

Supplement to the Grant Agreement

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**The Secretariat of the Pacific Regional Environment Programme
(SPREP)
PO Box 240
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| | | | |
|----------------|------------------------|-----------|-----------------|
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| Email | ana.discacciati@giz.de | Date | 11.11.2021 |

4. 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, the 2nd Supplement to the Agreement dated 31.03.2021 and the 3rd Supplement to the Agreement dated 14.07.2021 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 479,903.20

This is equivalent to an increase not exceeding EUR 10,500.00 with the 3rd Supplement to the original Agreement.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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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 | 220,610.00 |
| 2. | External experts / Consultants | up to | EUR | 170,763.00 |
| 3. | Procurement of goods | up to | EUR | 2,500.00 |
| 4. | Other costs / Consumables | up to | EUR | 34,612.00 |
| 5. | Administration costs (12%) | up to | EUR | 51,418.20 |

1.3 The grant is made available for the period from 20.12.2019 to 30.06.2022. 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 31.08.2022.

Article 2

The Project

2.2 In order to achieve the aim of the project, measures as laid down in the Project Proposal of 08.11.2021, 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

Financial management of the grant and disbursement procedure

3.2 The amount of **EUR 48,000.00** shall be retained from the grant as security.

The final payment shall be disbursed up to the retained amount together with the final request for disbursement as soon as all obligations by the Recipient arising from the Agreement, in particular those regarding the provision of evidence on the use of funds for the purpose stipulated, and the reporting requirements have been met. GIZ reserves the right to retain 20% of the security retention amount until the external audit report has been handed over to GIZ.

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 30.09.2020
2. Audit period: 01.10.2020 up to 30.09.2021
3. Audit period: 01.10.2021 up to 30.06.2022

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.

GIZ and/or the certified public accountant commissioned by GIZ shall inform the Recipient in writing about the upcoming inspection.

Upon 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: 11.11.2021

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Agreed:

Apia, Date: 23.11.2021

The Secretariat of the Pacific
Regional Environment
Programme - SPREP



i.V. Viviane Kranz
Contract Manager E2C0



i.V. Ana Discacciati
Contract Manager E2C0



Kosi Latu
Director General

Annex 1: Estimated Budget of 06.10.2021

Annex 2: Amended Timeline of 08.11.2021

Budget / Schedule of Estimated Expenditures - Annex 1

Name of the Recipient: SPREP

Date: 06.10.2021

| 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) | |
|---|------------|---------------|--|--|----------|--|-----------------------|---------------------------------------|--|----------------------|------------------|
| 1. Human Resources (Note: This budget line will be settled against payslips and, if partially financed, against payslips and time sheets.) | | | | | | | | 220.610,00 | | 220.610,00 | |
| 1.1 Staff (Job Title) | | | | | | | | 192.301,00 | | 192.301,00 | |
| Technical Assistance Adviser NDC Hub | 161.893,00 | 5 | Support the revitalization of the Regional Technical Support Mechanism (RTSM) | person | 20 | months | 8.094,65 | 161.893,00 | | 161.893,00 | |
| 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 | 20 | months | 1.520,40 | 30.408,00 | | 30.408,00 | |
| 1.2 Internal Services | | | | | | | | 28.309,00 | | 28.309,00 | |
| Systems Developer and Analyst | 6.396,00 | 3 | In coordination with existing SPREP staff, support the IT requirements for revitalizing and maintaining the RTSM | person | 13 | days | 492,00 | 6.396,00 | | 6.396,00 | |
| 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 | 4 | months | 7.200,00 | 28.800,00 | 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. | 28.800,00 | |
| | | 2 | | person | 3 | months | 12.024,33 | 36.073,00 | | 36.073,00 | |
| | | 3 | | person | 7 | months | 5.190,29 | 36.332,00 | | 36.332,00 | |
| | | 4 | | person | 3 | months | 6.055,33 | 18.166,00 | | 18.166,00 | |
| 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 | 3 | months | 9.005,00 | 27.015,00 | | 27.015,00 | |
| | | 3 & 5 | | person | 6 | months | 4.062,83 | 24.377,00 | | 24.377,00 | |
| | | | | | | | | | | | |
| 3. Procurement of Goods | | | | | | | | 2.500,00 | | | 2.500,00 |
| Printing of NDC documents | 2.500,00 | 2 | 2.1.9 Printing | unit | 100 | copies | 25,00 | 2.500,00 | | | 2.500,00 |
| 4. Other costs | | | | | | | | 34.612,00 | | | 34.612,00 |
| 4.1 Office costs | | | | | | | | 14.612,00 | | 14.612,00 | |
| Office Cost - Laptops, printer, ink and other electronics | 4.960,00 | 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 | | 4.960,00 | 4.960,00 | | 4.960,00 | |
| Stationary, postage and other consumables | 2.600,00 | 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 | | 2.600,00 | 2.600,00 | | 2.600,00 | |
| Office Rent inclusive of water, electricity, internet, telephone and other license costs | 4.848,00 | 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 | | 4.848,00 | 4.848,00 | | 4.848,00 | |
| 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 | 1 | | 704,00 | 704,00 | | 704,00 | |
| NDC Hub Promotional Materials | 1.500,00 | 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 | | 1.500,00 | 1.500,00 | | 1.500,00 | |
| 4.2 Conferences/Meetings excl. travel costs | | | | | | | | 20.000,00 | | 20.000,00 | |
| Conference costs for venue, catering, hire equipment and comms products | | 2 | Support NDC Implementation in PICs | room | 2 | days | 1.000,00 | 2.000,00 | 2.000,00 | | |
| | | 3 | | room | 2 | days | 1.500,00 | 3.000,00 | 3.000,00 | | |
| | | 4 | | room | 1 | day | 1.000,00 | 1.000,00 | 1.000,00 | | |
| | | 5 | | room | 5 | days | 1.400,00 | 7.000,00 | 7.000,00 | | |
| | | 5 | | room | 2 | days | 3.500,00 | 7.000,00 | 7.000,00 | | |
| Subtotal - direct costs | | | | | | | | 428.485,00 | | 428.485,00 | |
| 5. Supporting cost / Administration costs | | | | | | | | 51.418,20 | | 51.418,20 | |
| Administration costs | 12% | | | | | | | 51.418,20 | | 51.418,20 | |
| Grand Total (up to - against evidence)* | | | | | | | | 479.903,20 | | 479.903,20 | |

*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!

NDC Hub (SPREP) Revised Timeline

Up to 30th June 2022

| Activity | Description | 2020 | 2021 | | | | 2022 | |
|---|---|------|------|----|----|----|------|----|
| | | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 |
| 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 | | | | | | | |
| Energy Efficiency Standards for Nauru | Development of Energy Efficiency Standards for Nauru which can be used as building blocks for a National Building Code | | | | | | | |
| Project Audit | | | | | | | | |
| Call for Country Requests | Assist with the assessment and review of new country requests from member countries for Phase 3 | | | | | | | |
| Terminal Report for NDC Hub Phase 2 | | | | | | | | |