



MEMORANDUM OF UNDERSTANDING (MOU)

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between

Environment Quality Protection Board (EQPB),

Bureau of Public Works (BPW), Government of Republic of Palau

and

The Secretariat of the Pacific Regional Environment Programme (SPREP)

(together, "the Parties")

Environment Quality Protection Board is a semi-autonomous agency responsible for the protection and proper conservation of quality of the environment and its resources so that sound and sustainable economic and social development proceeds in a manner that will not jeopardize Palau's future possibilities or opportunities.

Bureau of Public Works is responsible for the management of solid wastes in Palau.

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, EQPB and BPW 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 and BPW, 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 **Bureau of Public Works / Environment Quality Protection Board** 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.

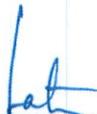
4. Annexes

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.

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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.



Mr. Kosi Latu
Director General
Secretariat of the Pacific Regional Environment Programme

Date: 14/7/2021



Mr. Brian Melairei
Director
Bureau of Public Works

Date: 7.19.21



Mr. Michael Blesam
Acting Chief Executive Officer
Environment Quality Protection Board

Date: 7.21.21



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 BPW.
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.

9. Project Focal Points

- 1. Bradley Nolan and Sainimili Bulai of SPREP and Mr. Calvin Ikesiil of the **Bureau of Public Works** 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.

10. Counterparts

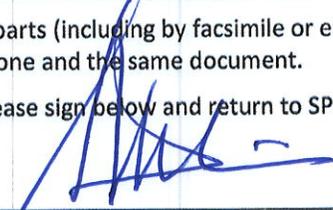
This Agreement may be executed in any number of counterparts (including by facsimile or electronic copies) each of which, when taken together, will constitute one and the same document.

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: 14/7/2021



Brian Melairei
Director
Bureau of Public Works

Date: 7/19/21



Michael Blesam
Acting Chief Executive Officer
Environment Quality Protection Board

Date: 7/21/2021



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 BPW, 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 Bureau 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 EQPB
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 Board 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 EQPB
	<p>(v) Develop template healthcare waste strategies, and template hospital healthcare waste management plans.</p> <p>(vi) Develop ongoing resource materials to increase knowledge and awareness on matters relating to healthcare waste management.</p>		
Asbestos Management	<p>The regional project will seek to:</p> <p>(i) Develop a guidance and drafting note for the imposition of a ban on importation of asbestos containing materials.</p> <p>(ii) Develop a draft Code of Practice for the management of asbestos containing materials.</p> <p>(iii) Develop support documentation on the management of asbestos containing materials (may take the form of brochures, guidance notes, videos etc.).</p> <p>(iv) Disseminate learnings from country projects focused on the management of asbestos containing materials.</p>	<p>SPREP will</p> <p>(i) Engage consultants to develop guidance notes, Code of Practice, and materials.</p> <p>(ii) Provide support and technical advice on the management of asbestos containing materials.</p> <p>(iii) Actively engage with country focal points to promote the management of asbestos containing materials.</p>	<p>The Board will:</p> <p>(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.</p> <p>(ii) Disseminate information through to the appropriate ministries and industry groups to ensure modification and improvement of asbestos management.</p> <p>(iii) Assist with monitoring and reporting on activities.</p>
Disaster Waste Management	<p>The regional project will seek to:</p> <p>(i) Support the implementation of the Regional Disaster Waste Management Guideline (developed by JPRISM II).</p> <p>(ii) Expand on elements of the guideline to provide greater guidance on management of waste streams not directly addressed in the guideline.</p> <p>(iii) Develop resources to support the implementation of a Disaster Waste Management Taskforce as part of National disaster response.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and support the implementation of a trial disaster waste management taskforce.</p> <p>(ii) Actively engage with country focal points to promote the disaster waste management materials and processes.</p>	<p>The Board will:</p> <p>(i) Work with the National Disaster Management Office to mainstream waste management into national disaster preparation and response works.</p> <p>(ii) Actively disseminate information developed to the relevant Government Ministry and groups to ensure they can access and implement disaster waste management activities and responding on</p> <p>(iii) Assist with monitoring and reporting on activities.</p>

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Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of EQPB
	<p>(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).</p> <p>(v) Develop a template community disaster waste management plan</p> <p>(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.</p>		
Bulky Waste /End of Life Vehicles	<p>The regional project will seek to:</p> <p>(i) Develop drafting guidelines for legislation / regulation that manages issues related to end-of-life vehicles, and the issues they pose.</p> <p>(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.</p> <p>(iii) Develop (and possible delivery) of training on the safe dismantling guideline.</p> <p>(iv) Support the implementation of other donor funded end-of-life vehicle activities.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p> <p>(ii) Provide technical support to countries to implement appropriate end-of-life vehicle management activities.</p> <p>(iii) Actively engage with country focal points to promote the materials and resources developed.</p> <p>(iv) Actively work with partner programmes to enhance the activities implemented to assist with the management of end-of-life vehicles.</p>	<p>The Board will:</p> <p>(i) Actively engage with SPREP to assist with the development of resources and support packages.</p> <p>(ii) Disseminate information to relevant Ministries and organisations to enhance the management of end-of-life vehicles.</p> <p>(iii) Actively participate in any training provided on the management of end-of-life vehicles.</p> <p>(iv) Support and further the development of legislation / regulation to address issues from management of end-of-life vehicles.</p> <p>(v) Assist with monitoring and reporting on activities.</p>
Sustainable Financing - Advance Recovery Fee and Deposit (ARFD)) project	<p>The regional project will seek to:</p> <p>(i) Enhance and broaden findings from country-based studies by facilitating information exchange.</p> <p>(ii) Develop resources and materials to build awareness of ARFD systems and their benefits for waste management.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p> <p>(ii) Provide evidence-based guidance documents to Governments and Stakeholders to implement a successful ARFD suitable for local context.</p>	<p>The Board will:</p> <p>(i) Actively engage with SPREP to assist with the development of resources and support packages.</p> <p>(ii) Disseminate information to relevant Ministries and organisations.</p>

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Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of EQPB
	<p>(iii) Develop decisions support resources to guide the design and implementation of ARFD systems.</p> <p>(iv) Provide Technical Assistance to design and implement ARFD systems.</p> <p>(v) Partner with other donor projects to enhance ARFD activities throughout the region, including the development and delivery on related training products.</p>	<p>(iii) Develop a Decision Support Tool to assist governments to determine if an ARFD is appropriate for their circumstances and to guide its design.</p> <p>(iv) Provide Technical Support (possibly including training) on the design and implementation of ARFD systems.</p> <p>(v) Actively work with partner projects to provide support to countries.</p>	<p>(iii) Assist with the facilitation of training on ARFD systems, including identification of staff to participate.</p> <p>(iv) Provide support to SPREP and Ministries to design and implement an ARFD (if determined suitable for country implementation).</p> <p>(v) Assist with monitoring and reporting on activities.</p>
Organics Management	<p>The regional project will seek to:</p> <p>(i) Assist stakeholders in each country to design and implement their own organic waste management solutions that suit the local context and audience.</p> <p>(ii) Develop a package of resources any stakeholder can use to design a successful organic processing facility.</p> <p>(iii) Develop and deliver online training sessions/workshops.</p> <p>(iv) Disseminate learnings from country projects focused on the management of organics to all Member Countries.</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p> <p>(ii) Provide Technical Support (possibly including training) on organics management and system design.</p> <p>(iii) Provide evidence-based guidance documents to Governments and Stakeholders to implement their own successful organic solutions.</p>	<p>The Board will:</p> <p>(i) Actively engage with SPREP to assist with the development of resources and support packages.</p> <p>(ii) Disseminate information to relevant Ministries and organisations.</p> <p>(iii) Assist with the facilitation of training on organic waste management systems, including identification of staff to participate.</p> <p>(iv) Provide support to SPREP and Ministries to design and implement an organic waste management system (if determined suitable for country implementation).</p> <p>(v) Assist with monitoring and reporting on activities.</p>
Behaviour Change	<p>The regional project will seek to:</p> <p>(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.</p> <p>(ii) Pilot three campaigns (countries to be determined) to prove concept and provide</p>	<p>SPREP will:</p> <p>(i) Engage consultants to develop materials and resources.</p> <p>(ii) Provide Technical Support (possibly including training) on community based social marketing / behaviour change.</p>	<p>The Board will:</p> <p>(i) Actively engage with SPREP to assist with the development of resources and support packages.</p> <p>(ii) Disseminate information to relevant Ministries and organisations.</p>

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Project	Purpose / Key Activities	Responsibilities of SPREP	Responsibilities of EQPB
	<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 Board 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 Bureau, and with other Government Agencies that would benefit from participation.</p> <p>(iii) Assist with monitoring and reporting on activities.</p>

Purpose / Key Activities		Responsibilities of SPREP		Responsibilities of EQPB	
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 Board 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 Board 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 EQPB	Responsibilities of BPW
<p>Design of Palau's End-of-Life Tyre (EOLT) Management System established</p> <p>The Country Project will seek to:</p> <ul style="list-style-type: none"> (i) Design a EOLT Management system to allow for the management of EOLT in Palau and eliminate environmental pollution. (ii) Establish an EOLT management policy/guideline that will guide BPW to achieve its long-term goal on effective EOLT management. 	\$20,000	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage consultants to design Palau's EOLT management system. (ii) Actively engage with country focal points and provide progress on consultant works. (iii) Provide Technical Support on the design and implementation of Palau's EOLT Management system. (iv) Actively work with partner projects to provide support to Palau. 	<p>The Board will:</p> <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 EOLT Management Programme for Palau. (iii) Actively engage with SPREP to assist with the effective implementation of this project activity. 	<p>The Bureau will:</p> <ul style="list-style-type: none"> (i) Provide information and data needed by the consultant to successfully design Palau's EOLT management system. (ii) Facilitate consultation to allow opportunity for all national stakeholders to provide comments on the design Palau's EOLT management system. (iii) Obtain necessary national approval for the finalisation of the country's EOLT Management system. (iv) Assist with monitoring and reporting on activities.
<p>Tyre Management Legislation</p> <p>The Country Project will seek to:</p> <ul style="list-style-type: none"> (i) Draft a legislation that provides for the collection, recycling and 	\$10,000	<p>SPREP will:</p> <ul style="list-style-type: none"> (i) Engage a consultant to draft a technical guiding note for Palau's Legal Division to draft the End Of Life Tyre 	<p>The Board will:</p> <ul style="list-style-type: none"> (i) Assist with monitoring and reporting on project activities. 	<p>The Bureau will:</p> <ul style="list-style-type: none"> (i) Provide information and data needed by the consultant to successfully draft the EOLT legislation.

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of EQPB	Responsibilities of BPW
<p>safe disposal of Tyres in Palau.</p>		<p>legislation that will provide for the management of EOLT in the country.</p> <p>(ii) Provide Technical Support on the design and implementation of EOLT legislation.</p> <p>(iii) Provide Technical Support on the design and implementation of awareness materials to ensure that all industries and citizens are informed of the new legislation.</p>	<p>(i) Provide support, data and information to the nominated consultant to enable the drafting of an appropriate EOLT Management Legislation for Palau.</p> <p>(ii) Actively engage with SPREP to assist with the effective implementation of this project activity.</p> <p>(iii) Assist with monitoring and reporting on project activities.</p>	<p>(ii) Facilitate consultation to allow opportunity for all national stakeholders to provide comments on the legislation.</p> <p>(iii) Utilise technical notes and support provided to liaise with the national Legal Division to draft a EOLT legislation for Palau</p> <p>(iv) Obtain Government's endorsement of the draft legislation.</p> <p>(v) Facilitate all awareness activities needed to inform stakeholders of the requirement of the new legislation.</p> <p>(vi) Disseminate information through to the appropriate ministries and industry groups to ensure modification and improvement of EOLT management.</p> <p>(vii) Assist with monitoring and reporting on activities.</p>
<p>Repurposing of existing EOLT Stockpile</p>	<p>\$235,000</p>	<p>SPREP will:</p> <p>(i) Procure minor infrastructure to enable EOLT processing in Palau.</p>	<p>The Board will:</p> <p>(i) Facilitate consultation with national approving authorities to existing policy or guidelines are reviewed</p>	<p>The Bureau will:</p> <p>(i) Identify facility to house equipment procured through this project.</p>

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of EQPB	Responsibilities of BPW
existing EOLT stockpiled in Palau.		<ul style="list-style-type: none"> (ii) Provide Technical Support on the design and repurposing option of EOLT in the country. (iii) Actively engage with country focal points to ensure that all national environment standards are met. (iv) Provide Technical support in the drafting of the Operational Plan, Waste Acceptance Criteria and the Safety Plan for the dismantling facility. (v) Engage a reputable company to supply dismantling tools and equipment to allow for the dismantling and storage of e-waste at the facility 	<ul style="list-style-type: none"> (ii) to allow for the introduction of EOLT into the Infrastructure sector. (iii) Facilitate consultation with national approving authorities to existing policy or guidelines are reviewed to allow for the introduction of EOLT into the Infrastructure sector. (iii) Provide all necessary support to the Solid Waste Management Division to allow for the repurposing of EOLT in Palau. (iv) Provide support for the Environment Sound Management of any access EOLT stockpile. 	<ul style="list-style-type: none"> (ii) Ensure that all equipment procured through this project is maintained and serviced. (iii) Provide support that may require by contractor during the installation and testing of equipment purchased by the project to allow processing/ treatment of EOLT. (iv) Ensure that all national approvals needed to allow for the repurposing of EOLT in Palau. (v) Ensure that the facility housing equipment procured for repurposing includes consideration of the Gender Equality and Social Inclusion principle. (vi) Ensure that Operational Plan, Waste Acceptance Criteria and Safety Plan are established for the EOLT Repurposing facility. (vii) Facilitate all awareness activities needed to inform stakeholders of the country's EOLT repurposing programme. (viii) Assume responsibility for all assets procured through the project and ensure that

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of EQPB	Responsibilities of BPW
				<p>all schedule maintenance and repair activities occur to keep the plant operational.</p> <p>(ix) Assist with monitoring and reporting on activities.</p>
<p>Empowerment Training for Local Officers</p> <p>The Country Project will seek to:</p> <p>(i) Empower local officers in the operationalisation of the EOLT management system for Palau.</p> <p>(ii) Empower officials from the Solid Waste Management Division to facilitate future trainings for waste workers and relevant stakeholders.</p>	\$5,000	<p>SPREP will:</p> <p>(i) Ensure that the consultant/company engaged to design Palau's EOLT Management system facilitate training for local officers on the operationalisation of the system.</p> <p>(ii) Provide Technical Support on the design and implementation of training material.</p>	<p>The Board will:</p> <p>(i) Nominate relevant officers to attend the training facilitated by the project.</p> <p>(ii) Extend invitation to other relevant Organisation to attend the training facilitated by the project.</p> <p>(iii) Assist with monitoring and reporting on project activities.</p>	<p>The Bureau will:</p> <p>(i) Nominate relevant officers to attend the training facilitated by the project.</p> <p>(ii) Facilitate at least two trainings for stakeholders during the project term.</p> <p>(iii) Facilitate quarterly refresher training programme to ensure stakeholder's understanding of the system.</p> <p>(iv) Assist with monitoring and reporting on activities.</p>
<p>Communication Outreach</p> <p>The Country Project will seek to facilitate various awareness and engagement campaigns to inform and engage tyre importers/retailers and communities on Palau's EOLT Management System.</p>	\$30,000	<p>SPREP will:</p> <p>(i) Provide direct project and financial support to produce awareness materials to be used in these campaigns.</p> <p>(ii) Disseminate information and capacity building</p> <p>(iii)</p>	<p>The Board will:</p> <p>(i) Develop content for all education, awareness, and communication materials.</p> <p>(ii) Assist with monitoring and reporting on project activities.</p> <p>(iii)</p>	<p>The Bureau will:</p> <p>(i) Ensure that all awareness materials comply with PacWastePlus Communication and Branding Plans.</p>

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of EQPB	Responsibilities of BPW
		resources as they are developed.		<ul style="list-style-type: none"> (ii) Actively implement Palau's National Education and Awareness Plan (NEAP). (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.
Legislative Support	\$30,000	<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> <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 Bureau 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. 	<p>The Board will:</p> <ul style="list-style-type: none"> (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). (ii) Establish multi-government agencies project taskforce (if needed) to provide necessary information to consultants when undertaking work on legislative activity. (iii) Ensure relevant Government staff are engaged on activities to ensure appropriate output. 	<p>The Bureau will:</p> <ul style="list-style-type: none"> (i) Actively participate in national consultations. (ii) Provide information and data for consultants as and when required. (iii) Actively work to have outcome recommendations passed through the country legislative system to enable enactment in law or Regulation.

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of EQPB	Responsibilities of BPW
<p>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 Bureau 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> <ul style="list-style-type: none"> (i) Disseminating project materials to relevant Bureau staff. (ii) Providing advice and guidance to country focal points on matters arising 	<p>The Board 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 Bureau staff are engaged on activities to ensure sustainability of resources from EU (i.e. knowledge transfer from consultant to staff so outcomes 	<p>The Bureau will:</p> <ul style="list-style-type: none"> (i) Actively engage with the EQPB to ensure that the objective of PacWastePlus is achieved.

Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of EQPB	Responsibilities of BPW
		<p>from the implementation of the PacWastePlus programme.</p> <p>(iii) Assist with coordinating and implementing national workshops related to PacWastePlus programme activities.</p> <p>(iv) Provide technical support and advice to Bureau staff in relation to PacWastePlus programme activities either directly, or with the support from SPREP project Officers.</p> <p>(v) Provide support services to Focal Point with respect to delivery of the PacWastePlus programme.</p> <p>(vi) Fostering and maintaining excellent 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</p>	<p>continue to be achieved post project completion.</p> <p>(v) Assist with monitoring and reporting on activities.</p>	



Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of EQPB	Responsibilities of BPW
		<p>(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 EQPB
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 EQPB
<p>Consultants engaged to undertake the agreed PacWaste Plus work</p>	<p>Consultants will be engaged to undertake the agreed PacWastePlus workplan activities.</p>	<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.
<p>Financial Management</p>	<p>All financial management and controls to be managed by SPREP as required by contract with the EU</p>	<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.
<p>Implementation of PacWastePlus activities</p>	<p>Delivery of all activities detailed in Tables 1 and 2</p>	<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.
<p>Participate in staff exchanges</p>	<p>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.</p>	<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
<p>National Education and Awareness Plan (NEAP)</p>	<p>Develop and implement NEAP to support the implementation of in-country PacWastePlus activities.</p>	<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.

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Component	Key Activities	Responsibilities of SPREP	Responsibilities of EQPB
<p>Maintenance and replacement of PacWastePlus funded plant, machinery or infrastructure</p>	<p>Any plant or equipment purchased with PacWastePlus funds will be formally transferred into the ownership of the Bureau that is party to this Agreement. The maintenance (or replacement) of PacWastePlus funded plant, machinery or infrastructure provided is the responsibility of the Bureau.</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 (ii) Accept recurrent costs for operation, maintenance, insurance. (iii) Actively utilise and monitor activity related to the procured asset and regularly report on activity. (iv) Ensure staff responsible for use of the plant and equipment have been appropriately trained in its use (v) Ensure staff are provided with the necessary Personal Protective Equipment (PPE) for use when operating the Plant or Equipment.</p>
<p>Capture waste data</p>	<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. (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. (ii) Establish and implement systems to capture waste data as 'normal business' utilising SPREP National Waste Monitoring process. (iii) Regularly report on waste data outcomes to PacWastePlus, and SPREP. (iv) Upload all waste data and reports to the Country Inform data portal.</p>

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Component	Key Activities	Responsibilities of SPREP	Responsibilities of EQPB
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

Republic of Palau – Improving the Management of End-Of-Life Tyres															
<p>PacWastePlus is providing assistance to the Solid Waste Management Division and the Environment Quality Protection Board to introduce an effective management programme for End of Life Tyres (EOLT). An audit of Palau's waste stream in 2019, identified 13,739m³ of EOLT stockpiled in the country which included 100m³ of shredded tyres. The project will seek to establish a recovery programme in Palau to process EOLT in country given the high cost of exporting EOLT for Environmental sound management. PacWastePlus will look to pilot the recommendation of a research undertaken under the programme's second key result area (KRA 2) on Utilisation option for EOLT in the Pacific. In addition, the project will establish a legal framework to effectively regulate tyre importation and establish a national standard to ensure long lasting tyres are imported for use in the country.</p>															
Outcomes					How measured										
At the end of the project, we seek to...					We will prove success by ...										
- Design a Management and an In-Country Repurposing system that effectively manage End-Of-Life Tyres in Palau					EOLT Management Design allow for the drafting of legislation										
- Establish a legislation that allow for the management of End-Of-Life Tyre.					Legislation enacted as law in Palau. Policy Note for Legal Drafting supplied to Government's Legal Drafters										
- Facilitate training to empower local officers in the enforcement of the new legislation and the implementation of the EOLT Management system					Number of trainings facilitated. Local officers are enforcing the legislation. Objective of the legislation is being achieved.										
- Facilitate awareness program that inform local communities and businesses on the requirement of the new legislation.					Local communities and businesses are aware of the requirement of the legislation. High level of compliance by local businesses.										
- Implement a national EOLT repurposing programme that effectively manage existing EOLT stockpile and future EOLT generated in Palau.					Equipment Procured and facility set up to effectively process EOLT for reuse in the infrastructure industry.										
High-level activities / outputs	2021				2022				2023				2024		Budget
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
Design EOLT Management system for Palau															\$20,000
EOLT Management Legislation drafted and submitted to the Legislature for endorsement															\$10,000
Enforcement Training facilitated for local officers															\$10,000
Awareness on the new EOLT Management System and Legislation Requirements															\$30,000
Procurement of minor Infrastructure to allow for operationalisation of the national re-purposing programme to management EOLT in Palau															\$230,000
TOTAL														\$300,000	

Attachment 3: PacWastePlus Programme National Officer Terms of Reference

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 EQPB and relevant stakeholder(s) with collection of relevant data and information throughout the design, implementation, and monitoring of the PacWastePlus and ISLANDS projects. 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 EQPB 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.
 - o Provide input to formal documents such as Policies and Cabinet Submissions for the PacWastePlus and ISLANDS projects.
 - o Drafting contracts and MOU agreements as required and facilitate obtaining relevant signatures.
- Assist EQPB and relevant stakeholder(s) with high-level documentation such as:
 - o Drafting Health and Safety plans
 - o Drafting Standard Operating Procedures
 - o Drafting other documents as appropriate for the successful implementation of the PacWastePlus and ISLANDS projects.

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.
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Communications and Education

- Assisting with final design of the National Education and Awareness Plan (NEAPS)
- Assisting with delivery of the NEAPS and other communications activities as required for the successful implementation of the PacWastePlus and ISLANDS projects.
- 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 and contractors who are competing activities specific to the PacWastePlus and ISLANDS projects.

Capacity Building

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

General / Administrative

- Facilitate Working Committees as required for the design, implementation and monitoring of the PacWastePlus and ISLANDS projects.



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- 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 USD 20,947 per annum
- 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 EQPB, Palau
- 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 EQPB Office, on a schedule to be discussed and agreed between the successful consultant, EQPB 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 January 2022 to 30 June 2024 commencing as soon as practicable.

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