.00	7,500.00
Conference cost for venue & catering both countries - 2days each	30,000.00	5	5.1.3: Promote events such as fairs, dialogues with private sector and civil society at national level	room	5.00	days	6,000.00	30,000.00	30,000.00
Conference cost for venue and catering	995,561.00							995,561.00	995,561.00
6. Supporting cost / Administration costs Subtotal - direct costs	77,146.00							77,146.00	77,146.00
Administration costs	12%							7,146.32	71,146.00
Grand Total (up to - against evidence)*								667,028.32	667,028.32

*All budget lines (with the exception of the administration costs) will be settled against evidence.

Regional Pacific Nationally Determined Contributions (NDC) Hub: Proposal for activities to be implemented by the Secretariat of the Pacific Regional Environmental Programme (SPREP)

1.0 Brief description of the organisation including of the organisation authorised representative

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Federated States of Micronesia, Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP's annual budget of USD \$29 million in 2018.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.

Mandate

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Vision

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

Members

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed member countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

SPREP's work is guided by four regional goals.

Four regional goals to achieving resilience and sustainable Pacific communities:

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control
- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

These define the core priorities and focus of SPREP in the areas on:

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

Organisation Goal 1: SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

Organisation Goal 2: SPREP has multi-disciplinary processes in programme delivery and in supporting Members to develop national and regional policies and strategies.

Organisation Goal 3: SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

Organisation Goal 4: SPREP is leading and engaged in productive partnerships and collaboration.

Organisation Goal 5: SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

SPREP is the regional focal point for the United Nations Framework Convention on Climate Change (UNFCCC) and supports its members with their negotiations and reporting requirements under the convention. This has included providing advice to countries on the development of climate change adaptation and mitigation policies and plans and specific UNFCCC processes such as the development of Nationally Determined Contributions (NDCs). SPREP has also implemented renewable energy and energy efficiency projects as precursors for the NDC process.

2.0 Background of the project

The actions and ambitions provided in each country's Nationally Determined Contribution (NDC) provide a strong measure of whether the world will achieve the long-term goals of the Paris Agreement. These goals are: to hold the increase in global average temperature to well below 2°C, to pursue efforts to limit the increase to 1.5°C and, to increase the ability to adapt to the adverse impacts of climate change and foster climate resilience and low greenhouse gas emissions development.

An assessment of actions in the NDCs submitted so far indicate that current actions are still not ambitious enough to keep global temperature increase to well below 2°C. There is a need to enhance current NDCs and accelerate the scale and pace of climate action globally in order to meet the objectives of the Paris Agreement.

For some Pacific Island Countries (PICs), the development of INDCs was hurried to meet the deadline before the Paris COP21 in 2015. This meant that many NDCs were often developed by external consultants based on pre-existing plans to increase access to renewable energy, which is crucial for PICs as a way to reduce emissions while also reducing dependency on fossil fuel imports for diesel



electricity generation. However, these NDCs did not consider other high emission sectors such as land and maritime transportation, waste, and land use change.

Support for reviewing and implementing NDCs is therefore identified as a clear need. The Regional Pacific NDC Hub (in the following referred to as “the NDC Hub”) aims to address identified needs and priorities of Pacific Island Countries (PICs) to enhance and successfully implement their NDCs.

The NDC Hub is a direct outcome of the inaugural Climate Action Pacific Partnership (CAPP) Conference, organised the Fiji COP23 Presidency. The CAPP conference was held on July 3 and 4 2017 in Suva, Fiji. Around 200 stakeholders from different organisations and sectors participated and also attending were leaders from 14 Pacific Island Countries. A recommendation from the conference was the establishment of a regional NDC platform or mechanism to support Pacific Island Countries (PICs) in enhancing and implementing their NDCs. This concept was further developed at the Partnership Days during pre-COP meetings in October in Nadi, Fiji, and side-events during UNFCCC COP 23 in November 2017.

At the NDC Partnership (NDCP) high-level event on November 14, 2017, the Hon. Prime Minister of Fiji and President of COP 23 formally launched the Regional Pacific NDC Hub.

As part of the Pacific regional architecture, the NDC Hub will be affiliated to the Pacific Resilience Partnership (PRP), the regional governance mechanism for the FRDP, to strengthen coordination and complementarity of actions to promote low carbon development, with the ambition of reaching net zero emissions, and resilient development. It will also cooperate with other regional projects that provide complementarities or synergies.

The expected objective of the NDC Hub is that PICs enhance and implement their country’s NDC driving sustainable and resilient development and transition to a low carbon development pathway.

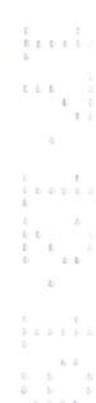
The NDC Hub will promote partnerships with the private sector for financing and implementation of NDCs in the Pacific Island region.

Specific outputs of the NDC hub include:

- **Output 1:** NDCs reviewed and enhanced
- **Output 2:** Roadmaps and investment plans developed to support NDC implementation informed by lessons and exchanges within the Pacific
- **Output 3:** Finance leveraged to support NDC implementation through improved regional coordination
- **Output 4:** Guidance and technical assistance provided and tools produced to streamline and integrate NDCs into national and regional plans and processes as well as legislation and standards
- **Output 5:** NDC related information, best practices and learning mechanisms easily accessible to national, regional and global audiences

While the NDC Hub was initiated by Fiji during its COP 23 Presidency, it will be owned by all PICs. PICs will guide the direction of the NDC Hub through a steering committee.

The management of the NDC Hub will be guided and supported by a *Regional Pacific NDC Hub Coordination Group* The Regional Pacific NDC Hub Coordination Group comprises of 1 representative from each of the five “NDC Hub Partners”:



- The Pacific Community (SPC);
- The Secretariat of the Pacific Regional Environment Programme (SPREP);
- The Global Green Growth Institute (GGGI);
- The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH; and
- The NDC Partnership Support Unit (NDCP SU).

SPREP as one of the regional partners will support a number of activities to assist the region meet these objectives.

The provision of support to member countries on NDC-related work aligns to existing support and advice that SPREP provides in the area of climate change and their work to support countries meet their national goals guided by the Framework for Resilience Development in the Pacific (FRDP).

3.0 Project activities & targets

Pacific Island Countries identified initial priorities for technical assistance to be delivered by the Regional Pacific NDC Hub based on a regional meeting held in Suva in July 2018 at which a draft work plan for the NDC Hub was developed.

These initial priorities were reconfirmed by correspondence as individual country requests in January 2019.

This proposal builds on agreed roles and responsibilities among the partners and the country requests received. A key role for SPREP is to revive and manage the Regional Technical Support Mechanism (RTSM), or a future version of this mechanism, to be able to identify, procure and contract short-term expert services to support country requests based on their specific needs. (See Annex 1).

The Regional Pacific NDC Hub provides an opportunity to support countries in a collaborative manner and minimise the risk of duplication of support by individual agencies.

SPREP will host staff as part of the Regional Pacific NDC Hub Implementation Unit who will be based at the Pacific Climate Change Centre and report to the Hub Manager in Suva and also to the SPREP Director of Climate Change Resilience for SPREP purposes.

SPREP have many existing programmes and projects working on areas related to NDC development and implementation that allow for the Regional Pacific NDC Hub to draw and build on these existing programmes. For example, the Pacific Climate Change Portal is the regional platform responsible for supporting the management of climate change related knowledge and information. The Regional Pacific NDC Hub will use this platform to manage and share knowledge and information developed through the work of the Hub. For example, all documents generated by the Hub will be accessible via the Pacific Climate Change Portal.

A communications strategy (under development) will further identify precise roles and responsibilities and SPREP staff are expected to play a major role in marketing and outreach for the Hub to countries.

As an NDC Hub partner, SPREP proposes to contribute to the implementation of the following NDC Hub outputs and targets.

The achievement of these targets would be supported by two staff positions the Technical Assistance Manager and the Procurement Officer together with associated travel costs. In addition to the specific consultancy work that will be contracted to support country requests, short-term



experts are expected to also support the establishment of the Regional Pacific NDC Hub, including the re-establishment and review of the Pacific Regional Technical Support Mechanism, revised to account for the recommendations of the current review of the RTSM underway. A detailed plan for this review and upgrade can be found in Annex 1.

Output	Indicator
Output 0	Indicator 0: The NDC Hub is fully established
Output 1 NDCs reviewed and enhanced	Indicator 1: The NDC Hub provided support to two countries to enhance the quality of their NDCs regarding feasibility, scope and/or stringency (indicative countries include Vanuatu, PNG and Niue)
Output 2 Roadmaps and investment plans developed to support NDC implementation	Indicator 2.1: Short-term, medium-term and longer term actions to achieve targets prioritized and agreed upon by relevant stakeholders in NDC roadmaps of 2 countries
Output 3: Finance leveraged to support NDC implementation through improved regional coordination	<p>Indicator 3.1: Two organisations from public sector, one from private sector and one from civil society have contributed skills and services to directly support the implementation of NDCs; roadmaps and NDC investment plans in one country</p> <p>Mitigation Planning Tool developed to assist countries develop and submit concepts for projects in support of NDC implementation, and utilised by 2 countries</p> <p>Indicator 3.2: Harmonizing existing project pipelines with NDC roadmaps and investment plans in at least two countries has led to additional financing for implementation of NDC</p>
Output 4: Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans, processes and legislation	Indicator 4.1: The energy efficiency and renewable regulation legislation in at least two countries are finalized to be submitted for endorsement
Output 5: NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation	Indicator 5.1: The Pacific Climate Change Portal contains a dedicated web page on NDCs building on globally and regionally available information and knowledge and providing a platform for the Regional Pacific NDC Hub



4.0 Planned activities/measures

SPREP will provide support to Pacific Island Countries with the implementation of the following Hub activities listed below that align to the overarching Regional Pacific NDC Hub.

SPREP will provide office space at the Pacific Climate Change Centre to host the Regional Pacific NDC Hub Implementation Unit. Where technical assistance cannot be delivered by members of the team, staff will manage the process of contracting consultants to address the technical assistance request either through SPREP procurement processes and/or in coordination with the SPREP-led Regional Technical Assistance Mechanism (RTSM) once re-established as a technical support function.

Various activities listed below have strong synergies with work SPREP undertakes to support countries, particularly in the area of environmental reporting and data management (Environmental Governance Unit / INFORM Project funded by the Global Environment Facility) and in project development support provided by the Project Management Unit.

Output 0: Regional Pacific NDC Hub established

SPREP will support the establishment of the Hub through the finalisation of the RTSM review and redevelopment and recruitment of specific staff members to support Hub activities.

While the RTSM is being re-established, procurement support for the consultancy contracts for short-term experts will be provided by the SPREP procurement and finance team.

Activity 0.1

Output 1. NDCs reviewed and enhanced

Support will be provided by SPREP staff to recruit technical assistance for PNG to further develop their request for assistance relating to reviewing and enhancing their NDC.

A consultancy contract will recruit a short-term expert to provide support to PNG.

Activity 1.1 Establish support processes to review and enhance NDCs, in particular to ensure coverage of all relevant sectors and to include adaptation where requested:

Sub-activity 1.1.2: Enhancing NDC by increasing stringency and broadening the scope in PNG

Output 2. Roadmaps and investment plans developed to support NDC implementation

Support will be provided by SPREP staff to Samoa and Tuvalu to further refine their specific needs relating to NDC roadmaps and implementation plans and develop a specific Terms of Reference for short-term experts to provide support.

Activity 2.1 Support the development of NDC roadmaps/implementation plans/actions plans to outline how targets set out in the NDC can be achieved in practice in Samoa and Tuvalu

Sub-activity 2.1.2: Establish current status and progress towards achieving NDC targets (if gaps identified follow through all sub-activities; if not jump to 2.1.6)

Sub-activity 2.1.3: One-on-one stakeholder consultations for reviews of each sector where gaps have been identified

Sub-activity 2.1.4: Task force/working group develop in process and strategy to come up with an appropriate road map/implementation plan/action plan

- Sub-activity 2.1.5: Consultation/planning workshop*
- Sub-activity 2.1.6: Compilation and documentation of relevant sector actions/strategies to draft road maps/implementation plans/action plans*
- Sub-activity 2.1.7: Prioritisation through consultation*
- Sub-activity 2.1.8: Write NDC roadmap/implementation plan/action plan for PICS to endorse*
- Sub-activity 2.1.9: Edit layout and print*

Output 3. Finance leveraged to support NDC implementation through improved regional coordination

SPREP's Project Coordination Unit provides existing support to countries to leverage finance and projects.

Support will be provided by the unit to develop Terms of Reference for short-term experts to provide support to countries in these areas.

A Mitigation Decision Support Tool will be developed to enable countries to easily start the process of identifying their specific finance and project needs and to support the development of short concept notes and project proposal documents that can support

This work will be undertaken in close coordination with the GGGI-recruited Investment Specialist.

Activity 3.1 Harmonize existing national and regional project pipelines and associated mechanisms with NDC roadmaps and funding plans; or develop pipelines if they do not exist

Sub activity 3.1.1: Develop project pipelines for NDC implementation in PNG, Nauru and Fiji (specifically energy and transport in Fiji). This will be supported by the development of a Mitigation Decision Support Tool hosted on the Pacific Climate Change Portal, that will be used to help with project pipeline training and development. Key activities for MPT development (starting at 6 months)

1. *Engage a topic expert to document the workflows required for the Mitigation Planning Tool (4 months)*
 - a. *Griffith Uni would have a better idea of timeframe here. This will be the bulk of the work as many stakeholders are involved*
 - b. *I picture a coordinator that organises interviews with stakeholders and topic experts and documents it in format that is compatible for the Mitigation Planning Tool*
2. *Clone the APT and modify workflow to match the documented workflow (2 months)*
3. *Deployment, testing and feedback (1 month)*
4. *Update MPT based on priority needs and funding available (1 month)*
5. *Repeat steps 3 and 4 as need and funding allows*

Sub activity 3.1.2: Take stock of ongoing supported through regional and bi-lateral programmes in PNG and Nauru (as well as in Tuvalu and Samoa during roadmap development and Fiji during investment planning, see output 2)

Sub activity 3.1.3: Ensure new regional programmes relevant for NDC implementation of Hub Coordination Group members in PNG, Nauru, Tuvalu and Samoa as pilot countries align to NDC targets

Activity 3.2 Develop project concepts proposals for the implementation of NDCs

Sub activity 3.2.1 Develop project concepts in PNG and Nauru



Output 4. Guidance and technical assistance provided to streamline and integrate NDCs into national and regional plans and processes

SPREP staff have in-depth knowledge of the renewable energy sector and specific incentives and legislation to promote renewable energy. Staff would work with countries to develop Terms of Reference to support countries as identified below.

This work would be done in close collaboration with the SPC Energy Team and the Hub Energy Adviser once on board.

Activity 4.1: Support the integration of NDC aspects into policies and strategies, legislation, regulations and standards where this is relevant for the implementation of NDCs and in particular where these could prompt significant investment by the private sector

Sub activity 4.1.2: Integrate NDC into legislation and standards: Provide an enabling environment and incentives for the private sector to finance the energy sector legislation in Nauru and develop a regulation for energy efficiency in Palau.

Sub activity 4.1.3 Synergize with ongoing processes in order to integrate NDC

SPREP's Environmental Governance and Reporting Unit acts as the regional hub for environmental-related data and information and works in close collaboration with SPC's various divisions to strengthen the management and accessibility of data and information to support countries.

Activities relating to strengthening MRV processes will benefit from close collaboration with the INFORM project.

SPREP staff will support RMI to develop a Terms of Reference to specify their country request and liaising with the relevant stakeholders within the waste team and SPC's Energy Team.

Activity 4.3: Support the establishment of national and sector statistics and reporting processes (MRV) towards achieving NDCs in the Solomon Islands (energy, forestry, waste) and in RMI (waste, land-based transport and electricity).

Sub activity 4.3.1 Review current MRV activities

Sub activity 4.3.2: Establish institutional arrangements for the oversight and coordination of MRV activities

Sub activity 4.3.3 Assess data gaps and needs'

Sub activity 4.3.4 Design the MRV system if necessary

Sub activity 4.3.5 Establish a data management process

Sub activity 4.3.6 Build MRV capacity

Output 5. NDC related information and knowledge, learning and partnership mechanisms enhanced to support NDC enhancement and implementation

SPREP, as part of its role as overall lead agency in managing the Pacific Climate Change Portal, will support the development and management of content related to the Regional Pacific NDC Hub, including the management of specific pages related to the Hub. This will act as the overall repository for all information and knowledge created by the Hub.

The Knowledge Management team at SPREP works as the hub for all related information & knowledge products and responsible for managing related content on the Pacific Climate Change Portal (PCCP).

The communication team at SPREP has good outreach, social media and communication capabilities and will support the marketing and promotion of the Regional Pacific NDC Hub and various events in line with the overarching communications strategy.

Activity 5.1 Strengthen participation in achieving the NDCs by promoting engagement and partnerships with public sector, private sector and civil society through dialogue events

Sub activity 5.1.3 Promote events such as fairs, dialogues with private sector and civil society at national level

5.0 Expected outcomes of the project implementation

The overall outcomes of the project are in line with the overall objectives and outcome of the Pacific Regional NDC Hub.

An additional outcome for this initial phase is that the Regional NDC Hub is fully established and operational and able to respond in a timely way to country requests for technical assistance.

- *Indicator 0: The Regional Pacific NDC Hub is fully established by November 2019.*

Project objective or outcome: Pacific Island Countries enhance and implement their country's NDC driving sustainable and resilient development and transition to a low carbon development pathway.

- *Indicator 1: Two enhanced NDCs for 3 countries submitted to UNFCCC by 2020.*
- *Indicator 2: The NDC Hub has facilitated learning/technical assistance and other support such that at least two Pacific Island Countries, including private sector and civil society have started to take specific action to implement the (enhanced) NDCs by 03/2020.*
- *Indicator 3: One project over USD 500k leveraged/catalysed to support the implementation of NDCs, roadmaps and NDC investment plans through enhanced regional coordination and partnerships in at least 2 countries by 2020.*



Annex 1

Purpose

The purpose of this document is to record ideas on how to use the NDC Hub project to enhance existing SPREP Information Systems with a focus on the Regional Technical Support Mechanism (RTSM).

Background

The Regional Pacific NDC (Nationally Determined Contributions) Hub Project aims to assist countries fulfil their NDC's under the Paris Agreement. It is funded by GIZ and others. It partners with SPC, NDC Partnership, GIZ and others to-do: add full list of partners

<https://www.pacificclimatechange.net/project/regional-pacific-ndc-hub>

Targets

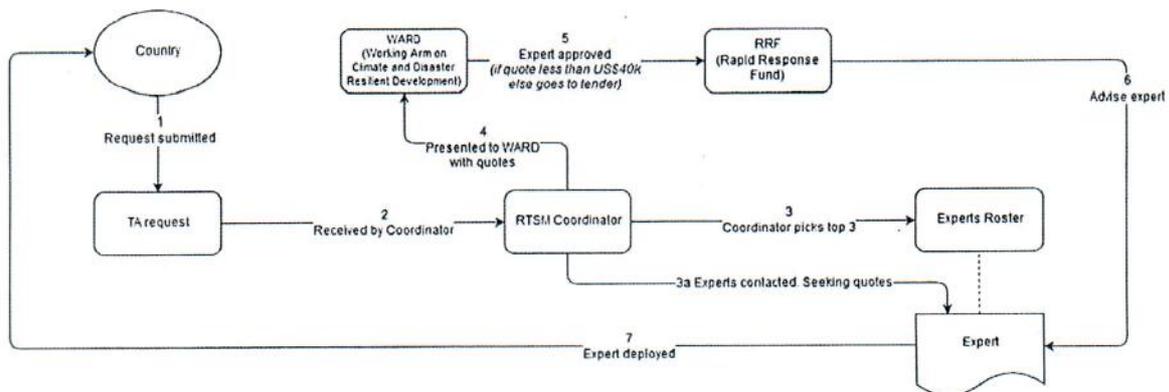
To guide our improvements the following targets have been identified:

1. Streamline the process of country requests for Technical Assistance to deploying an expert to the country. The optimal time frame is 2 weeks for small grants
2. Incentivise the RTSM experts roster for experts to register. Mainly by reducing the amount of repetitive work/documentation that is required from them e.g.
 - a. When registering, connect to an existing expert/social websites (e.g. LinkedIn/Facebook) to prefill as many fields as possible
 - b. When applying for a tender, prefill the tender details with as many fields that have already been entered in the RTSM experts roster.
3. Streamline the process of advertising a tender, call for bids and payment of experts through an online Procurement system that integrates with existing SPREP information systems (e.g. FMIS, HRIS, EDRMS)

Current workflow

The current workflow of the RTSM can be summarised as follows. We will use this workflow to make suggestions for improvements to the RTSM. Workflows for the selection of experts is on page 19 of the [manual](#).





Recommendations

Pre-Step 1

- Allow experts to link their RTSM profile with social media and business networks so that the relevant information could be synced across to RTSM. This would reduce the need to re-enter information and keep the RTSM updated
 - (one-way sync initially, time/funds permitting two-way sync)
- Gamify the expert details e.g. the more details they include, the more points they get. Or the more they interact with the system. This can also include badges which are displayed as part of their public profile
- Create a help website using the contents of the operation manual (that can be downloaded as PDF)

Step 1

- Integrate with decision support tools (DST) on PCCP to assist countries in writing their TA requests
 - Adaptation Planning Tool
 - Climate Finance Navigator
 - (develop new tool - Mitigation Planning Tool)

Step 2

- Link TA requests to SPREP Projects and/or PCCP Projects database

Step 3

- This could be automated based on analysis of the TA request key words and matching them to expert skills and experience and provided to the coordinator as a first draft of experts

Step 4

October 2019

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- This is a bottleneck in the RTSM process due to the WARD not meeting regularly. Although the WARD was generally used, the operating manual refers to this group as the Project Committee. The revamp could reinstate a more agile project committee to increase the frequency of meetings and making decisions.
- RTSM system could be expanded to allow Project Committee members to rate and comment on the shortlisted experts so they can discuss them online instead of meeting in person

Step 5

- Another bottleneck in the RTSM is the release of funds from the donor into the RRF. In the past SPREP had to pay out of its reserves and then have the donor reimburse them. The preferred method is for the donor to expel the bulk of the funds to SPREP, where SPREP would manage the fund and provide detailed reporting back to the donor on how it was spent on experts and TA process.
- Record the successful expert in the system - currently not done
- Expand RTSM to include a Procurement Module
 - This would allow the coordinator to:
 - Make a call for tenders, record bids, record the successful bidder, record invoices, make payments, manage contract dates and record amendments, etc.
 - It would link to the SPREP Finance, HR and Project Management Information systems (i.e. FMIS, HRIS and PMIS)

Step 6

- The system could send an alert to the expert once an expert had been approved. Require that the expert respond within X days to ensure they received the alert
- If a tender is required, create a call for tender document based on TA, circulate for approval, distribute on mailing lists, Talanoa forum, SPREP website, PCCP, EcoConsult?

Post Step 7

- Allow countries to rate the expert that was deployed
- Require the expert to submit soft-copies of deliverables including raw data collected to the regional or national data portals (Inform) before final payment is made
- Display a summary of successful TA requests including topic/ theme, funding and expert deployed - this helps promote the expert so others would want to register, it also allows countries to see the types of successful TA requests.

Knowledge management

- To improve on knowledge management, we recommend integrating RTSM with the SPREP EDRMS (electronic documents and records management system)

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- This means all documents used by RTSM will be stored in a central repository that is easily searchable and discoverable. This can include CV's, Contracts, Invoices, PO's, Meeting Minutes as well as day-to-day living documents.
- Currently Alfresco community software is used. The project would benefit from upgrading to the Enterprise version for improved speed and commercial support
- Deliverables could also be catalogued (automatically) on SPREP Virtual Library
- Correspondence emails should be stored in the SPREP Registry

Software

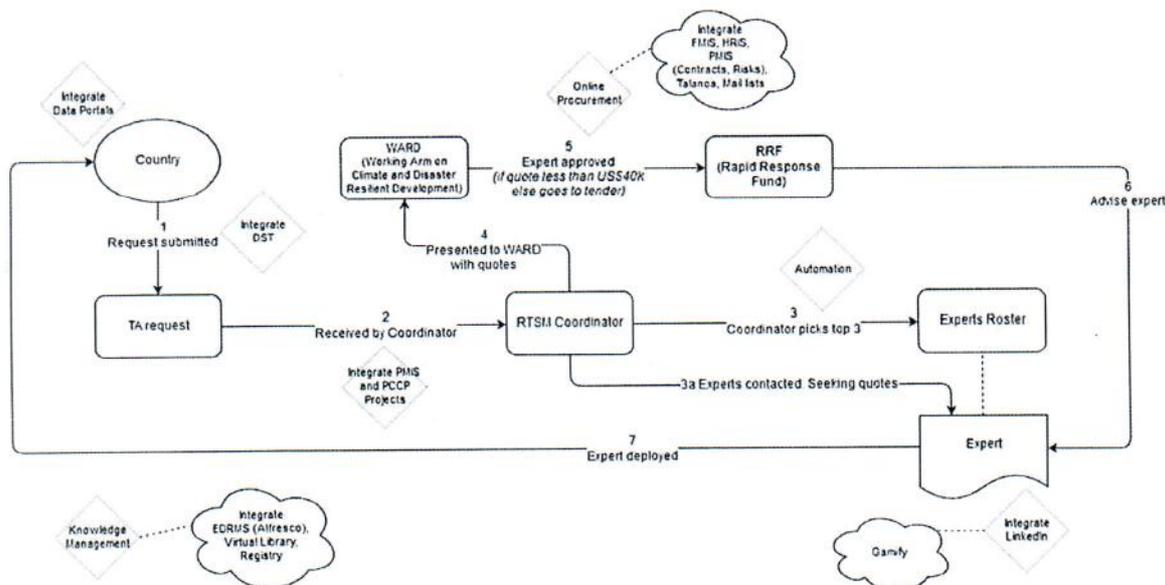
RTSM software is outdated. We recommend re-developing the RTSM in Drupal 8 and migrating the data across. The Drupal software is in line with SPREP's current software development practices. It is an enterprise ready CMS (Content Management System) that allows integration with all systems.

Hardware

Added functionality to the system also requires an upgrade of the hardware required to run so that it operates smoothly and supports the increase in regular users (coordinator, project committee, experts, countries, public).

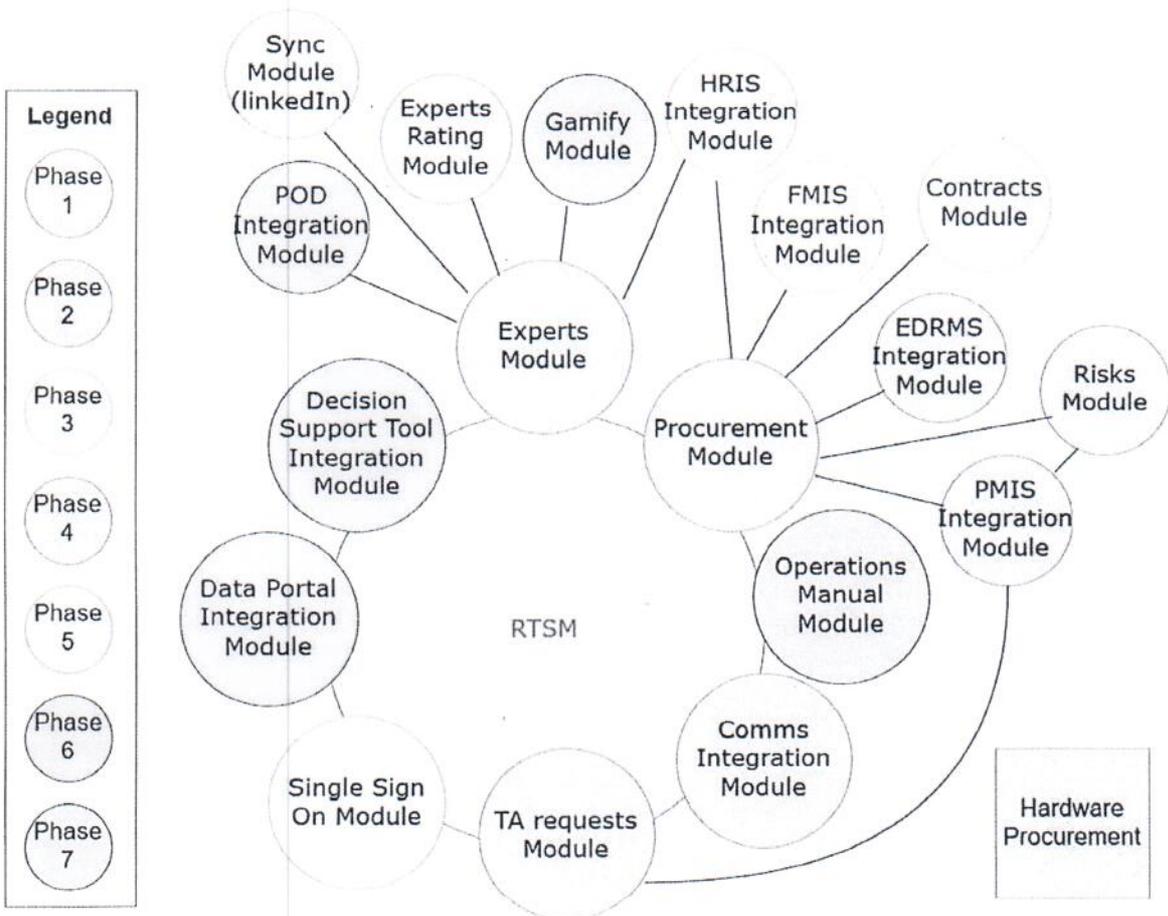
Revamped workflow

The following workflow is a summary of the recommendations mentioned above.



RTSM Modules

The components of the revamped RTSM system can be visualised in the diagram below. They have been coloured by phase to indicate which modules can be developed and delivered at each phase. They can be reviewed and improved as we work on the next phase.



Key Activities

Phase 0

Pre-development phase to review what exists and get recommendations on what can be improved and how.

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Timeframe: 1 month / Cost: \$10,000

- Review existing RTSM system and workflows; and
- Develop systems design document

Phase 1

Initial setup of the Drupal 8 system, development of core RTSM modules in Drupal 8 system including migration of data from old system and procurement of hardware for operating RTSM and supporting integration with related information systems.

Timeframe: 3 months / Cost: \$131,000

- Develop core RTSM modules (Experts and TA requests module) / 2 months - \$30,000
 - Register experts
 - Find experts
 - Submit TA requests
 - Find TA requests
 - Migrate data from old RTSM
- Hardware procurement (3 months - \$101,000)
 - Rack - \$2,000
 - Server (HP DL380 Server, 2 x 10 Core Processors, 256GB Memory, 8 x 1TB SATA) - \$20,000
 - Enterprise Storage Server (HPE MSA 2050) with 9.6TB RAW Storage (24x400GB SSD) - \$70,000
 - UPS - \$5,000
 - Software VMware License - \$2,000
 - Software Acronis License - \$2,000

Phase 2

Development of the core procurement module. This will also involve the recruitment of a procurement expert to review SPREP's procurement procedure and find the best way to integrate it with the RTSM.

Timeframe: 3 months / Cost: \$100,000

- Review existing SPREP procurement procedures for best integration with RTSM (1.5 month)

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- Develop core procurement module (1.5 month)
 - Request quotes
 - Record quotes
 - Record payments
 - Advertise call for tenders
 - Record bids
 - Record panel ratings
 - make a call for tenders
 - record bids
 - record the successful bidder
 - record invoices
 - (to-do: talk with Maraea)

Phase 3

Continue development of the procurement module including integration with FMIS and HRIS. We will also work to upgrade the existing HRIS in order to support the RTSM.

Timeframe: 3 months / Cost: \$100,000 (including license costs)

- Develop Contracts module (2 weeks)
 - Record contract information / TOR's
 - Receive alerts on upcoming due dates (milestone date, end contract date)
- Develop FMIS integration module (1 month)
 - Make payments
- Develop HRIS integration module (2 months)
 - Ensure details from SPREP experts are up to date by linking to the HRIS
 - Develop recruitment system

Phase 4

Continue development of the procurement module including integration with EDRMS, PMIS and Communications tools. We will also work to upgrade the existing EDRMS in order to support the RTSM.

Timeframe: 2.5 months / Cost: \$120,000 (including license costs)

- Develop EDRMS integration module (1 month)
 - Search and attach files from EDRMS

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- Store files to EDRMS
- Versioning of documents
- Collaboration on documents
- Upgrade Alfresco software to support RTSM
- Develop Risks module (2 weeks)
 - Managing procurement risks
- Develop PMIS integration module (2 weeks)
 - Import related project details from PMIS
 - Links TA's and Experts to PMIS
- Develop Communications integration module (2 weeks)
 - Integrate with Communications tools (website, mailing lists, Talanoa, social media, virtual library) for alerts and disseminations of relevant information

Phase 5

Improvements to the expert module including single sign on and syncing with LinkedIn as well as the experts rating module.

Timeframe: 1.5 months / Cost: \$40,000

- Develop single sign on module (1 week)
 - Allow registration and logging in with LinkedIn, Facebook or Google account
- Develop sync module (2 weeks)
 - Allow experts to sync LinkedIn details into expert profile
- Develop experts rating module (2 weeks)
 - Analyse TA requests for key words and select experts based on matching skills
 - Record project committee expert rating and approval for deployment
 - Allow uses/countries to rate experts after they've completed work

Phase 6

Integrations with Decision support tools, Data portal and People and organisations database

Timeframe: 2 months / Cost: \$40,000

- Develop Decision support tool integration module (2 weeks)
- Develop Data portal integration module (2 weeks)
- Develop POD integration module (4 weeks)

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- Integrate with existing rosters using POD (i.e. PNEA, ABS, PIPAP, Experts Db)

Phase 7

Improvements to the expert's module to encourage experts to update their profiles as well as improvements to RTSM resources on how it works and operates via an online operation manual (not PDF).

Timeframe: 1.5 months / Cost: \$20,000

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- Develop operations manual module (2 weeks)
 - Create a help website using the contents of the operation manual (that can be downloaded as PDF)
- Develop gamify module (4 weeks)
 - Gamify the expert details e.g. the more details they include, the more points they get. Or the more they interact with the system. This can also include badges which are displayed as part of their public profile

