



AP 6/5/8/1

## LETTER OF AGREEMENT

between the

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

and the

**Ministry of Environment, Climate Change, Disaster Management & Meteorology (MECDM),  
SOLOMON ISLANDS**

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

relating to

**The implementation of the HONIARA USED OIL MANAGEMENT PILOT PROJECT, developed  
within the ‘Committing to Sustainable Waste Actions in the Pacific’ (SWAP) Project**

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This LETTER OF AGREEMENT (LOA) sets out the Agreement between the **Secretariat of the Pacific Regional Environment Programme (SPREP)** and the **Ministry of Environment, Climate Change, Disaster Management & Meteorology (MECDM), SOLOMON ISLANDS** relating to the implementation of the HONIARA USED OIL MANAGEMENT PILOT PROJECT, 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 III of the Memorandum of Understanding signed between SPREP and MECDM in January 2023.
- iii. SPREP and MECDM agree to collaborate jointly to implement the ‘HONIARA USED OIL MANAGEMENT PILOT PROJECT’ in the Solomon Islands, in accordance with the proposal included in Attachment 1, and approved by AFD, through the No-Objection Letter N°AFD 668/2022/PF.



- iv. Implementation of the Agreement will be conducted by MECDM 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 September 2024.
- b. The Funded Activities shall be completed no later than 31 August 2024.

### 2. Allocated Funds and Disbursements

- a. The total cost of the Funded Activity is **USD199,976** (One Hundred and Ninety-Nine Thousand Nine Hundred and Seventy-Six 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 MECDM, 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. MECDM shall receive all Funds from SPREP as per the schedule of payments set out below:

| <b>Deliverable</b>   | <b>Percentage</b> | <b>Total</b>         |
|--|-------------------|----------------------|
| Launch of the Pilot Project  | 20%               | USD39,995.20         |
| Justification of the recruitment of the consultant to supervise the construction of the storage facility | 30%               | USD59,992.80         |
| Activity report for the construction of the storage facility including purchase of equipment             | 30%               | USD59,992.80         |
| Production of the promotional materials  | 10%               | USD19,997.60         |
| End-of-Project Report  | 10%               | USD19,997.60         |
| <b>TOTAL</b>   |                   | <b>USD199,976.00</b> |

- d. With regard to procurement and financial management, MECDM 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 activities under Attachment 1, such portion shall be refunded to SPREP by MECDM;
  - 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 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 Solomon Islands) on Prohibited Practices.

### 3. Terms and Obligations of the Parties

- a. MECDM 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 MECDM to the Funded Activities and/or under contract with MECDM, shall work under the supervision of a MECDM 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 MECDM 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 MECDM'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. 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.



## 5. Liability

- a. Personnel of MECDM and subcontractors shall remain accountable to MECDM 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 rising out of acts or omission of MECDM 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 MECDM, and its personnel as a result of their work pertaining to the Funded Activities.

## 6. 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.

## 7. Dispute Settlement

- 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, prior seeking arbitration.

## 8. Variation of Agreement

- a. SPREP and MECDM 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.

## 9. Correspondence

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



Sustainable, transformative and resilient for a Blue Pacific

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|--|---|
| <p><b>For SPREP:</b></p> <p>Julie Pillet<br/>         Technical Waste Project Coordinator, SWAP<br/>         Email: <a href="mailto:juliep@sprep.org">juliep@sprep.org</a><br/>         Telephone: +685 29129<br/>         SPREP, Avele Vailima, Apia, Samoa</p> | <p><b>For the MECDM</b></p> <p>Debra Kereseka<br/>         Deputy Director Environment<br/>         Email: <a href="mailto:DKereseka@mecdm.gov.sb">DKereseka@mecdm.gov.sb</a><br/>         Telephone: +677 26036<br/>         MECDM, P.O.Box 21, Honiara, Solomon Islands</p> <p>Wendy Beti<br/>         Chief Environment Officer<br/>         Email: <a href="mailto:WBeti@mecdm.gov.sb">WBeti@mecdm.gov.sb</a><br/>         Telephone: +677 26036<br/>         MECDM, P.O.Box 21, Honiara, Solomon Islands</p> |
|--|---|

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

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:  
  
 E154D79DF91044E...  
 Signature

Sefanaia Nawadra

**Director General SPREP**

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

**Date:** 10-Mar-2023 | 23:54 WST

  
 Signature

Dr. Melchior Mataka

**Permanent Secretary**

**Ministry of Environment, Climate  
 Change, Disaster Management &  
 Meteorology (MECDM), SOLOMON  
 ISLANDS**

**Date:** 15/3/2023



Sustainable, transformative and resilient for a **Blue Pacific**

# **Attachment 1: HONIARA USED OIL MANAGEMENT PILOT PROJECT PROPOSAL**



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

**(SWAP)**

## **PILOT PROJECT PROPOSAL**

# **HONIARA USED OIL MANAGEMENT PILOT PROJECT**

**JUNE 2022**

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



## PILOT PROJECT ADMINISTRATIVE DETAILS

### PART A: Project Governance Details

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



## PILOT PROJECT CONCEPT DETAILS

### PART B: Pilot project Proposal

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

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

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

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

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

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

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



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|--|---|
| <p><b>Please describe the core issue to be resolved by the proposed project.</b></p> | <p>Used oil is generated by major companies in the country which includes Solomon Islands Ports Authority, Solomon Power, Guadalcanal Plains Palm Oil Limited, Logging Companies, Mining Companies, auto repairs &amp; maintenance businesses and gas service stations. The three major suppliers and/or fuel importers into the country includes the Markwarth Oil Limited, South Pacific Oil Limited &amp; Gafung SI Limited.</p> <p>Used/waste oil is believed to be a growing environmental challenge in the Solomon Islands. Since the country depends highly on diesel power generation, one of the largest volumes of waste materials to be recovered and exported is waste oil. The volume of used oil in the country is not regularly monitored and as such the scope and scale of the impact it has on the environment and human health has never been determined. Moreso, the absence of reliable data limits the capacity to manage this waste stream. Thus, the core issues identified to be resolved by the project includes:</p> <p>(i) Data &amp; information</p> <p>There is inadequate data available on the generated waste oil and sources in Honiara. This limits the ability of the government to initiate necessary management actions to tackle the issue.</p> <p>(ii) Institutional arrangements</p> <p>In the absence of a coordinated system, there is no accountability and responsibility to properly manage used oil. No guidelines are in place and as such waste oil generators either sell it or give it for free to potential users who are willing to reuse it to control termites on timber, as line marker in sports fields, and lubrication of chainsaws, among others. This may lead to potential exposure to leakage to the environment if improperly handled.</p> <p>(iii) Infrastructure</p> <p>The lack of collection, storage, treatment, and proper disposal system leaves generators with very little option but to burn the oil for household lighting, use as pest control in homes, marking in sports field, or largely dispose illegally which ends up as pollutant to the environment.</p> <p>There is a potential for used oil recovery and reuse in the country as evident in what Solomon Power Station is currently doing, i.e., salvaging used engine oil and using as chainsaw oil or selling as vehicle oil in the local market. It is, however, unclear whether this emits toxic substances. The PRIF report<sup>4</sup> forecasted that 1,055 metric tonnes of used motor/cooking oil can be potentially recovered. This can be validated in the pilot project.</p> <p>(iv) Legacy Waste (old stockpiles)</p> <p>With no effective system in place, companies generating waste oil have no option of disposal resulting in a lot of stockpiles of used oil in the country. Legacy used oil accumulates in the backyards of some major companies with the potential to leak from the containers becoming an environmental and health hazard. Most of the waste stockpiles are located in Honiara. Some examples of sites with used oil stockpiles include South Pacific Oil compound, Solomon Power Lungga Station, Lindsay Teobasi residential area, GPPOL Tetera station and NFD base in Noro.</p> |
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|  | <p>(v) Legal Framework</p> <p>While powers in ancillary legislation, such as the Petroleum Act 1939 (relating to the carriage and storage of petroleum), may also cover waste oil, there is no specific legislation nor regulation to control waste oil pollution.<sup>5</sup> The current Environment Act 1998, which covers waste oil as a nuisance and pollutant, is not sufficient to address the growing used oil issue in Solomon Islands. In addition, the general statement of protection of the environment, including prevention of pollution, in the most relevant legislations on waste oil, the Petroleum Act 1987 lacks regulation which resulted in the lack of management system in place.</p> <p>The Ports Act of 1990, while authorising the Solomon Islands Port Authority (SIPA) for ongoing management of pollutants from ports, its coverage is limited to the port area. As such, the development of a clearly targeted regulation for recovery of waste oil and/or its treatment or final disposal has been identified in the recommended legislative reforms in Solomon Islands.</p> <p>(vi) Training &amp; Awareness</p> <p>Limited knowledge and skills on used oil management often resulted in improper usage and disposal of the waste oil by the waste oil generators and users, thus likely to pollute the environment.</p>  |
| <p><b>Please describe how this project will effectively address the core issue identified above.</b></p> | <p>The Honiara Used Oil Management Pilot Project is designed to improve the handling, collection, transportation, storage, and final disposal of used oil in Honiara as the pilot site. Through the provision of suitable facility and equipment to efficiently manage used oil, a proper system can be established. The baseline survey of the current used oil stockpiles will enable confirmation of required infrastructure to allow the used oil management system to be effective. Moreover, the data to be collected will enable more informed decision making.</p> <p>The project is also aimed at enhancing the knowledge of waste practitioners, waste generators and generally the people of Solomon Islands on the potential health and environmental risks of unmanaged used oil and the merits of its proper management. The provision of relevant training will also sustain whatever used oil management interventions are introduced in the waste and industry sectors.</p> <p>Overall, it is expected that this project will enable authorities and stakeholders to contribute in minimising the impacts of improper used oil management. The aspirations and the outcomes of the project will also feed into the development of the used oil management plan to provide longer-term solution to the pollution issues resulting from used oil as well as compliance to the ratified International Convention on Civil Liability for Oil Pollution Damage 1969 which was renewed in 1992.</p> |

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

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

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

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



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



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



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



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

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

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



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



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



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



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



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



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



**Project Monitoring and reporting**

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

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

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

Specific parameters and data to be collected and measured include:

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



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



PART C: PILOTE PROJECT BUDGET

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



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

