

# Annex III: SWAP Project

## 1. Duration

1. The work will commence from the date that this Agreement is signed.
2. The work will finish on 31 December 2023.

The description of Work is included in Attachment 1 (SWAP Project Description).

## 2. Investment

1. The SWAP Project is subject to the Terms and Conditions of the AFD Financing Agreement – N° AFD CZZ 2514 01Z- signed in February 2020.
2. The Project Budget Allocation covers by this agreement is included in Attachment 1 to this Agreement.
3. Implementation of **SWAP activities** included in this Agreement, **except for Pilot Projects**, will be managed by the SWAP Project Management Unit (PMU) on behalf of SPREP and the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), SOLOMON ISLANDS, through a formal procurement process that follows the approved SPREP Procurement Policy.
4. **Pilot Projects** will be implemented by the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), SOLOMON ISLANDS, in accordance with the Terms and Conditions set forth in the related Pilot Project Proposal approved by the Agence Française de développement, the donor, through a No-Objection Letter. As such, and prior to implementation of the Pilot Project, a Consultancy Agreement will be signed between SPREP and MECDM, including Deliverables and Payment Schedule.

## 3. Status of Parties

1. The status of the parties 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 MOU shall be the property of SPREP.
2. However any infrastructure implemented under the pilot projects will be transferred to MECDM after the end of the pilot project. Likewise, any equipment or vehicles or major supplies acquired as part of the pilot projects and necessary for the operation of the infrastructure built in this framework will be transferred to MECDM at the end of the pilot project. A transfer agreement will be signed between SPREP and MECDM at the end of the pilot project listing the transferred assets and containing a disclaimer.
3. Unless otherwise stated in this MOU, intellectual property shall be the property of SPREP.

## 5. Delay

1. Each Party must notify the other in writing as soon as the Party becomes aware of circumstances (including any Dependency or an Extraordinary Event) which may give rise to delay beyond its control, 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 and/or variation to the Remuneration accordingly.

3. The Parties agree that the following are Dependencies under this MOU:
  - 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.

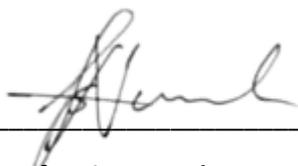
#### **15. Project Focal Points**

1. Ms. Julie Pillet of SPREP and Ms. Wendy Beti of the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), SOLOMON ISLANDS are responsible for managing the Annex delivery of the SWAP Project, 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;
  - d. Address and resolve any issues in a prompt manner; and
  - 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:** 14/12/2022



**Dr Melchior Mataki**

Permanent Secretary

Ministry of Environment, Climate Change,  
Disaster Management and Meteorology  
(MECDM)

**Date:** 18 January 2023

# Attachment 1: SWAP Project Description

## 1. SWAP Project Overview

### 1.1. SWAP Background

The *Committing to Sustainable Waste Actions in the Pacific* Project, hereafter referred to as SWAP, funded by l'Agence Française de Développement (AFD), supports 7 Pacific Countries and Territories (Fiji, French Polynesia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna) to address cost-effective and sustainable management of waste and pollution.

This project has an overall budget of 3 million Euros and will be implemented over the period 2020-2023.

### 1.2. SWAP Objectives

SWAP seeks to improve sanitation, environmental, social and economic conditions in Pacific Island Countries and Territories through proper waste management. The project will address the objective by achieving the project goals geared at developing good practices on waste management in the Pacific Region:

1. To help communities and local authorities to develop national waste management policies with a global approach from collection, sorting, recovery and proper disposal;
2. To improve the delivery of waste services through development of waste management infrastructures and implementation of pilot projects;
3. To strengthen communities and local authorities' capacity in the areas of technical waste management, institutional governance, and finance; and
4. Improve capacity of SPREP to foster coherence and greater connection among the various ongoing waste-related projects that operate in the region.

### 1.3. SWAP components and activities

SWAP aims to involve capacity building programs in four thematic areas: 1) used oil management, 2) marine debris management, 3) disaster waste management and 4) sustainable financing mechanisms; through three components and several activities.

- I. **Component 1 - Regional Training Program:** The training program covers all SWAP thematic areas. It will benefit all 7 countries and territories, and New Caledonia, and will consist of the theory of waste management practice and project management with a presentation of successful case studies and demonstration of best practices from the Pacific, and other countries with similar conditions. Experts from the Pacific region will be involved in the development and delivery of the training modules. It is anticipated that the training program will be designed to lead to a formal qualification.
- II. **Component 2 - Implementation of Pilot Projects:** The pilot project component includes the following activities:
  - **Sustainable financing mechanisms:**
    - Implementation of Advanced Recovery systems (ARS) such as Container Deposit schemes (CDS), or any other activity that could support the sustainability of ARS such as the development of recovery or treatment facility for waste collected under CDS.

- **Used oil management:**
  - Development of institutional mechanisms such as management plans that include sustainable financing mechanisms; and
  - Design and implementation of used oil collection, storage, treatment, recovery and or/disposal systems and facilities.
- **Disaster waste management:**
  - Conducting a scoping study to identify disposal facilities that could be rehabilitated and/or climate proofed; and
  - Depending on the outcomes of the scoping study, rehabilitation and climate proofing of identified disposal sites.
- **Marine debris management:**
  - Carrying out clean-up campaigns, including data collection and sharing.

### III. **Component 3 - Community of Practice:**

- Development of a platform for the exchange of knowledge and good practices in the waste sector for sharing project results, including progress, challenges and lessons learned; and
- Holding workshops and meetings to discuss waste management issues.

## **2. SWAP In-country Activities**

### **2.1. Country Allocation of SWAP Project Activities**

Following the consultation phase and the First Steering Committee Meeting held on 29 April, 2021, it was approved that the Solomon Islands will receive technical and financial support for the development and implementation of the following activities:

- **Sustainable financing mechanisms:** Not concerned.
- **Used oil management:**
  - Development of a national used oil management plan; and
  - Development and implementation of a pilot project.
- **Disaster waste management:**
  - Conducting a scoping study to identify a disposal facility to be rehabilitated and/or climate proofed; and
  - Rehabilitation and climate proofing of the identified disposal site.
- **Marine debris management:**
  - Development and implementation of a pilot project.

### **2.2. Project Budget Allocation**

The SWAP Project Budget allocated to the activities mentioned above is as follows.

Note: Some activities involve multiple countries. In this case, the Project Budget Allocation is applicable to all countries covered.

| Project Thematic Area     | Project Activity                             | Allocated budget    | Countries involved in the activity           | Investment Terms      |
|---------------------------|--|---------------------|--|-----------------------|
| Sustainable Financing     | Not concerned                                |                     |  |                       |
| Used Oil Management       | National Used Oil Management                 | USD 90,000          | Samoa<br>Solomon Islands<br>Tonga<br>Vanuatu | Procurement Process   |
|                           | Used Oil Management Pilot Project            | USD 200,000         | Solomon Islands                              | Consultancy Agreement |
| Disaster Waste Management | Scoping study                                | USD 77,179          | Solomon Islands<br>Vanuatu                   | Procurement Process   |
|                           | Landfill rehabilitation and climate proofing | USD 110,000         | Solomon Islands                              | Procurement Process   |
| Marine Litter Management  | Marine Litter Management Pilot Project       | USD 35,000 +/- 0.5% | Solomon Islands                              | Consultancy Agreement |

### 3. Implementation Modality

#### 3.1. Collaborative activities

The Parties agree, to the extent possible, to collaborate in the implementation of the SWAP project, to

- a) Implement the SWAP project activities for which the Solomon Islands has been identified as a beneficiary of financial and technical assistance, providing logistical and jurisdictional support where required;
- b) Take part in the SWAP Steering Committee as an official representative, and in accordance with the Terms of Reference presented in Attachment 2;
- c) Participate in SWAP Steering Committee meetings, technical advisory meetings and other project-related meetings;
- d) Collect and manage data in accordance with agreed upon project monitoring and evaluation strategies and standards;
- e) Share information and resources that will improve the effectiveness of both Parties in the implementation of the SWAP Project;
- f) Collaborate on, participate in and support special events at regional and global levels relating to the SWAP Project; and
- g) Collaborate in sharing knowledge and lessons learned to enhance capacity and promote best practice in environmental policies and their implementation in the Solomon Islands

and in the Pacific Islands region to ensure international, regional and national environmental objectives and commitments are met.

### **3.2. Implementation Arrangements**

In order to ensure the success of the project, the Parties agree to undertake the following project Implementation Arrangements:

- **The SPREP Project Management Unit shall:**
  - Liaise with all project stakeholders: countries and territories, SPREP, donor and partners;
  - Facilitate and coordinate activities to ensure timely implementation within budget;
  - Ensure contracting, in collaboration with the MECDM;
  - Provide technical assistance; and
  - Ensure compliance with the AFD financing agreement.
  
- **MECDM shall:**
  - Ensure ongoing commitment to the project;
  - Provide guidance in the implementation of the project;
  - Participate in the procurement process;
  - Support the implementation of activities in the Solomon Islands on time and within budget;
  - Ensure that investments are optimised;
  - Establish and implement a country project implementation unit; and
  - Provide data and information on existing and upcoming project-related activities in the country to enable monitoring of the indicators throughout the project.

## **Attachment 2: Terms of Reference of the Steering Committee**

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**Terms of Reference**  
**Sustainable Waste Actions in the Pacific (SWAP)**  
**Project Steering Committee**  
**February 2021**

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**Preamble:**

This Terms of Reference document applies to the SWAP Project Steering Committee.

The creation and management of a Project Steering Committee is a requirement of the Agreement with the Agence Française De Développement (AFD) to guide the development and implementation of the SWAP Project, ensuring a fair and reasonable decision-making process for project priorities and funding allocations.

Committee outputs will be reported to the SWAP member countries, SPREP Senior Management Team and the AFD Office.

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**Responsibilities of the Steering Committee**

- The Project Steering Committee will:
  - Provide strategic guidance to the SWAP Project Management Unit (PMU);
  - Provide guidance and input on the design, planning, coordination, facilitation and implementation of the project activities;
  - Ensure that SWAP activities are harmonised with other national and regional waste management activities;
  - Monitor the overall implementation of the actions; and
  - Endorse the annual work plan.

**Membership**

- Membership of the Steering Committee will comprise of
  - One Senior Manager or Technical Officer from each of the seven (7) participating Pacific Island Countries (Fiji, Samoa, Solomon Islands, Tonga and Vanuatu) and French territories (French Polynesia and Wallis and Futuna) or their designated representative;
  - One senior representative from SPREP; and
  - Representatives from the AFD
- Committee Member nominations from participating countries will be confirmed through either a Memorandum of Understanding (MoU) or a Letter of Agreement (LoA) between the countries and SPREP during the Inception phase (normally first 6 months of the project).

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- Representatives from other organisations may be invited to attend as observers, as required and approved by the Steering Committee, including those from other waste projects to facilitate complementarity of delivery of actions.

### **Meetings & Operations**

- The Project Steering Committee will meet virtually as long as the health situation requires it, and then meet face to face on an annual basis preferably in the last quarter of each project Financial Year (January to December) with the last meeting to be adjusted to allow preparation of the Terminal Report. The meeting dates may also be aligned with other regional meetings, if possible. The indicative meeting dates will be determined during the 1<sup>st</sup> Steering Committee meeting.
- Where special meetings are required, virtual meetings will be scheduled and facilitated as required.
- The Steering Committee will be chaired by a beneficiary country representative (on a rotating basis) to be decided before each regular meeting.
- Financial support for member Countries to attend and participate in the Steering Committee meetings will be provided by SPREP as part of the SWAP Project implementation budget.
- The SWAP Project Manager, assisted by the PMU, will act as the secretary of the Project Steering Committee and be responsible for coordination, preparation of the agenda, all relevant documents and official minutes of the meeting.
- The documents to be discussed and endorsed by the Project Steering Committee will be provided no later than 10 calendar days prior to the Project Steering Committee meeting.

### **Accountability & Governance**

- The Project Steering Committee provides direction to the PMU, and endorsement of the annual work plan of the SWAP Project.
- Members represent their Countries /Organisations and are responsible for:
  - Ensuring appropriate accountability and reporting back to the organisation they represent; and
  - Providing input and data to the Committee and the PMU on waste related activities of their organisation.
- Outcomes of the Steering Committee Meetings will be provided to all participating Countries, the AFD Office and the Senior Management Team of SPREP after each meeting.
- Determination and prioritisation of project activities and approval of to fund through the SWAP Project will be based on the following considerations:
  - a. Concept note approved and endorsed;
  - b. Coherence with he objectives of SWAP Project;
  - c. Complementarity with other actions supported by other projects ir donors;
  - d. Cost efficiency in the use of AFD funds but leading to positive social and environmental outcomes for the region;
  - e. Sustainability of the actions beyond the project life;
  - f. Regional Applicability;
  - g. Promoting gender-sensitivity and human-rigths based approach;

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- The above decision considerations will be confirmed by the Committee on its initial meeting and can be modified as needed only with the approval of the Steering Committee; and
  - Steering committee decisions will be determined by majority consensus.

**Sharing of information and resources (including confidential materials)**

- Steering Committee members are encouraged to share information and resources relevant to the activities of the Steering Committee to relevant staff in their organisations.
- Any confidential materials (such as commercial in confidence) and copyright issues must be raised by Committee members before sharing amongst the group.

**Changes to the Terms of Reference**

- These Terms of Reference will be reviewed on an annual basis.

## **Attachment 3: Marine Litter Pilot Project for the Solomon Islands**



# **COMMITTING TO SUSTAINABLE WASTE ACTIONS IN THE PACIFIC (SWAP)**

## **PILOT PROJECT PROPOSAL**

### **HONIARA MARINE LITTER PILOT PROJECT**

**JUNE 2022**

**BY: MINISTRY OF ENVIRONMENT CLIMATE CHANGE DISASTER  
MANAGEMENT & METEOROLOGY, SOLOMON ISLANDS**



## PILOT PROJECT ADMINISTRATIVE DETAILS

### PART A: Project Governance Details

| PART A1: PROJECT TYPE  |  |  |                               |                              |  |
|--|--|--|-------------------------------|------------------------------|--|
| Thematic Area  | <input type="checkbox"/> Used Oil Management<br><input checked="" type="checkbox"/> Marine debris Management |  |                               |                              |  |
|  |  |  |                               |                              |  |
| PART A2: Country WHERE PROJECT PROPOSED TO BE IMPLEMENTED  |  |  |                               |                              |  |
| <input type="checkbox"/> Fiji <span style="margin-left: 200px;"><input type="checkbox"/> Tonga</span><br><input type="checkbox"/> Samoa <span style="margin-left: 150px;"><input type="checkbox"/> Vanuatu</span><br><input checked="" type="checkbox"/> Solomon Islands |  |  |                               |                              |  |
| PART A3: APPLICANT DETAILS   |  |  |                               |                              |  |
| Contact Details for Lead Organisation  | Title  | <input type="checkbox"/> Dr  | <input type="checkbox"/> Mr   | <input type="checkbox"/> Mrs | <input checked="" type="checkbox"/> Ms |
|  | First Name   | Wendy  |                               | Surname                      | Beti                                   |
|  | Job Title  | Senior Environment Officer   |                               |                              |  |
|  | Organisation   | Ministry of Environment Climate Change Disaster Management & Meteorology |                               |                              |  |
|  | Department   | Environment & Conservation Division                                      |                               |                              |  |
|  | Work Address   | Address  | Level 1, City Centre Building |                              |  |
|  |  |  | Point Cruz                    |                              |  |
|  |  | City   | Honiara                       |                              |  |
|  |  | Postcode   | P.O.Box 21                    |                              |  |
|  | Telephone  | 26036  |                               |                              |  |
| Mobile   | 7552607/7671009  |  |                               |                              |  |
| Fax  | 28054  |  |                               |                              |  |
| Email  | <a href="mailto:WBeti@mecdm.gov.sb">WBeti@mecdm.gov.sb</a>   |  |                               |                              |  |



## PILOT PROJECT CONCEPT DETAILS

### PART B: Pilot project Proposal

| PART B1: PILOT PROJECT PROPOSAL  |   |              |                 |             |
|--|---|--------------|-----------------|-------------|
| <b>Project Title</b>   | <b>Honiara Marine Litter Pilot Project (Clean our Honiara City Campaign)</b>  |              |                 |             |
| <b>Project Summary</b><br><br>Please provide a 150-word (maximum) summary of your project. | <p>The proposed project will involve clean-up in targeted coastal locations in Honiara City, Solomon Islands, recognising that marine pollution has become an emerging waste challenge faced in the country. The project will cover the Mataniko River with a litter boom from a previous project to be set up. Two other specific clean-up areas/locations will be selected based on vulnerability to pollution.</p> <p>Clean-ups will be undertaken every three months with baseline data gathered during the 1<sup>st</sup> clean-up. Through a litter audit, data will be collected, during each clean-up, using the Litter Intelligence application developed by Sustainable Coastlines. Data will be collected consistently over a 6-month period to determine reliable trends in littering.</p> <p>The overall aim of the project is to reduce the pollution of Solomon Island’s coastline in a more sustained manner and promote a collaborative approach in preparing Honiara City for the hosting of the Pacific Games 2023. Concurrently, continued awareness on waste management will be conducted in the communities within each site using already available toolkits or materials including the materials produced by the Environment and Conservation Division. The effectiveness of the awareness campaigns will be measured against the outcomes of the littering trend.</p> <p>The project is expected to collaborate with major key stakeholder such as the Solomon Islands National Hosting Committee for the Pacific Games, Honiara City Council, SIRWMA and others. The project will be housed with the Environment and Conservation Division in Solomon Islands who will lead the implementation and monitoring of the project.</p> |              |                 |             |
| <b>Funding Request</b>   | Funding Requested   | \$35,020 USD |                 |             |
| <b>Project Timeline</b>  | Commencement date   | August 2022  | Completion Date | August 2023 |
| PART B2: PROJECT CRITERIA  |   |              |                 |             |



**Please describe the core issue to be resolved by the proposed project.**

The Solomon Islands highly depends on its natural resources as a source of livelihood, food, medicine, and other uses. The marine environment itself contributes to the livelihood of coastal communities in the country through the local domestic seafood market and export of fish products overseas apart from tourism.

Despite its many uses and environmental significance, the marine environment is faced with emerging environmental problem of marine litter. According to the Solomon Islands State of Environment Report 2019<sup>1</sup>, about 12% of the waste stream is made up of plastics with 10% of the plastic wastes ending up in the marine and coastal environment. Marine litter is generated from both land-based and marine-based sources. According to the United Nations Environment Programme (UNEP)<sup>2</sup>, an estimated 80 per cent of all marine pollution is caused by human activities on land in the form of solid waste leakage including plastic from inadequate waste management and dumping into rivers, streams, or waterways which are carried downstream and polluting the marine environment and ecosystems.

In Honiara, marine-based sources of marine litter also include illegal disposal of wastes from inter-island commercial shipping vessels that are traveling in the area and from boats traveling to and from Honiara to rural communities. This issue of marine litter is further exacerbated by lack of enforcement of legislation, lack of awareness, lack of proper waste disposal facilities, and lack of human resources and institutional capacity to gather data on marine litter.

Honiara City will be hosting the Pacific Games 2023 and the Solomon Islands Government will need the support from partners and stakeholders to undertake interventions to prepare the city for incoming visitors from across the Pacific Region. A cleaner Honiara City will bring pride to the residents. Addressing littering issues will definitely provide a good image to Honiara City. Through the Honiara Marine Litter Pilot Project, the outcomes of the pilot project can be used to inform the government of appropriate interventions to address the marine litter issues besetting the coastal areas in the country.

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<sup>1</sup> MECDM & SPREP, 2019. Solomon Islands State of Environment Report 2019. <https://solomonislands-data.sprep.org/dataset/state-environment-report-2019>

<sup>2</sup> UNEP, 2022. <https://www.unep.org/news-and-stories/press-release/historic-day-campaign-beat-plastic-pollution-nations-commit-develop>



|  |   |
|--|---|
| <p><b>Please describe how this project will effectively address the core issue identified above.</b></p> | <p>The Honiara Marine Litter Project will be piloted in the Honiara City boundary. The pilot project is expected to effectively address the growing marine litter issues through provision of capacity building opportunities for the public sector, communities, and other stakeholders on marine litter management with the ultimate goal of prevention in the long-term.</p> <p>The practical training on data collection during organised clean-ups and associated awareness campaigns will enable participants to better understand the significance of prevention of marine litter on the environment. The spirit of volunteerism and pride of Honiara City will be encouraged through promotion of voluntary participation of the Honiara City residents and civil society groups.</p> <p>The data collected from the project is also expected to guide the government in planning for more sustained interventions. The partnerships developed through the project will promote more sustained actions beyond the duration of the project with the intent of extending this to other areas in Solomon Islands.</p>  |
| <p><b>Please describe how this project is relevant to the SWAP.</b></p>                                  | <p>One of the objectives of the SWAP Project is to support the population and local authorities in the implementation of good practices of which marine debris management is one of the focussed thematic areas of the SWAP Project. The Clean Honiara City Pilot project fits in very well with this objective.</p> <p>Likewise, it will build the capacity of the local officials and stakeholders to provide good environmental governance to the community they work for, in this case, in the area of marine debris prevention and management in its coastlines. The engagement will allow exchanges of project outcomes at the local level.</p> <p>The MECDM expects that collaboration between the authorities and the communities will lead to further sustained actions which SWAP is promoting.</p>   |
| <p><b>Please list the project objective(s)</b></p>   | <p>The overall goal of the project is to reduce the pollution of Solomon Island's coastline in a more sustained manner apart from preparation of Honiara City to host the Pacific Games 2023. This can be achieved through engagement with the civil society in order to enhance the sense of stewardship of the community towards their surrounding environment.</p> <p>Specifically, the pilot project aims to:</p> <ol style="list-style-type: none"> <li>a. Establish a marine debris audit system for Solomon Islands based on existing regional efforts;</li> <li>b. Assess the scale and scope of the marine debris issue;</li> <li>c. Prevent wastes being dumped along the coastline and into the ocean;</li> <li>d. Promote other best practices such as waste segregation and composting;</li> <li>e. Build capacity of the public sector, communities and stakeholders on managing marine debris;</li> <li>f. Raise awareness of coastline communities on the merits of preventing accumulation of marine debris, and</li> <li>g. Inform the government's decision making on the marine debris issue through the outcomes of this pilot project.</li> </ol> |



|   |                               |   |
|---|-------------------------------|---|
| <p><b>Please list the expected project outcomes in each specific category</b></p> | <p>Environmental outcomes</p> | <p>Overall, the project is expected to protect the marine environment from leakage of debris pollutants through sustainable community actions beyond clean-ups as well as providing outcomes that will inform the government of institutional mechanisms to address marine litter issues which likely impact the fishery and tourism sectors. It also hopes to avoid aesthetic nuisance of littered wastes along coastlines which impacts the tourism industry.</p> <p>The pilot project is also expected to contribute outcomes in the targeted SDGs 6 and 14. These include, but not limited to:</p> <p>6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.</p> <p>14.1: By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.</p>  |
|   | <p>GEDSI outcomes</p>         | <p>Women and other vulnerable groups will be invited to participate in the project activities. This will provide them the sense of social inclusion in waste management which has not been fully explored in the Pacific.</p> <p>The pilot project will ensure that the activities will be responsive to GEDSI with the following outcomes based on the SWAP GEDSI strategy and action plan expected:</p> <ul style="list-style-type: none"> <li>• Increased understanding of waste management issues as they affect diverse groups</li> <li>• Strengthened leadership capacity of women, disabled people, youth, and LGBTQI+ individuals</li> <li>• Strengthened gender, disability, and youth inclusion networks</li> <li>• Increased meaningful participation of women, disabled people, youth, LGBTQI+ individuals</li> <li>• Strengthened monitoring and reporting of GESI objectives positions within the SWAP project</li> <li>• Increased access to and control of training for women, youth, people living with disability and LGBTQI groups</li> </ul> <p>With regards to the gender equality dimensions<sup>3</sup>, the pilot project is expected to address the Voice and Rights, and Gender Capacity Building dimensions through encouraging women, youth and vulnerable sectors to participate in the program and build their capacity on data collection and advocacy activities.</p> |

<sup>3</sup> ADB, 2013. Tool kit on gender equality results and indicators. <https://www.oecd.org/dac/gender-development/tool-kit-gender-equality-results-indicators.pdf>



|  |                                  |  |
|--|----------------------------------|--|
|  | <p>Waste management outcomes</p> | <p>Waste segregation is promoted and encouraged to be applied to the households’ daily lives. Community collaboration will encourage shared responsibility in managing waste. Other stakeholders using the ocean and coastline like the shipping companies, resort owners, and tourists will also learn to value the litter-free coast and ocean.</p> <p>The pilot project is expected to address the growing issue of marine litter in Solomon Islands. It will contribute to the reduction of mismanaged wastes leading to leakage to the environment in the overall waste material flow and achieve a higher percentage of wastes disposed properly.</p> <p>It will likely address the four goals of the Cleaner Pacific 2025 (Pacific Regional Waste and Pollution Control Strategy), i.e.,</p> <ul style="list-style-type: none"> <li>• Goal 1: prevent and minimise generation of wastes and pollution and their associated impacts,</li> <li>• Goal 2: recover resources from waste and pollutants,</li> <li>• Goal 3: improve management of residuals, and</li> <li>• Goal 4: improve monitoring and reporting for the environment and waste, chemicals and pollutant management activities.</li> </ul> <p>Specifically, the pilot project can contribute to the achievement of strategic goal #1 based on the performance indicator, per capita generation of municipal solid waste. Data from this pilot project can contribute to measuring progress of waste management as specified in the Cleaner Pacific 2025 through implementation of community-based projects to raise awareness of marine litter (e.g., installation of litter booms and litter bins, organised clean-ups and assessment of collected litter, identification and use of alternatives to wasteful products). This is Activity 1.3 of the CP 2025 Implementation Plan 2021 – 2025<sup>4</sup>, of which Solomon Islands is indicated as a priority PIC.</p> |
|--|----------------------------------|--|

<sup>4</sup> SPREP, 2020. Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025). Implementation Plan 2021 – 2025, to be published.

[https://www.sprep.org/sites/default/files/ExecBoardMeeting/2020/EngV2/WP%2011.3.2%20Att.1%20-%20Output%203b\\_Final%20Draft\\_CP2025\\_Implementation%20Plan%202021-2025\\_.pdf](https://www.sprep.org/sites/default/files/ExecBoardMeeting/2020/EngV2/WP%2011.3.2%20Att.1%20-%20Output%203b_Final%20Draft_CP2025_Implementation%20Plan%202021-2025_.pdf)



|  |                   |  |
|--|-------------------|--|
|  | Knowledge sharing | <p>The pilot project involves awareness raising of stakeholders to advocate the merits of having cleaner coastlines and marine environment. Educational materials will be produced and campaigns will be conducted to sustain the intervention.</p> <p>These events and materials will be shared in various platforms such as social media, MECDM website, newspaper and radio awareness programs, and relevant events such as World Environment Days, etc.</p> <p>The project outcomes will also be shared internally with other communities within Solomon Islands and externally through the project reports with collected data analysed and information generated to be published at the INFORM country data portal as well as the SPREP virtual library. The project can also be showcased in the Community of Practice events organised by SWAP and other regional and international events, where relevant.</p> <p>In order to ensure success of the project, effective communication and transparency among project partners and stakeholders will be maintained. During monitoring, project documentation will be undertaken to allow reliable data and information including lessons and challenges to be shared internally and externally.</p> |
|--|-------------------|--|



**Please describe the project methodology**

How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?

The project office will be housed with the Environment & Conservation Division within the Ministry of Environment Climate Change Disaster Management & Meteorology. The Senior Environment Officer will be the person in charge of coordinating all the project activities with the stakeholders during the project time frame. The Project Office, through the Project Coordinator, will also maintain good liaison with the National Focal Person and the SWAP Project Management Unit of SWAP so that projects risks can easily be anticipated and mitigated and procurement issues addressed smoothly.

This project proposal will be presented to the stakeholders through a consultation workshop prior to finalisation. This will allow wider stakeholder ownership of the project and ensure collaboration among the project partners is strengthened. This will also enhance the smooth implementation of the project.

During the Inception Phase, once the project has been awarded, the Project Team including the project partners and SWAP will meet to have a full understanding and clarity of expectations on the project based on the Terms of Reference. The Inception meeting will be fully documented and a report produced to guide the implementation of the project with milestones set.

During the Implementation Phase, the project activities will be staged in such a way as the set milestones will be achieved. A simple project plan based on milestones will be developed with action tracker to ensure that activity timelines and expenditure are regularly checked.

To effectively implement and ensure that the project is delivered accordingly to meet the project objectives, the project coordinator will work closely with some of the key stakeholders including Solomon Islands Recycling & Waste Management Association, Friends of the City, Solomon Islands National Institute of Sports, Honiara City Council, Pacific Games 2023 committee, Royal Solomon Islands Police Force, Government Departments, Private Sector, youth and other civil society groups.

The project will cover the Mataniko River with a litter boom from a previous project to be set up. Two other specific clean-up areas/locations will be selected based on vulnerability to pollution (existence of coastal communities, recreational area, inadequate waste collection service, among others).

A team leader will be identified to coordinate the activities for each location or zone. Waste audit will be undertaken with the support of the volunteers on site. The Honiara City Council and any other stakeholders will be engaged to support the clean-up in terms of the collection of wastes from the clean-up zones and transporting them for proper disposal at the Ranadi landfill.

Three clean-ups will be organised for each of the locations on the same site to assess the effectiveness of the awareness campaigns using the 1<sup>st</sup> clean-up as the baseline. For the data collection along the targeted seafront where the litter booms will be installed, a member of the SIRWMA will be engaged to lead a small team of four people to conduct data collection on a three-monthly basis throughout the project time frame. The Litter Intelligence methodology of marine litter audit developed by Sustainable Coastlines will be used to collect data.



**Please describe the project methodology**

How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?

The volunteers who will be responsible for the ongoing marine litter data collection will receive training from Sustainable Coastlines prior to the actual clean-up and data collection.

During the clean-up campaigns, to encourage volunteer participation, promotional t-shirts, caps, and water bottles will be distributed to the volunteers.

A Billboard design competition will also be organized as part of the awareness on marine litter. The marine litter billboard competition will be advertised on various media. There will be three categories of the billboard competition; school students and an open category. The submitted entries will be received and judged by a selected group of panellists. Winning entries will be awarded for first, second and third place. To assist the judging panel in their assessments, judging criteria and billboard criteria will be utilized as a guide for the submissions and judging. The winning entries will be utilized for promotional and awareness of marine litter.

Regular project stakeholders' meeting will also be held to discuss progress and anticipate any project risks which will affect the smooth implementation of the project.

An End-of Project Report will be submitted based on a report template to be provided by SWAP.

The general planned activities are described in the next section but more detailed project activities will be included in the project plan. The project plan will also show responsibilities among the project partners.



| <p><b>Provide the general planned activities</b></p> <p>What are the project milestones and planned activities, and the timeline for implementation of these activities/milestones?</p> | Activities   |   | Milestone and Outputs   | Indicative Timeline   |  |
|---|--|---|---|---|--|
|   | <b>Phase I: Inception Phase</b>  |   |   |   |  |
|   | 1  | Kick-off/Inception Meeting  | Meeting report  | By 2 <sup>nd</sup> week after project award   |  |
|   | 2  | Establishment of the Project Management Team and supporting arrangements  | Project organisational structure  | By 2 <sup>nd</sup> week after project award   |  |
|   | 3  | Preparation of detailed project plan (including monitoring and reporting plan)  | Project plan with activities, responsibilities, milestones, duration/deadline and status approved by ECD and SWAP | By 3 <sup>rd</sup> week after project award   |  |
|   | <b>Phase II: Implementation Phase</b>  |   |   |   |  |
|   | 4  | Organise clean-up brigade   | Three group committees who will lead the clean-up and waste audit   | Within one month after project award  |  |
|   | 5  | Conduct an in-country practical Marine Debris Data Collection training for project partners and other relevant stakeholders.    | Trainees who can be potential trainers  | Timing as per SWAP organised training (preferably one month after the project award)  |  |
|   | 6  | Map out clean-up zones  | Identified project sites  | Within one month after project award  |  |
|   |  | Procurement of required materials (litter booms, equipment)   | Litter booms set up on the river  | Within one month after project award  |  |
|   | 7  | Prepare awareness materials and promotional materials   | Campaign and promotional materials  | Within six weeks after project award  |  |
|   | 8  | Billboard competition   | Billboard design  | Within six weeks after project award  |  |
|   | 9  | Install billboards  | Installed billboards  | Within two months after the project award   |  |
|   | 10   | Conduct three coastal clean-ups and litter audit (using Litter Intelligence application) in each of the three areas identified. | Litter audit data from each site  | 1 <sup>st</sup> clean-up: 6 weeks after the project award<br>2 <sup>nd</sup> clean-up: three months after the 1 <sup>st</sup> clean-up<br>3 <sup>rd</sup> clean-up: three months after the 2 <sup>nd</sup> clean-up |  |
| 11  | Prepare a report of the clean-up activity including data collected.  | Activity report   | After each clean-up   |   |  |
| 12  | Undertake awareness activities using campaign materials such as leaflets, billboard signs, etc. and radio, social media advertisements | Events held   | Ongoing (at least two events) on a regular basis after the 1 <sup>st</sup> clean-up                               |   |  |
| <b>Phase III: Project Closure</b>   |  |   |   |   |  |
| 13  | Draft and submit Project Completion Report   | Project Completion Report submitted   | After all activities have been completed (tentatively 16-week project period)                                     |   |  |
| 14  | Conduct project evaluation   | Project evaluation report (to be conducted by SWAP)   | Depends on SWAP timeline  |   |  |



**Risk Identification and Mitigation**

What are the risks that face the delivery of this project? How will these risks be managed and mitigated?

The following matrix will provide guidance in avoiding and mitigating risks.

| Category of Risk                       | Description  | Potential Impact   | Likelihood | Risk response   |
|--|--|--|------------|---|
| <b>Operational</b>                     | Partnerships become ineffective such that the desired outcome will not be achieved   | This could lead to duplicative or counterproductive work   | Low        | Constant communication and meetings among the collaborators who have existing institutional MOUs and working relationships, i.e., MECDM, Project partners and SWAP  |
| <b>Operational</b>                     | If key staff leave the project   | Critical knowledge may be lost which might affect schedule and quality                                       | Medium     | Store files in a shared network drive, e.g., Dropbox and at SPREP PMIS (Project Management Information System), keep a thorough work plan and records on status and project operations, and have a handover agreement in place.                               |
| <b>Operational</b>                     | Trained project partners lose interest   | Waste management capacity will not be sustained  | Medium     | Mitigate: Encourage cross-training for stakeholders, create lasting resources that can be used to train new groups, establish community of practice so newly trained community members can draw on expertise outside their organization                       |
| <b>Operational</b>                     | If key project participants can't attend the program activities, e.g., training and advocacy programme   | Capacity will be developed unevenly across the sector.   | Medium     | To Avoid: Plan workshops and events at least two months in advance, Prepare timeless training materials<br><br>If it occurs: Consider make-up sessions; Negotiate for more available time   |
| <b>Operational</b><br><b>Financial</b> | If the training or advocacy program design is ineffective or participants do not retain the information and training are not translated into action at the operational level | Country staff will lack the ability to resolve priority waste issues and project hasn't achieved its outcome | Medium     | To Avoid: Gain political commitment by way of endorsed policies. Improve communication of program results and visibility. Provide timeless resources and guidebooks, set up long-term sustainability plan<br><br>If it occurs: Make an action plan to address |
| <b>Financial</b>                       | Funding support is delayed   | Project deliverables will not be achieved on time.   | Low        | Continuous liaison with the SWAP Project Team and timely submission of requirements.  |



**Project Monitoring and reporting**

Please describe what parameters are proposed to be monitored, and provide details of how this will be managed, and when reports would be provided. How will you prove success?

The following monitoring framework will be used:

|           | INDICATOR                                      | DEFINITION<br>How is it calculated?   | BASELINE<br>What is the current value?                                 | TARGET<br>What is the target value?  | DATA SOURCE<br>How will it be measured?  | FREQUENCY<br>How often will it be measured?                             | RESPONSIBLE<br>Who will measure it? | REPORTING<br>Where will it be reported? |
|-----------|--|---|--|--|--|---|-------------------------------------|---|
| Goal      | Clean marine environment                       | Visual observation of the coastline   | Heavily littered coastline   | Littering reduced by 80%   | DEC reports  | Annual  | DEC                                 | Cabinet and SPREP                       |
| Outcome 1 | Reduced litter in the targeted coastlines      | Quantity of litter collected over a period  | Litter audit results from the 1 <sup>st</sup> clean up                 | About 60% reduction in litter  | End-of Project report – consolidated litter audit  | Once during the project period, i.e., consolidation of all project data | Project Team                        | DEC, Project partners and SWAP          |
| Outcome 2 | Litter data collection system established      | Use of a specific litter data collection and audit  | No specific litter data collection system – a number of systems in use | A specific litter data collection system in place                                      | Use of the approved project methodology on litter data collection                                    | Once during the project period, i.e., consolidation of all project data | Project Team                        | DEC, Project partners and SWAP          |
| Outcome 3 | Regular scheduled litter data collection       | Frequency of litter data collection   | No sustained litter data collection                                    | At least 1 data collection practice established for marine debris management per year. | DEPC Annual Reports – number of clean-ups with associated litter data collection in a certain period | Annual  | DEPC                                | Cabinet and SPREP                       |
| Output 1  | Reduced litter during 2 <sup>nd</sup> clean-up | Quantity of litter collected  | Litter audit results from the 1 <sup>st</sup> clean up                 | About 30% reduction in litter  | Project progress reports – litter audit  | Every two months  | Project team                        | DEC, Project partners and SWAP          |
| Output 2  | Reduced litter during 3 <sup>rd</sup> clean-up | Quantity of litter collected  | Litter audit results from the 2 <sup>nd</sup> clean up                 | About 30% reduction in litter  | Project progress reports – litter audit  | Every two months  | Project team                        | DEC, Project partners and SWAP          |
| Output 3  | Effective awareness campaigns                  | Assessed based on reduction in litter   | Litter audit results from the 1 <sup>st</sup> clean up                 | Significant reduction in litter  | Project progress reports – trend in the litter audit   | Completion  | Project team                        | DEC, Project partners and SWAP          |
| Output 4  | Organised groups/ communities                  | Sustained involvement of stakeholders   | Number of participants at the start of the project                     | At least half of the participants stayed on in the project                             | Project progress reports – attendance in the activities  | Every two months/ Completion  | Project Team                        | DEC, Project partners and SWAP          |
| Outcome 5 | Achieved GEDSI principles                      | Number of women and other vulnerable people involved in the project (training and implementation) | Nil  | About 50% women or vulnerable groups involved in the project                           | Project progress reports – attendance in the activities  | Every two months  | Project team                        | DEPC, Project partners and SWAP         |

The specific types of litter to be audited will be based on the requirements of the Litter Intelligence application. Any changes to the data requirement based on specific condition in Solomon Islands will be discussed with Sustainable Coastlines and SWAP. Data collected during the clean-ups and from the litter booms will be recorded using a standard spreadsheet and reported monthly to the project office, along with documentation of project activities such as photographs and videos.

Illegal dumps along the coastal seafront and along the rivers/waterways will also be monitored prior to the clean-up and after the clean-up campaigns to see whether people are practising good waste management habits. Notices will be installed in certain areas to inform the public not to illegally dumped wastes.



|   |   |
|---|---|
| <b>Please list the expected project outputs</b> | The project's expected output is that <ol style="list-style-type: none"><li>a. Inception Meeting Report with the Project Plan</li><li>b. Membership of three groups established and partnerships established</li><li>c. Documentation of all events and activities held</li><li>d. Project site description</li><li>e. Campaign materials</li><li>f. Litter audit data from each clean-up event and site</li><li>g. Activity reports (describing progress)</li><li>h. Project Completion Report</li></ol> |
|---|---|



PART C: PILOT PROJECT BUDGET

| PART C: PROJECT BUDGET  |   |     |                            |                             |                       |
|---|---|-----|----------------------------|-----------------------------|-----------------------|
| Please provide basic details of the project budget (local currency) |   |     |                            |                             |                       |
| Items (to be adapted to the project)                                | Description/Details   | Qty | Unit Cost (Local currency) | Actual cost Local currency) | Equivalent Cost (USD) |
| <b>Material</b>   | <b>Promotional materials</b>  |     |                            |                             |                       |
|   | Design of promotional materials and products  | 1   | 5,500                      | 5,500                       | 660.00                |
|   | Brochures/posters – bulk printing   | 1   | 15,000                     | 15,000                      | 1,800.00              |
|   | Billboards (1 pc X 4 sites)   | 4   | 6,000                      | 24,000                      | 2,880.00              |
|   | Radio spot: production and diffusion (1 pc)   | 1   | 7,000                      | 7,000                       | 840.00                |
|   | Video footages (1 pc x 4 sites)   | 4   | 3,000                      | 12,000                      | 1,440.00              |
|   | Rubbish bins (5 pcs X 4 sites)  | 20  | 750                        | 15,000                      | 1,800.00              |
|   | Recycling cages/bins (3 pcs X 4 sites) - PET bottles, aluminium cans, glass   | 12  | 1,000                      | 12,000                      | 1,440.00              |
|   | Banners (1 pc X 4 sites)  | 4   | 3,000                      | 12,000                      | 1,440.00              |
|   | T-shirts (200 pcs)  | 200 | 200                        | 40,000                      | 4,800.00              |
|   | <b>Clean-up and Audit Materials</b>   |     |                            |                             |                       |
|   | Marking out stakes (( pcs X 4 sites)  | 4   | 100                        | 400                         | 50.00                 |
|   | Rubbish sacks (200 pcs) - preferably flour or rice sacks which can be reused  | 200 | 10                         | 2,000                       | 240.00                |
|   | 100m tape measure (1 pc X 4 sites)  | 4   | 300                        | 1200                        | 150.00                |
|   | 30m tape measure (1 pc X 4 sites)   | 4   | 100                        | 400                         | 50.00                 |
|   | Mallet (1 pc X 4 sites)   | 2   | 100                        | 200                         | 30.00                 |
|   | Gloves (25 pairs X 4 sites) - reusable  | 100 | 50                         | 5,000                       | 600.00                |
|   | Masks (25 pcs X 4 sites) - reusable   | 100 | 20                         | 2,000                       | 240.00                |
|   | Hi visibility vests (25pcs X 4 sites)   | 100 | 50                         | 5,000                       | 600.00                |
|   | Safety glasses (=25pcs X 4 sites)   | 100 | 50                         | 5,000                       | 600.00                |
|   | Sustainable Coastline Audit Kit: Back pack containing sanitary items <sup>1/</sup> (1 pc X 4 sites) see notes below for details of the items to be included | 4   | 4,000                      | 16,000                      | 1920.00               |
|   | Kitchen scale (1pc X 4 sites)   | 4   | 200                        | 800                         | 100.00                |
|   | Hanging/luggage scale (1pc X 4 sites)   | 4   | 200                        | 800                         | 100.00                |
|   | 2 L containers (50pcs X 4 sites)  | 200 | 30                         | 6,000                       | 720.00                |
|   | Small buckets (1 pc X 4 sites) – for larger items sorted  | 4   | 30                         | 120                         | 20.00                 |
|   | Stainless steel sieve 5mm (1pc X 4 sites)   | 4   | 25                         | 100                         | 10.00                 |
|   | Tarpaulin mats (1pc X 4 sites)  | 4   | 300                        | 1,200                       | 150.00                |
|   | Refreshments (1 bulk x 4 sites x 3 clean-ups )  | 12  | 2,000                      | 24,000                      | 2,880.00              |
|   | Table and chair hire (1 bulk X 3 clean-ups)   | 3   | 1,500                      | 4500                        | 540.00                |



|                       |   |              |        |                   |                  |
|-----------------------|---|--------------|--------|-------------------|------------------|
|                       | Tent hire (1 pc X 3 clean-ups)                                      | 3            | 500    | 1500              | 180.00           |
| <b>Communication</b>  | Internet cards (4 cards X 3 clean-ups)                              | 12           | 20     | 240               | 30.00            |
|                       | Tablet (2 pcs)  | 2            | 3,000  | 6,000             | 720.00           |
|                       | Megaphones (1 pc X 4 sites)   | 4            | 250    | 1,000             | 120.00           |
| <b>Administrative</b> | Logistics for trainings /meetings (3 meetings) -refreshments, venue | 3            | 15,000 | 45,000            | 5,400.00         |
|                       | Transport (1 X 3 clean-ups x 4 sites)                               | 12           | 500    | 6,000             | 720.00           |
|                       | Other Stationery - bulk   | 1            | 400    | 400               | 50.00            |
| <b>Contingency</b>    | 5% of total cost  |              |        | 13,900            | 1,700.00         |
| <b>TOTAL COST</b>     |   |              |        | <b>291,260.00</b> | <b>35,020.00</b> |
|                       | Exchange rate (SBD to USD)  | <b>0.120</b> |        |                   |                  |

- 1/ Items to be contained in the backpack are the following:
- First Aid Kit (1pc)
  - Eye Wash Kit (1 pc)
  - Bags for sanitary items (4 pcs)
  - Mini sharps bin (1 pc)
  - Hand sanitiser (1 pc)
  - Clipboards (2 pcs)
  - Pencil case (1 pc)
  - Pencils (5 pcs)
  - Vivid markers (1 pc)
  - Eraser (1 pc)
  - Sharpener (1 pc)



# **Attachment 4: Used Oil Management Pilot Project for the Solomon Islands**



# **COMMITTING TO SUSTAINABLE WASTE ACTIONS IN THE PACIFIC**

**(SWAP)**

## **PILOT PROJECT PROPOSAL**

# **HONIARA USED OIL MANAGEMENT PILOT PROJECT**

**JUNE 2022**

**BY: MINISTRY OF ENVIRONMENT CLIMATE CHANGE DISASTER  
MANAGEMENT & METEOROLOGY, SOLOMON ISLANDS**



## PILOT PROJECT ADMINISTRATIVE DETAILS

### PART A: Project Governance Details

| PART A1: PROJECT TYPE  |  |  |                               |                              |  |
|--|--|--|-------------------------------|------------------------------|--|
| Thematic Area  | <input checked="" type="checkbox"/> Used Oil Management<br><input type="checkbox"/> Marine debris Management |  |                               |                              |  |
|  | PART A2: Country WHERE PROJECT PROPOSED TO BE IMPLEMENTED  |  |                               |                              |  |
| <input type="checkbox"/> Fiji<br><input type="checkbox"/> Samoa<br><input checked="" type="checkbox"/> Solomon Islands<br><input type="checkbox"/> Tonga<br><input type="checkbox"/> Vanuatu |  |  |                               |                              |  |
| PART A3: APPLICANT DETAILS   |  |  |                               |                              |  |
| Contact Details for Lead Organisation  | Title  | <input type="checkbox"/> Dr  | <input type="checkbox"/> Mr   | <input type="checkbox"/> Mrs | <input checked="" type="checkbox"/> Ms |
|  | First Name   | Wendy  |                               | Surname                      | Beti                                   |
|  | Job Title  | Senior Environment Officer   |                               |                              |  |
|  | Organisation   | Ministry of Environment Climate Change Disaster Management & Meteorology |                               |                              |  |
|  | Department   | Environment & Conservation Division                                      |                               |                              |  |
|  | Work Address   | Address  | Level 1, City Centre Building |                              |  |
|  |  |  | Point Cruz                    |                              |  |
|  |  | City   | Honiara                       |                              |  |
|  |  | Postcode   | P.O.Box 21                    |                              |  |
|  | Telephone  | 26036  |                               |                              |  |
|  | Mobile   | 7552607  |                               |                              |  |
|  | Fax  | 28054  |                               |                              |  |
| Email  | <a href="mailto:WBeti@meccdm.gov.sb">WBeti@meccdm.gov.sb</a>   |  |                               |                              |  |



## PILOT PROJECT CONCEPT DETAILS

### PART B: Pilot project Proposal

| PART B1: PILOT PROJECT PROPOSAL |   |                  |                 |               |
|---------------------------------|---|------------------|-----------------|---------------|
| <b>Project Title</b>            | <b>Honiara Used Oil Management Pilot Project</b>  |                  |                 |               |
| <b>Project Summary</b>          | <p>Solomon Islands imports a large amount of crude oil each year. Statistics shows that of all the imported materials into Solomon Islands, approximately 78% of the total are oil and 3.5% vehicles<sup>1</sup>. An annual average volume of 1,606,974 litres of lubricating oil was imported in 2014 alone according to a baseline SPREP report<sup>2</sup>. The PRIF report also indicated that although used motor and cooking oils are also major items exported from the country there is a potential recovery of this recyclable material of an estimated volume of 1,055 metric tonnes for recycling each year.</p> <p>Despite this, there are still visual indications of used oil pollution issues which have not been given focussed attention in the past. Based on the national used oil audit completed through SPREP during the implementation of the AFD Regional Solid Waste Management Initiative, Solomon Islands theoretically generated about 803,500 litres/year of used oil and assumed 50% can be recovered including domestic energy recovery (through burning)<sup>3</sup>. This data however, needs to be updated and validated. Including an inventory of sources in Honiara. This Honiara Used Oil Management Pilot Project is designed to provide an updated baseline for used oil management in the city. Knowledge of the baseline used oil data will allow suitable management recovery, storage, treatment, and proper disposal or export to a recycling facility overseas.</p> <p>The main objectives are to build institutional capacity on used oil management including data collection for more informed decision-making, establish a storage facility with relevant equipment, and undertake promotional campaigns to raise awareness on this issue. The project will involve targeted used oil stakeholders. The project will be implemented through the Environment and Conservation Division within the Government of Solomon Islands. The Project Office will also monitor and record progress.</p> |                  |                 |               |
| <b>Funding Request</b>          | Funding Requested   | \$199,976.00 USD |                 |               |
| <b>Project Timeline</b>         | Commencement date   | August 2022      | Completion Date | November 2023 |
| PART B2: PROJECT CRITERIA       |   |                  |                 |               |

<sup>1</sup> Solomon Islands: Country Profile, PRIF, 2018.

<https://www.theprif.org/sites/default/files/documents/solomon-islands.pdf>

<sup>2</sup> Contemporary Used Oil Audits, SPREP & Golder Associates, 2014.

<https://library.sprep.org/content/contemporary-used-oil-audits-solomon-islands>

<sup>3</sup> SPREP, 2016. Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025).

<https://www.sprep.org/attachments/Publications/WMPC/cleaner-pacific-strategy-2025.pdf>



|  |   |
|--|---|
| <p><b>Please describe the core issue to be resolved by the proposed project.</b></p> | <p>Used oil is generated by major companies in the country which includes Solomon Islands Ports Authority, Solomon Power, Guadalcanal Plains Palm Oil Limited, Logging Companies, Mining Companies, auto repairs &amp; maintenance businesses and gas service stations. The three major suppliers and/or fuel importers into the country includes the Markwarth Oil Limited, South Pacific Oil Limited &amp; Gafung SI Limited.</p> <p>Used/waste oil is believed to be a growing environmental challenge in the Solomon Islands. Since the country depends highly on diesel power generation, one of the largest volumes of waste materials to be recovered and exported is waste oil. The volume of used oil in the country is not regularly monitored and as such the scope and scale of the impact it has on the environment and human health has never been determined. Moreso, the absence of reliable data limits the capacity to manage this waste stream. Thus, the core issues identified to be resolved by the project includes:</p> <p>(i) Data &amp; information</p> <p>There is inadequate data available on the generated waste oil and sources in Honiara. This limits the ability of the government to initiate necessary management actions to tackle the issue.</p> <p>(ii) Institutional arrangements</p> <p>In the absence of a coordinated system, there is no accountability and responsibility to properly manage used oil. No guidelines are in place and as such waste oil generators either sell it or give it for free to potential users who are willing to reuse it to control termites on timber, as line marker in sports fields, and lubrication of chainsaws, among others. This may lead to potential exposure to leakage to the environment if improperly handled.</p> <p>(iii) Infrastructure</p> <p>The lack of collection, storage, treatment, and proper disposal system leaves generators with very little option but to burn the oil for household lighting, use as pest control in homes, marking in sports field, or largely dispose illegally which ends up as pollutant to the environment.</p> <p>There is a potential for used oil recovery and reuse in the country as evident in what Solomon Power Station is currently doing, i.e., salvaging used engine oil and using as chainsaw oil or selling as vehicle oil in the local market. It is, however, unclear whether this emits toxic substances. The PRIF report<sup>4</sup> forecasted that 1,055 metric tonnes of used motor/cooking oil can be potentially recovered. This can be validated in the pilot project.</p> <p>(iv) Legacy Waste (old stockpiles)</p> <p>With no effective system in place, companies generating waste oil have no option of disposal resulting in a lot of stockpiles of used oil in the country. Legacy used oil accumulates in the backyards of some major companies with the potential to leak from the containers becoming an environmental and health hazard. Most of the waste stockpiles are located in Honiara. Some examples of sites with used oil stockpiles include South Pacific Oil compound, Solomon Power Lungga Station, Lindsay Teobasi residential area, GPPOL Tetera station and NFD base in Noro.</p> |
|--|---|



|  |  |
|--|--|
|  | <p>(v) Legal Framework</p> <p>While powers in ancillary legislation, such as the Petroleum Act 1939 (relating to the carriage and storage of petroleum), may also cover waste oil, there is no specific legislation nor regulation to control waste oil pollution.<sup>5</sup> The current Environment Act 1998, which covers waste oil as a nuisance and pollutant, is not sufficient to address the growing used oil issue in Solomon Islands. In addition, the general statement of protection of the environment, including prevention of pollution, in the most relevant legislations on waste oil, the Petroleum Act 1987 lacks regulation which resulted in the lack of management system in place.</p> <p>The Ports Act of 1990, while authorising the Solomon Islands Port Authority (SIPA) for ongoing management of pollutants from ports, its coverage is limited to the port area. As such, the development of a clearly targeted regulation for recovery of waste oil and/or its treatment or final disposal has been identified in the recommended legislative reforms in Solomon Islands.</p> <p>(vi) Training &amp; Awareness</p> <p>Limited knowledge and skills on used oil management often resulted in improper usage and disposal of the waste oil by the waste oil generators and users, thus likely to pollute the environment.</p>  |
| <p><b>Please describe how this project will effectively address the core issue identified above.</b></p> | <p>The Honiara Used Oil Management Pilot Project is designed to improve the handling, collection, transportation, storage, and final disposal of used oil in Honiara as the pilot site. Through the provision of suitable facility and equipment to efficiently manage used oil, a proper system can be established. The baseline survey of the current used oil stockpiles will enable confirmation of required infrastructure to allow the used oil management system to be effective. Moreover, the data to be collected will enable more informed decision making.</p> <p>The project is also aimed at enhancing the knowledge of waste practitioners, waste generators and generally the people of Solomon Islands on the potential health and environmental risks of unmanaged used oil and the merits of its proper management. The provision of relevant training will also sustain whatever used oil management interventions are introduced in the waste and industry sectors.</p> <p>Overall, it is expected that this project will enable authorities and stakeholders to contribute in minimising the impacts of improper used oil management. The aspirations and the outcomes of the project will also feed into the development of the used oil management plan to provide longer-term solution to the pollution issues resulting from used oil as well as compliance to the ratified International Convention on Civil Liability for Oil Pollution Damage 1969 which was renewed in 1992.</p> |

<sup>4</sup> Solomon Islands: Country Profile, PRIF, 2018.

<https://www.theprif.org/sites/default/files/documents/solomon-islands.pdf>

<sup>5</sup> SPREP, 2020. Assessment of Legislative Frameworks Governing Waste Management in the Solomon Islands

<https://library.sprep.org/sites/default/files/2021-03/waste-legislation-Solomon-Islands.pdf>



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|---|--|
| <p><b>Please describe how this project is relevant to the SWAP.</b></p> | <p>The Honiara Used Oil Management Pilot Project addresses the desire of SWAP to assist Solomon Islands in addressing used oil management issues which is a specific waste stream funded by its donor, the Agence Française de Développement (AFD).</p> <p>This project as proposed will definitely strengthen national, provincial, and private sector capacity in terms of institutional governance and financial mechanism targeting used oil management. This pilot project will also enhance the national and local capacity to collaborate and work with other partner stakeholders in the development and implementation of a national used oil management plan that will encourage proper management of used oil, i.e., waste separation, storage, collection, transportation, recovery, and proper final disposal in the entire country. The pilot project can represent a good practice in waste management which is aimed by the SWAP Project and can share outcomes, challenges, and lessons to the region and internationally through the Community of Practice.</p> <p>Through this pilot project, suitable equipment and infrastructure that supports the long-term management of used oil will be provided. For example, the pilot project will support Design &amp; Technology as a site for the construction of a storage facility for waste oil and the other site will be at the Environment &amp; Conservation Division’s property in Honiara. The project will ensure that it mainstreams gender equality values and principles in all the project activities.</p> |
| <p><b>Please list the project objective(s)</b></p>                      | <p>The overall goal of the project is to enhance the knowledge and capacity of Solomon Islands on used oil management. The specific objectives are:</p> <ol style="list-style-type: none"> <li>i. Identify the scope and scale of used oil in the country through an audit and inventory, including existing stockpiles.</li> <li>ii. To enable a system where used oil can be properly collected, stored and managed through the provision of facility and equipment.</li> <li>iii. To pilot the collection of used oil and operation of the storage facility.</li> <li>iv. To build the capacity of staff of MECDM, HCC, SPO, SPA, etc., through designed training on used oil management practices, in conjunction with the training component of the SWAP Project.</li> <li>v. To establish a partnership and proper system for the continuation of the used oil management initiative beyond the pilot project duration.</li> <li>vi. To have an understanding of the costs and nature of tasks involved with the management of used oil for future planning of sustainable financing mechanisms.</li> <li>vii. To undertake and communicate awareness on used oil management to targeted stakeholders.</li> <li>viii. To share the knowledge and good practices related to used oil management based on the lessons learnt from this pilot project.</li> </ol>   |



| Please list the expected project outcomes in each specific category | Environmental outcomes | <p>The pilot project is expected to:</p> <ol style="list-style-type: none"> <li>a. Minimise the leakage potential of used oil on land and marine environment likely creating an unhealthy marine and land ecosystem.</li> <li>b. Prevent burning of used oil which may cause air pollution through introduction of good management options.</li> <li>c. Avoid aesthetic nuisance of improperly stored and leaking used oil in rusty drums.</li> </ol> <p>The pilot project is also expected to contribute outcomes in the targeted SDGs 6, 11,12 and 14. These include, but not limited to:</p> <p>6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.</p> <p>11.6: By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management</p> <p>12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment</p> <p>12.5: By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse</p> <p>14.1: By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.</p> |
|---|------------------------|---|
|---|------------------------|---|



|  |                |   |
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|  | GEDSI outcomes | <p>Women and other vulnerable groups will be invited to participate in the project activities. This will provide them the sense of social inclusion in waste management which has not been fully explored in the Pacific.</p> <p>The pilot project is expected to contribute towards the harmonization of waste, gender and social inclusion. It will ensure that the activities will be responsive to GEDSI with the following outcomes based on the SWAP GEDSI strategy and action plan as expected:</p> <ol style="list-style-type: none"> <li>a. Increased understanding of waste management issues as they affect diverse groups</li> <li>b. Strengthened leadership capacity of women, disabled people, youth, and LGBTQI+ individuals</li> <li>c. Strengthened gender, disability, and youth inclusion networks</li> <li>d. Increased meaningful participation of women, disabled people, youth, LBGTQI+ individuals</li> <li>e. Strengthened monitoring and reporting on women and social inclusion groups in leadership positions within the project and in the delivery of SWAP objectives</li> <li>f. Increased access to and control of training for women, youth, people living with disability and LGBTQI groups</li> <li>g. Strengthened support for GEDSI across the project management</li> </ol> <p>With regards to the gender equality dimensions<sup>6</sup>, the pilot project is expected to address the Voice and Rights, and Gender Capacity Building dimensions through encouraging women, youth and vulnerable sectors to participate in the program and build their capacity on data collection and advocacy activities.</p> |
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<sup>6</sup> ADB, 2013. Tool kit on gender equality results and indicators. <https://www.oecd.org/dac/gender-development/tool-kit-gender-equality-results-indicators.pdf>



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|  | <p>Waste management outcomes</p> | <p>The pilot project is expected to address the mounting problem of used oil stockpiles in Solomon Islands. It will contribute to the reduction of mismanaged wastes in the overall waste material flow and achieve a higher percentage of used oil treated or disposed properly.</p> <p>It will likely address the three goals of the Cleaner Pacific 2025 (Pacific Regional Waste and Pollution Control Strategy), i.e., Goal 2: recover resources from waste and pollutants, Goal 3: improve management of residuals, and Goal 3: improve monitoring and reporting for the environment and waste, chemicals and pollutant management activities.<sup>7</sup> Specifically, quantity of used oil stockpiles (in litre) is used as a performance indicator to achieve the strategic goal #3.</p> <p>Data from this pilot project can contribute to measuring progress of waste management as specified in the Cleaner Pacific 2025 through establishment of collection, treatment, recycling, and disposal systems for used oil (Activity 3.11 of the CP 2025 Implementation Plan 2021 – 2025), of which Solomon Islands is indicated as a priority PIC.</p>                       |
|  | <p>Knowledge sharing</p>         | <p>The pilot project involves awareness raising of stakeholders based on the information gathered during its implementation. This information will be shared through consultative meetings/workshops, briefing for senior government officials, IEC materials dissemination and the various platforms such as ECD Facebook social page, MECDM website, newspaper, radio awareness programs, Environment Events such as World Environment Days, etc.</p> <p>Such project outcomes will also be shared externally through the project reports with collected data analysed and information generated to be published at the INFORM country data portal as well as the SPREP virtual library. The project can also be showcased in the Community of Practice events organised by SWAP and other regional and international events, where relevant.</p> <p>In order to ensure success of the project, effective communication and transparency among project partners and stakeholders will be maintained. During monitoring, project documentation will be undertaken to allow reliable data and information including lessons and challenges be shared internally and externally.</p> |

<sup>7</sup> SPREP, 2020. Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025). Implementation Plan 2021 – 2025, to be published.

[https://www.sprep.org/sites/default/files/ExecBoardMeeting/2020/EngV2/WP%2011.3.2%20Att.1%20-%20Output%203b\\_Final%20Draft\\_CP2025\\_Implementation%20Plan%202021-2025\\_.pdf](https://www.sprep.org/sites/default/files/ExecBoardMeeting/2020/EngV2/WP%2011.3.2%20Att.1%20-%20Output%203b_Final%20Draft_CP2025_Implementation%20Plan%202021-2025_.pdf)



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| <p><b>Please describe the project methodology</b></p> <p>How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?</p> | <p>A Project Office will be set up within the Environment and Conservation Division within the Ministry of Environment Climate Change Disaster Management &amp; Meteorology with the Senior Environment Officer providing oversight and coordination of the implementation of the pilot project. The implementation will be undertaken in close collaboration with major project partners which includes the South Pacific Oil Limited, Guadalcanal Plains Palm Oil Limited, Solomon Power and Solomon Islands Recycling and Waste Management Association.</p> <p>This project proposal was presented to the stakeholders through a consultation workshop prior to finalisation. This will allow wider stakeholder ownership of the project and ensure collaboration among the project partners is strengthened. This will also enhance the smooth implementation of the project.</p> <p>The Project Office will also maintain good liaison with the SWAP Project Management Unit so that projects risks can easily be anticipated and mitigated and procurement issues addressed smoothly.</p> <p>During the Inception Phase, once the project has been awarded, the Project Team including the Solomon Islands partners and SWAP will meet to have a full understanding and clarity of expectations on the project based on the Terms of Reference. The Inception meeting will be fully documented and a report produced to guide the implementation of the project with milestones set.</p> <p>During the Implementation Phase, the project activities will be staged in such a way as the set milestones will be achieved. A project plan based on milestones will be developed with action tracker to ensure that activity timelines and expenditure are regularly checked. This project plan will be used to assess progress and ensure that milestones are achieved. The general planned activities are described below but more detailed project activities will be included in the project plan. The project plan will also show responsibilities among the project partners.</p> <p>To ensure the effective delivery of the project objectives and outcomes, the Project Office will ensure that there will be a regular project stakeholders’ meeting to be held once every month during the initial stages and every quarter, if the project has been fully established, throughout the project timeframe. The SWAP Project Office will also be invited to the meetings, when necessary.</p> <p>The Project Office will also develop a Communication and Reporting Plan aligned with a Monitoring Plan. These plans will be subjected for review by both the national focal point and the SWAP Project Office. Through the Project Monitoring Plan, monitoring will be undertaken on a monthly basis to check on the project’s progress with a report on the current project status to be submitted to the SWAP Project Office and country focal point using an approved standard monitoring sheet and reporting template to be developed for the said purpose.</p> <p>Once all the project activities are completed, an End-of-Project report will be submitted with the report outline to be patterned after a SWAP template. This will cover both the technical and financial reports. The technical report will include project results, outcomes and impacts including challenges and lessons learned during its implementation as well as recommendations for the pilot project to be sustained and extended in scope, i.e., geographical, scale of</p> |
|--|---|



operation, etc. A Sustainability Plan will also be submitted based on the project outcomes and the roadmap in the National Used Oil Management Plan.



| Provide the general planned activities<br><br>What are the project milestones and planned activities, and the timeline for implementation of these activities/milestones? | Activities                      |   | Milestone and Outputs   | Indicative Timeline  |
|---|---------------------------------|---|---|--|
|   | <b>Phase I: Inception Phase</b> |   |   |  |
|   | 1                               | Kick-off/Inception Meeting  | Meeting report  | By 2 <sup>nd</sup> week after project award  |
|   | 2                               | Establishment of the Project Management Team and supporting arrangements  | Project organisational structure  | By 2 <sup>nd</sup> week after project award  |
|   | 3                               | Preparation of detailed project plan  | Project plan with activities, responsibilities, milestones, duration/deadline and status approved by MECDM and SWAP | By 3 <sup>rd</sup> week after project award  |
|   | 4                               | Preparation of Communication Plan   | Project Communication Plan  | Within the month after project award   |
|   | 5                               | Preparation of Monitoring Plan including reporting frequencies  | Project Monitoring Plan   | Within the month after project award   |
|   | 6                               | Seek necessary permits for building and operation of the used oil storage facilities, including Social and Environmental Impact Assessment (SEIA) and stakeholder consultations | License to Build and Operate  | Three months after project award   |
|   | 7                               | Tender the construction of the storage facility and procurement of necessary equipment for collection and storage.  | Awarded contract  | Two months after launch of the tender  |
|   | 8                               | Explore overseas market for exporting used oil  | Agreement with overseas importers and recyclers of used oil   | Within two months after project award  |
| <b>Phase II: Implementation Phase</b>   |                                 |   |   |  |
|   | 9                               | Undertake a project baseline survey (used oil waste audit) to determine actual project requirements.  | Used oil waste audit report   | Within three months after project award  |
|   | 10                              | Conduct an in-country practical Used Oil Management training for local project staff from the public sector, private sector and other relevant stakeholders.                    | Certified trainees  | Timing to be based on attendance of potential trainers to the SWAP Training Programme on Used Oil Management |
|   | 11                              | Construction of the Used Oil Storage Facility   | Suitable Storage Facility building  | Within six months after the License to build and operate is issued   |
|   | 12                              | Procure a fully equipped used oil collection vehicle, IBCs, empty containers, PPE, spill kits and other equipment for running the Storage Facility                              | Fully equipped Used Oil Management Facility and system  | Within six months after the License to build and operate is issued   |
|   | 13                              | Storage Facility inauguration (also an awareness campaign)  | Event report  | After the Storage Facility has been fully equipped   |



|  |                                   |   |  |  |
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|  | 14                                | Pilot the used oil collection in identified areas in the plan   | Properly collected and stored used oil                                     | As soon as the Storage Facility has been launched                              |
|  | 15                                | Undertake awareness activities using promotional materials such as leaflets, billboard signs, etc. and radio, social media advertisements | Promotional material and events held                                       | Ongoing on a regular basis during the project implementation                   |
|  | 16                                | Implement the Communication Plan  | Project communication enhanced   | Ongoing as required  |
|  | 17                                | Implement the Monitoring and Reporting Plan   | Data and information gathered; periodical project status reports submitted | Quarterly (over a period of at least 9 months) or more frequently as required  |
|  | <b>Phase III: Project Closure</b> |   |  |  |
|  | 18                                | Draft and submit Project Completion Report  | Project Completion Report submitted  | After all activities have been completed (tentatively 15-month project period) |
|  | 19                                | Draft and submit a Sustainability Plan  | Sustainability Plan submitted  | One month after submission of Project Completion Report                        |
|  | 20                                | Conduct project evaluation  | Project evaluation report (to be conducted by SWAP)                        | Depends on SWAP timeline   |



| <p><b>Risk Identification and Mitigation</b></p> <p>What are the risks that face the delivery of this project? How will these risks be managed and mitigated?</p> | The following matrix will provide guidance in avoiding and mitigating risks. |  |  |   |   |
|---|--|--|--|---|---|
|   | Category of Risk   | Description  | Potential Impact   | Likelihood                                  | Risk response   |
|   | <b>Operational</b>   | Partnerships become ineffective such that the desired outcome will not be achieved   | This could lead to duplicative or counterproductive work   | Low   | Constant communication and meetings among the collaborators who have existing institutional MOUs and working relationships, i.e., MECDM, Project partners and SWAP  |
|   | <b>Operational</b>   | If key staff leave the project   | Critical knowledge may be lost which might affect schedule and quality                                       | Medium                                      | Store files in a shared network drive, e.g., Dropbox and at SPREP PMIS (Project Management Information System), keep a thorough work plan and records on status and project operations, and have a handover agreement in place.                           |
|   | <b>Operational</b>   | Trained project partners lose interest   | Waste management capacity will not be sustained  | Medium                                      | Mitigate: Encourage cross-training for stakeholders, create lasting resources that can be used to train new groups, establish community of practice so newly trained community members can draw on expertise outside their organization                   |
|   | <b>Operational</b>   | If key project participants can't attend the program activities, e.g., training and advocacy programme   | Capacity will be developed unevenly across the sector.   | Medium                                      | To Avoid: Plan workshops and events at least two months in advance, Prepare timeless training materials<br>If it occurs: Consider make-up sessions; Negotiate for more available time   |
|   | <b>Operational Financial</b>   | If the training or advocacy program design is ineffective or participants do not retain the information and training are not translated into action at the operational level | Country staff will lack the ability to resolve priority waste issues and project hasn't achieved its outcome | Medium                                      | To Avoid: Gain political commitment by way of endorsed policies. Improve communication of program results and visibility. Provide timeless resources and guidebooks, set up long-term sustainability plan<br>If it occurs: Make an action plan to address |
| <b>Safety and Security</b>  | Disasters including  | Processes for collection,  | High   | To Avoid: Use lessons learned from past in- |   |



|  |                  |   |   |     |  |
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|  |                  | natural calamities, accidental spillage, pandemic severely impacts waste services | processing, and disposal may be negatively impacted |     | country projects; Maintain strict SOPs on OH&S and spillage prevention including regular spill response drills during implementation and develop business continuity plan<br>If it occurs: Collect feedback and address gaps through existing institutional mechanisms, e.g., exemption from lockdown, further support from other agencies |
|  | <b>Financial</b> | Funding support is delayed  | Project deliverables will not be achieved on time.  | Low | Continuous liaison with the SWAP Project Team and timely submission of requirements.   |



**Project Monitoring and reporting**

Please describe what parameters are proposed to be monitored, and provide details of how this will be managed, and when reports would be provided. How will you prove success?

The following monitoring framework will be used as reference in developing a more detailed monitoring plan:

| INDICATOR | DEFINITION<br>How is it calculated?  | BASELINE<br>What is the current value?  | TARGET<br>What is the target value?  | DATA SOURCE<br>How will it be measured?                      | FREQUENCY<br>How often will it be measured?   | RESPONSIBLE<br>Who will measure it?                                     | REPORTING<br>Where will it be reported? |                                  |
|-----------|--|---|--|--|---|---|---|----------------------------------|
| Goal      | Established system of used oil management                                      | Ongoing operation of used oil management system even beyond project duration                      | No system in place   | Sustained for another 5 years or more                        | MECDM reports   | Annual  | MECDM                                   | Cabinet and SPREP                |
| Outcome 1 | Reduced spillage of oil on the ground in collection and drop off/storage areas | Quantity of used oil spill during collection and storage  | To be determined from the used oil waste audit during the start of the project | About 60% reduction during the project                       | End-of Project report – Quantity of used oil spillage before and after the project duration   | Once during the project period, i.e., consolidation of all project data | Project Team                            | MECDM, Project partners and SWAP |
| Outcome 2 | Reduced stockpiles of used oil   | Quantity of stockpiles from all identified sources will be measured                               | To be determined from the used oil waste audit during the start of the project | About 20% reduction during the project                       | End-of Project report – Quantity of used oil stockpiles before and after the project duration | Once during the project period, i.e., consolidation of all project data | Project Team                            | MECDM, Project partners and SWAP |
| Output 1  | Collected and stored used oil  | Quantity of used oil collected and stored from identified sources                                 | To be determined from the used oil waste audit                                 | Progressive reduction on used oil stockpile                  | Project monthly reports- Quantity of used oil collected and stored over a period              | Monthly   | Project team                            | MECDM, Project partners and SWAP |
| Output 2  | Well managed used oil facility and equipment                                   | Visual observation of the facility and equipment  | Newly built facility and procured equipment                                    | Facility and equipment are serving its purpose well          | Project monthly reports – status of facility and equipment                                    | Quarterly   | Project team                            | MECDM, Project partners and SWAP |
| Output 3  | Enhanced capacity on used oil management                                       | Qualitative assessment of knowledge uptake based on practical tasks                               | Limited knowledge on proper used oil management system                         | Trainees to be able to mentor or act as trainers             | Project monthly reports – observation of capacity to handle used oil                          | Quarterly   | Project team                            | MECDM, Project partners and SWAP |
| Output 4  | Increased awareness on proper used oil management                              | Number of stakeholders getting involved in the project activities                                 | Limited awareness on proper used oil management system                         | Increasing trend of project stakeholders                     | Project monthly reports – number of stakeholders bringing or offering used oil for collection | Quarterly   | Project team                            | MECDM, Project partners and SWAP |
| Output 5  | Achieved GEDSI principles  | Number of women and other vulnerable people involved in the project (training and implementation) | Nil  | About 50% women or vulnerable groups involved in the project | Project monthly reports – attendance in the activities  | Quarterly   | Project team                            | MECDM, Project partners and SWAP |

Specific parameters and data to be collected and measured include:

- a. Sources of used oil in Honiara (baseline survey)
- b. Quantity of stockpiles of used oil in Honiara from various sources (baseline survey)
- c. Existing material flow prior to the project (baseline survey)
- d. Quantity of used oil potentially mismanaged (baseline survey) – based on import and export data
- e. Estimated quantity of used oil reused locally for different purposes.
- f. Quantity of used oil collected and stored
- g. Condition of the facility and equipment
- h. Operation of the system (visual observation)



|  |  |
|--|--|
|  | <p>Other information to be gathered and reported include:</p> <ol style="list-style-type: none"> <li>a. Inventory of new and existing facility and equipment specifically for used oil management (both government and privately owned)</li> <li>b. Number of established partnerships</li> <li>c. Number of workshops and other events conducted</li> </ol> <p>As mentioned earlier, there will be a specific monitoring plan to be established with specific monitoring sheets and reporting templates. The monitoring will be on a monthly basis. This will involve collation of the data collected by the ECD staff of the daily volume of used oil collected and stored at the storage facility and record whether the standard operating procedures are adhered to. Photographs of monitoring site visits and a database spreadsheet of daily volume of used oil collected will be updated after each visit.</p> <p>A quarterly report of the monitoring site visits will be compiled on the project's progress of activities, challenges and lessons learnt of good practices.</p>  |
| <p><b>Please list the expected project outputs</b></p> | <p>The expected project outputs would include the following:</p> <ol style="list-style-type: none"> <li>a. Inception Meeting Report with the Project Plan, Communication Plan, and Monitoring and Reporting Plan.</li> <li>b. Results of used oil waste survey</li> <li>c. Photographs and documentation of progress of building the Storage facility</li> <li>d. Photographs of procured equipment for used oil management</li> <li>e. Progress reports on             <ul style="list-style-type: none"> <li>- the quantity of used oil collected and stored based on monitoring and reporting plan</li> <li>- the condition of the facility and equipment</li> <li>- observation on enhanced capacity of project staff and other stakeholders</li> <li>- number of stakeholders getting involved in the project</li> <li>- Condition of facility and equipment</li> <li>- issues faced and potential risks</li> </ul> </li> <li>f. Promotional materials</li> <li>g. Documentation of events related to the project, e.g., workshop reports, event footages, etc.</li> <li>h. End-of Project Report with all the data and information generated from the project including partnerships established</li> <li>i. Sustainability Plan based on the National Used Oil Management Plan</li> </ol> |



PART C: PILOTE PROJECT BUDGET

| Please provide basic details of the project budget (local currency) |   |          |                            |                             |                       |
|---|---|----------|----------------------------|-----------------------------|-----------------------|
| Items (to be adapted to the project)                                | Description/Details   | Quantity | Unit Cost (Local currency) | Actual cost Local currency) | Equivalent Cost (USD) |
| <b>Material</b>   | <b>Promotional materials</b>  |          |                            |                             |                       |
|   | Design of promotional material  | 1        | 13,000                     | 13,000                      | 1,560.00              |
|   | Printing of promotional materials (caps, eco-bags)  | 200      | 200                        | 40,000                      | 4,800.00              |
|   | Brochures/posters – bulk printing   | 1        | 21,000                     | 21,000                      | 2,520.00              |
|   | Billboards (1 pc X 2 sites)   | 2        | 6,000                      | 12,000                      | 1,440.00              |
|   | Radio program: production and diffusion (1 pc) for 12 months                              | 1        | 9,000                      | 9,000                       | 1,080.00              |
|   | Video footages (1 pc)   | 1        | 10,000                     | 10,000                      | 1,200.00              |
|   | Pull-up Banners (2 pc)  | 2        | 4,000                      | 8,000                       | 960.00                |
|   | <b>Used Oil Collection &amp; Storage, Cleanup Materials</b>                               |          |                            |                             |                       |
|   | IBC Containers ( 1000L)   | 100      | 2,500                      | 250,000                     | 30,000.00             |
|   | Empty Plastic Barrel (200L)   | 50       | 500                        | 25,000                      | 3,000.00              |
|   | Flat deck truck (2ton)  | 1        | 325,000                    | 325,000                     | 39,000.00             |
|   | Hire of folklift for lifting the filled IBCs & containers at the storage (1pc) x 6 months | 6        | 3,000                      | 18,000                      | 2,160.00              |
|   | Fuel for Flat deck truck for used oil collectionx12 months                                | 12       | 500                        | 6,000                       | 720.00                |
|   | Gloves (12 pairs X 2 storage sites) - reusable  | 24       | 50                         | 1,200                       | 150.00                |
|   | Masks (12 pcs X 2 storage sites) - reusable   | 24       | 50                         | 1,200                       | 150.00                |
|   | Spill kits ( waste bags, absorbent pillows, socks, floor sweep, PPE overalls) x 2 sites   | 2        | 14,000                     | 28,000                      | 3,360.00              |
|   | Safety glasses (5pcs X 2 sites)   | 10       | 50                         | 500                         | 60.00                 |
|   | Fire Extinguishers (1 pc) x 2 sites   | 2        | 3,000                      | 6,000                       | 720.00                |



|                            |  |              |         |                     |                   |
|----------------------------|--|--------------|---------|---------------------|-------------------|
|                            | Clear Plastic Shrink wrap ( 2pcs x 2 sites)  | 4            | 400     | 1,600               | 190.00            |
|                            | Black plastic shrink wrap (2pcs x 2 sites)   | 4            | 400     | 1,600               | 190.00            |
|                            | Garbage bins ( 2 sets of 2)  | 2            | 700     | 1,400               | 170.00            |
|                            | Empty containers (20ft) x 2 sets   | 2            | 25,000  | 50,000              | 6,000.00          |
|                            | Disposable facemasks (10 boxes x2 sites)   | 20           | 700     | 14,000              | 1,680.00          |
|                            | Disposable handgloves (10 boxes x 2 sites)   | 20           | 250     | 5,000               | 600.00            |
|                            | <b>Construction of Storage facility</b>  |              |         |                     |                   |
|                            | Construction of storage facility (Design & Tech compound)                          | 1            | 275,000 | 275,000             | 33,000.00         |
|                            | Construction of storage facility (ECD Compound)                                    | 1            | 275,000 | 275,000             | 33,000.00         |
| <b>Communication</b>       | Internet cards (4 cards x 3 staff x 12months)                                      | 12           | 20      | 2,880               | 350.00            |
|                            | Tablet (2 pcs)   | 2            | 3,000   | 6,000               | 720.00            |
|                            | Laptop   | 1            | 7,000   | 7,000               | 840.00            |
|                            | Printing & Photocopying (4 color printers x 2 sets)                                | 8            | 2,000   | 16,000              | 1,920.00          |
| <b>Administrative</b>      | Logistics for meetings (2 meetings) - refreshments, venue hire (30 participants)   | 2            | 22,000  | 44,000              | 5,280.00          |
|                            | Logistics for trainings (2 trainings) - refreshments, venue hire (20 participants) | 2            | 22,000  | 44,000              | 5,280.00          |
|                            | Coordinator allowance (12 months )   | 12           | 5,000   | 60,000              | 7,200.00          |
|                            | Transport allowance for coordinator (5 days x 4 weeks x 12 months)                 | 48           | 100     | 4,800               | 580.00            |
|                            | Volunteer allowance for data collection & monitoring 6 months (3 volunteers)       | 18           | 200     | 3,600               | 430.00            |
|                            | Other Stationery - bulk  | 1            | 500     | 500                 | 60.00             |
| <b>Contingency</b>         | 5% of total cost   |              |         | 79,300.00           | 9,600.00          |
| <b>TOTAL COST</b>          |  |              |         | <b>1,665,580.00</b> | <b>199,976.00</b> |
| Exchange rate (SBD to USD) |  | <b>0.120</b> |         |                     |                   |

