

Annex II: 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 Department of Environmental in the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC), through a formal procurement process that follows the approved SPREP Procurement Policy.
4. **Pilot Projects** will be implemented by the Department of Environmental in the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC), 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 MEIDECC, 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 MEIDECC 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 MEIDECC at the end of the pilot project. A transfer agreement will be signed between SPREP and MEIDECC 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.

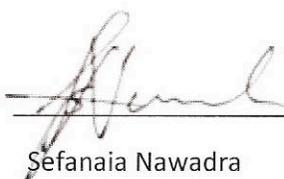
15. Project Focal Points

1. Ms. Julie Pillet of SPREP and Ms. Mafile'o Masi of the Department of Environmental of the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC) 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.

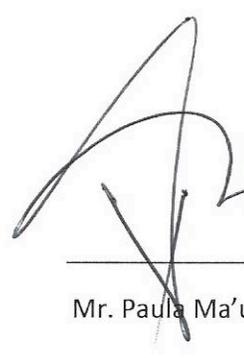


Sefanaia Nawadra

Director General

**Secretariat of the Pacific Regional
Environment Programme (SPREP)**

Date: 14/12/2022

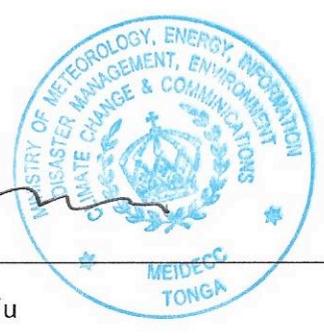


Mr. Paula Ma'u

Chief Executive Officer

**Ministry of Meteorology, Energy, Information,
Disaster Management, Environment, Climate
Change and Communications (MEIDECC)**

Date: 17.01.23



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 Kingdom of Tonga 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:**
 - Development and implementation of a pilot project.
- **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 Solomon Islands Tonga Vanuatu	Procurement Process
	Used Oil Management Pilot Project	USD 190,000 +/- 1%	Tonga	Consultancy Agreement
Disaster Waste Management	Landfill rehabilitation and climate proofing Pilot Project	USD 100,000 +/- 1%	Tonga	Consultancy Agreement
Marine Litter Management	Marine Litter Management Pilot Project	USD 35,000 +/-1%	Tonga	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 Kingdom of Tonga 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 Kingdom of Tonga 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 MEIDECC;
 - Provide technical assistance; and
 - Ensure compliance with the AFD financing agreement.

- **MEIDECC 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 Kingdom of Tonga 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

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

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.

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).

-
- 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 1st 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;

-
- 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 concensus.

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

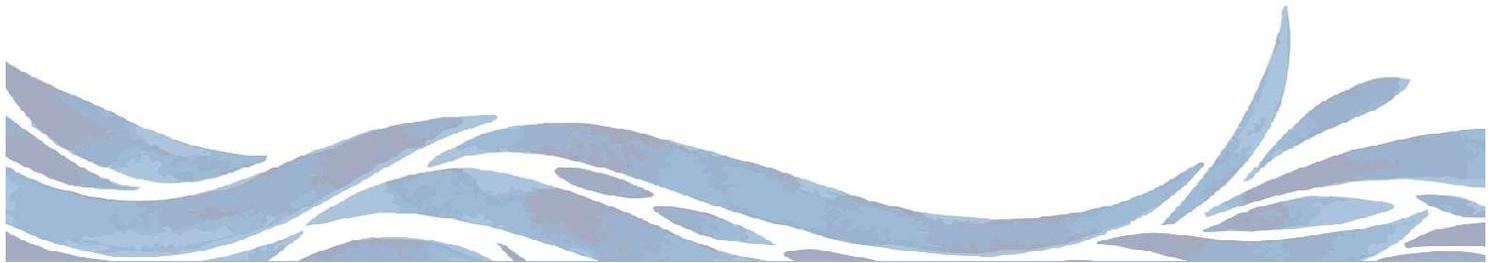
- These Terms of Reference will be reviewed on an annual basis.

Attachment 3: Marine Litter Pilot Project for the Kingdom of Tonga



COMMITTING TO
SUSTAINABLE WASTE ACTIONS IN THE PACIFIC
(SWAP)

PILOT PROJECT PROPOSAL
NUKU'ALOFA WATERFRONT CLEAN-UP CAMPAIGN
PROJECT NUMBER 2
JULY 2022
BY: MAFILE'O MASI
DEPARTMENT OF ENVIRONMENT
TONGA



PILOT PROJECT ADMINSTRATIVE DETAILS

PART A: Project Governance Details

PART A1: PROJECT TYPE						
Thematic Area	<input type="checkbox"/> Used Oil Management <input checked="" type="checkbox"/> Marine debris Management					
PART A2: Country WHERE PROJECT PROPOSED TO BE IMPLEMENTED						
<input type="checkbox"/> Fiji <input checked="" type="checkbox"/> Tonga <input type="checkbox"/> Samoa <input type="checkbox"/> Vanuatu <input 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	Mafile’o		Surname	Masi	
	Job Title	Chief Environmentalist/Head of Waste Management and Pollution Control Division				
	Organisation	Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC)				
	Department	Department of Environment (DoE)				
	Work Address	Address	Department of Environment, Fatafehi Rd			
		City	Nuku’alofa, TONGA			
		Postcode	676			
	Telephone	(+676) 7400071				
	Mobile	(+676) 7717182				
	Fax	N/A				
	Email	mafileo.masi@gmail.com				



PILOT PROJECT CONCEPT DETAILS

PART B: Pilot project Proposal

PART B1: PILOT PROJECT PROPOSAL			
Project Title	Nuku’alofa Waterfront Clean Up Campaign		
Project Summary Please provide a 150-word (maximum) summary of your project.	<p>Nuku’alofa waterfront is located along the coastline of the capital Nuku’alofa, Tongatapu. Mostly dominated by the Ports of Nuku’alofa, the King’s palace is also located on the waterfront. It is also a popular area for recreational public use with a number of offices, restaurants, night clubs and residents being added to the mix recently.</p> <p>The Nuku’alofa waterfront is the most problematic area when it comes to littering in the city. It is a problem that the Department of Environment (DoE) has to cope with for years.</p> <p>The Nuku’alofa Waterfront Clean Up Campaign Project will conduct a coastal cleanup program along the waterfront. The program will involve a series of clean-ups of the waterfront, collect information through litter audit using Litter Intelligence App, raise awareness about marine litter and a fun day outdoors to engage more stakeholders and volunteers from the local communities, youth, school children and waterfront users.</p> <p>Through the Project, public awareness and education campaign will be conducted. The aim of the campaign is to design and implement an environment awareness and education program on marine litter and how it can be effectively managed particularly in sensitive areas such as the waterfront. The ultimate aim is to promote how special the marine environment is to the general public, school children and waterfront users so they can continuously enjoy its value.</p>		
Funding Request	Funding Requested	USD\$35,280.00	
Project Timeline	Commencement date	Sept 2022	Completion Date Aug 2023
PART B2: PROJECT CRITERIA			
Please describe the core issue to be resolved by the proposed project.	<p>Every day, the tide sweeps lots of debris, mostly bottles, cans and plastic foam into shores of Nuku’alofa's waterfront. It's a problem that the Department of Environment has coped with for years. But on-going storm surges from cyclones and the recent tsunami have made the problem worse this year. Instead of washing out to the ocean, much of the trash is trapped near wharves and recreational areas.</p> <p>The Department of Environment is not just dealing with the trash, local visitors and residents have been reported seeing dead animals tangled in the mess, which is concentrated near the main wharf along Vuna road.</p> <p>While the groundkeepers pick up the litter that makes it to shore, most of the trash, which includes wood and logs, floats out of reach and in plain view of visitors and residents. Most days, bottles, cups and food containers pop on the surface of the water, suspended above an undulating carpet of sea grasses.</p> <p>From experience, most debris come from littering and boaters and it is carried to shore from other parts of the waterfront and during the summer, smells like rot which attract disease-carrying mosquitoes and rodents-a health hazard to beach goers and local residents.</p>		



	<p>With groundskeepers being dispatched on a daily basis to pick up garbage and installed public bins along the shore, it will never be enough as they can be out there picking up trash, next minute, people have dropped things after enjoying lunch/picnic at the waterfront or out of their boats and the bins gets stolen or damaged.</p> <p>It’s a challenge to keep the waterfront clean but the Department of Environment is committed to making it as clean a waterfront as possible.</p>
<p>Please describe how this project will effectively address the core issue identified above.</p>	<p>Tonga is highly dependent on its natural resources as source of livelihood, food, 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.</p> <p>Despite its many uses and environmental significance, the marine environment is faced with emerging environmental problem of marine litter. Marine litter is generated from both land-based and marine-based sources.</p> <p>According to the United Nations Environment Programme (UNEP)¹, 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.</p> <p>Through the Nuku’alofa Waterfront Clean Up Campaign, marine pollution can be reduced resulting in the restoration of the aesthetic beauty of the area thus providing a good image to the island apart from reducing the risk of diseases from water-borne mosquitoes and rodents. 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.</p> <p>The engagement of the local community in the project can also build their capacity and build up the passion to protect the waters of Tonga from marine pollution. The practical training on data collection during organized clean-ups and associated awareness campaigns will enable participants to better understand the significance of prevention of marine litter on the environment. The data collected from the project is also expected to guide the government in planning for more sustained interventions.</p> <p>The spirit of volunteerism and pride of Tonga will be encouraged through promotion of voluntary participation of the Nuku’alofa residents and civil society groups with the help from the Department of Environment, Ministry of Tourism and “NO Pelesitiki” campaign group. 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 Tonga.</p>

¹ <https://www.unep.org/cobsea/what-we-do/marine-litter-and-plastic-pollution>



<p>Please describe how this project is relevant to the SWAP.</p>	<p>The Project will focus on marine debris, which is 1 (one) of 4 (four) thematic areas that SWAP is addressing in the Pacific region including Tonga.</p> <p>The Project is also in line with SWAP Objectives:</p> <ul style="list-style-type: none"> • Strengthen the technical, financial and institutional governance capacities in the Pacific Region – through the provision of the training and the collection of data to support informed decision-making; • Support the populations and local authorities in the implementation of good practices – through the involvement of the volunteers from the different sectors including civil society groups; • Share project outcomes, challenges and lessons learned at the regional and international level – through various platforms in the national, regional and international events including the Community of Practice promoted through SWAP.
<p>Please list the project objective(s)</p>	<p>The overall goal of the project is to reduce the pollution of Tonga’s coastline in a more sustained manner. 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> <ul style="list-style-type: none"> • Establish a marine debris audit system for Tonga based on existing regional efforts; • Assess the scale and scope of the marine debris issue; • Prevent wastes being dumped along the coastline and into the ocean; • Promote other best practices such as waste segregation; • Build capacity of the public sector, communities and stakeholders on managing marine debris; • Raise awareness of coastline communities on the merits of preventing accumulation of marine debris, and • Inform the government’s decision making on the marine debris issue through the outcomes of this pilot project.



<p>Please list the expected project outcomes in each specific category</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. Actions may contribute to:</p> <ul style="list-style-type: none"> • Clean, Green and Healthy Nuku’alofa waterfront environment; • Marine species restoration; • Habitat rehabilitation; • Clean air; and • Prevention of disease outbreak <p>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"> • Increased understanding of waste management issues as they affect diverse groups • Strengthened leadership capacity of women, disabled people, youth, and LGBTQI+ individuals • Strengthened gender, disability, and youth inclusion networks • Increased meaningful participation of women, disabled people, youth, LBGTQI+ individuals • Strengthened monitoring and reporting of GEDSI objectives positions within the SWAP project • Increased access to and control of training for women, youth, people living with disability and LGBTQI groups <p>With regards to the gender equality dimensions², 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>

² 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 Tonga. It will contribute to the reduction of mismanaged wastes 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., prevent and minimise generation of wastes and pollution and their associated impacts, recover resources from waste and pollutants, improve management of residuals, and improve monitoring and reporting for the environment and waste, chemicals and pollutant management activities.</p> <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 – 2025³, of which Tonga is indicated as a priority PIC.</p>
	<p>Knowledge sharing</p>	<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, MEIDECC 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 Tonga 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>

³ 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



	<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>
<p>Please describe the project methodology</p> <p>How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?</p>	<p>The pilot project will be led by the Department of Environment with the Chief Environmentalist providing oversight and coordination. The Project Office will be supported by project partners who include the Ministry of Tourism and “NO Pelesitiki” campaign group.</p> <p>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.</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 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 simple project plan based on milestones will be developed with action tracker to ensure that activity timelines and expenditure are regularly checked.</p> <p>The project will cover three locations within the Nuku’alofa Waterfront. Activities within each project site will be coordinated by the area team leaders with assistance from civil society organisations. The specific clean-up areas for each location will be selected based on vulnerability to pollution (existence of coastal communities, recreational area, inadequate waste collection service, among others).</p> <p>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 1st clean-up as the baseline. The Litter Intelligence methodology of marine litter audit developed by Sustainable Coastlines will be used to collect data. The project participants will receive training from Sustainable Coastlines prior to the actual clean-up and data collection.</p> <p>The following public awareness and education methods will be adopted to increase awareness and understanding:</p> <ul style="list-style-type: none"> • Press releases- to inform the public • Workshops/trainings- to enhance the capacity of locals • Awareness materials (Billboards and public bins) • Public awareness events-site visitations etc. • World Environment Day-open day or beach clean-up competitions etc. • Radio talkback shows • Social media-regular updates on Facebook <p>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>



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



<p>Provide the general planned activities</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
	Phase I: Inception Phase				
	1	Kick-off/Inception Meeting	Meeting report		By 2 nd week after project award
	2	Establishment of the Project Management Team and supporting arrangements	Project organisational structure		By 2 nd week after project award
	3	Preparation of detailed project plan	Project plan with activities, responsibilities, milestones, duration/deadline and status approved by DEPC and SWAP		By 3 rd week after project award
	Phase II: Implementation Phase				
	4	Organise clean-up brigade	Four 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	Identify project locations and specific clean-up sites based on the data collection methodology.	Identified project sites		Within one month after project award
	7	Prepare awareness materials	Campaign materials		Within six weeks after project award
	8	Procure billboards and bins	Three weather resistant billboards and nine public bins		Within 6 weeks after project award
	9	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 st clean-up: 5 weeks after the project award 2 nd clean-up: two months after the 1 st clean-up 3 rd clean-up: two months after the 2 nd clean-up
10	Prepare a report of the clean-up activity including data collected.	Activity report		After each clean-up	
11	Undertake awareness activities in schools and communities and Open Day (National Environment Awareness Week) using campaign materials such as leaflets, and radio, social media advertisements	Events held		Ongoing on a regular basis after the 1 st clean-up	
12	Install billboards and bins along the waterfront	Installed bins and billboards		After the 1 st clean-up	
Phase III: Project Closure					



	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	



<p>Risk Identification and Mitigation</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
	Operational	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
	Operational	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.
	Operational	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
	Operational	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 If it occurs: Consider make-up sessions; Negotiate for more available time
Operational Financial	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	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	



		operational level			If it occurs: Make an action plan to address
Financial	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 How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Goal	Clean marine environment	Visual observation of the coastline	Heavily littered coastline	Littering reduced by 80%	Department of Environment reports	Annual	Department of Environment	Cabinet and SPREP
Outcome 1	Reduced litter in the targeted coastlines	Quantity of litter collected over a period	Litter audit results from the 1 st 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	Department of Environment, 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	Department of Environment, 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.	Department of Environment Annual Reports – number of clean-ups with associated litter data collection in a certain period	Annual	Department of Environment	Cabinet and SPREP
Output 1	Reduced litter during 2 nd clean-up	Quantity of litter collected	Litter audit results from the 1 st clean up	About 30% reduction in litter	Project progress reports – litter audit	Every two months	Project team	Department of Environment, Project partners and SWAP
Output 2	Reduced litter during 3 rd clean-up	Quantity of litter collected	Litter audit results from the 2 nd clean up	About 30% reduction in litter	Project progress reports – litter audit	Every two months	Project team	Department of Environment, Project partners and SWAP
Output 3	Effective awareness campaigns	Assessed based on reduction in litter	Litter audit results from the 1 st clean up	Significant reduction in litter	Project progress reports – trend in the litter audit	Completion	Project team	Department of Environment, 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	Department of Environment, 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	Department of Environment, 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 Tonga will be discussed with Sustainable Coastlines and SWAP.

Project reporting will be on a 2-monthly basis with documentation of all events and activities undertaken.



<p>Please list the expected project outputs</p>	<p>The expected project outputs would include the following:</p> <ol style="list-style-type: none">a. Inception Meeting Report with the Project Planb. Membership of four groups established and partnerships establishedc. Documentation of all events and activities heldd. Project site descriptione. Campaign materialsf. Litter audit data from each clean-up event and siteg. Activity reports (describing progress)h. Project Completion Report <p>Specific performance targets include:</p> <ul style="list-style-type: none">• 100 plus local stakeholders participated in the Coastal Clean Up Programme;• 1 National report on the scale, types, sources, volume of waste, and pattern of marine litter from the litter audit and the progress reports;• 30 relevant stakeholders (including community) consulted about the source and impact of marine litter;• 4 Billboards and 20 public bins placed strategically along the waterfront;• 1 Radio Talkback show targeting locals and visitors;• 1 secondary school engaged in marine litter survey;• Communities and schools participating in the National Environment Awareness Week Open Day; and• 10 project partners trained on the use of the Litter Intelligence app.
--	---



PART C: PILOTE 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	Quantity	Unit Cost (Local currency)	Actual cost Local currency)	Equivalent Cost (USD)	
Material	Promotional materials					
		Design of promotional materials and products	1	1,000	1,000	420.00
		Brochures/posters – bulk printing	1	1,000	1,000	420.00
		Billboards (1 pc x 3 sites)	3	2,000	6,000	2,520.00
		Radio spot: production and diffusion (1 pc)	1	400	400	170.00
		Video footages (1 pc x 3 sites)	3	500	1,500	630.00
		Rubbish bins (3 pcs X 3 sites)	9	300	2,700	1,140.00
		Recycling cages/bins (3 pcs X 3 sites) - PET bottles, aluminium cans, glass	9	1,000	9,000	3,780.00
		Banners (1 pc X 3 sites)	3	1,000	3,000	1,260.00
		T-shirts (200 pcs)	200	30	6,000	2,520.00
		Clean-up and Audit Materials				
		Marking out stakes ((pcs X 3 sites)	3	50	150	70.00
		Rubbish sacks (200 pcs) - preferably flour or rice sacks which can be reused	300	1	300	130.00
		100m tape measure (1 pc X 3 sites)	3	100	300	130.00
		30m tape measure (1 pc X 3 sites)	3	50	150	70.00
		Mallet (1 pc X 3 sites)	3	50	150	70.00
		Gloves (25 pairs X 3 sites) - reusable	75	20	1,500	630.00



	Masks (25 pcs X 3 sites) - reusable	75	20	1,500	630.00
	Hi visibility vests (25pcs X 3 sites)	75	80	6,000	2,520.00
	Safety glasses (5pcs X 3 sites)	15	20	300	130.00
	Sustainable Coastline Audit Kit: Back pack containing sanitary items ^{1/} (1 pc X 3 sites) see notes below for details of the items to be included	3	200	600	250.00
	Kitchen scale (1pc X 3 sites)	3	50	150	70.00
	Hanging/luggage scale (1pc X 3 sites)	3	50	150	70.00
	2 L containers (50pcs X 3 sites)	150	10	1,500	630.00
	Small buckets (1 pc X 3 sites) – for larger items sorted	3	50	150	70.00
	Stainless steel sieve 5mm (1pc X 3 sites)	3	50	150	70.00
	Tarpaulin mats (1pc X 3 sites)	3	150	450	190.00
	Refreshments (1 bulk x 3 sites x 3 clean-ups)	9	2,000	18,000	7,560.00
	Table and chair hire (1 bulk X 3 clean-ups)	3	500	1,500	630.00
	Tent hire (1 pc X 3 clean-ups)	3	200	600	250.00
Communication	Internet cards (3 cards X 3 clean-ups)	9	200	1,800	760.00
	Tablet (3 pcs)	3	900	2,700	1,1400.00
	Megaphones (1 pc X 3 sites)	3	100	300	130.00
Administrative	Logistics for trainings /meetings (3 meetings) -refreshments, venue	3	2,500	7,500	3,150.00
	Transport (1 X 3 clean-ups x 3 sites)	9	200	1,800	760.00
	Other Stationery - bulk	1	1,500.00	1,500	630.00
Contingency	5% of total cost			4,000.00	1,680.00
TOTAL COST				83,800.00	35,280.00



Exchange rate (Tongan pa’anga to USD) 0.420

1/Items to be contained in the back pack 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)

