

# Annex 2: PacWastePlus Programme

## 1. Duration

1. The work will commence from the date that this agreement is signed.
2. The work will finish on 2 July 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 **Department of Environmental Protection and Conservation (DEPC)** in the **Ministry of Climate Change Adaptation, Meteorology, Geo-hazards, Environment, Energy and Disaster Management (MCCAMGEEDM)**.
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.

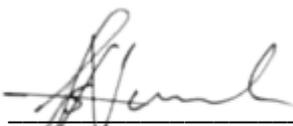
## 15. Project Focal Points

1. Ms. Hilary Boyes of SPREP and Ms Ionie Bolenga of the Department of Environmental Protection and Conservation 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.

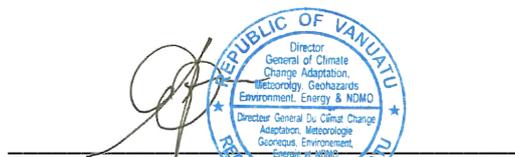


**Sefanaia Nawadra**

Director General

Secretariat of the Pacific Regional Environment Programme (SPREP)

**Date: 29/07/2022**



**Ms Esline Garaebiti**

Director General

Ministry of Climate Change Adaptation, Meteorology, Geo-hazards, Environment, Energy and Disaster Management (MCCAMGEEDM)

**Date: 04/08/2022**

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

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

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

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

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

### 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 Vanuatu (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.

Component	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DEPC
<b>Product Stewardship Scheme approval - national consultation programme</b>  <b>Note: Legislative drafting activities through other donor</b>	Project activities shall include: (i) Develop and distribute resources to assist development and delivery of effective consultation. (ii) Design and delivery of consultation facilitator training to DEPC and other relevant ministries. (iii) Develop communication resources for use during national consultations on the draft PSS legislation. (iv) Engage media consultant to design PSS message in story format (skit/comedy theatre) for educating community and soliciting feedback on design of PSS. (v) Skit/comedy theatre performed live, and recorded and converted into short videos/radio commentary appropriate	US\$60,000	SPREP will: (i) Engage consultants and manage procurement process to undertake agreed training and communication activities. (ii) Provide technical support to DEPC throughout PSS legislation drafting and adoption. (iii) Liaise with partner donor projects, PSS Working Group, and relevant stakeholders to provide support throughout PSS legislation drafting and adoption. (iv) Actively engage with focal point to ensure necessary activity is being undertaken. (v) Provide regular updates and reports on the execution of the PacWaste Plus programme in Vanuatu.	The Department will: (i) Ensure PSS Regulation is approved prior to Q1 2023. If the PSS Regulation is not approved or not deemed appropriate to achieve goals desired by DEPC and PacWastePlus (waste management, environmental, and social) the PacWastePlus support for this project will not proceed. An alternate project will be developed and endorsed by the EU. (ii) Ensure relevant Department staff are engaged on activities to ensure agreed outputs. (iii) Actively engage with consultants to ensure delivery of agreed outputs (iv) Actively engage with consultants to ensure development of resources specific to the Vanuatu context. (v) Actively support the PSS through political approval until passed by cabinet and the legislation is enacted. (vi) Actively participate / coordinate with the PSS Working Group to oversee

Component	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DEPC
	<p>for consultation sessions and social media/media.</p> <p>(vi) Develop consultation program for visiting six provinces.</p> <p>(vii) Deliver consultations on the draft PSS legislation in communities in each province in Vanuatu.</p> <p>(viii) Produce a Consultation Report from the analysis of feedback received during the national consultation.</p> <p>(ix) Provide Consultation Report to Working Group, DEPC legal consultant and State Law Office to be considered or incorporated in legislation.</p>			<p>the design and implementation of the PSS.</p> <p>(vii) Arrange logistic (venue, dates, invitations, etc) for consultation training.</p> <p>(viii) Facilitate PSS stakeholder and community consultations and coordinate logistics (i.e., send out invites, arrange venues, deliver presentation/talks, and respond to concerns raised).</p> <p>(ix) Provide financial support (in-kind contribution as agreed in the PacWastePlus Project Application) for delivery of national consultations.</p> <p>(x) Collect data from PSS consultation sessions (i.e., number of attendees, gender, age, number of facebook hits, etc).</p> <p>(xi) Actively engage with consultants during design of PSS awareness materials.</p> <p>(xii) Ensure that all awareness materials comply with PacWastePlus Communication and Branding Plans.</p> <p>(xiii) Be the primary focal point for the distribution of PSS messaging and soliciting feedback on the draft PSS legislation, including dissemination of PSS awareness through management of social media content.</p> <p>(xiv) Ensure outcome recommendations from the national consultation are provided to the PSS Working Group, DEPC legal consultant and State Law</p>

Component	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DEPC
				Office and are considered or incorporated into PSS legislation. (xv) Provide progress reports to SPREP and complete monitoring and reporting activities.
<b>Product Stewardship Scheme operation - training for System Operator and communications and awareness</b>	<p>Project Activities shall include:</p> <ul style="list-style-type: none"> <li>(i) Establish System Operator for management of PSS.</li> <li>(ii) Engage Consultant to develop Terms of Reference / Standard Operating Procedure (with practical templates) to guide the System Operator in the operation of the PSS.</li> <li>(iii) Identify current capacity and needs for training of PSS System Operator, and deliver training to enable effective and transparent operation of the PSS.</li> <li>(iv) Refresher trainer package developed for use by new staff and/or annually.</li> <li>(v) Finalise details for the Vanuatu PSS communications strategy (National Education and Awareness Plan).</li> <li>(vi) Develop and disseminate PSS awareness material to communities, through the use of channels such as</li> </ul>	<p>US\$75,000</p>	<p>SPREP will:</p> <ul style="list-style-type: none"> <li>(i) Engage consultant and manage procurement process to undertake agreed awareness activities.</li> <li>(ii) Provide regular updates and reports on the execution of the PacWaste Plus programme in Vanuatu.</li> <li>(iii) Provide technical support during development of the System Operator Terms of Reference / Standard Operating Procedure and training activities.</li> <li>(iv) Provide technical support during development and dissemination of PSS awareness materials.</li> <li>(v) Actively engage with DEPC to ensure necessary activity is being undertaken.</li> <li>(vi) Provide regular updates and reports on the execution of the PacWaste Plus programme in Vanuatu.</li> </ul>	<p>The Department will:</p> <ul style="list-style-type: none"> <li>(i) Ensure relevant Department staff are engaged on activities to ensure agreed outputs, including representation on the PSS System Operator.</li> <li>(ii) Actively engage with consultants to ensure delivery of agreed outputs.</li> <li>(iii) Actively engage with consultants to ensure development of Terms of Reference / Standard Operating Procedure is specific to the Vanuatu context.</li> <li>(iv) Arrange logistic (venue, dates, invitations, etc) for training for the PSS System Operator on the operation of the effective and transparent operation of the PSS.</li> <li>(v) Assist the PSS system Operator implement and complete agreed activities in the PSS Terms of Reference / Standard Operating Procedure.</li> <li>(vi) Actively engage with consultant to design PSS promotional and awareness materials (logo/slogan design, facebook, posters, events, newspaper, TV) that caters for different audiences in Vanuatu.</li> </ul>

Component	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DEPC
	social media, television and radio.			<p>(vii) Ensure that all awareness materials comply with PacWastePlus Communication and Branding Plans.</p> <p>(viii) Be the key focal point for the distribution of PSS messaging, including dissemination of PSS awareness through management of social media content, completing awareness campaigns, developing communication content for media, etc.</p> <p>(ix) Provide progress reports to SPREP and complete monitoring and reporting activities.</p>
<b>Product Stewardship Scheme legacy waste - hosting of buy-back events prior to system implementation</b>	<p>Project activities shall include:</p> <p>(i) Establish coordination committee to detail design for a buy-back initiative (locations, type of products, etc).</p> <p>(ii) Develop Communications Plan designed to engage communities to participate in the buy-back event.</p> <p>(iii) Engage DEPC through a Service Agreement MOU to facilitate buy-back events, including facilitation of payments to community members, selection of community groups in Port Vila and Luganville to host events</p>	US\$165,000	<p>SPREP will:</p> <p>(i) Engage DEPC through Service Agreement MOU to coordinate buy-back events, and manage procurement process to undertake agreed activities.</p> <p>(ii) Provide technical support to coordination committee.</p> <p>(iii) Actively engage with DEPC staff to ensure necessary activity is being undertaken.</p> <p>(iv) Provide technical support to assist with development of templates for data collection.</p>	<p>The Department will:</p> <p>(i) Establish a coordination committee and coordinate logistics, including establishment of partnership with recyclers, and with Provincial Governments, Municipalities, and Department of Ports &amp; Harbor.</p> <p>(ii) Ensure delivery of agreed outputs as outlined in Service Agreement MOU to facilitate buy-back events, including the facilitation of coordinated and transparent payments to community members.</p> <p>(iii) Ensure relevant Department staff are engaged on activities to ensure agreed outputs.</p> <p>(iv) Provide financial support (in-kind contribution as agreed in the PacWastePlus Project Application)</p>

Component	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DEPC
	<p>and liaise / coordinate with groups.</p> <p>(iv) Deliver training for event facilitation to community groups, including on health and safety, and data collection.</p> <p>(v) Deliver necessary equipment, PPE, and communication resources to community groups.</p> <p>(vi) Engage recycling company to receive and process items collected during the buy-back initiative.</p> <p>(vii) Facilitate buy-back events in Port Vila and Luganville.</p> <p>(viii) Collect data to monitor and evaluate buy-back event (items collected, recycling data, GESI data).</p>			<p>for design and delivery of trainings to community groups.</p> <p>(v) Coordinate and provide financial support (in-kind contribution as agreed in the PacWastePlus Project Application) to ensure items collected are transported to recycle facilities and coordinated and transparent payments are made to community members.</p> <p>(vi) Deliver training on event facilitation to community groups, including on health and safety, and data collection. Distribute necessary equipment, PPE, and communication resources to community groups.</p> <p>(vii) Be the key focal point for the coordination and implementation of buy-back events, including the lead for communication, awareness, and media engagement.</p> <p>(viii) Provide progress reports to SPREP and complete monitoring and reporting activities.</p>
<b>Legislative Support</b>	<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>NOTE: service complete for Vanuatu (October 2021)</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</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</p>

Component	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DEPC
			for them to be able to deliver quality services.	when undertaking work on legislative activity. (iii) Ensure relevant Ministry staff are engaged on activities to ensure appropriate output. (iv) Actively work to have outcome recommendations passed through the country legislative system to enable enactment in law or Regulation.
<b>Project Administration</b>	In addition to Country Project activities above, the EU has approved 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). <i>The National Officer will seek to be shared with the GEF ISLANDS Project to assist with project integration.</i>	Does not exceed \$50,000	<p>SPREP will:</p> <ul style="list-style-type: none"> <li>(i) Manage the procurement of the services.</li> <li>(ii) Manage the monthly task delivery and make payments to consultant.</li> <li>(iii) Actively engage with Ministry staff to ensure necessary activity is being undertaken.</li> <li>(iv) Ensure required informational resources are provided to consultant for them to be able to deliver quality services.</li> <li>(v) Integrate the consultants in the PacWastePlus PMU.</li> </ul> <p>The National Officer will be responsible for:</p> <ul style="list-style-type: none"> <li>(i) Disseminating project materials to relevant Ministry staff.</li> <li>(ii) Providing advice and guidance to country focal points on matters arising from the implementation of the PacWastePlus programme.</li> </ul>	<p>The Department will:</p> <ul style="list-style-type: none"> <li>(i) Actively manage and monitor the consultant activity and provide day-to-day guidance on activity.</li> <li>(ii) Provide monthly reports to SPREP on activity undertaken to ensure required job is completed and approve payment of monthly fees.</li> <li>(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).</li> <li>(iv) Ensure relevant Ministry staff are engaged on activities to ensure sustainability of resources from EU (i.e. knowledge transfer from consultant to staff so outcomes continue to be achieved post project completion.</li> <li>(v) Assist with monitoring and reporting on activities.</li> <li>(vi) Assist with task allocation and management of SPREP funded</li> </ul>

Component	Key Activities	Investment (\$USD)	Responsibilities of SPREP	Responsibilities of DEPC
			<ul style="list-style-type: none"> <li data-bbox="1115 256 1563 379">(iii) Assist with coordinating and implementing national workshops related to PacWastePlus programme activities.</li> <li data-bbox="1115 387 1563 574">(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.</li> <li data-bbox="1115 582 1563 673">(v) Provide support services to Focal Point with respect to delivery of the PacWastePlus programme.</li> <li data-bbox="1115 681 1563 772">(vi) Fostering and maintaining excellent working relationships with all project stakeholders.</li> <li data-bbox="1115 780 1563 935">(vii) Manage and encourage meaningful engagement with key project stakeholders throughout the implementation of PacWastePlus project activities.</li> <li data-bbox="1115 943 1563 1098">(viii) Assist in developing / reviewing communication and information products (including assistance to translate materials into local dialects where required).</li> <li data-bbox="1115 1106 1563 1197">(ix) Undertake relevant capacity building activities of waste management in the country.</li> <li data-bbox="1115 1204 1563 1262">(x) Assist in developing / reviewing Monitoring &amp; Evaluation plans.</li> <li data-bbox="1115 1270 1563 1394">(xi) Assist country staff to undertake required monitoring and evaluation activities as per the agreed M&amp;E plan.</li> </ul>	<p data-bbox="1644 256 2051 314">National Officer, and the discharge of their support duties.</p> <p data-bbox="1592 322 2051 443">(vii) Undertake necessary Ministry and community engagement activities to support the implementation of PacWastePlus in Vanuatu.</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 DEPC
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 DEPC
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"> <li>(i) Facilitate procurement</li> <li>(ii) High-level consultant management</li> <li>(iii) Monitor activities</li> <li>(iv) Pay consultants</li> <li>(v) Publish outcomes and outputs</li> </ul>	<ul style="list-style-type: none"> <li>(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.</li> <li>(ii) Undertake necessary monitoring and engagement to ensure work conducted meets the needs of the programme.</li> </ul>
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"> <li>(i) Facilitate procurement</li> <li>(ii) Facilitate contract management</li> <li>(iii) Facilitate payment of contractors</li> </ul>	<ul style="list-style-type: none"> <li>(i) Report to SPREP approval of contractor outputs.</li> </ul>
Implementation of PacWastePlus activities	Delivery of all activities detailed in Tables 1 and 2	<ul style="list-style-type: none"> <li>(i) As per responsibilities listed in Tables 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>(i) As per responsibilities listed in Tables 1 &amp; 2.</li> </ul>
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"> <li>(i) Provide financial support for country representatives to participate in regional events as enabled by the PacWastePlus Programme's approved budget, as opportunities arise</li> </ul>	<ul style="list-style-type: none"> <li>(i) Allow for staff and officers to participate in staff exchanges or capacity building events</li> </ul>
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"> <li>(i) Provide technical support to develop and implement a NEAP</li> </ul>	<ul style="list-style-type: none"> <li>(i) Utilising the tools and resources provided by PacWastePlus, develop, and implement agreed activities in country NEAP.</li> <li>(ii) Monitor and report on activities.</li> </ul>

Component	Key Activities	Responsibilities of SPREP	Responsibilities of DEPC
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. 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>	<ul style="list-style-type: none"> <li>(i) Procure assets as per approved project activities and through SPREPs approved procurement system</li> </ul>	<ul style="list-style-type: none"> <li>(i) Formally accept transfer of asset</li> <li>(ii) Accept recurrent costs for operation, maintenance, insurance.</li> <li>(iii) Actively utilise and monitor activity related to the procured asset and regularly report on activity.</li> <li>(iv) Ensure staff responsible for use of the plant and equipment have been appropriately trained in its use</li> <li>(v) Ensure staff are provided with the necessary Personal Protective Equipment (PPE) for use when operating the Plant or Equipment.</li> </ul>
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>	<ul style="list-style-type: none"> <li>(i) Provide technical support to country on establishing Waste Data system.</li> <li>(ii) Where included in the PacWastePlus programme activities and budget, support the collection, collation, and analysis of data and information.</li> </ul>	<ul style="list-style-type: none"> <li>(i) Actively participate in data collection activities, including support for consultancies, release of staff to build capacity, participate, and report on outcomes.</li> <li>(ii) Establish and implement systems to capture waste data as 'normal business' utilising SPREP National Waste Monitoring process.</li> <li>(iii) Regularly report on waste data outcomes to PacWastePlus, and SPREP.</li> <li>(iv) Upload all waste data and reports to the Country Inform data portal.</li> </ul>

Component	Key Activities	Responsibilities of SPREP	Responsibilities of DEPC
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"> <li>(i) Develop, implement and monitor the PacWastePlus Monitoring &amp; Evaluation Plan.</li> <li>(ii) Work with countries to implement the national monitoring and evaluation activities.</li> <li>(iii) Provide regular updates and reports on the execution of the PacWaste Plus programme</li> </ul>	<ul style="list-style-type: none"> <li>(i) Implement the Monitoring and Evaluation Plan as developed for national involvement in the PacWastePlus programme.</li> <li>(ii) Regularly report monitoring data to PacWastePlus.</li> </ul>
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"> <li>(i) Provide details and minutes from discussions with other donor agencies and inter-governmental organisations achieving similar outcomes</li> </ul>	<ul style="list-style-type: none"> <li>(i) Provide details and minutes to SPREP from discussions with other donor agencies and inter-governmental organisations achieving similar outcomes</li> </ul>
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"> <li>(i) Engage consultants to develop guidance notes, Code of Practice, and materials.</li> <li>(ii) Provide support and technical advice on the management of asbestos containing materials.</li> <li>(iii) Actively engage with country focal points to promote the management of asbestos containing materials.</li> </ul>	<ul style="list-style-type: none"> <li>(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.</li> <li>(ii) Disseminate information through to the appropriate ministries and industry groups to ensure modification and improvement of asbestos management.</li> <li>(iii) Assist with monitoring and reporting on activities.</li> </ul>

# Attachment 2: PacWastePlus Programme Country Project Description

## Implementation of the Vanuatu Product Stewardship Scheme

Waste received at the Bouffa landfill in Vanuatu is comprised of 13% (2.8 tonnes/day) beverage containers products (aluminium, PET, glass). Beverage containers are also commonly seen as litter and in informal stockpiles or burnt by communities in pits.

The Department of Environment Protection and Conservation (DEPC) seek to implement a Sustainable Financing system – the Product Stewardship Scheme (PSS) – to provide for the collection and recycling of recoverable items in Vanuatu.

Discussions and work towards PSS has been ongoing since 2017. J-PRISM II has provided technical support for the design of the system and legislative drafting is currently underway. The Council of Ministers has approved the PSS concept.

The DEPC seeks to utilise PacWastePlus funds to provide assistance for the implementation of the approved\* PSS:

- 1) Fund national consultation and provide training / resources to increase effectiveness of consultation for the PSS
- 2) Develop an operating system for the PSS (Operating Manual / SOP etc.) and provide training / resources to the operator and/or customs staff to effectively implement, operate, review and enforce the PSS
- 3) Collect legacy bottles from select communities through buy-back events to prevent the overflow of the system once the PSS is introduced
- 4) Implement long-term communications to ensure all households and communities in Vanuatu understand and are participating in the PSS

\* legislative approval managed by DEPC and other donor

<u>Outcomes</u> At the end of the project we seek to...	<u>How measured</u> We will prove success by measuring...
Increase capacity of DEPC staff (and other government officers responsible for facilitating consultation) how to complete (i.e., plan, develop resources, facilitate discussion, and record / incorporate findings) effective consultation with community and stakeholders through delivery of training and development of a practical Consultation Manual.	Capacity of government officers in design and completion of effective consultation with community and stakeholders: <ul style="list-style-type: none"> <li>- 100% staff trained understand how to undertake effective consultation with community and stakeholders</li> <li>- 100% of Government ministries in Vanuatu provided a Consultation Manual to guide effective facilitation of community consultations and workshops</li> </ul>
Strengthen PSS System design with appropriate consultation to reflect the views and needs of people in Vanuatu.	PSS System reflecting the views and needs of Vanuatu people (i.e., incorporating results from effective consultation): <ul style="list-style-type: none"> <li>- effective consultation held in all six provinces of Vanuatu (~44 communities and ~3,500 participants)</li> <li>- Feedback from communities and stakeholders considered or incorporated in design of system (i.e., items included, level of fees and deposits, depot locations, operating hours, etc)</li> </ul>
Increase capacity of Recycle & Recovery industry (PSS Managing Group/Association, Customs and DEPC) to enable effective operation and enforcement of the PSS (and other legislation a needed) through delivery of training and development of an Operating Manual.	Capacity of Government and PSS Managing Group/Association officers in effective operation and enforcement of the PSS: <ul style="list-style-type: none"> <li>- 100% staff trained understand how to complete tasks agreed in the Operating Manual to ensure effective and transparent operation of the PSS</li> </ul>

	- PSS system operating effectively, capturing 65% of target items in year 1; 80% year 2; 95% year 5														
Increase capacity of community groups to enable effective participation in waste management initiatives through delivery of training and ownership of the PSS legacy waste buy-back events	Capacity of community groups in effective participation in waste management initiatives: - Approximately 50 community groups throughout Vanuatu receive training on hosting a waste clean-up initiative - 100% individuals trained understand how to host a waste initiative														
Remove legacy/stockpile items from the environment in target locations to reduce land and water pollution; and reduce the financial burden on PSS when the scheme becomes operational	Number of PET plastic beverage bottles and aluminium cans collected: - ~1 million collected during PSS legacy waste buy-back events														
Have all households and communities in Vanuatu provided with awareness and information to appropriately participate in the PSS	Reach of PSS communication activities: - PSS communication messages (using appropriate media / forum) regularly delivered in all six provinces of Vanuatu - PSS system operating effectively across Vanuatu, with 15% of items collected by the scheme received from outer provinces in year 1; 25% year 2; 30% year 5														
High-level activities / outputs	2021				2022				2023				2024		Budget (USD)
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	
<i>Feasibility Study – investigating legacy waste and options for operation of CDS / PSS *</i>															30,000 Activity underway, funded through KRA2
Legislative Pathway – approval of sustainable financing system									1*						OTHER DONOR; KEY FACTOR
Consultation training with DEPC and government agencies															15,000
Complete National Consultation on draft PSS legislation															45,000
<b>* If PSS legislation not approved no further project activities will proceed</b>															
Design / Operating Manual of operating system for the PSS															20,000
Training with System Operator, Customs and DEPC for operating of PSS															20,000
EOI for community groups to host buy-back events															
Selection and training community groups to host buy-back events															
Legacy waste removal – buy-back event(s)															165,000
Design of CDL / PSS education and awareness plan															
CDL / PSS education and awareness															35,000
Collection of data and monitoring - CDL / PSS															
<b>TOTAL</b>														<b>300,000</b>	

# Attachment 3: PacWastePlus Programme National Officer Terms of Reference

## ANNEX A 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 DEPC 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 as required.

#### Legislative / Documentation Support

- With support from the SPREP PMU and project contractors, assist DEPC and relevant stakeholder(s) with legislative tasks such as:

- 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 input to formal documents such as Policies and Cabinet Submissions
- Drafting contracts and MOU agreements as required and facilitate obtaining relevant signatures.
- Assist DEPC and relevant stakeholder(s) with high-level documentation such as:
  - Drafting Standard Operating Procedures
  - 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.
- 

#### **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:
  - 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 DEPC to enhance evidence-based decision-making.

#### **General / Administrative**

- Facilitate Working Committees as required
- 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 2,042,700 VUV

- 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 DEPC, Vanuatu.
- 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 DEPC Office, on a schedule to be discussed and agreed between the successful consultant, DEPC 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.

# Attachment 4: PacWastePlus Programme Steering Committee Nomination Form

## Primary Country Representative

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

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**

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

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"/>		