



MEMORANDUM OF UNDERSTANDING (MOU)

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between

**Department of Environment, Climate Change & Emergency Management (DECCEM) on behalf of
the Government of Federated States of Micronesia**

Environment Protection Agency (EPA) for the state of Chuuk

Environment Protection Agency (EPA) for the state of Yap

and

The Secretariat of the Pacific Regional Environment Programme (SPREP)

(together, “the Parties”)

Department of Environment, Climate Change and Emergency Management is the Ministry in the Federated States of Micronesia with responsibility to protect and preserve the environment in close consultation with the states through the formulation of policy, enforcement, and other activities.

Chuuk Environment Protection Agency is an agency in the state of Chuuk with responsibility for the protection and management of Chuuk’s natural environment.

Yap Environment Protection Agency is an agency in the state of Yap with responsibility for the protection and management of Yap’s natural environment.

SPREP is a regional, intergovernmental organisation comprising 26 members consisting of 21 Pacific Island Countries and Territories and five developed countries with direct interests in the Pacific region. The purposes of SPREP are to promote co-operation in the Pacific region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Whereas SPREP, DECCEM and EPA have mutual interests in relation to the protection of the environment and developing and strengthening systems, institutions, organisations, and individuals concerned with environmental protection in the Pacific region.

The Parties have reached the following understandings:

1. Objectives

1. The main objective of this Memorandum of Understanding (MOU) is to provide a framework of co-operation between SPREP, DECCEM and the states EPA, as far as possible, and without limitation, to:
 - a) enhance climate change resilience;
 - b) enhance the conservation and management of biodiversity;
 - c) enhance waste management and pollution control;
 - d) enhance environmental governance processes and systems;
 - e) promote and strengthen environmental networks within the Pacific Islands region; and
 - f) develop and implement projects and programmes as appropriate to meet the above objectives.
2. Within this framework the Parties will consult in an effort to collaborate on the activities they identify as requiring implementation.

2. Collaborative Activities

1. The Parties agree, to the extent possible, but without limitation, to:
 - a) Consult each other on policy matters of mutual concern.
 - b) Exchange information on developments and current activities in relation to the environment.
 - c) Extend to each other standing invitations to be represented by observers at appropriate meetings, including the annual SPREP Meeting and to co-sponsor relevant meetings.
 - d) Implement joint activities and projects where SPREP has been funded by donors to manage or implement projects.
 - e) Actively engage and assist the implementation of all donor funded projects which Department of Environment, Climate Change & Emergency Management through the Environment Protection Agency in the state of Chuuk and Yap is participating in, providing logistical and jurisdictional support where required.
 - f) Collaborate and support awareness-raising efforts in relation to the environment.
 - g) Collaborate on the implementation of global and regional priorities in relation to the environment.
 - h) Collaborate and support capacity-building initiatives relation to the environment.
 - i) Collect and manage data in accordance with agreed data strategies and standards.
 - j) Keep respective memberships informed of co-operative activities undertaken pursuant to this MOU.
 - k) Cooperate in such other fields as the Parties may agree to add.

3. Operational Provisions

1. This MOU constitutes an expression of a shared intention of the Parties to endeavour to develop foundations for achieving their shared objectives relating to the protection of the environment and developing and strengthening systems, institutions, organisations, and individuals concerned with environmental protection in the Pacific region.
2. Each Party's actions under this MOU shall be considered to be that Party's sole and separate action for all purposes, including liability, and neither Party shall claim to be acting on behalf of, or as agent for, the other Party to this MOU.

3. Each Party will name and keep updated focal points to co-ordinate the cooperation called for in this MOU.
4. In executing this MOU, neither Party necessarily commits to any financial obligation in relation to activities to be carried out under this MOU.

4. Annexes

1. Specific work once agreed, and especially donor-funded project activities, shall, once agreed, be implemented through service level agreements, letters of agreement or other instruments or modalities as may be agreed by the parties and may be attached as an Annex to this MOU.
2. Such Annex shall form an integral part of this MOU and, unless expressly provided otherwise, a reference to this MOU includes a reference to any such Annex.

5. Duration, entry into force, amendments, and termination

1. The duration of this MOU shall be five years, renewable for such further period and as may be agreed between the Parties.
2. This MOU shall enter into force on the date the last Party signs.
3. This MOU may be amended by agreement in writing between the Parties.
4. Either Party may terminate this MOU by giving three months' written notice to the other.



Kosi Latu
Director General
Secretariat of the Pacific Regional Environment
Programme (SPREP)

Date: 12/7/2021



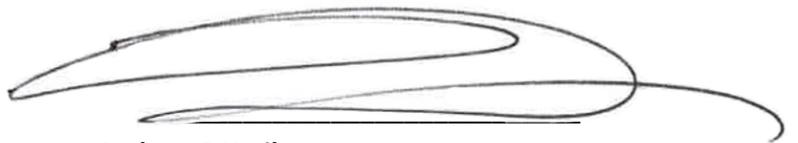
José Gallen
Secretary
FSM Department of Justice
(for Legal Sufficiency)

Date: 19/7/2021



Bradford Mori
Director
Chuuk Environment Protection Agency

Date: 19/7/2021



Andrew R Yatilman
Secretary
FSM Department of Environment, Climate
Change and Emergency Management

Date: 15/7/2021



Christina Fillmed
Director
Yap Environment Protection Agency

Date: July 15, 2021

Annex 1: PacWastePlus Programme

1. Duration

1. The work will commence from the date that this agreement is signed.
2. The work will finish on 8 September 2024

The description of Work is included in Attachment 1 (PacWastePlus Programme Action Description)

2. Investment

1. The PacWastePlus Programme is subject to the Terms and Conditions of the Pillar Assessed Grant or Delegation Agreement (PAGoDA), and as such is required to manage all Programme Funds directly, and not disperse these funds to third parties unless through a procurement process that follows the approved SPREP Procurement Policy. As such, PacWastePlus programme investment will be managed by the PacWastePlus Programme Management Unit (PMU) on behalf of the Federated States of Micronesia.
2. Specific details of the Programme investment are included in Attachments 1, 2, 3, and 4 to this Annex.

3. Status of Partner

1. The status of the partner shall be as an agency of equal standing according to the spirit and tenor of the over-arching MOU to which this Annex is attached.

4. Title Rights

1. Other than material purchased by the Partner from the Partner's own funds, any material permanently obtained for the purpose of fulfilling this Agreement shall be the property of SPREP.
2. Unless otherwise stated in this Agreement, intellectual property shall be the property of SPREP.

5. Delay

1. Each Partner must notify the other in writing as soon as the Partner becomes aware of circumstances (including any Dependency or an Extraordinary Event) which may give rise to delay together with an estimate of further time required for the completion of the Services and the Parties will consult in good faith as to how to proceed.
2. In event of any Dependency affecting the Partner's ability to provide the Services and notified under this clause, then the Parties will, as appropriate, also consult in good faith to agree an extension of time, variation to the Services accordingly.
3. The Parties agree that the following are Dependencies under this Agreement:
 - a. Travel restrictions or bans affecting the Partner's ability to travel.
 - b. The ability of the Partner to secure reasonable input from experts and identified stakeholders due to their inability to use video-conferencing facilities.
 - c. Timely provision of all information, approvals and assistance by SPREP that the Partner reasonably requires to provide the Services.

6. Confidentiality

1. Unless otherwise stated in this MOU or as otherwise agreed in writing by the Parties, neither will disclose or use in any way any Confidential Information except to the extent that disclosure or use of such Confidential Information is necessary to enable the Services to be performed.

7. Dispute resolution

1. The Parties shall cooperate to carry out their obligations in good faith and shall endeavor to resolve any disagreement in an amicable manner, including through use of mediation and conciliation processes.

8. Variation

1. This Annex may be varied by written agreement of the Parties.

15. Project Focal Points

1. Bradley Nolan and Sainimili Bulai of SPREP, and Patricia Pedrus (ECCEM), Bradford Mori (Chuuk EPA), and Christina Fillmed (Yap EPA) are responsible for managing the Annex delivery of the PacWastePlus Programme, including:
 - a. Managing the relationship between the Parties
 - b. Overseeing the effective implementation of this Annex
 - c. Act as a first point of contact for any issues that arise and,
 - d. Address and resolve any issues in a prompt manner.
 - e. Changing the Focal Point
2. If a Party changes its Focal Point it must tell the other Party, in writing, the name and contact details of the replacement within 5 business days of the change.

16. Counterparts

This Agreement may be executed in any number of counterparts (including by facsimile or electronic copies) each of which, when taken together, will constitute one and the same document. Should these terms and conditions be acceptable to you, please sign below and return to SPREP.



Kosi Latu
Director General
Secretariat of the Pacific Regional Environment
Programme (SPREP)

Date: 12/7/2021



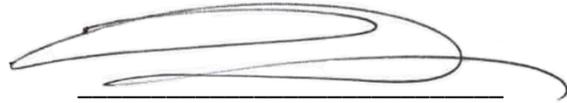
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Date: 19/7/2021



Andrew R Yatilman
Secretary
Department of Environment, Climate Change
and Emergency Management

Date: 16/7/2021



Christina Fillmed
Director
Yap Environment Protection Agency

Date: July 17, 2021

Attachment 1: PacWastePlus Programme Action Description

1. PacWastePlus Programme Overview

1.1. Programme Background

The European Union funded PacWastePlus programme, is working with 14 countries in the Pacific region and Timor-Leste, to improve and enhance waste management activities and the capacity of governments, industry and communities to manage waste and reduce the impact on human health and the environment.

1.2. Programme Objectives

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for participating countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities are designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific island communities, and climate change mitigation and adaptation requirements.

1.3. Programme Activities

PacWastePlus will work with DECCEM, the waste industry and the agencies from the Council of Regional Organisations of the Pacific (CROP) to address eight waste stream types: asbestos, e-waste, and healthcare waste, recyclables, organic waste, disaster waste, and bulky waste; and wastewater; to undertake activities that improve the management of waste, and to work towards the delivery of the Cleaner Pacific 2025 Regional Waste Strategy.

1.4. Programme Deliverables

PacWastePlus aims to deliver quality outcomes through the following programme Key Result Areas (KRA):

- **Key Result Area 1:** Improved data collection, information sharing, and education and awareness:

PacWastePlus first Key Result Area will focus on three important aspects:

- (i) support national and regional decision making by providing relevant accurate data;
- (ii) provide education and awareness raising to encourage the adoption of good practices in terms of waste management; and
- (iii) promote innovative waste management approaches through research.

- **Key Result Area 2:** Policies and regulatory frameworks developed and implemented:

PacWastePlus will strengthen the institutional capacity of participating countries by supporting the development of legislations and policies that incorporates institutional arrangements for waste management and leads to improvements in service delivery, private sector engagement and cost recovery of waste management activities.

- **Key Result Area 3:** Best practices, including enhanced private sector engagement and infrastructure development, implemented:

PacWastePlus will provide in-country investment to assist participating countries to implement projects that will improve the management of a chosen waste stream to reduce health and environmental harm.

- **Key Result Area 4:** Human Capacity Enhanced:

PacWastePlus will aim to build human capacity in participating countries, to deliver waste and pollution management that meet good practice standards based on country needs.

1.5. Programme Modality

The PacWastePlus Programme will be implemented through the development of several regional activities managed through the SPREP Programme Management Unit, and specific Country based actions as determined by the Ministry Staff and articulated in this MOU Annex. Details of the various activities are detailed in Sections 2 and 3.

2. PacWastePlus Regional Projects

The PacWastePlus Programme will deliver regional actions to assist participating Countries improve the management of PacWastePlus waste streams not covered by Country Projects (Section 3).

Regional projects have been chosen as they:

- (i) were included as a specific outcome in the PacWastePlus Action Document;
- (ii) identified by Focal Points as they present a significant issue to waste management in Small Islands Developing States (SIDS);
- (iii) seen to provide a significant opportunity to achieve improvement in waste management; or
- (iv) seen to comprise a large portion of the waste stream entering landfills, where intervention is possible to divert these materials.

To maximise waste management benefits and achieve objectives of PacWastePlus Regional Projects, specific activities are required from both parties. These requirements are specified in Table 1.

Table 1: Responsibilities needed for the successful participation in Regional Projects.

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
Health Care Waste Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Identify needs for healthcare waste management infrastructure requirements and seek external funding support to undertake this work. (ii) Assess current healthcare waste management practices throughout the region, in partnership with World Health Organization (WHO) and CROP. (iii) Conduct reviews and assessment of options of alternative technologies, besides incineration, that be utilised for healthcare waste volume reduction and treatment. (iv) Develop training materials for remote and face-to-face delivery. 	<p>SPREP will</p> <ul style="list-style-type: none"> (i) Engage consultants to assess options of alternative technologies, develop training materials, develop resource materials, and if needed, support in the creation of healthcare waste management plans and strategies. (ii) Liaise and engage with country focal points to assist with tailoring of activities. (iii) Provide all materials and resources to country focal points for utilisation by government agencies. (iv) Provide support for uptake and implementation of activities. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Engage with SPREP to assist and inform development of products. (ii) Actively disseminate materials and products to the appropriate staff in appropriate Ministries and facilities, so they can access the resources developed. (iii) Identify staff to participate in training sessions (if offered). (iv) Support the adoption of waste management guidance and creation of appropriate policies and strategies in local hospitals and clinics. (v) Assist with monitoring and reporting on activities.

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
	<ul style="list-style-type: none"> (v) Develop template healthcare waste strategies, and template hospital healthcare waste management plans. (vi) Develop ongoing resource materials to increase knowledge and awareness on matters relating to healthcare waste management. 		
Asbestos Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Develop a guidance and drafting note for the imposition of a ban on importation of asbestos containing materials. (ii) Develop a draft Code of Practice for the management of asbestos containing materials. (iii) Develop support documentation on the management of asbestos containing materials (may take the form of brochures, guidance notes, videos etc.). (iv) Disseminate learnings from country projects focused on the management of asbestos containing materials. 	<p>SPREP will</p> <ul style="list-style-type: none"> (i) Engage consultants to develop guidance notes, Code of Practice, and materials. (ii) Provide support and technical advice on the management of asbestos containing materials. (iii) Actively engage with country focal points to promote the management of asbestos containing materials. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Utilise materials and support provided to pursue the adoption of legislation / regulation of asbestos containing material bans, and the adoption of a Code of Practice for the management of asbestos containing materials. (ii) Disseminate information through to the appropriate ministries and industry groups to ensure modification and improvement of asbestos management. (iii) Assist with monitoring and reporting on activities.
Disaster Waste Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Support the implementation of the Regional Disaster Waste Management Guideline (developed by JPRISM II). (ii) Expand on elements of the guideline to provide greater guidance on management of waste streams not directly addressed in the guideline. (iii) Develop resources to support the implementation of a Disaster Waste Management Taskforce as part of National disaster response. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and support the implementation of a trial disaster waste management taskforce. (ii) Actively engage with country focal points to promote the disaster waste management materials and processes. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Work with the National Disaster Management Office to mainstream waste management into national disaster preparation and response works. (ii) Actively disseminate information developed to the relevant Ministry and groups to ensure they can access and implement disaster waste management activities and response. (iii) Assist with monitoring and reporting on activities.

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
	<ul style="list-style-type: none"> (iv) Develop resources and systems for disaster waste management embedded in disaster response systems, and trial the activity in one country (selection to be determined). (v) Develop a template community disaster waste management plan (vi) Develop a disaster waste management manual, including practitioner guidelines for the management of disaster waste, and hazardous waste that may be released during disaster events. 		
Bulky Waste /End of Life Vehicles	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Develop drafting guidelines for legislation / regulation that manages issues related to end-of-life vehicles, and the issues they pose. (ii) Develop guidelines and resources on the safe dismantling of end-of-life vehicles, to manage health and safety, environmental harm, and increase possibility of recovery and recycling of component parts. (iii) Develop (and possible delivery) of training on the safe dismantling guideline. (iv) Support the implementation of other donor funded end-of-life vehicle activities. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. (ii) Provide technical support to countries to implement appropriate end-of-life vehicle management activities. (iii) Actively engage with country focal points to promote the materials and resources developed. (iv) Actively work with partner programmes to enhance the activities implemented to assist with the management of end-of-life vehicles. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the development of resources and support packages. (ii) Disseminate information to relevant Ministries and organisations to enhance the management of end-of-life vehicles. (iii) Actively participate in any training provided on the management of end-of-life vehicles. (iv) Support and further the development of legislation / regulation to address issues from management of end-of-life vehicles. (v) Assist with monitoring and reporting on activities.
Sustainable Financing - Advance Recovery Fee and Deposit (ARFD) project	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Enhance and broaden findings from country-based studies by facilitating information exchange. (ii) Develop resources and materials to build awareness of ARFD systems and their benefits for waste management. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. (ii) Provide evidence-based guidance documents to Governments and Stakeholders to implement a successful ARFD suitable for local context. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the development of resources and support packages. (ii) Disseminate information to relevant Ministries and organisations.

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
	<ul style="list-style-type: none"> (iii) Develop decision support resources to guide the design and implementation of ARFD systems. (iv) Provide Technical Assistance to design and implement ARFD systems. (v) Partner with other donor projects to enhance ARFD activities throughout the region, including the development and delivery on related training products. 	<ul style="list-style-type: none"> (iii) Develop a Decision Support Tool to assist governments to determine if an ARFD is appropriate for their circumstances and to guide its design. (iv) Provide Technical Support (possibly including training) on the design and implementation of ARFD systems. (v) Actively work with partner projects to provide support to countries. 	<ul style="list-style-type: none"> (iii) Assist with the facilitation of training on ARFD systems, including identification of staff to participate. (iv) Provide support to SPREP and Ministries to design and implement an ARFD (if determined suitable for country implementation). (v) Assist with monitoring and reporting on activities.
Organics Management	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Assist stakeholders in each country to design and implement their own organic waste management solutions that suit the local context and audience. (ii) Develop a package of resources any stakeholder can use to design a successful organic processing facility (iii) Develop and deliver online training sessions/workshops. (iv) Disseminate learnings from country projects focused on the management of organics to all Member Countries. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. (ii) Provide Technical Support (possibly including training) on organics management and system design. (iii) Provide evidence-based guidance documents to Governments and Stakeholders to implement their own successful organic solutions. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the development of resources and support packages. (ii) Disseminate information to relevant Ministries and organisations. (iii) Assist with the facilitation of training on organic waste management systems, including identification of staff to participate. (iv) Provide support to SPREP and Ministries to design and implement an organics waste management system (if determined suitable for country implementation). (v) Assist with monitoring and reporting on activities.
Behaviour Change	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Develop resources for countries to utilise to develop and implement community based social marketing / behaviour change campaigns to address waste generation and management issues. (ii) Pilot three campaigns (countries to be determined) to prove concept and provide 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. (ii) Provide Technical Support (possibly including training) on community based social marketing / behaviour change. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the development of resources and support packages. (ii) Disseminate information to relevant Ministries and organisations.

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
	<p>details of the processes for replication and translation to other issues, communities, and countries.</p> <p>(iii) Disseminate information on pilot projects to all participating countries.</p>	<p>(iii) Provide direct project and financial support to three countries (TBD) to pilot campaigns.</p> <p>(iv) Actively engage with country focal points to promote the materials and resources developed.</p>	<p>(iii) Assist with the facilitation of training on behaviour change programmes, including identification of staff to participate.</p> <p>(iv) Provide support to SPREP and Ministries to design and implement behaviour change programmes.</p> <p>(v) Assist with monitoring and reporting on activities.</p>
<p>Capacity building</p>	<p>The regional project will seek to:</p> <p>(i) Enhance capacity development opportunities in the region for waste management by providing appropriate developed training and courses based on country needs.</p> <p>(ii) Identify potential accredited waste management training, competency-based assessments, or hands-on training opportunities currently available to participating countries.</p> <p>(iii) Conduct a needs analysis with participating countries to determine what capacity building they feel they require to appropriately manage waste in their countries.</p> <p>(iv) Undertake a gap analysis to determine what courses and capacity building services may be missing from the region.</p> <p>(v) Design and develop courses, in partnership with tertiary and vocational institutes, the fill capacity building gaps identified.</p> <p>(vi) Where possible, provide capacity building courses to meet country needs.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p> <p>(ii) Provide opportunities for country staff to participate in capacity building events.</p> <p>(iii) Disseminate information and capacity building resources as they are developed.</p>	<p>The Department will:</p> <p>(i) Actively engage with SPREP to assist with the capacity needs analysis.</p> <p>(ii) Actively promote capacity building opportunities within the Ministry, and with other Ministries that would benefit from participation.</p> <p>(iii) Assist with monitoring and reporting on activities.</p>

Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
School Education	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Mainstream waste management into core school subject's curriculum for primary, and secondary schools. (ii) Undertake research existing school curriculum on waste management. (iii) Develop appropriate resources and materials for inclusion in country curriculum packages. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop template materials and resources. (ii) Actively engage with country focal points to promote the materials and resources developed. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the review of draft curriculum materials. (ii) Actively modify the draft curriculum materials to ensure they reference, and support, systems and services implemented in their country. (iii) Actively engage with Ministries of Education to determine how best to introduce curriculum materials into the country. (iv) Actively promote the use of integration of the curriculum materials. (v) Assist with monitoring and reporting on activities.
Waste Licensing	<p>The regional project will seek to:</p> <ul style="list-style-type: none"> (i) Assist in developing mechanisms (such as national licensing and certification) for waste management service providers. 	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to develop materials and resources. (ii) Provide Technical Support (possibly including training) on use of template systems. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Actively engage with SPREP to assist with the development of resources (ii) Actively engage with the relevant Ministries to tailor and adopt waste licensing systems to manage risk from waste management. (iii) Assist with monitoring and reporting on activities.

3. PacWastePlus Programme Country Actions

The PacWastePlus Programme has allocated project investment to design and implement a project that will improve the management of a chosen PacWastePlus waste stream for Kiribati (hereinafter referred to as **Country Project**).

To achieve the effective delivery of the Country project, specific activities are required from both parties. These requirements are specified in Table 2.

Table 2: Project Implementation responsibilities needed for the successful delivery of the Country Project.

	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
Design of Organic Processing Programme in Chuuk	<p>The Country project will seek to:</p> <p>(i) Undertake a Feasibility Study to design organic processing programme that will collect, and process organic wastes generated in nine communities on Weno.</p>	\$30,000	<p>SPREP will:</p> <p>(i) Engage consultant to undertake community consultation and design appropriate communal organic processing programmes.</p> <p>(ii) Provide Technical Support on organics management and system design.</p>	<p>The Department will:</p> <p>(i) Assist with monitoring and reporting on project activities.</p> <p>(ii) Provide support to the nominated consultant to enable the design of an appropriate organic processing programme for Chuuk.</p> <p>(iii) Actively engage with SPREP to assist with the development of resources and support packages.</p>	<p>The Chuuk EPA will:</p> <p>(i) Consult all key national stakeholders to enable the successful implementation of the country project in Chuuk.</p> <p>(ii) Obtain all necessary approval (including any Cabinet endorsement) to allow for the project to work with the targeted communities.</p> <p>(iii) Provide support to the nominated consultant to enable the design of appropriate organic processing programme in targeted communities.</p> <p>(iv) Actively engage with SPREP to assist with the development of resources and support packages.</p> <p>(v) Provide progress report to SPREP as and when required.</p>
Construction of Organic Processing Facility in Chuuk	<p>The Country Project will seek to Construct and equip an organic processing facility at</p>	\$60,000	<p>SPREP will:</p> <p>(i) Engage contractor to construct the organic processing facilities.</p>	<p>The Department will:</p> <p>(i) Provide support to SPREP and EPA in design and</p>	<p>The Chuuk EPA will:</p> <p>(i) Consult all key national stakeholders to enable the</p>

	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
	the Neouo Landfill to receive and process organic wastes generated from the nine communities in Weno.		<ul style="list-style-type: none"> (ii) Procure relevant equipment to allow for the processing of all organic wastes. (iii) Provide technical support on the construction of the organic processing facility. 	<ul style="list-style-type: none"> construction of Chuuk’s organic processing facility (ii) Assist with monitoring and reporting on the implementation of this project activity. 	<ul style="list-style-type: none"> successful design of the organic processing facility. (ii) Obtain all necessary approval (including any Cabinet endorsement) to allow for the construction of the organic processing facility. (iii) Secure any necessary permits and approvals for the construction activities. (iv) Provide support to the nominated consultant to enable the design of appropriate organic processing facility. (v) Actively engage with SPREP to assist with the construction of the facility. (vi) Provide progress report to SPREP as and when required. (vii) Provide direct management and oversight to construction activities.
Design of Organic Processing Programme in Yap	The Country project will seek to design and implement organic processing programme that will collect, and process organic wastes generated in Yap.	\$30,000	SPREP will: <ul style="list-style-type: none"> (i) Engage a consultant to undertake consultation and design appropriate organic processing programmes for Yap. (ii) Provide Technical Support on organics management and system design. 	The Department will: <ul style="list-style-type: none"> (i) Assist with monitoring and reporting on project activities. (ii) Provide support to the nominated consultant to enable the design of an appropriate organic processing programme for Yap. 	The Yap EPA will: <ul style="list-style-type: none"> (i) Consult all key national stakeholders to enable the successful implementation of the country project in Chuuk. (ii) Obtain all necessary approval (including any Cabinet endorsement) to allow for the project to work with the targeted communities.

	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
				(iii) Actively engage with SPREP to assist with the effective implementation of this project activity.	(iii) Provide support to the nominated consultant to enable the design of appropriate organic processing programme in Yap. (iv) Actively engage with SPREP to assist with the development of resources and support packages. (v) Provide progress report to SPREP as and when required.
Construction of Communal Organic Processing Facilities in Yap communities	The Country Project will seek to: (i) establish communal organic processing facility within Yap communities that do not have Garbage Collection Services to receive and process organic wastes.	\$45,000	SPREP will: (i) Engage contractor to construct the organic processing facilities. (ii) Procure relevant equipment to allow for the processing of all organic wastes. (iii) Provide technical support on the construction of the organic processing facility.	The Department will: (i) Provide support to SPREP and EPA in design and construction of Chuuk’s organic processing facility. (ii) Assist with monitoring and reporting on the implementation of this project activity.	The Yap EPA will: (i) Consult all key national stakeholders to enable the successful design of the organic processing facility. (ii) Obtain all necessary approval (including any Cabinet endorsement) to allow for the construction of the organic processing facility. (iii) Secure any necessary permits and approvals for the construction activities. (iv) Provide support to the nominated consultant to enable the design of appropriate organic processing facility. (v) Actively engage with SPREP to assist with the construction of the facility. (vi) Provide progress report to SPREP as and when required. (vii) Provide direct management and oversight to construction activities.

	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
Implementation of Organic Processing Programme in FSM	The Country project will seek to implement the organic processing programmes recommended (from the feasibility study) to improve the management of organic wastes in Weno (Chuuk) and Yap.	\$95,000	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Provide direct project and financial support to allow for the implementation of the state's Organic Processing Programme. (ii) Provide Technical Support (possibly including training) on implementation of the organic management programme. (iii) Facilitate training for local officers from the two states on the implementation of the organic processing programme. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Assist with monitoring and reporting on project activities. (ii) Provide support to the state to enable the implementation of the organic processing programme in the two states. (iii) Actively engage with SPREP to assist with the development of resources and support packages. 	<p>The Chuuk and Yap EPAs will:</p> <ul style="list-style-type: none"> (i) Nominate suitable officers to attend the training on the implementation of the state's organic processing programme. (ii) Ensure that all equipment and facility procured through the project is maintained frequently to ensure the effective implementation of the state's organic processing programme. (iii) Facilitate ongoing consultation is undertaken with relevant stakeholders to ensure that the organic programme is constantly improved to ensure that the project outcomes are achieved. (iv) Obtain all necessary approval (including any Cabinet endorsement) to allow for the implementation of the organic processing program in the state. (v) Ensure that any revenue generated from the Organic Processing Programme is used to support ongoing operation (requirement of Donor). (vi) Obtain the support of the Ministry of Agriculture to ensure effective utilisation of the compost produced from the organic processing programme.

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
				<ul style="list-style-type: none"> (vii) Obtain all necessary approval (including any Cabinet endorsement) to allow for the construction of the organic processing facility. (viii) Secure any necessary permits and approvals for the construction activities. (i) Provide direct management and oversight to construction activities.
Communication Outreach	<p>The Country Project will seek to facilitate various awareness and engagement campaigns to inform local communities on FSM's Organic Processing Program.</p> <p>\$30,000</p>	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Provide direct project and financial support to produce awareness materials to be used in these campaigns. (ii) Disseminate information and capacity building resources as they are developed. 	<p>The Department will:</p> <ul style="list-style-type: none"> (i) Finalise the National Education and Awareness Plan (NEAP) (ii) Actively implement FSM's NEAP in partnership with Chuuk EPA and Yap EPA. (iii) Submit quarterly feedback report to PacWastePlus PMU on the implementation of the NEAP. (iv) Aid PacWastePlus appointed company that will provide videography services to document PacWastePlus in-country actions. 	<p>The Chuuk and Yap EPAs will:</p> <ul style="list-style-type: none"> (i) Develop content for all education, awareness, and communication materials. (ii) Ensure that all awareness materials comply with PacWastePlus Communication and Branding Plans. (iii) Actively implement FSM's National Education and Awareness Plan (NEAP) to raise awareness on the project. (iv) Submit quarterly feedback report to PacWastePlus PMU on the implementation of the NEAP. (v) Aid PacWastePlus appointed company that will provide videography services to document PacWastePlus in-country actions.

	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
Organic Processing Programme Resources	<p>The Country Project will seek to:</p> <p>(i) Develop a package of resources that capture learnings from projects in Chuuk and Yap for the national government and states EPA can use to design a successful organic processing programme and facility.</p>	\$10,000	<p>SPREP will:</p> <p>(i) Provide evidence-based guidance documents to Government and Stakeholders to implement their own successful organic solutions.</p> <p>(ii) Provide Technical Support (possibly including training) on organics management and system design.</p>	<p>The Department will:</p> <p>(i) Disseminate information on the communal organic processing programme to relevant Ministries and organisations.</p> <p>(ii) Facilitate future community consultations to raise awareness on the communal organic processing programme established through this project.</p>	<p>The Chuuk and Yap EPAs will:</p> <p>(i) Ensure that learnings from the implementation of project activities are captured and reported to the PacWastePlus PMU.</p>
Legislative Support	<p>In addition to the Country Project, the PacWastePlus programme is able to provide direct support for development of legislative response to key waste management issues</p>	\$30,000	<p>SPREP will:</p> <p>(i) Manage the procurement of the services.</p> <p>(ii) Manage the monthly task delivery and make payments to consultant.</p> <p>(iii) Actively engage with Ministry staff to ensure necessary activity is being undertaken.</p> <p>(iv) Ensure required informational resources are provided to consultant for them to be able to deliver quality services.</p>	<p>The Department will:</p> <p>(i) Actively engage with consultant on work tasks and delivery, as the consultant is there to provide technical assistance (not necessarily do the tasks for the staff).</p> <p>(ii) Establish multi-ministry project taskforce (if needed) to provide necessary information to consultants when undertaking work on legislative activity.</p> <p>(iii) Ensure relevant Ministry staff are engaged on</p>	Nil

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
				<p>activities to ensure appropriate output.</p> <p>(iv) Actively work to have outcome recommendations passed through the country legislative system to enable enactment in law or Regulation.</p>
<p>Project Administration</p> <p>In addition to Country Project activities above, SPREP has requested the EU approve the release of funds to enable the engagement of a consultant (nominally at 20 hours per week) to assist with the implementation of the PacWastePlus Programme (hereinafter referred to as National Officer).</p> <p><i>The National Officer will seek to be shared with the GEF ISLANDS Project to assist with project integration.</i></p>	<p>Does not exceed \$50,000</p>	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Manage the procurement of the services. (ii) Manage the monthly task delivery and make payments to consultant. (iii) Actively engage with Ministry staff to ensure necessary activity is being undertaken. (iv) Ensure required informational resources are provided to consultant for them to be able to deliver quality services. (v) Integrate the consultants in the PacWastePlus PMU. <p>The National Officer (if approved) will be responsible for:</p>	<p>The Ministry will:</p> <ul style="list-style-type: none"> (i) Actively manage and monitor the consultant activity and provide day-to-day guidance on activity. (ii) Provide monthly reports to SPREP on activity undertaken to ensure required job is completed, and approve payment of monthly fees. (iii) Actively engage with consultant on work tasks and delivery, as the consultant is there to provide technical assistance (not necessarily do the tasks for the staff). (iv) Ensure relevant Ministry staff are engaged on activities to ensure sustainability of resources from EU (i.e. knowledge transfer from consultant to 	<p>Nil</p>

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
		<ul style="list-style-type: none"> (i) Disseminating project materials to relevant Ministry staff. (ii) Providing advice and guidance to country focal points on matters arising from the implementation of the PacWastePlus programme. (iii) Assist with coordinating and implementing national workshops related to PacWastePlus programme activities. (iv) Provide technical support and advice to Ministry staff in relation to PacWastePlus programme activities either directly, or with the support from SPREP project Officers. (v) Provide support services to Focal Point with respect to delivery of the PacWastePlus programme. (vi) Fostering and maintaining excellent 	<ul style="list-style-type: none"> staff so outcomes continue to be achieved post project completion. (v) Assist with monitoring and reporting on activities. 	

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DECCEM	Responsibilities of State EPA(s)
		<p>working relationships with all project stakeholders.</p> <p>(vii) Manage and encourage meaningful engagement with key project stakeholders throughout the implementation of PacWastePlus project activities.</p> <p>(viii) Assist in developing / reviewing communication and information products (including assistance to translate materials into local dialects where required).</p> <p>(ix) Undertake relevant capacity building activities of waste management in the country.</p> <p>(x) Assist in developing / reviewing Monitoring & Evaluation plans.</p> <p>(xi) Assist country staff to undertake required monitoring and evaluation activities as per the agreed M&E plan.</p>		

Refer to **Attachment 2** to provide high level overview for the Country Project.

Refer to **Attachment 3** for the Terms of Reference for the National Officer

4. Country Commitment to the Implementation of PacWastePlus

To achieve the effective delivery of the PacWastePlus Programme, specific administrative activities are required from both parties. These requirements are specified in Table 3.

Table 3: Administrative arrangements and responsibilities required for the successful delivery of the PacWastePlus Programme.

Component	Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
Focal point & Steering Committee Representative (and Alternate Representative)	<p>The Focal Point will be the country representative for planning, coordinating and implementing the activities of PacWastePlus as they involve or impact the country.</p> <p>The Steering Committee Representative is also responsible for coordinating the discharge of the country's responsibilities under the MOU and assisting the successful implementation of the PacWastePlus programme.</p>	<p>(i) Ensure that the country's Focal Point is informed of programme's activities and opportunities.</p> <p>(ii) Provide funds sufficient to cover flights and per diems for one nominated country representative to attend the annual PacWastePlus Steering Committee meeting.</p>	<p>(i) Nominate a Government Department and Officer.</p> <p>(ii) Nominate PacWastePlus Steering Committee representative (and Alternate).</p> <p>(iii) Actively discharge the responsibilities noted in Sections 2 and 3 of this Agreement.</p> <p>(iv) Attend and actively participate in the Annual Programme Steering Committee Meeting and other consultation sessions delivered throughout the term of the Programme.</p>
National Coordination Committee	<p>The National Coordination Committee is recommended to be created to oversee the implementation of projects in each country. Existing committees may be utilised.</p> <p>The Committee is not a Programme requirement but is strongly recommended.</p>	<p>(i) Provide information to the Steering Committee member to utilise at National Coordination Committee meetings.</p> <p>(ii) Provide technical assistance to the Committee as and when required.</p>	<p>(i) Convene and chair the National Coordination Committee (or utilise an existing committee) if this option is adopted by the country.</p> <p>(ii) Communicate outcomes of meetings to the PacWastePlus PMU.</p>

Component	Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
Consultants engaged to undertake the agreed PacWaste Plus work	Consultants will be engaged to undertake the agreed PacWastePlus workplan activities.	<ul style="list-style-type: none"> (i) Facilitate procurement (ii) High-level consultant management (iii) Monitor activities (iv) Pay consultants (v) Publish outcomes and outputs 	<ul style="list-style-type: none"> (i) Provide on-ground support to, and facilitate the work of, consultants (or SPREP employees) during the execution of national elements of the PacWastePlus project. (ii) Undertake necessary monitoring and engagement to ensure work conducted meets the needs of the programme.
Financial Management	All financial management and controls to be managed by SPREP as required by contract with the EU	<ul style="list-style-type: none"> (i) Facilitate procurement (ii) Facilitate contract management (iii) Facilitate payment of contractors 	<ul style="list-style-type: none"> (i) Report to SPREP approval of contractor outputs.
Implementation of PacWastePlus activities	Delivery of all activities detailed in Tables 1 and 2	<ul style="list-style-type: none"> (i) As per responsibilities listed in Tables 1 & 2. 	<ul style="list-style-type: none"> (i) As per responsibilities listed in Tables 1 & 2.
Participate in staff exchanges	Staff exchanges and capacity building events will be delivered by the PacWastePlus programme, if deemed relevant to the staff member, and of benefit to the country, national staff should be enabled to participate.	<ul style="list-style-type: none"> (i) Provide financial support for country representatives to participate in regional events as enabled by the PacWastePlus Programme's approved budget, as opportunities arise 	<ul style="list-style-type: none"> (i) Allow for staff and officers to participate in staff exchanges or capacity building events
National Education and Awareness Plan (NEAP)	Develop and implement NEAP to support the implementation of in-country PacWastePlus activities.	<ul style="list-style-type: none"> (i) Provide technical support to develop and implement a NEAP 	<ul style="list-style-type: none"> (i) Utilising the tools and resources provided by PacWastePlus, develop and implement agreed activities in country NEAP. (ii) Monitor and report on activities.

Component	Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
Maintenance and replacement of PacWastePlus funded plant, machinery or infrastructure	<p>Any plant or equipment purchased with PacWastePlus funds will be formally transferred into the ownership of the Ministry that is party to this Agreement.</p> <p>The maintenance (or replacement) of PacWastePlus funded plant, machinery or infrastructure provided is the responsibility of the Ministry.</p> <p><i>Note: ongoing funding support for operational issues is not provided by PacWastePlus</i></p>	<p>(i) Procure assets as per approved project activities and through SPREPs approved procurement system</p>	<p>(i) Formally accept transfer of asset</p> <p>(ii) Accept recurrent costs for operation, maintenance, insurance.</p> <p>(iii) Actively utilise and monitor activity related to the procured asset and regularly report on activity.</p> <p>(iv) Ensure staff responsible for use of the plant and equipment have been appropriately trained in its use</p> <p>(v) Ensure staff are provided with the necessary Personal Protective Equipment (PPE) for use when operating the Plant or Equipment.</p>
Capture waste data	<p>Capture waste data, in accordance with the PacWastePlus Data Strategy, SPREP WMPC Regional Waste Monitoring System and the Clean Pacific 2025 reporting mechanism and provide information at least annually by uploading the data to the Country Inform data portal</p>	<p>(i) Provide technical support to country on establishing Waste Data system.</p> <p>(ii) Where included in the PacWastePlus programme activities and budget, support the collection, collation, and analysis of data and information.</p>	<p>(i) Actively participate in data collection activities, including support for consultancies, release of staff to build capacity, participate, and report on outcomes.</p> <p>(ii) Establish and implement systems to capture waste data as 'normal business' utilising SPREP National Waste Monitoring process.</p> <p>(iii) Regularly report on waste data outcomes to PacWastePlus, and SPREP.</p> <p>(iv) Upload all waste data and reports to the Country Inform data portal.</p>

Component	Key Activities	Responsibilities of SPREP	Responsibilities of DECCEM
Monitoring and Evaluation	Provision and oversight of project activities by governmental staff and personnel to include the long-term inspection, data gathering, and reporting requirements as defined within the project plan	<ul style="list-style-type: none"> (i) Develop, implement and monitor the PacWastePlus Monitoring & Evaluation Plan. (ii) Work with countries to implement the national monitoring and evaluation activities. (iii) Provide regular updates and reports on the execution of the PacWaste Plus programme 	<ul style="list-style-type: none"> (i) implement the Monitoring and Evaluation Plan as developed for national involvement in the PacWastePlus programme. (ii) Regularly report monitoring data to PacWastePlus.
Collaboration with other donor agencies	Strengthened collaboration and understanding of other donor agencies and inter-governmental organisations achieving similar goals will provide improved implementation of waste projects.	<ul style="list-style-type: none"> (i) Provide details and minutes from discussions with other donor agencies and inter-governmental organisations achieving similar outcomes 	<ul style="list-style-type: none"> (i) Provide details and minutes to SPREP from discussions with other donor agencies and inter-governmental organisations achieving similar outcomes
Ban of asbestos containing materials	A key element of the EU investment in PacWastePlus is to see the implementation of importation bans of asbestos in all countries. Consistent with the endorsement made by SPREP member countries during the 27th & 28th SPREP Meetings, execute a ban through legislation, regulation or policy of the manufacture, use, reuse, import, transport, storage or sale of all forms of asbestos and asbestos containing materials.	<ul style="list-style-type: none"> (i) Engage consultants to develop guidance notes, Code of Practice, and materials. (ii) Provide support and technical advice on the management of asbestos containing materials. (iii) Actively engage with country focal points to promote the management of asbestos containing materials. 	<ul style="list-style-type: none"> (i) Utilise materials and support provided to pursue the adoption of legislation / regulation of asbestos containing material bans, and the adoption of a Code of Practice for the management of asbestos containing materials. (ii) Disseminate information through to the appropriate ministries and industry groups to ensure modification and improvement of asbestos management. (iii) Assist with monitoring and reporting on activities.

Attachment 2: PacWastePlus Programme Country Project Description

Federated States of Micronesia – Improving Organic Waste Management in Chuuk and Yap

PacWastePlus is working with the Environment Protection Agencies in Chuuk and Yap to improve the management of organic waste. The FSM In-Country project will look to divert organic wastes that are currently landfilled in the two states due to the absence of systems and processing facilities to effectively manage these items. The project will facilitate consultations with relevant stakeholders and local communities to identify and implement suitable organic processing programmes. An organic processing facility will be constructed in Chuuk while the Yap project will seek to increase the input into the existing composting shed operated by the Division of Agriculture and Forestry by collecting organic wastes generated in Colonia. In addition, the project will introduce composting programmes for communities currently without garbage collection services.

<u>Outcomes</u> At the end of the project, we seek to...	<u>How measured</u> We will prove success by ...
- Operationalise an Organic processing programme (inclusive of facilities and equipment) to allow for effective collection and processing of Organic waste in Weno (Chuuk) and Yap	Volume of organic waste processed, and compost produced at the organic processing facilities
- Reduce volume of organic wastes being landfilled – to reduce land, water and air pollution	Quarterly landfill audits identify the decrease in the volume of organic waste disposed at the landfill.
- Have all households within the targeted communities segregating organic waste for collection and processing.	% households undertaking waste segregation
- Have an Organic Processing Programme that enables equal participation of local population regardless of gender, physical or mental disability.	Social data on participation collected during monitoring of the Organic Processing Programme indicate that all community members are participating in the programme.
- Compost from the processing facilities is being utilised to improve agricultural production	Monitoring reports indicating % of local communities utilising compost produced from the processing facilities.

<u>High-level activities / outputs</u>	2021				2022				2023				2024		<u>Budget</u>
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
Data Collection (Feasibility Study)															\$20,000
Design of the Organic Processing Programme for Chuuk and Yap															\$40,000
Construction and equipping of organic processing facility in Chuuk															\$60,000
Construction of Communal Organic Processing Facilities in Yap Communities															\$45,000
Implementation of Organic Processing Programme in FSM															\$95,000
Education and awareness															\$30,000
Organic Processing Programme Resources															\$10,000
	TOTAL														\$300,000

Attachment 3: PacWastePlus Programme National Officer Terms of Reference

Project Officer (Service Based Consultancy) – ISLANDS & PacWastePlus Project.

Background and Rationale

SPREP has received separate funding from the European Union (EU) and the Global Environment Facility (GEF) to implement the PacWastePlus Programme and the GEF ISLANDS Pacific Child Project. Both projects build on previous and ongoing work undertaken by the EU and GEF in assisting Pacific island countries improve waste management through the implementation of the Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025).

The PacWaste Plus Programme began in 2018 and is well into implementation. With an overall aim for the safe and sustainable management of wastes, the 5-year, €16.5 million programme will benefit the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu.

The \$20 million GEF ISLANDS Pacific Child Project will commence in 2021 and will involve all countries listed above excluding Timor-Leste. It will run for five years until 2026 with the objective of strengthening each Pacific island country's ability to control the flow of chemicals, products, and materials into their territories and to unlock resources for the long-term management, including integrated management, of chemicals and waste.

Services Required

SPREP is seeking the services of a suitably qualified Project Officer to be appointed on a full-time service consulting basis to oversee the implementation of the PacWaste Plus and GEF ISLANDS Pacific Child Project in the Pacific Island Countries.

Scope of Consultancy

The Project Officer will provide technical support and on ground project scheduling oversight for the project, including engaging with the local stakeholders in the identified project sites, relevant national and sub-national government agencies and consultants or contractors delivering specific activities.

Specific responsibilities for the Project Officer will include the following:

Data and Information

- Assist DECCEM and relevant stakeholder(s) with collection of relevant data and information throughout the design, implementation, and monitoring of project activities. Data and information requirements may include:
 - o designing data gathering methodology and developing templates
 - o Assist with data gathering and compilation.
 - o Assist with completion of Monitoring and Evaluation and weekly/monthly reports.
- Assist with other data gathering activities, such as completion of quarterly litter assessments, annual mini-waste audit, etc.

Legislative / Documentation Support

- With support from the SPREP PMU and project contractors, assist DECCEM and relevant stakeholder(s) with legislative tasks such as:
 - o Coordinate stakeholder meetings to facilitate the legislative decision-making process and following-up with stakeholders as required to ensure legislative decision making / approvals keep to agreed timeframes.

- Provide support for documents such as Policies and Cabinet Submissions.
- Drafting contracts and MOU agreements as required and facilitate obtaining relevant signatures.

On-the ground activity

- Assist/facilitate the decision-making process regarding design and procurement of facilities and equipment.
- Provide support to procurement activities such as liaising suppliers, overseeing construction activities, data gathering, etc.
-

Communications and Education

- Assisting with delivery of communications activities as required for the successful implementation of project activities.
- Draft media releases and arrange television / radio interviews with relevant stakeholders as required.
- Assist with dissemination of publications produced by SPREP PMU
- Provide on-ground assistance to visiting, local or remote consultants.

Capacity Building

- Assist in planning and provide local support for coordination and attendance of meetings and training on specialist topics such as:
 - Waigani/Basel Convention Transboundary procedures for stakeholders (recyclers, customs, competent authority, focal points)
 - Other topics as advised or approved by SPREP.
- Coordinate and facilitate training sessions (with PMU resources and support) with relevant stakeholders on general topics such as:
 - data gathering, M&E and reporting
 - designing and completing mini-waste audit and litter assessments
 - other topics as advised by SPREP.
- Provide assistance to counterparts at DECCEM to enhance evidence-based decision-making.

General / Administrative

- Facilitate Working Committees as required for the design, implementation and monitoring of project activities.
- Conduct administrative activities of the project including recording meeting minutes, correspondence, filing and photographs.
- Regular submission of reports to PWP and ISLANDS
- Outer island travel if/as necessary

Remuneration

- This is a delivery-based consultancy position, and the professional time allocation and annual payment of work is set and is not subject to negotiation.
- The Project officer will be paid \$\$\$\$\$\$ p.a.
- There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and will be paid for through the individual project's travel budget.
- Disbursements will be made monthly on receipt of activity report and approval from DECCEM.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

Work arrangements

The Project Officer will:

- Be based at the DECCEM on a schedule to be discussed and agreed between the successful consultant, DECCEM and SPREP PMU.
- Engage in regular meetings with PWP and ISLANDS PMU.
- Submit monthly reports to PacWaste Plus Programme and GEF ISLANDS Pacific Child Project officers reporting against agreed workplans. Actively engage and utilise the SPREP WMPC Project Management Tool (Monday.com) Licence to utilise the system will be provided to the successful consultant.
- Provide his/her working equipment including computer and cellular phone.

Duration of the Consultancy

The service consultancy will run from 1 July 2021 to 30 June 2024 commencing as soon as practicable.

Attachment 4: PacWastePlus Programme Steering Committee Nomination Form

Primary Country Representative

Nominating Country					
Title		Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>
Name					
Job Title					
Organisation					
Department					
Gender		Female <input type="checkbox"/>	Male <input type="checkbox"/>	Other <input type="checkbox"/>	
Year of Birth					
Work Address	Street / PO Box				
	City				
	Country / Postcode				
Telephone Number (Office)					
Telephone Number (Mobile)					
Fax Number					
Email					

Please let us know your areas of responsibility for your current role in your organisation.

Landfill Management <input type="checkbox"/>	Waste Collection Contracts <input type="checkbox"/>
Waste Strategy <input type="checkbox"/>	Waste Education Planning <input type="checkbox"/>
Waste Management Facility Design <input type="checkbox"/>	Residual Waste Management <input type="checkbox"/>
Organic Waste Management <input type="checkbox"/>	Recyclables Management <input type="checkbox"/>
Communications & Outreach <input type="checkbox"/>	Legislation Development <input type="checkbox"/>
Compliance <input type="checkbox"/>	Waste Industry Liaison <input type="checkbox"/>
Hazardous Waste Management <input type="checkbox"/>	Disaster Waste Management <input type="checkbox"/>
Other (please describe) <input type="checkbox"/>	

Secondary Country Representative

Nominating Country					
Title		Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Mr <input type="checkbox"/>	Dr <input type="checkbox"/>
Name					
Job Title					
Organisation					
Department					
Gender		Female <input type="checkbox"/>	Male <input type="checkbox"/>	Other <input type="checkbox"/>	
Year of Birth					
Work Address	Street / PO Box				
	City				
	Country / Postcode				
Telephone Number (Office)					
Telephone Number (Mobile)					
Fax Number					
Email					

Please let us know your areas of responsibility for your current role in your organisation.

Landfill Management <input type="checkbox"/>	Waste Collection Contracts <input type="checkbox"/>
Waste Strategy <input type="checkbox"/>	Waste Education Planning <input type="checkbox"/>
Waste Management Facility Design <input type="checkbox"/>	Residual Waste Management <input type="checkbox"/>
Organic Waste Management <input type="checkbox"/>	Recyclables Management <input type="checkbox"/>
Communications & Outreach <input type="checkbox"/>	Legislation Development <input type="checkbox"/>
Compliance <input type="checkbox"/>	Waste Industry Liaison <input type="checkbox"/>
Hazardous Waste Management <input type="checkbox"/>	Disaster Waste Management <input type="checkbox"/>
Other (please describe) <input type="checkbox"/>	