

Annex I: 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. The **Marine Litter Pilot Project in Fiji** will be implemented by The University of the South Pacific (USP), 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 the USP, 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. 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.

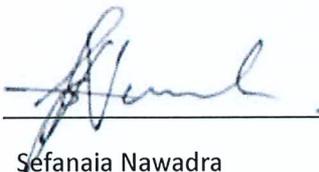
15. Project Focal Points

1. Ms. Julie Pillet of SPREP, and Ms Suzanne Turaganiwai and Dr Sarah Pene as representatives from the USP Research Office of The University of the South Pacific (USP) 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.

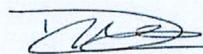
Should these terms and conditions be acceptable to you, please sign below and return to SPREP.



Sefanaia Nawadra

Director General

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



Professor Pal Ahluwalia

Vice-Chancellor & President

The University of the South Pacific

Date: 14/12/2022

Date: 3rd March 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 Fiji will receive technical and financial support for the development and implementation of the following activities:

- **Sustainable financing mechanisms:** Not concerned.
- **Used oil management:** Not concerned.
- **Disaster waste management:** Not concerned.
- **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.

Project Thematic Area	Project Activity	Allocated budget	Countries involved in the activity	Investment Terms
Sustainable Financing	Not concerned			
Used Oil Management	Not concerned			
Disaster Waste Management	Not concerned			
Marine Litter Management	Marine Litter Management Pilot Project	USD 82,000 +/-1%	Fiji	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 Fiji has been identified as a beneficiary of financial and technical assistance, providing logistical and jurisdictional support where required;
- b) Collect and manage data in accordance with agreed upon project monitoring and evaluation strategies and standards;
- c) Share information and resources that will improve the effectiveness of both Parties in the implementation of the SWAP Project;
- d) Collaborate on, participate in and support special events at regional and global levels relating to the SWAP Project; and
- e) Collaborate in sharing knowledge and lessons learned to enhance capacity and promote best practice in environmental policies and their implementation in Fiji 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 USP;
 - Provide technical assistance; and
 - Ensure compliance with the AFD financing agreement.

- **The USP shall:**

- Ensure ongoing commitment to the pilot project;
- Provide guidance in the implementation of the pilot project;
- Support the implementation of the pilot project in Fiji on time and within budget; and
- Ensure that investments are optimised.

Attachment 2: The USP's Marine Litter Pilot Project



COMMITTING TO
SUSTAINABLE WASTE ACTIONS IN THE PACIFIC
(SWAP)

PILOT PROJECT PROPOSAL

FIJI COASTAL LITTER PROJECT

PROJECT NUMBER

AUGUST 2022

BY: PACIFIC OCEAN LITTER YOUTH PROJECT - FIJI



PILOT PROJECT ADMINISTRATIVE 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 checked="" type="checkbox"/> Fiji <input type="checkbox"/> French Polynesia <input type="checkbox"/> Samoa <input type="checkbox"/> Solomon Islands						
<input type="checkbox"/> Tonga <input type="checkbox"/> Vanuatu <input type="checkbox"/> Wallis and Futuna						
PART A3: APPLICANT DETAILS						
Contact Details for Lead Organisation	Title	<input type="checkbox"/> Dr	<input checked="" type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	
	First Name	Andrew		Surname	Paris	
	Job Title	Masters Student				
	Organisation	University of the South Pacific				
	Department	USP Research Office				
	Work Address	Address	Laucala Bay Road			
		City	Suva			
		Postcode				
	Telephone					
	Mobile	+679 8335274				
	Fax					
	Email	andrew.w.paris@gmail.com				



PILOT PROJECT CONCEPT DETAILS

PART B: Pilot project Proposal

PART B1: PILOT PROJECT PROPOSAL				
Project Title	Fiji Coastal Litter Pilot Project			
Project Summary Please provide a 150-word (maximum) summary of your project.	<p>The youth-centric project will seek to alter societal paradigms around marine litter pollution by getting youth involved in coastal clean-up campaigns, coastal litter assessments, advocacy through storytelling and art, conducting research on the coastal litter characteristics, brand audits and lobbying for decision-makers to take decisive steps toward combatting marine litter pollution.</p> <p>A diverse cast of youth from the Pacific will coordinate clean-up campaigns along 12 beaches on the island of Viti Levu; 6 beaches on the windward side and 6 beaches on the leeward side of Viti Levu. The 6 sites will be further divided into urban, peri-urban and rural sites. A further 2 clean-up sessions will be undertaken on uninhabited islands off of Suva. These 14 clean-ups will be repeated after 6 months. Coastal litter will be analysed using a scientifically robust methodology developed by OSPAR and the Litter Intelligence Application through Sustainable Coastlines which is recommended by the SWAP project.</p> <p>Marine litter collections will be transformed into art and storytelling which would seek to inspire change and action. Project media material will be disseminated through various platforms and academic output would seek to lobby for effective plastic management policies.</p> <p>The project will be managed through the University of the South Pacific (USP) in partnership with the USP Association for Disabled Students, the Uto Ni Yalo Foundation, the Suva Harbour Foundation, the Suva SUPpers, Wantok Moana, Fiji Surf Association, Selfless Fiji, Waste Recyclers Fiji Limited and the Rotaract Club of Suva.</p>			
Funding Request	Funding Requested	82,025.00 USD		
Project Timeline	Commencement date	October 2022	Completion Date	October 2023

PART B2: PROJECT CRITERIA	
Please describe the core issue to be resolved by the proposed project.	Marine litter effects on the marine environment include injury or death from exposure, entanglement, and ingestion by marine biota. Aside from this, marine litter are the vector upon which invasive species and chemical compounds travel. Marine litter, mainly plastics, present a significant environmental problem. Plastics are the largest, most harmful and most persistent fraction of marine litter, accounting for at least 85 per cent of total marine waste ¹ . Research has shown that fish in Fiji contain substantial levels

¹ United Nations Environment Programme (2021). From Pollution to Solution: A global assessment of marine litter and plastic pollution. Synthesis. Nairobi.



	<p>of microplastics which hinder their physiological development which in turn presents a threat to food security.²</p> <p>The contribution of Pacific Island Countries (PICs) to marine debris pollution is disproportionate to the effects on people's economic, cultural and social connections to the ocean. Solid waste management initiatives often fail to deal with contemporary challenges in this sector. Such challenges are amplified in countries with smaller land areas, high coastline populations and limited capacity to develop effective waste management strategies. Tourism is a cornerstone of many PIC economies and this is an industry that typically generates high levels of plastic and other waste per capita. Poor attitudes toward solid wastes also contribute significantly to elevated levels of waste leakage in the environment³.</p> <p>In Fiji, an annual total of 140,000 tonnes of solid waste is discarded of which 15,000 tonnes are plastics. Fiji has been listed in the top ten countries in terms of mismanaged plastic waste per capita per day. It is estimated that around 40% of all leaked plastic waste comes from households with significant contributions from commercial activities. It has been estimated that 25% of imported plastic was leaked or held in long-term reservoirs away from landfills in Fiji⁴. It is reasonable to assume that large volumes of plastic waste have direct pathways into the marine environment with little to no prospects of mitigation.</p> <p>The continuous detection of debris in the marine environment is a vital component of assessing the extent and impacts of marine litter. To date, there has been a paucity of research into marine plastic debris in PICs which is severely impeding the development of management strategies and stymies the capacity to monitor the efficacy of national and regional initiatives. The project would seek to fill key research gaps in marine litter and pivot education and advocacy initiatives on this with an overarching objective to mitigate the inputs of debris into the marine environment.</p>
<p>Please describe how this project will effectively address the core issue identified above.</p>	<p>The overarching objective of the project is to decrease the volume of litter that enters the marine environment. Clean-up campaigns would get Fijian youth involved in removing large amounts of litter from coastal areas to mitigate the deleterious effects of debris in marine environments.</p> <p>The research component of the project would seek to inform a lifecycle approach to policy on plastic waste management in Fiji. Brand audits would bolster efforts to enact polluter pay principles such as container deposit schemes and extended producer responsibility. Cognisant of the limited capacities at the state level, the research would seek to pivot initiatives toward the private sector. A peer-reviewed academic paper will be</p>

² Ferreira, M., Thompson, J., Paris, A., Rohindra, D., & Rico, C. (2020). Presence of microplastics in water, sediments and fish species in an urban coastal environment of Fiji, a Pacific small island developing state. *Marine Pollution Bulletin*, 153, 110991.

³ Paris, A., Kwaoga, A., & Hewavitharane, C. (2022). An assessment of floating marine debris within the breakwaters of the University of the South Pacific, Marine Studies Campus at Laucala Bay. *Marine Pollution Bulletin*, 174, 113290.

⁴ Asia Pacific Waste Consultants. (2021). Plastic Waste-Free Island Project: Plastic Waste National Level Quantification and Sectorial Material Flow Analysis in Fiji.



	<p>disseminated to stakeholders which will include representatives from government and non-governmental organizations.</p> <p>The art and storytelling component will use youth creativity to bring awareness to the problem of marine litter pollution in thought-provoking ways. The intersection of art, activism and marine debris pollution will seek to raise awareness about the urgency and magnitude of this global challenge. This activity is tailored to changing societal paradigms toward plastic wastes and emphasizing environmental stewardship.</p>
<p>Please describe how this project is relevant to the SWAP.</p>	<p>The pilot project aligns closely with SWAP aims which are to improve sanitation, environmental, social and economic conditions in Pacific Island countries and territories through proper waste management. Addressing the risks posed by the flux of plastics and other debris into the marine environment would improve the standard of living within Fiji within the following four components.</p> <ol style="list-style-type: none"> 1. Firstly, sanitation would be improved through cleaner waterways. It is a common sight in Fiji to see plastics and other debris that clog drains and other types of drainage infrastructure. Blocked drains lead to stagnant urban water bodies which create environments conducive to the presence of water-borne diseases such as typhoid fever, hepatitis, cholera and dysentery. A reduction would reduce incidences of blocked waterways and subsequent sanitary effects. 2. Marine litter impacts on the environment have been well documented and aside from causing harm to biota through exposure, entanglement and ingestion, plastics are the vectors upon which harmful toxins travel. In Fiji, coral reefs and mangroves which are vital habitats for many species are particularly vulnerable to the effects of marine plastics. 3. Social consequences of marine litter include the potential loss of the recreational and aesthetic values of the marine environment. Marine litter moreover poses both direct and indirect threats to human health. This is especially vital in a country that relies heavily on marine resources and tourism. The project would mitigate the social impacts of marine litter by directly removing litter from the marine environment. 4. Marine litter will affect national economies in two main ways: either by directly impacting their key economic sectors or through the need to remove litter, which requires additional resources and expenditure. Marine plastics are estimated to cause billions of dollars globally in the reduction of ecosystem services. The project would remove large volumes of plastic coastal litter and reduce the need to pay for plastic removal.
<p>Please list the project objective(s)</p>	<p>The overarching aim of the project is to mitigate plastic waste inputs into the marine environment in Fiji and this will be achieved by:</p> <ol style="list-style-type: none"> i. Conducting clean-up campaigns. ii. Assessing the quantity and characteristics of marine litter. iii. Upcycle marine litter into art. iv. Use art, activism and storytelling to enhance environmental stewardship. v. Raise awareness of the issue of marine litter. vi. Lobby for life-cycle approaches to plastic waste mitigation.



<p>Please list the expected project outcomes in each specific category</p>	<p>Environmental outcomes</p>	<p>The primary aim of the pilot project is to remove litter from coastlines in Fiji with direct environmental outcomes. The activism and artivism component of the pilot project seeks to ensure that Fijians develop a strong sense of environmental stewardship which would prevent waste leakage into aquatic and marine environments.</p> <p>The pilot project also addresses outcomes in the targeted SDGs 6 and 14 and include:</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>The project will have a strong sense of inclusivity with the participation of a broad range of youth. Mindful that pollution affects members of society disproportionately and that various members of society might also contribute to the problem in different ways, a diverse cast of participants will ensure the longevity and efficacy of the pilot project. A diverse cast of youth of various nationalities, genders and religions will participate in the project which is targeted toward a representative sample of society at large with emphasis on women, people with disabilities and youth.</p> <p>There will also be active engagement with the USP Association of Disabled Students who have expressed interest in being part of the project.</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 GESI objectives positions within the SWAP project • Increased access to and control of training for women, youth, people living with disability and LGBTQI groups



	Waste management outcomes	<p>The characterization and quantification of coastal litter will allow for effective and informed decision-making on local, national and regional policies including the Cleaner Pacific 2025 which promotes community-based projects to raise awareness of marine litter⁵. The identification of recurrent types of coastal litter is key in identifying problematic plastics and potential point and non-point sources. This will better inform waste management strategies in Fiji by allowing waste recyclers to know the quantities of recoverable wastes, identify key haemorrhaging points and identify problematic wastes and polluting companies/brands. Data from the pilot project will also establish baselines to which the effectiveness of future waste management initiatives can be compared.</p> <p>The project would also make significant reductions to the quantity of marine litter which would, in turn, improve ecosystem resilience and health.</p>
	Knowledge sharing	<p>The pilot project has a significant ‘working out loud’ component with knowledge sharing at the heart of this. The pilot project will steer away from most forms of conventional information dissemination and instead focus on contemporary methods such as short and impactful messages/posts/podcasts/videos to be released on various social media and video streaming platforms including Facebook, YouTube, Instagram, Twitter and TikTok. Visual art pieces created by and for marine litter will organically generate online discourse and kickstart digital awareness campaigns. The knowledge sharing will be tailored for the general public. Aside from this, pilot project reports will be shared with partners and stakeholders to allow for project optimization, accountability and transparency and access to the latest data. The project will culminate with a peer-reviewed academic paper.</p> <p>The information generated will also be published at the INFORM country data portal as well as the SPREP virtual library. The project would also seek to showcase the outcomes in the Community of Practice events organized by SWAP and other regional and international events, where relevant.</p>
<p>Please describe the project methodology</p> <p>How will the project be</p>	<p>The project plan will be finalized with SPREP SWAP Project Management Unit and various stakeholders before an inception meeting is called and the activities will be outlined to all stakeholders. A media team will be formed and tasked with managing all activities pertaining to information dissemination. Training for all participants will then be organized through SWAP where techniques and procedures will be detailed comprehensively.</p>	

⁵ 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



developed and implemented to ensure the delivery of the stated objectives and outcomes?

Once the groundwork has been laid and everyone is aware of project activities, clean-up campaigns will begin and these will be documented. Coastal litter data will be analysed using OSPAR protocols and the Litter Intelligence Application through Sustainable Coastlines after each collection and a database will be created and updated in real-time. The database will be maintained by the FCLP scientific team in line with OSPAR protocols. A total of 14 coastlines around Fiji will be selected in line with scientifically robust procedures and clean-up campaigns will be undertaken twice in 12 months. Refer to Image 1 for the map. During the litter sorting process, recyclable material will be separated and stored for collection by waste recycling companies including PET bottles, metal and aluminium cans.

As clean-up campaigns are being undertaken, the activism and artivism components will begin. Activism for the pilot project will entail a youth 'talanoa' session and digital storytelling, The artivism component will involve the creation of art with marine litter which will culminate in an art exhibition featuring art made exclusively from marine litter. Iconic pieces of art, such as the fish-shaped bottle bin, will be placed in high-visibility areas to increase public awareness. Once the project is completed the artwork will be placed in high visibility areas such as the Fiji Museum, government offices, and commercial centres. This will ensure an element of sustainability for the project.

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 to ensure that activity timelines and expenditures are regularly checked. SWAP PMU will be updated regularly with mid-term and terminal reports to be prepared and submitted.



<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>	<p>Below is a matrix of planned activities.</p> <table border="1"> <thead> <tr> <th>Activities</th> <th>Outputs</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">Phase 1: Inception Phase</td> </tr> <tr> <td>1.1 Finalize Pilot Project Plan and Stakeholders</td> <td>Pilot Project Plan and Organization Finalized</td> <td>Week 2</td> </tr> <tr> <td>1.2 Media Team Meeting</td> <td>Media strategy report</td> <td>Week 3</td> </tr> <tr> <td>1.2 Inception Meeting</td> <td>Meeting Report</td> <td>Week 4</td> </tr> <tr> <td>1.3 Training for Participants</td> <td>Training material</td> <td>Week 5</td> </tr> <tr> <td colspan="3" style="text-align: center;">Phase 2: Implementation Phase</td> </tr> <tr> <td>2.1 Begin Clean-up Activities</td> <td>Coastal Litter Data Sheets</td> <td>Week 8</td> </tr> <tr> <td>2.2 Artivism material</td> <td>Fish-style bottle bins</td> <td>Week 16</td> </tr> <tr> <td>2.3 Media activities begin</td> <td>SM posts and podcast</td> <td>Week 20</td> </tr> <tr> <td>2.4 Marine Artivism</td> <td>Marine Litter Art Exhibition</td> <td>Week 26</td> </tr> <tr> <td>2.5 End of Clean-up Activities</td> <td>Coastal Litter Data Sheets</td> <td>Week 36</td> </tr> <tr> <td colspan="3" style="text-align: center;">Phase 3: Project Closure</td> </tr> <tr> <td>3.1 Draft and Submit Project Report</td> <td>Project Completion Report submitted</td> <td>Week 40</td> </tr> <tr> <td>3.2 Project Evaluation</td> <td>Project Evaluation Report</td> <td>Week 48</td> </tr> </tbody> </table>	Activities	Outputs	Timeline	Phase 1: Inception Phase			1.1 Finalize Pilot Project Plan and Stakeholders	Pilot Project Plan and Organization Finalized	Week 2	1.2 Media Team Meeting	Media strategy report	Week 3	1.2 Inception Meeting	Meeting Report	Week 4	1.3 Training for Participants	Training material	Week 5	Phase 2: Implementation Phase			2.1 Begin Clean-up Activities	Coastal Litter Data Sheets	Week 8	2.2 Artivism material	Fish-style bottle bins	Week 16	2.3 Media activities begin	SM posts and podcast	Week 20	2.4 Marine Artivism	Marine Litter Art Exhibition	Week 26	2.5 End of Clean-up Activities	Coastal Litter Data Sheets	Week 36	Phase 3: Project Closure			3.1 Draft and Submit Project Report	Project Completion Report submitted	Week 40	3.2 Project Evaluation	Project Evaluation Report	Week 48
Activities	Outputs	Timeline																																												
Phase 1: Inception Phase																																														
1.1 Finalize Pilot Project Plan and Stakeholders	Pilot Project Plan and Organization Finalized	Week 2																																												
1.2 Media Team Meeting	Media strategy report	Week 3																																												
1.2 Inception Meeting	Meeting Report	Week 4																																												
1.3 Training for Participants	Training material	Week 5																																												
Phase 2: Implementation Phase																																														
2.1 Begin Clean-up Activities	Coastal Litter Data Sheets	Week 8																																												
2.2 Artivism material	Fish-style bottle bins	Week 16																																												
2.3 Media activities begin	SM posts and podcast	Week 20																																												
2.4 Marine Artivism	Marine Litter Art Exhibition	Week 26																																												
2.5 End of Clean-up Activities	Coastal Litter Data Sheets	Week 36																																												
Phase 3: Project Closure																																														
3.1 Draft and Submit Project Report	Project Completion Report submitted	Week 40																																												
3.2 Project Evaluation	Project Evaluation Report	Week 48																																												
<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>	<p>Below is a risk and mitigation matrix:</p> <table border="1"> <thead> <tr> <th>Risk</th> <th>Details</th> <th>Impacts</th> <th>Likelihood</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>Operational</td> <td>Ineffective partnerships</td> <td>Decrease in productivity</td> <td>Low</td> <td>Maintain strong relationships and constant dialogue.</td> </tr> <tr> <td>Operational</td> <td>Loss of personnel</td> <td>Loss of trainers and impacts on clean-up activities</td> <td>Medium</td> <td>Have a broad/diverse pool of youth available. Establishment of a Dropbox Cloud Space for knowledge sharing and backup.</td> </tr> <tr> <td>Operational</td> <td>The inability of personnel to attend all activities</td> <td>Team members may not be familiar with project goals</td> <td>Medium</td> <td>Have a broad/diverse pool of youth available.</td> </tr> <tr> <td>Operational</td> <td>Adverse weather conditions</td> <td>Will delay clean-up activities</td> <td>Low</td> <td>Have flexible timelines.</td> </tr> <tr> <td>Financial</td> <td>Unforeseen costs</td> <td>Impede project implementation</td> <td>Low</td> <td>Have a contingency line within the budget</td> </tr> </tbody> </table>	Risk	Details	Impacts	Likelihood	Response	Operational	Ineffective partnerships	Decrease in productivity	Low	Maintain strong relationships and constant dialogue.	Operational	Loss of personnel	Loss of trainers and impacts on clean-up activities	Medium	Have a broad/diverse pool of youth available. Establishment of a Dropbox Cloud Space for knowledge sharing and backup.	Operational	The inability of personnel to attend all activities	Team members may not be familiar with project goals	Medium	Have a broad/diverse pool of youth available.	Operational	Adverse weather conditions	Will delay clean-up activities	Low	Have flexible timelines.	Financial	Unforeseen costs	Impede project implementation	Low	Have a contingency line within the budget															
Risk	Details	Impacts	Likelihood	Response																																										
Operational	Ineffective partnerships	Decrease in productivity	Low	Maintain strong relationships and constant dialogue.																																										
Operational	Loss of personnel	Loss of trainers and impacts on clean-up activities	Medium	Have a broad/diverse pool of youth available. Establishment of a Dropbox Cloud Space for knowledge sharing and backup.																																										
Operational	The inability of personnel to attend all activities	Team members may not be familiar with project goals	Medium	Have a broad/diverse pool of youth available.																																										
Operational	Adverse weather conditions	Will delay clean-up activities	Low	Have flexible timelines.																																										
Financial	Unforeseen costs	Impede project implementation	Low	Have a contingency line within the budget																																										



INDICATOR		DEFINITION	BASELINE	TARGET	DATA SOURCE	FREQUENCY	RESPONSIBLE	REPORTING
		How is it calculated?	What is the current value?	What is the target value?	How will it be measured?	How often will it be measured?	Who will measure it?	Where will it be reported?
Goal	Clean marine environment	Visual observation of the coastline	Heavily littered coastline	Littering reduced by 60%	FCLP reports	Annual	FCLP	FCLP 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 50% reduction in litter	End-of Project report – consolidated litter audit	Once during the project period, i.e., consolidation of all project data	FCLP	FCLP and SPREP
Outcome 2	Marine 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	FCLP	FCLP and SPREP
Outcome 3	Regular scheduled litter data collection	Frequency of litter data collection	No sustained litter data collection	2 data collection established for marine debris management per year.	FCLP Reports with associated litter data collection in a certain period	Annual	FCLP	FCLP and SPREP
Outcome 4	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	FCLP	FCLP and SPREP
Outcome 5	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	FCLP	FCLP and SPREP
Outcome 6	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	FCLP	FCLP and SPREP
Outcome 7	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	FCLP	FCLP and SPREP
Outcome 8	Achieved GEDSI principles	Number of youth, women and other vulnerable people involved in the project	Nil	About 90% youth, women or vulnerable groups involved in the project	Project progress reports – attendance in the activities	Every six months	FCLP	FCLP and SPREP

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?

Below is a monitoring and evaluation framework:



Please list the expected project outputs	The expected project outputs are: <ol style="list-style-type: none">1. Pilot Project Plan2. Inception Meeting Report3. Documentation of all activities4. 6 month Progress Report5. Working Out Loud Plan6. Coastal Litter Data7. Project Completion Report
---	--



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				
	Posters A1	100.00	11.20	1,120.00	515.00
	Flyer	500.00	0.76	380.00	175.00
	Promotional video/photographs	1.00	15,000.00	15,000.00	6,900.00
	Recycling cages (3 fish and 3 turtle shape for PET and Aluminium)	6.00	3,500.00	21,000.00	9,660.00
	Cotton Tote Bag	500.00	10.00	5,000.00	2,300.00
	Pull up Banners 1.2x2 (1 pc X 4 sites)	2.00	700.00	1,400.00	645.00
	Hydro flask	100.00	70.00	7,000.00	3,220.00
	Sun hats	100.00	40.00	4,000.00	1,840.00
	Banner	2.00	250.00	500.00	230.00
	Rain jackets	100.00	70.00	7,000.00	3,220.00
	Wooden Sunglasses	100.00	70.00	7,000.00	3,220.00
	Stickers	1,000.00	0.38	380.00	175.00
	Portable speaker and microphone	1.00	500.00	500.00	230.00
	Cotton t-shirts	500.00	40.00	20,000.00	9,200.00
	Clean-up and Audit Materials				
	Rubbish flour sacks for litter collection	200.00	5.00	1,000.00	460.00
	100m tape measure	2.00	50.00	100.00	45.00
	Yaqona (sevusevu to traditional beach owners and talanoa sessions)	10.00	100.00	1,000.00	460.00
	Gardening gloves	100.00	5.00	500.00	230.00
	Masks	100.00	7.00	700.00	320.00
	Garbage bags	100.00	5.00	500.00	230.00



	Tent 5m x 5m (for clean - ups)	2.00	500.00	1,000.00	460.00
	Portable table for waste cataloguing	2.00	200.00	400.00	185.00
	First Aid Kit	2.00	40.00	80.00	35.00
	Portable Chairs	5.00	400.00	2,000.00	920.00
	Rechargable scale	1.00	600.00	600.00	275.00
	Gum boots	50.00	50.00	2,500.00	1,150.00
	Bulk Bags	10.00	30.00	300.00	140.00
	Storage containers for equipments	2.00	130.00	260.00	120.00
	Sustainable Coastline Audit Kit*	2.00	50.00	100.00	45.00
	Art Pack (bulk)**	1.00	500.00	500.00	230.00
	Hanging/luggage scale	1.00	70.00	70.00	35.00
	Tarpaulin	2.00	50.00	100.00	45.00
	Miscellaneous Art Material	1.00	3,000.00	3,000.00	1,380.00
	Refreshments (1 bulk x 10 events)	10.00	500.00	5,000.00	2,300.00
	Portable water cooler 10L	1.00	150.00	150.00	70.00
	10L water refill	10.00	25.00	250.00	115.00
Communication	Internet cards for organising committee	50.00	25.00	1,250.00	575.00
	Smart Phone with HD Camera and sim card for social media communications	1.00	2,500.00	2,500.00	1,150.00
	Laptop Tablet Hybrid	1.00	3,500.00	3,500.00	1,610.00
	Logistics for trainings /meetings/ venue hire	6.00	500.00	3,000.00	1,380.00
	Podcast equipment Hire	1.00	200.00	200.00	90.00
	Dropbox Cloud Space	1.00	400.00	400.00	185.00
	Sponsored Social Media Posts	20.00	50.00	1,000.00	460.00
Administrative	Transport (for circum-Viti Levu trips)	4.00	1,000.00	4,000.00	1,840.00
	Sail on 'Uto ni Yalo' vessel to Offshore Islands	2.00	3,000.00	6,000.00	2,760.00
	Administrative Logistics	10.00	20.00	200.00	95.00



Marine Art Exhibition (Venue Hire, setup, Master of Ceremony, photography, etc)	1.00	3,000.00	3,000.00	1,380.00
Graphic Designer for Reports, Flyer, Banner, Logo, merchandize	4.00	500.00	2,000.00	920.00
Day-to-day Management	30	205.00	6,150.00	2,829.00
Contingency	1.00	5,000.00	5,000.00	2,300.00
TOTAL - COSTS			148,590.00	68,354.00
20% of the total costs – Overhead / USP Administrative Fees			29,718.00	13,671.00
TOTAL - BUDGET			178,308.00	82,025.00

Exchange rate (FJD to USD) **0.460**

Items to be contained in the back pack are the following:

Hand sanitiser (1 pc), Clipboards (2), Pencil case (1 pc), Pencils (5 pcs), Eraser (1 pc), Sharpener (1 pc)

Items to be contained in art pack are the following:

PVA Glue, plyboard, Hot glue gun (2), glue gun sticks (20 packets), spray paint (50 cans), paint (50 L), zip ties (200), large scissors (2)

6 events include inception meeting, media training meeting, clean-up training, marine art session, end of project meeting, presentation of results to stakeholders with media and the 4 days (events) in which clean-up activities will be undertaken





Image 1. The 14 study sites for coastal cleanups.

