LETTER OF AGREEMENT

AP 6/5/8/1

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and the

Ministry of Natural Resource and Environment (MNRE)

relating to

The implementation of the Samoa Used Oil Management Pilot Project, 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 Natural Resource and Environment (MNRE)** relating to the implementation of the **Samoa Used Oil 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 II of the Memorandum of Understanding signed between SPREP and MNRE on the 31st of January 2023.

iii. SPREP and MNRE agree to collaborate jointly to implement the Samoa Used Oil Pilot Project, in accordance with the proposal included in Attachment 1, and approved by AFD, through the No-Objection Letter N°AFD 430D/2023/CFC dated on 18 September 2023.

iv. Implementation of the Agreement will be conducted by MNRE 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 15 September 2024.

2. Allocated Funds and Disbursements

a. The total cost of the Funded Activity is USD 155,000.00 (One Hundred and Fifty-Five Thousand 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 MNRE, 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. The funds will be processed through direct payments to the suppliers by SPREP in compliance with the SPREP Procurement Manual and the Pilot Project proposal.

3. Terms and Obligations of the Parties

a. MNRE 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 MNRE to the Funded Activities and/or under contract with MNRE, shall work under the supervision of a MNRE 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 MNRE and Consultants before publication;
   iii. review and approve all quotes;
   iv. facilitate the hiring of consultants or the purchase of equipment related to the Funded Activity, in compliance with the SPREP Procurement Manual;
   v. facilitate payments directly to the suppliers in compliance with the SPREP Procurement Manual;
   vi. notify and obtain approval from AFD or its fiduciary agent about any expected variations on the Funded Activity;
   vii. monitor and supervise MNRE's delivery of the Funded Activity; and
   viii. 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 MNRE and subcontractors shall remain accountable to MNRE 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 MNRE 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 MNRE, 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.

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.

8. Variation of Agreement

a. SPREP and MNRE 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 Letter of Agreement should be addressed to:

For **SPREP**:	For **MNRE**
Julie Pillet Technical Waste Project Coordinator, SWAP Email: juliep@sprep.org Telephone: +685 29129 SPREP, Avele Vailima, Apia, Samoa	Lealaisalanoa Frances Brown-Reupena Chief Executive Officer Ministry of Natural Resource and Environment (MNRE) Email: ceo@mnre.gov.ws Telephone: +685 67200 MNRE, Apia, Samoa

b. Any notice given by SPREP, or MNRE 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:
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Signature

Easter Chu Shing

Acting Director General SPREP

Secretariat of the Pacific Regional Environment Programme (SPREP)

Date: 26-Jan-2024 | 13:41 WST

Signature

Lealaisalanoa Frances Brown-Reupena

Chief Executive Officer

Ministry of Natural Resource and Environment (MNRE), SAMOA

Date:

SPREP PROE

Sustainable, transformative and resilient for a Blue Pacific

Attachment 1:
SAMOA USED OIL PILOT PROJECT PROPOSAL

AFD AGENCE FRANÇAISE DE DÉVELOPPEMENT

SPREP Secretariat of the Pacific Regional Environment Programme

SWAP Sustainable Waste Actions in the Pacific

COMMITTING TO SUSTAINABLE WASTE ACTIONS IN THE PACIFIC

(SWAP)

PILOT PROJECT PROPOSAL

SAMOA USED OIL PILOT PROJECT

PROJECT NUMBER 2

AUGUST 2023

BY: MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT, SAMOA

PILOT PROJECT ADMINISTRATIVE DETAILS

PART A: Project Governance Details

PART A1: PROJECT TYPE	
Thematic Area	☒ Used Oil Management ☐ Marine debris Management

PART A2: Country WHERE PROJECT PROPOSED TO BE IMPLEMENTED	
☐ Fiji	☐ Tonga
☒ Samoa	☐ Vanuatu
☐ Solomon Islands	

PART A3: APPLICANT DETAILS					
Contact Details for Lead Organisation	Title	☐ Dr	☐ Mr	☐ Mrs	☒ Ms
	First Name	Lealaisalanoa Frances	Surname	Reupena	
	Job Title	Chief Executive Officer			
	Organisation	Ministry of Natural Resources and Environment			
	Department	Waste Management and Pollution Control Division			
	Work Address	Address	Level 3, TATTE Building		
			Sogi		
		City	Apia, Samoa		
		Postcode	Private Mail Bag		
	Telephone	67200			
	Mobile	NA			
	Fax				
	Email	frances.reupena@mnre.gov.ws			

PILOT PROJECT CONCEPT DETAILS

PART B: Pilot project Proposal

PART B1: PILOT PROJECT PROPOSAL				
Project Title	Samoa Used Oil Pilot Project			
Project Summary Please provide a 150-word (maximum) summary of your project.	In 2018, the Samoa Waste Oil Management Program (SWOMP) was launched as a Phase 1 Pilot Project through partnership among the Secretariat of the Pacific Regional Environment Programme (SPREP), Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries (J-PRISM II), Samoa Recycling and Waste Management Association (SRWMA) and the Ministry of Natural Resources and Environment (MNRE). The project intends to initiate formal collection of waste oil and store at a waste oil storage facility at Tafaigata prior to export. The pilot program was driven by Nissan Samoa Company, a member of SRWMA. The used/waste oil collected was stored in tanks, drums and IBC containers in preparation for packing and shipment to a possible disposal/recovery facility offshore. To date, approximately 60,000L of waste oil has been collected and stored at the SWOMP facility. The waste oil was mainly collected from SRWMA partners including Nissan Samoa, Ford Samoa, Apia Traders, ASCO Motors, Samoana Rentals, PPS Hyundai Service Centre, OK Auto, Tokelau Government, Auto Saver, Samoa Shipping, Samoa Hire Pool and Vailima Breweries. Waste oil was collected and stored in IBC containers or 44-gallon drums. With available funding from the SWAP project, the Government of Samoa through MNRE decided to focus on waste oil management to build up on the SWOMP and to improve its management at the national level. A feasibility study was conducted to develop a National Used Oil Management Plan[1], which was recently finalised and validated in June 2023. The Phase 2 pilot project, through SWAP, will support continuation and expansion of SWOMP based on lessons learned in implementing Phase 1 of the pilot project. It is aimed to seek further funding to sustain waste oil handling, storage and disposal in an environmentally sound manner. The expected general outcome of the pilot project is to have a sustainable used oil management system in Samoa. The project will be implemented by the newly established Waste Management and Pollution Control Division of MNRE in cooperation with SWRMA, and other relevant partners such as Electric Power Corporation (EPC), Petroleum Products Supplies Limited (PPS) and the Samoa Chamber of Commerce and Industry, Inc., and other companies generating used oil, whether small- or large-scale.			
Funding Request	Funding Requested	$155,000.00 USD		
Project Timeline	Commencement date	November 2023	Completion Date	September 2024

[1] https://library.sprep.org/content/samoa-used-oil-management-plan

PART B2: PROJECT CRITERIA	
Please describe the core issue to be resolved by the proposed project.	Motor oils are used in internal combustion engines or associated mechanical parts. Their main function is lubrication of moving parts, but they also clean, inhibit corrosion and cool the engine by transferring heat. Motor oils are derived from petroleum-based and non-petroleum-synthesised chemical compounds. Similarly, hydraulic fluids are low compressible oils that transfer power in hydraulic machinery. Common hydraulic fluids are also based on mineral oils. Used oil is defined as any petroleum-based or synthetic oil or fluid that, through contamination, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties. A significant proportion (40-60%) of lubricating oils (and hydraulic fluids) become "used" waste product after a period of use. Improper disposal of these used oils can have major negative impacts on natural resources such as groundwater, the marine environment and soil, as well as on human populations. Poor management of used oil is a major environmental concern for Pacific Island nations including Samoa. It is estimated that between 200,000-350,000 litres of used oil is generated annually in Samoa[2].
Please describe how this project will effectively address the core issue identified above.	The pilot project will hopefully assist the government in implementing sustainable waste oil management programs to minimize uncontrolled and illegal dumping of used oil to the environment. It can support used oil management activities to ensure cost effective environmental outcomes and to strengthen capacity needs of the public and stakeholders on used oil management in terms of proper handling, transportation, storage and safe disposal. The pilot project will enhance partnership between the public and private sector which can likely attract more funding support to the government to address stockpiles of legacy and continuously generated used oil. If the project succeeds, this will provide a leverage for further internal and external funding support. Through the pilot project, a system to track used oil data can be set up which can allow the government to make more informed decisions to address this problematic waste. The pilot project will also provide a stimulus to implement economic instruments such as ARFD to sustain funding requirements for managing used oil and provide a longer-term solution to address this waste issue.
Please describe how this project is relevant to the SWAP.	This project will contribute to the delivery of initiatives identified to achieve SWAP objectives and goals of improving sanitation, environmental, social and economic conditions in Pacific Island countries. One of the specific objectives of the SWAP Project is to support the populations and local authorities in the implementation of good practices of which waste oil management is one of the focused thematic areas. This pilot project fits in very well with this objective. Successful implementation of this project will build the capacity of the local authorities, the private sector and communities and enhance good environmental governance and stewardship. Capacity building will come in the form of trainings as

[2]Haynes and Rasch (2022). *Samoa Feasibility Study*. SPREP. 53pp.

	well as provision of suitable equipment and infrastructure to enable Samoa to manage used oil more sustainably. The engagement will allow exchanges of project outcomes at the local and regional level. The MNRE expects that the collaboration between the authorities and the stakeholders will lead to further sustained actions which SWAP is promoting.	
Please list the project objective(s)	The overall goal of the project is to sustainably manage the storage and handling of waste oil at the national level to minimize pollution. This can be achieved through engagement with private sectors in order to enhance the sense of stewardship of this problematic waste stream in order to protect the environment towards potential spillages to the environment. Specifically, the project will be implemented to i. Improve the management of used/waste oil through proper transportation, storage and safe disposal; ii. Build technical capacities of responsible officers and the private sector handling used/waste oil; iii. Promote public awareness on risks posed by inappropriate management of waste oil; and iv. Initiate suitable interventions on used oil management guided by the National Used Oil Management Plan.	
Please list the expected project outcomes in each specific category	Environmental outcomes	Overall, the project is expected to protect the environment from leakage of oil spills through mishandling of waste oil. The pilot project is also expected to contribute outcomes in the targeted SDGs 6, 12 and 14. These include, but not limited to: • 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. • 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. • 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.

	GEDSI outcomes	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. 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: • Increased understanding of waste management issues as they affect diverse groups; • Strengthened leadership capacity of women, disabled people, youth, and LGBTQI+ individuals; • Strengthened gender, disability, and youth inclusion networks; • Increased meaningful participation of women, disabled people, youth, LBGTQI+ individuals; • Strengthened monitoring and reporting of GESI objectives positions within the SWAP project; and • Increased access to and control of training for women, youth, people living with disability and LGBTQI groups. With regards to the gender equality dimensions3, 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.
	Waste management outcomes	The sustainable management of waste oil results in a range of positive environmental, economic and operational outcomes for small island nations such as Samoa. Environmental sound management will prevent oil spills from inappropriate storage and disposal likely to contaminate water sources and soil. It will also avoid emissions (dioxins and heavy metals) from open burning activities. Economically, sound management of waste oil can create jobs and drive innovation such as recycling which can decrease reliance on foreign oil supplies, produce saleable products or by-products from used oil processing, and possibly generate electricity for small-scale household use. The pilot project is expected to reduce stockpiling, illegal dumping and open burning of used oil. It will contribute to the reduction of mismanaged wastes in the overall waste material flow and achieve a higher percentage of wastes disposed properly. It will likely address the three goals of the Cleaner Pacific 2025 (Pacific Regional Waste and Pollution Control Strategy), i.e.:

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

		• 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.[4] Specifically, quantity of used oil stockpiles (in litre) is used as a performance indicator to achieve the strategic goal #3. 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 Samoa is indicated as a priority PIC.
	Knowledge sharing	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, available materials for dissemination and the various platforms such as MNRE Facebook social page, MNRE website, newspaper, radio awareness programs, National Environment Events such as Water and Forest Day, Soil Week, Biodiversity Day, Energy Day and National Environment Week. The project outcomes can also be shared internally with other communities within Samoa 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 outcomes can also contribute to the national reporting to the conventions of which Samoa is a signatory such as Minamata, and BRS, Noumea and Waigani Conventions. The project can also be showcased in the Community of Practice events organised by SWAP and other regional and international events, where relevant. 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.

[4] 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

Please describe the project methodology How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?	**A. Pilot Project to be covered by the current SWAP Project** The project coordination will be through the Waste Management and Pollution Control Division within the Ministry of Natural Resources and Environment. The Chemical and Hazardous Waste Section will lead the implementation of the project with support provided by the Solid Waste Management Section, SWAP project, SRWMA and other relevant stakeholders. The following stakeholders will be considered to become partners of MNRE in this pilot project. Their corresponding responsibilities towards this project are also described here: • Samoa Recycling and Waste Management Association (SRWMA) – The association is very active with recycling activities and they are keen to promote recycling of a range of waste consistent with the growing fight against pollution including marine litter. • Various companies generating used oil – ensure that relevant regulation is complied with. • Electric Power Corporation (EPC) – EPC has a stockpile and continuously generating used oil from its operations. • MCIL – Occupational Health and Safety monitoring. • Corporate Division of MNRE will assist with coordinating with the team in undertaking public awareness campaigns. 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. The Project Office will also maintain good liaison with the SWAP Project Management Unit so that project risks can easily be anticipated and mitigated and procurement issues addressed smoothly. During the Inception Phase, once the project has been awarded, the Project Team including the Samoa partners and SWAP will meet to have a full understanding and clarity of expectations on the project based on the Terms of Reference. The Inception meeting will be fully documented and a report produced to guide the implementation of the project with milestones set. During the Implementation Phase, the project activities will be staged in such a way as the set milestones will be achieved. A simple project plan based on milestones will be developed with action tracker to ensure that activity timelines and expenditure are regularly checked. The project will execute activities listed below in a timely manner to ensure successful implementation of activities and to meet targets set for the overall managed priority under the SWAP project. Component 1: Upgrade existing storage facility at Tafaigata in partnership with SRWMA through the SWOMP initiative. Component 2: Conduct skills training on handling used/waste oil including spillages (this activity will be conducted separately to this proposal by SWAP under Project Component 1 – Regional Training). Component 3: Develop a system of collection and storage of used oil using the facility and equipment provided through the project. Component 4: Undertake awareness raising on sustainable management of used/waste oil across the cross-section of relevant stakeholders.

Activities within each project component will be coordinated by MNRE with the support of SRWMA and other relevant stakeholders including the donor partners and other relevant projects.

Promotional and educational materials will be designed and distributed to send messages on the objectives and focus of this project. It will target communities for awareness and the private sector to ensure their active engagement.

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.

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

An End-of Project Report will be submitted based on a report template to be provided by SWAP. Lessons learnt from the project's activities will be shared with other projects and used for implementation of the waste management action plan.

B. Pilot Project Extension (beyond the coverage of the current SWAP Project)

To ensure sustainability of the system that will be established through this pilot project, further activities have been discussed during the stakeholder consultation. These mostly involve the strengthening of the public-private partnership involving the government, SRWMA and the other stakeholders.

i) Piloting of Pyrolysis for *in situ* treatment of used oil

SRWMA would like to explore the piloting of a pyrolysis machine to test the viability of treating used oil on the island. This would mean that any interested company can invest on a reasonably-sized pyrolysis machine to process used on the same site where the storage facility will be housed. Pyrolysis is one of the recommendations in the feasibility study[5] carried out for the development of the National Used Oil Management Plan (also funded through SWAP) for used oil management in Samoa. Local capacity of the government waste officers and the private sector will be enhanced to enable future expansion of the system.

ii) Establishment of an Advanced Recovery Fee and Deposit (ARFD) Scheme

Samoa is now considering to impose import levy on some of the problematic items which have the potential to be recycled or processed. The levy is intended to provide financial and technical capacity to sustainably manage these wastes. Used oil can be included in the scheme to secure funding for sustaining the system which will be established through this pilot project. It may take a couple of years to be stablished but with the lessons and challenges from this pilot project, the ARFD or Waste Levy can be aligned to cater for improvement in the system. With the implementation of ARFD and the Waste Levy, the country will have the assured capacity to manage problematic wastes including used oil.

The specific timeline for these extension activities will be developed later. The important thing is the collection and storage system can be established through this pilot project proposal where the pyrolysis and the ARFD/Waste Levy systems can build on.

[5] https://library.sprep.org/content/contract-conduct-feasibility-study-develop-national-used-oil-management-plan-samoa-

To Provide the general planned activities

What are the project milestones and planned activities, and the timeline for implementation of these activities/milestones?

	Activities	Milestone and Outputs	Indicative Timeline
Phase I: Inception Phase			
1	Establishment of the Project Management Team and supporting arrangements	Project organisational structure	By 2nd week after signature of the LOA
2	Inception Meeting	Meeting report	By 2nd week after signature of the LOA
3	Preparation of detailed project plan, simple Communication Plan, and M&E plan	Project plan with activities, responsibilities, milestones, duration/deadline and status approved by the Waste Management and Pollution Control Division and SWAP; concise Communication and M&E Plan	By 3rd week after signature of the LOA
Phase II: Implementation Phase			
4	Undertake a project baseline survey (used oil waste audit) to determine actual project requirements.	Used oil waste audit report	Within three months after signature of the LOA
5	Establish the upgrading and expansion of the storage facility, and procure storage materials	MNRE and SRWMA & partners to provide design	Within two months after signature of the LOA
6	Conduct practical training on simple skills to undertake during spill incidents (to be budgeted separately by the SWAP PMU)	Trainees who can be potential trainers	Within the project implementation phase
7	Develop an awareness advertisement/video clip	Advertisement	Within project implementation phase
8	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

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	Phase III: Project Closure			
	9	Draft and submit Project Completion Report	Project Completion Report submitted	After all activities have been completed (tentatively 6-month project period)
	10	Draft and submit a Sustainability Plan	Sustainability Plan submitted	One month after submission of Project Completion Report
	11	Conduct project evaluation	Project evaluation report (to be conducted by SWAP)	Depends on SWAP timeline

isk Identification and Mitigation

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

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

Category of Risk	Description	Potential Impact	Likelihood	Risk response
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., WMPCD of MNRE, 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 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 If it occurs: Make an action plan to address
Financial	Funding support is delayed	Project deliverables will not be achieved on time.	Medium	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 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	Establish a storage system for used oil	ongoing handling operation	SRWMA to provide volume of the initial collection	50% collected	Waste reports	Annual	Waste	SWAP and SPREP
Outcome 1	Reduced oil spillage during collection, transportation and transferring of oil to the storage containers	Quantity of used/waste oil spilled	to be determined from the waste oil baseline inventory	About 60% minimization of spillage	End-of Project report – quantity of used oil spillage before and after the project	Once during the project period, i.e., consolidation of all project data	Project Team and SRWMA	Waste Management, Project partners and SWAP
Outcome 2	Reduce stockpile of used/waste oil	Quantity of stockpiles from all sources are identified and collected	to be determined from the waste oil baseline survey	About 20% reduction of stockpiles	End of project report – quantity of stockpiles collected and stored	Once during the project period, i.e., consolidation of all project data	Project Team and SRWMA	Waste Management, 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 waste oil baseline survey	progressive reduction on used oil stockpile	project biannual reports	biannual	Project team and SRWMA	Waste management, Project partners and SWAP
Output 2	well managed used oil facility and equipment	regular monitoring of the facility and stored used oil	upgraded facility and newly procured equipment	Facility and equipment well used for its purpose	Project progress reports – progress and status of the facility and equipment	biannual	Project team and SRWMA	Waste Management, 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	6 trainees to be able to mentor or act as trainers	project biannual reports – application of capacity to handle used oil management	biannual	Project team and SRWMA	Waste Management, 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 biannual reports – number of stakeholders bringing or offering used oil for collection	biannual	Project Team	Waste Management, 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	biannual	Project team	Waste Management, Project partners and SWAP

Specific parameters and data to be collected and measured include:

a. Sources of used oil in Upolu, Samoa (refer to feasibility study[6] or through baseline survey, if needed)
b. Quantity of stockpiles of used oil in Upolu from various sources (refer to feasibility study[6] or through baseline survey, if needed)
c. Existing material flow prior to the project (refer to feasibility study[6] or through baseline survey, if needed)
d. Quantity of used oil potentially mismanaged (refer to feasibility study[6] or through baseline survey, if needed) – 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 (regular monitoring and follow up)

[6] https://library.sprep.org/content/contract-conduct-feasibility-study-develop-national-used-oil-management-plan-samoa-

Please list the expected project outputs	The expected project outputs would include the following: a. Inception Meeting Report with the Project Plan, Communication Plan, Monitoring and Reporting Plan b. Results of used oil survey c. Documentation of the upgraded storage facility d. Photos and inventory of storage equipment for used oil storage e. Campaign and promotional materials f. Progress Reports on: • Amount of used oil collected and stored based on monitoring and reporting plan • Condition of the facility and equipment • Application on enhanced capacity of project staff and relevant stakeholders • Number of stakeholders involved in the project • Challenges and potential risks and how it is addressed g. Documentation of events conducted and relevant to the project such as workshop reports, event footages, etc h. Completion of Project Report i. Sustainability Plan for Used Oil Management

PART C: PILOT PROJECT BUDGET

PART C: PROJECT BUDGET					
Please provide basic details of the project budget (local currency)					
Items (to be adapted to the project)	**Description/Details**	**Quantity**	**Unit Cost (Local currency)**	**Actual cost (Local currency)**	**Equivalent Cost (USD)**
Material/ Equipment/ Infrastructure/ Operation	**Information and Research**				
	Inventory survey	1	10,000	10,000	3,680.00
	Used Oil Storage Facility, Storage Materials and Collection				
	Upgrade/Extension (cementing) of storage facility and bunker filter for transferring of oil to storage and fencing	1	120,000	120,000	44,135.00
	Procurement of special storage tanks	5	8,000	40,000	14,712.00
	Forklift (small) for the transferring of oil containers	1	25,000	25,000	9,195.00
	Pick-up truck new established Waste Management Division for monitoring and used oil siting during collection, transportation, transferring and storage.	1	150,000	150,000	55,170.00
	Spill kits (for de-watering & de-filtering of oil, pumping of oil)	1	8,000	8,000	2,942.00
	Testing of samples	1	7,000	7,000	5,574.00
	Transportation cost (collection and transferring of used oil)	1	15,000	15,000	5,517.00
	PPEs-bulk	1	2,700	2,700	993.00
	Capacity Building and Awareness Educational Materials				
	Oil Spill Training – Theory & practical demonstration	1	-	-	-
	Development of video clip/advertisement (30secs)	1	2,200	2,200	810.00
	Design of promotional materials	1	2,500	2,500	920.00
	Brochures/posters – bulk printing	100	10	1,000	368.00
	Develop and install:				-
	a. 1 billboard sign	1	3,750	3,750	1,380.00
	b. 2 pull up banners (1.2mx2m)	2	800	1,600	588.00
Administrative	Logistics for meetings (2 meetings) - refreshments, venue	2	2,000	4,000	1,471.00
	Stationeries				
	a. Printer	1	2,500	2,500	920.00
	b. Internet cards (4 cards x 1staff x 6 months)	24	25	600	220.00
	b. Tablet (1 pcs)	1	1,000	1,000	368.00
	c. Laptop for data recording	1	4,000	4,000	1,471.00
Contingency	5% of total cost			20,571	7,566.00
TOTAL COST				**421,421.05**	**155,000.00**

Exchange rate (Tala to USD) **0.365638**