



LETTER OF AGREEMENT

AP 6/5/8/1

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and the

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

relating to

The implementation of the Nuku'alofa Waterfront Clean-Up Campaign, developed within the 'Committing to Sustainable Waste Actions in the Pacific' (SWAP) Project

hereinafter referred to as a "**Party**" and together collectively "**the Parties**".

This LETTER OF AGREEMENT (LOA) sets out the agreement between the **Secretariat of the Pacific Regional Environment Programme (SPREP)** and the **Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications (MEIDECC)** relating to the implementation of the **Nuku'alofa Waterfront Clean-Up Campaign**, developed under the 'Committing to Sustainable Waste Actions in the Pacific' (SWAP) Project.

WHEREAS:

- i. This Agreement is part of the implementation of the Financing Agreement n° AFD CZZ 2514 01Z signed between the Agence française de développement (AFD) and SPREP on February 27, 2020 for the implementation of the '**Committing to Sustainable Waste Actions in the Pacific**' **Project** (hereinafter referred to as the "SWAP").
- ii. This Agreement is made under Annex II of the Memorandum of Understanding signed between SPREP and MEIDECCC on the 17th of January 2023.



- iii. SPREP and MEIDECC agree to collaborate jointly to implement the Nuku'alofa Waterfront Clean-Up Campaign, in accordance with the proposal included in Attachment 1, and approved by AFD, through the No-Objection Letter N°AFD 677/2022/PF dated on 29 December 2022.
- iv. Implementation of the Agreement will be conducted by MEIDECCC in accordance with and subject to the terms and conditions of this Letter of Agreement.

Now therefore the Parties hereby agree as follows:

1. Duration

- a. This Letter of Agreement (LOA) will come into effect upon signature of the Parties and will remain in effect until 30 April 2024.
- b. The Funded Activities shall be completed no later than 15 April 2024.

2. Allocated Funds and Disbursements

- a. The total cost of the Funded Activity is USD 35,280.00 (Thirty-Five Thousand, Two hundred and Eighty United States Dollars) funded through the SWAP Project as outlined in the approved pilot project proposal in Attachment 1.
- b. The funds granted hereunder to MEIDECC, are available for expenditures for the period from the date of effectiveness of this Letter of Agreement as stipulated in Clause 1 until the Activity end date. The approved budget is outlined in Attachment 1.
- c. MEIDECC shall receive all Funds from SPREP as per the schedule of payments set out below:

Deliverable	Percentage	Total
Launch of the Pilot Project	20%	USD 7,056.00
First clean-up report	20%	USD 7,056.00
Second clean-up report	20%	USD 7,056.00
Production of the communication materials	20%	USD 7,056.00
End-of-Project Report	20%	USD 7,056.00
TOTAL		USD 35,280.00

- d. With regard to procurement and financial management, **MEIDECC** must:
 - i. utilise the Activity Funds, and any supplies and equipment provided by the Activity Funds, in strict compliance with the Pilot Project proposal (Attachment 1 of this LOA) and thus within allocations as per the Pilot Project Budget. In the event that SPREP determines that any portion of the Activity Funds has been used for purposes other than the Funded Activities under Attachment 1, such portion shall be refunded to SPREP by MEIDECC;



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- ii. be required to provide supporting documentation for any expenditure associated with purchases for the Funded Activities, including by providing relevant supporting documentation and other records so as to support reporting compliance with the Letter of Agreement;
- iii. take steps to ensure compliance with the Anti-Fraud and Anti-Corruption Framework of SPREP; and
- iv. warrant that it shall contractually oblige all Personnel to ensure that Activity Funds will not be used for any illegal or improper purpose (including bribery) contrary to this Letter of Agreement (or any applicable laws of the TONGA) on Prohibited Practices.

3. Terms and Obligations of the Parties

- a. MEIDECC shall undertake the Funded Activities as described in Attachment 1 ensuring all necessary actions are taken to fulfill the requirements of the terms and conditions of this Letter of Agreement for direct implementation of the Funded Activity in an effective and timely manner. This includes:
 - i. providing overall supervision and oversight of the overall designated Funded Activities;
 - ii. ensuring that any personnel or subcontractors, including NGOs, Associations, etc assigned by MEIDECC to the Funded Activities and/or under contract with MEIDECC, shall work under the supervision of a MEIDECC designated official;
 - iii. managing all financial aspects of the Funded Activity to ensure adequate financial tracking and reporting as required by the Letter of Agreement;
 - iv. ensuring the Funded Activity is managed in line with the approved budget; and
 - v. monitoring the implementation of the Funded Activity.
- b. SPREP shall:
 - i. provide technical support and advice;
 - ii. review and clear any project deliverables e.g. reports, communication and awareness materials, etc, prepared by MEIDECC and Consultants before publication;
 - iii. review and agree any publishing contracts;
 - iv. notify and obtain approval from AFD or its fiduciary agent about any expected variations on the Funded Activity;
 - v. monitor and supervise MEIDECC's delivery of the Funded Activity; and
 - vi. ensure the terms and conditions of the Letter of Agreement are met.
- c. Both parties agree to communicate regularly with each other and provide timely information on matters relating to the implementation of the Pilot Project.

4. Child protection and other policies

- a. The Parties acknowledges SPREP's Child Protection, Environmental and Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion Policy as updated from time to time, and will use its best endeavors to act in accordance with those principles and to abide by other relevant international declarations, conventions and arrangements.



5. Disclaimer

- a. Each Party agrees that its staff shall not be liable to the other or any person claiming through the other of:
 - i. Payment of any income taxes or superannuation for Party's personnel;
 - ii. Loss raising through inadequate or no insurance cover whether for life, medical, travel, luggage, personal effects or otherwise;
 - iii. Any other loss or damage arising indirectly under this Letter of Agreement and whether arising in contract, tort or otherwise, unless caused by a negligent act or omission of the other Party.

6. Liability

- a. Personnel of MEIDECC and subcontractors shall remain accountable to MEIDECC for the manner in which assigned functions are discharged. They shall not be considered in any respect as being the employees or agents of SPREP. SPREP does not accept any liability for claims arising out of acts or omission of MEIDECC or its personnel, or of its contractors or their personnel, in performing the Funded Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by MEIDECC, and its personnel as a result of their work pertaining to the Funded Activities unless, there are reasonable proof to show otherwise with mutual consent of the Parties.

7. Termination

- a. Each Party may terminate this Agreement at any time by giving the other ten days' notice in writing of its intention to do so.
- b. Upon receipt of a notice to terminate:
 - i. The Parties will take all action necessary to cancel outstanding commitments relating to the Services under this Letter of Agreement and will use their best efforts to honour their respective prior commitments.
 - ii. Payments will be made for work satisfactorily completed up to the time of termination, up to the stated maximum.
- c. Any unused portion of the unexpended funds shall be refunded to SPREP; no Activity Funds shall be disbursed after termination.
- d. Termination or expiry of this Agreement will not prejudice any rights or obligations of the Parties which exist, whether under this Letter of Agreement, at law or otherwise, prior to termination or expiry.

8. Dispute Settlement



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- a. 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.

9. Variation of Agreement

- a. SPREP and MEIDECCC may request each other to make variations of this Agreement.
- b. Requests for variations shall not be unreasonably withheld.
- c. This Agreement may be varied by written agreement of the Parties.

10. Correspondence

- a. All further correspondence regarding the implementation of this Letter of Agreement should be addressed to:

For SPREP:	For MEIDECC
Julie Pillet Technical Waste Project Coordinator, SWAP Email: juliep@sprep.org Telephone: +685 29129 SPREP, Avele Vailima, Apia, Samoa	Mafile'o Masi Deputy Director Department of Environment Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communications Email: mafileo.masi@gmail.com Telephone: 67620100 MEIDECCC, Level 2 O.G Sanft Building, Corner of Tafua'ahau Road and Wellington Road, Nuku'alofa, TONGA

- b. Any notice given by SPREP, or MEIDECC shall be sufficient only if in writing and delivered in person, mailed or delivered electronically to the respective addresses noted in paragraph (a) above.



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IN WITNESS WHEREOF the parties hereto, acting through their representatives thereunto duly authorized, have caused this Letter of Agreement to be signed in their respective names as of the day and year first above written and to be delivered at the principal office of the Fund.

DocuSigned by:

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Signature

Sefanaia Nawadra

Director General SPREP

Secretariat of the Pacific Regional
Environment Programme (SPREP)

Date: 26-Jun-2023 | 21:25 WST

Signature

Paula Maú

Acting Chief Executive Officer

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

Date: 12.7.23





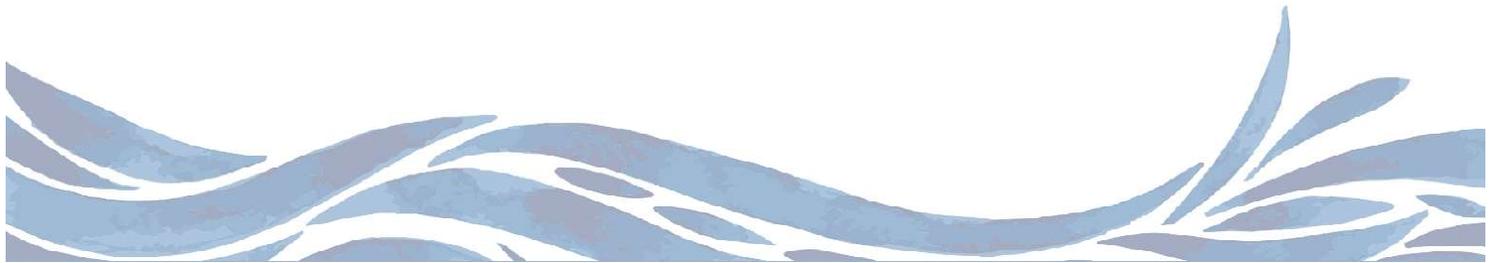
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**Attachment 1:
NUKU'ALOFA WATERFRONT CLEAN-UP
CAMPAIGN PILOT PROJECT PROPOSAL**



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>
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<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.
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PART C: PILOTE PROJECT BUDGET

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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)

