



LETTER OF AGREEMENT

AP 6/5/8/1

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and the

Department of Environmental Protection and Conservation (DEPC) on behalf of the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management (MCCAMGEEDM), Government of Vanuatu

relating to

The implementation of the TACKLING MARINE LITTER IN SELECTED SITES IN SHEFA PROVINCE - VANUATU, 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 **Department of Environmental Protection and Conservation (DEPC) on behalf of the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management (MCCAMGEEDM)** relating to the implementation of the Tackling Marine Litter in Selected Sites in Shefa Province Vanuatu, 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").



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- ii. This Agreement is made under Annex III of the Memorandum of Understanding signed between SPREP and DEPC/MCCAMGEEDM on the 23rd February 2024.
- iii. SPREP and DEPC/MCCAMGEEDM agree to collaborate jointly to implement the Tackling Marine Litter in Selected Sites in Shefa Province Vanuatu, in accordance with the proposal included in Attachment 1, and approved by AFD, through the No-Objection Letter N°AFD 616/2022/PF dated on 15 December 2022.
- iv. Implementation of the Agreement will be conducted by DEPC/MCCAMGEEDM 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 31 August 2024.
- b. The Funded Activities shall be completed no later than 15 August 2024.

2. Allocated Funds and Disbursements

- a. The total cost of the Funded Activity is USD 34,850.00 (Thirty-Four Thousand Eight Hundred and Fifty 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 DEPC/MCCAMGEEDM, 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. DEPC/MCCAMGEEDM shall receive all Funds from SPREP as per the schedule of payments set out below:

Deliverable	Due date	Percentage	Total
Minutes of the kick-off meeting to launch of the Pilot Project	17 May 2023	20%	USD 6,970.00 (Paid - Invoice 160523 issued 16/05/23)
First clean-up report	10 June 2023	20%	USD 6,970.00 (Paid - Invoice 050623 issued 05/06/23)
Second clean-up report	30 May 2024	20%	USD 6,970.00
Documents confirming the production of promotional materials (invoice, photos, design, other)	15 August 2024	20%	USD 6,970.00
End-of-Project Report	15 August 2024	20%	USD 6,970.00
		TOTAL	USD 34,850.00



- d. With regard to procurement and financial management, DEPC/MCCAMGEEDM must:
- i. utilise the Activity Funds, and any supplies and equipment provided by the Activity Funds, in strict compliance with the Pilot Project proposal (Attachment 1 of this LOA) and thus within allocations as per the Pilot Project Budget. In the event that SPREP determines that any portion of the Activity Funds has been used for purposes other than the Funded Activities under Attachment 1, such portion shall be refunded to SPREP by DEPC/MCCAMGEEDM;
 - ii. be required to provide supporting documentation for all expenditure associated with the Funded Activities. This should then determine as well any funds remaining to be refunded back to SPREP;
 - 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 Vanuatu) on Prohibited Practices.

3. Terms and Obligations of the Parties

- a. DEPC/MCCAMGEEDM 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 DEPC/MCCAMGEEDM to the Funded Activities and/or under contract with DEPC/MCCAMGEEDM, shall work under the supervision of a DEPC/MCCAMGEEDM 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 DEPC/MCCAMGEEDM 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 DEPC/MCCAMGEEDM delivery of the Funded Activity; and
 - vi. ensure the terms and conditions of the Letter of Agreement are met.
- c. Both parties agree to communicate regularly with each other and provide timely information on matters relating to the implementation of the Pilot Project.



4. Child protection and other policies

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

5. Disclaimer

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

6. Liability

- a. Personnel of DEPC/MCCAMGEEDM and subcontractors shall remain accountable to DEPC/MCCAMGEEDM 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 DEPC/MCCAMGEEDM 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 DEPC/MCCAMGEEDM, and its personnel as a result of their work pertaining to the Funded Activities.

7. Termination

- a. Each Party may terminate this Agreement at any time by giving the other ten days' notice in writing of its intention to do so.
- b. Upon receipt of a notice to terminate:
 - i. The Parties will take all action necessary to cancel outstanding commitments relating to the Services under this Letter of Agreement and will use their best efforts to honour their respective prior commitments.
 - ii. Payments will be made for work satisfactorily completed up to the time of termination, up to the stated maximum.
- c. Any unused portion of the unexpended funds shall be refunded to SPREP; no Activity Funds shall be disbursed after termination.



- d. Termination or expiry of this Agreement will not prejudice any rights or obligations of the Parties which exist, whether under this Letter of Agreement, at law or otherwise, prior to termination or expiry.

8. Dispute Settlement

- a. The Parties shall cooperate to carry out their obligations in good faith and shall endeavor to resolve any disagreement in an amicable manner, including through use of mediation and conciliation processes.

9. Variation of Agreement

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

10. Correspondence

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

For SPREP :	For DEPC/MCCAMGEEDM
Julie Pillet Technical Waste Project Coordinator, SWAP Email: juliep@sprep.org Telephone: +685 29129 SPREP, Auele Vailima, Apia, Samoa	Roselyn Bue Senior Officer (Chemical and Ozone) Department of environmental protection and conservation MCCAMGEEDM Email: rbue@vanuatu.gov.vu Telephone: (678) 25302 33430 Address: Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Environment, Energy and Disaster Management Compound, Nambatu, Port Vila, PMB 9063, Vanuatu

- b. Any notice given by SPREP, or DEPC/MCCAMGEEDM 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.



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DocuSigned by:

Sefanaia Nawadra

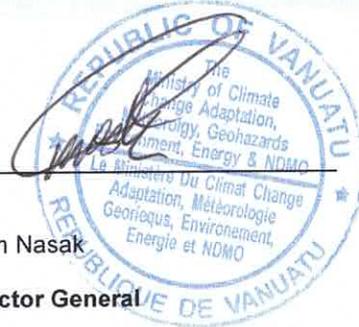
Signature

Sefanaia Nawadra

Director General SPREP

Secretariat of the Pacific Regional Environment Programme (SPREP)

Date: 01-Mar-2024 | 19:52 WST



Signature

Mr. Abraham Nasak

Acting Director General

Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management (MCCAMGEEDM)

Date: 01/03/2024



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Attachment 1: TACKLING MARINE LITTER IN SELECTED SITES IN SHEFA PROVINCE - VANUATU



COMMITTING TO
SUSTAINABLE WASTE ACTIONS IN THE PACIFIC
(SWAP)

PILOT PROJECT PROPOSAL

TACKLING MARINE LITTER IN SELECTED SITES IN
SHEFA PROVINCE, VANUATU

JUNE 2022

BY: DEPARTMENT OF ENVIRONMENTAL PROTECTION AND CONSERVATION,
GOVERNMENT OF VANUATU



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Pilot Project ADMINISTRATIVE DETAILS

PART A: Project Governance Details

PART A1: PROJECT TYPE					
Thematic Area	<input type="checkbox"/> Used Oil Management <input checked="" type="checkbox"/> Marine debris Management				
	PART A2: Country WHERE PROJECT PROPOSED TO BE IMPLEMENTED <input type="checkbox"/> Fiji <input type="checkbox"/> Tonga <input type="checkbox"/> Samoa <input checked="" type="checkbox"/> Vanuatu <input type="checkbox"/> Solomon Islands				
PART A3: APPLICANT DETAILS					
Contact Details for Lead Organisation	Title	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input checked="" type="checkbox"/> Mrs	<input type="checkbox"/> Ms
	First Name	Roselyn		Surname	Bue
	Job Title	Senior Officer (Chemical and Ozone)			
	Organisation	Government of Vanuatu			
	Department	Dept of Environmental Protection and Conservation			
	Work Address	Address	PMB 9063, Port Vila		
		City	Port Vila		
		Postcode			
	Telephone	+678 33430			
	Mobile	+678 731 7572			
	Fax				
	Email	rbue@vanuatu.gov.vu			



PILOT PROJECT CONCEPT DETAILS

PART B: Pilot project Proposal

PART B1: PILOT PROJECT PROPOSAL				
Project Title	Tackling plastic pollution in selected sites in Shefa Province, Vanuatu			
Project Summary Please provide a 150-word (maximum) summary of your project.	<p>The proposed project will involve clean-up in targeted coastal locations in the SHEFA Province where Port Vila is situated. Four targeted locations will be selected where heavy littering is observed along the coastlines. The targeted locations will also consider marine conservation areas which may require clean-up and further protection.</p> <p>The selection of sites will be undertaken through the municipal and provincial council with area administrators in partnership with waste organisations. These staff have already received in-country training and DEPC is confident that they will be able to implement the programme effectively.</p> <p>Clean-ups will be undertaken every two months with baseline data gathered during the 1st clean up. Through a litter audit, data will be collected, during each clean-up, using the Litter Intelligence application developed by Sustainable Coastlines. Data will be collected consistently over a 6-month period to determine reliable trends in littering.</p> <p>Concurrently, continued awareness on waste management will be conducted in the communities within each site using already available toolkits or materials, if any. DEPC will also produce awareness materials. The effectiveness of the awareness campaigns will be measured against the outcomes of the littering trend.</p> <p>The project will be implemented by DEPC in cooperation with the Port Vila Municipal Council (PVMC) and the SHEFA Province in partnership with civil society groups and communities.</p>			
Funding Request	Funding Requested	USD34,850		
Project Timeline	Commencement date	August 2022	Completion Date	August 2023



PART B2: PROJECT CRITERIA	
Please describe the core issue to be resolved by the proposed project.	<p>As in most of the small island developing states, Vanuatu has sensitive coastal ecosystem owing to its use as primary source of livelihood such as fisheries and tourism. However, the country also faces some challenges in waste management particularly in waste collection, treatment and proper disposal. This is due to inadequacy of resources including land for proper landfilling, equipment/infrastructure for provision of good waste services, limited access to up-to-date technologies, insufficient expertise, high costs of shipment of recyclables due to their remoteness, among others.</p> <p>These challenges result in significant wastes left unmanaged, oftentimes leaked into the marine environment as marine debris. Although Vanuatu has initiated reforms to address this through the world-leading single use plastic ban that came into effect in January 2018¹, banning non-biodegradable plastic, including bags and polystyrene containers, littering along the coastlines is still visible. There are fragmented efforts undertaken to address this and the government is looking at more sustained and coordinated system of prevention of marine pollution from leaking solid wastes, thus this pilot project is proposed.</p>
Please describe how this project will effectively address the core issue identified above.	<p>Littering of debris is a common sight in coastal areas where there are nearby human settlements or recreational areas. The project seeks to assist the communities to have cleaner environment and healthy oceans which are the source of their livelihood.</p> <p>Through the coastal clean-up activities and accompanying awareness campaigns, the community will hopefully change behaviours and be more proactive in protecting the ocean at their doorstep. The activity is intended to be sustained through community actions even beyond the project life. The waste which will be collected and audited will, hopefully, inform the community of the scale of the marine debris problem and the negative impacts it poses on the environmental and human health. The socio-economic impacts will also be highlighted in the engagement with the community.</p> <p>The pilot project will hopefully assist the government in progressing its reforms to ban other single-use plastics such as:</p> <ul style="list-style-type: none"> • Fruit packaging materials such as nylon mesh nets and styrofoam trays • Single-use disposable plastic cutlery – knives, forks and spoons • Single-use disposable plastic plates • Disposable plastic stirrers for coffee and tea • Single-use plastic (polyethylene) cups and single-use plastic (polystyrene) cups • Plastic (polyethylene) egg cartons • Plastic flowers

¹ https://www.huffpost.com/entry/vanuatu-plastic-ban-law-ocean-pollution_n_5c6ee757e4b0f40774cd355d



<p>Please describe how this project is relevant to the SWAP.</p>	<p>One of the objectives of the SWAP Project is to support the populations and local authorities in the implementation of good practices of which marine debris management is one of the focussed thematic areas of the SWAP Project. This pilot project fits in very well with this objective.</p> <p>Likewise, it will build the capacity of the local officials to provide good environmental governance to the community they work for. The engagement will allow exchanges of project outcomes at the local level.</p> <p>The DEPC expects that collaboration between the authorities and the communities will lead to further sustained actions which SWAP is promoting.</p>	
<p>Please list the project objective(s)</p>	<p>The overall goal of the project is to reduce the pollution of Vanuatu’s coastline in a more sustained manner. This can be achieved through engagement with the civil society in order to enhance the sense of stewardship of the community towards their surrounding environment.</p> <p>Specifically, the project will be conducted to</p> <ol style="list-style-type: none"> i. Establish a marine debris audit system for Vanuatu based on existing regional efforts; ii. Assess the scale and scope of the marine debris issue; iii. Prevent wastes being dumped along the coastline and into the ocean; iv. Promote other best practices such as waste segregation and composting; v. Proper disposal of wastes with the assistance of the Provincial Authority; vi. Raise awareness of coastline communities on the merits of preventing accumulation of marine debris, and vii. Inform the government’s decision making on the marine debris issue through the outcomes of this pilot project. 	
<p>Please list the expected project outcomes in each specific category</p>	<p>Environmental outcomes</p>	<p>Overall, the project is expected to protect the marine environment from leakage of debris pollutants through sustainable community actions beyond clean-ups as well as providing outcomes that will inform the government of institutional mechanisms to address marine litter issues which likely impact the fishery and tourism sectors. It also hopes to avoid aesthetic nuisance of littered wastes along coastlines which impacts the tourism industry.</p> <p>The pilot project is also expected to contribute outcomes in the targeted SDGs 6 and 14. These include, but not limited to:</p> <p>6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.</p> <p>14.1: By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.</p>



	<p>GEDSI outcomes</p>	<p>Women and other vulnerable groups will be invited to participate in the project activities. This will provide them the sense of social inclusion in waste management which has not been fully explored in the Pacific.</p> <p>The pilot project will ensure that the activities will be responsive to GEDSI with the following expected outcomes based on the SWAP GEDSI strategy and action plan:</p> <ul style="list-style-type: none"> • Increased understanding of waste management issues as they affect diverse groups • Strengthened leadership capacity of women, disabled people, youth, and LGBTQI+ individuals • Strengthened gender, disability, and youth inclusion networks • Increased meaningful participation of women, disabled people, youth, LGBTQI+ individuals • Strengthened monitoring and reporting of GESI objectives positions within the SWAP project • Increased access to and control of training for women, youth, people living with disability and LGBTQI groups <p>With regards to the gender equality dimensions², the pilot project is expected to address the Voice and Rights, and Gender Capacity Building dimensions through encouraging women, youth and vulnerable sectors to participate in the program and build their capacity on data collection and advocacy activities.</p>
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² ADB, 2013. Tool kit on gender equality results and indicators. <https://www.oecd.org/dac/gender-development/tool-kit-gender-equality-results-indicators.pdf>



	<p>Waste management outcomes</p>	<p>Waste segregation is promoted and encouraged to be applied to the households’ daily lives. Community collaboration will encourage shared responsibility in managing waste. Other stakeholders using the ocean and coastline like the shipping companies, resort owners, and tourists will also learn to value the litter-free coast and ocean.</p> <p>The pilot project is expected to address the growing issue of marine litter in Vanuatu. It will contribute to the reduction of mismanaged wastes in the overall waste material flow and achieve a higher percentage of wastes disposed properly.</p> <p>It will likely address the four goals of the Cleaner Pacific 2025 (Pacific Regional Waste and Pollution Control Strategy), i.e.,</p> <ul style="list-style-type: none"> • Goal 1: prevent and minimise generation of wastes and pollution and their associated impacts, • Goal 2: recover resources from waste and pollutants, • Goal 3: improve management of residuals, and • Goal 4: improve monitoring and reporting for the environment and waste, chemicals and pollutant management activities. <p>Specifically, the pilot project can contribute to the achievement of strategic goal #1 based on the performance indicator, per capita generation of municipal solid waste. Data from this pilot project can contribute to measuring progress of waste management as specified in the Cleaner Pacific 2025 through implementation of community-based projects to raise awareness of marine litter (e.g., installation of litter booms and litter bins, organised clean-ups and assessment of collected litter, identification and use of alternatives to wasteful products). This is Activity 1.3 of the CP 2025 Implementation Plan 2021 – 2025³, of which Vanuatu is indicated as a priority PIC.</p>
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³ SPREP, 2020. Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025). Implementation Plan 2021 – 2025, to be published.

https://www.sprep.org/sites/default/files/ExecBoardMeeting/2020/EngV2/WP%2011.3.2%20Att.1%20-%20Output%203b_Final%20Draft_CP2025_Implementation%20Plan%202021-2025_.pdf



	Knowledge sharing	<p>The pilot project involves awareness raising of stakeholders to advocate the merits of having cleaner coastlines and marine environment. Educational materials will be produced and campaigns will be conducted to sustain the intervention.</p> <p>These events and materials will be shared in various platforms such as social media, DEPC website, newspaper and radio awareness programs, and relevant events such as World Environment Days, etc.</p> <p>The project outcomes will also be shared internally with other communities within Vanuatu and externally through the project reports with collected data analysed and information generated to be published at the INFORM country data portal as well as the SPREP virtual library. The project can also be showcased in the Community of Practice events organised by SWAP and other regional and international events, where relevant.</p> <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>
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<p>Please describe the project methodology</p> <p>How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?</p>	<p>The pilot project will be led by the Department of Environmental Protection and Conservation with the Environment Officer providing oversight and coordination. DEPC will be supported by the local authorities having jurisdiction of the project sites including the Port Vila Council and Shefa Provincial Council and project partners will include the Erakor Council of Chiefs, Engineers without Borders, among others.</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 Vanuatu partners and SWAP will meet to have a full understanding and clarity of expectations on the project based on the Terms of Reference. The Inception meeting will be fully documented and a report produced to guide the implementation of the project with milestones set.</p> <p>During the Implementation Phase, the project activities will be staged in such a way as the set milestones will be achieved. A simple project plan based on milestones will be developed with action tracker to ensure that activity timelines and expenditure are regularly checked.</p> <p>The project will cover four locations within the Shefa Province, Port Vila City. Activities within each project site will be coordinated by the area secretaries and administrators with assistance from waste organisations. The specific clean-up areas for each location will be selected based on vulnerability to pollution (existence of coastal communities, recreational area, inadequate waste collection service, among others).</p> <p>Three clean-ups will be organised for each of the locations on the same site to assess the effectiveness of the awareness campaigns using the 1st clean-up as the baseline. The Litter Intelligence methodology of marine litter audit developed by Sustainable Coastlines will be used to collect data. The project participants will receive training from Sustainable Coastlines prior to the actual clean-up and data collection.</p> <p>Awareness materials will be prepared by the Municipal Public Relation Officer (PRO) in collaboration with SHEFA and DEPC.</p> <p>The general planned activities are described in the next section but more detailed project activities will be included in the project plan. The project plan will also show responsibilities among the project partners.</p> <p>Regular project stakeholders’ meeting will also be held to discuss progress and anticipate any project risks which will affect the smooth implementation of the project.</p> <p>An End-of Project Report will be submitted based on a report template to be provided by SWAP.</p>
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Provide the general planned activities	Activities Milestone and Outputs Indicative Timeline			
	What are the project milestones and planned activities, and the timeline for implementation of these activities/milestones?	Phase I: Inception Phase		
1		Kick-off/Inception Meeting	Meeting report	By 2 nd week after project award
2		Establishment of the Project Management Team and supporting arrangements	Project organisational structure	By 2 nd week after project award
3		Preparation of detailed project plan	Project plan with activities, responsibilities, milestones, duration/deadline and status approved by DEPC and SWAP	By 3 rd week after project award
Phase II: Implementation Phase				
4		Organise clean-up brigade	Four group committees who will lead the clean-up and waste audit	Within one month after project award
5		Conduct an in-country practical Marine Debris Data Collection training for project partners and other relevant stakeholders.	Trainees who can be potential trainers	Timing as per SWAP organised training (preferably one month after the project award)
6		Identify project locations and specific clean-up sites based on the data collection methodology.	Identified project sites	Within one month after project award
7		Prepare awareness materials	Campaign materials	Within six weeks after project award
8		Conduct three coastal clean-ups and litter audit (using Litter Intelligence application) in each of the four areas identified.	Litter audit data from each site	1 st clean-up: 5 weeks after the project award 2 nd clean-up: two months after the 1 st clean-up 3 rd clean-up: two months after the 2 nd clean-up
10		Prepare a report of the clean-up activity including data collected.	Activity report	After each clean-up
11	Undertake awareness activities using	Events held	Ongoing on a regular basis after the 1 st clean-up	



		campaign materials such as leaflets, billboard signs, etc. and radio, social media advertisements		
	Phase III: Project Closure			
	12	Draft and submit Project Completion Report	Project Completion Report submitted	After all activities have been completed (tentatively 16-week project period)
13	Conduct project evaluation	Project evaluation report (to be conducted by SWAP)	Depends on SWAP timeline	



<p>Risk Identification and Mitigation</p> <p>What are the risks that face the delivery of this project? How will these risks be managed and mitigated?</p>	The following matrix will provide guidance in avoiding and mitigating risks.				
	Category of Risk	Description	Potential Impact	Likelihood	Risk response
	Operational	Partnerships become ineffective such that the desired outcome will not be achieved	This could lead to duplicative or counterproductive work	Low	Constant communication and meetings among the collaborators who have existing institutional MOUs and working relationships, i.e., MECDM, Project partners and SWAP
	Operational	If key staff leave the project	Critical knowledge may be lost which might affect schedule and quality	Medium	Store files in a shared network drive, e.g., Dropbox and at SPREP PMIS (Project Management Information System), keep a thorough work plan and records on status and project operations, and have a handover agreement in place.
	Operational	Trained project partners lose interest	Waste management capacity will not be sustained	Medium	Mitigate: Encourage cross-training for stakeholders, create lasting resources that can be used to train new groups, establish community of practice so newly trained community members can draw on expertise outside their organization
	Operational	If key project participants can't attend the program activities, e.g., training and advocacy programme	Capacity will be developed unevenly across the sector.	Medium	To Avoid: Plan workshops and events at least two months in advance, Prepare timeless training materials If it occurs: Consider make-up sessions; Negotiate for more available time
	Operational Financial	If the training or advocacy program design is ineffective or participants do not retain the information and training are not translated into action at the 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.	Low	Continuous liaison with the SWAP Project Team and timely submission of requirements.



Project Monitoring and reporting

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

The following monitoring framework will be used:

	INDICATOR	DEFINITION How is it calculated?	BASELINE What is the current value?	TARGET What is the target value?	DATA SOURCE How will it be measured?	FREQUENCY How often will it be measured?	RESPONSIBLE Who will measure it?	REPORTING Where will it be reported?
Goal	Clean marine environment	Visual observation of the coastline	Heavily littered coastline	Littering reduced by 80%	DEC reports	Annual	DEC	Cabinet and SPREP
Outcome 1	Reduced litter in the targeted coastlines	Quantity of litter collected over a period	Litter audit results from the 1 st clean up	About 60% reduction in litter	End-of Project report – consolidated litter audit	Once during the project period, i.e., consolidation of all project data	Project Team	DEC, Project partners and SWAP
Outcome 2	Litter data collection system established	Use of a specific litter data collection and audit	No specific litter data collection system – a number of systems in use	A specific litter data collection system in place	Use of the approved project methodology on litter data collection	Once during the project period, i.e., consolidation of all project data	Project Team	DEC, Project partners and SWAP
Outcome 3	Regular scheduled litter data collection	Frequency of litter data collection	No sustained litter data collection	At least 1 data collection practice established for marine debris management per year.	DEPC Annual Reports – number of clean-ups with associated litter data collection in a certain period	Annual	DEPC	Cabinet and SPREP
Output 1	Reduced litter during 2 nd clean-up	Quantity of litter collected	Litter audit results from the 1 st clean up	About 30% reduction in litter	Project progress reports – litter audit	Every two months	Project team	DEC, Project partners and SWAP
Output 2	Reduced litter during 3 rd clean-up	Quantity of litter collected	Litter audit results from the 2 nd clean up	About 30% reduction in litter	Project progress reports – litter audit	Every two months	Project team	DEC, Project partners and SWAP
Output 3	Effective awareness campaigns	Assessed based on reduction in litter	Litter audit results from the 1 st clean up	Significant reduction in litter	Project progress reports – trend in the litter audit	Completion	Project team	DEC, Project partners and SWAP
Output 4	Organised groups/ communities	Sustained involvement of stakeholders	Number of participants at the start of the project	At least half of the participants stayed on in the project	Project progress reports – attendance in the activities	Every two months/ Completion	Project Team	DEC, Project partners and SWAP
Outcome 5	Achieved GEDSI principles	Number of women and other vulnerable people involved in the project (training and implementation)	Nil	About 50% women or vulnerable groups involved in the project	Project progress reports – attendance in the activities	Every two months	Project team	DEPC, Project partners and SWAP

The specific types of litter to be audited will be based on the requirements of the Litter Intelligence application. Any changes to the data requirement based on specific condition in Vanuatu will be discussed with Sustainable Coastlines and SWAP.

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



Please list the expected project outputs	<p>The expected project outputs would include the following:</p> <ul style="list-style-type: none">a. Inception Meeting Report with the Project Planb. Membership of four groups established and partnerships establishedc. Documentation of all events and activities heldd. Project site descriptione. Campaign materialsf. Litter audit data from each clean-up event and siteg. Activity reports (describing progress)h. Project Completion Report
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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	Promotional materials				
	Design of promotional materials and products	1	60,000	600,00	530.00
	Brochures/posters – bulk printing	1	100,000	100,000	890.00
	Billboards (1 pc X 2 sites)	2	300,000	600,000	5,300.00
	Radio spot: production and diffusion (1 pc)	1	120,000	120,000	1,060.00
	Video footages (1 pc x 4 sites)	1	100,000	100,000	890.00
	Rubbish bins (5 pcs X 4 sites)	8	60,000	480,000	4,240.00
	Recycling cages/bins (3 pcs X 4 sites) - PET bottles, aluminium cans, glass	8	60,000	480,000	4,240.00
	Banners (1 pc X 4 sites)	4	15,000	60,000	530.00
	T-shirts (200 pcs)	200	1,500	300,000	2,650.00
	Signages	15	30,000	450,000	3,980.00
	Clean-up and Audit Materials				
	Marking out stakes (pcs X 4 sites)	4	1,500	6,000	60.00
	Rubbish sacks (200 pcs) - preferably flour or rice sacks which can be reused	300	100	30,000	270.00
	100m tape measure (1 pc X 4 sites)	4	1,500	6,000	60.00
	30m tape measure (1 pc X 4 sites)	4	1,000	4,000	40.00
	Mallet (1 pc X 4 sites)	4	3,000	12,000	110.00
	Gloves (25 pairs X 4 sites) - reusable	20	1,000	20,000	180.00
	Masks (25 pcs X 4 sites) - reusable	10	2,000	20,000	180.00



	Hi visibility vests (25pcs X 4 sites)	10	1,500	60,000	530.00
	Safety glasses (5pcs X 4 sites)	6	1,000	24,000	210.00
	Sustainable Coastline Audit Kit: Back pack containing sanitary items ^{1/} (1 pc X 4 sites) see notes below for details of the items to be included	4	7,000	112,000	990.00
	Kitchen scale (1pc X 4 sites)	4	3,000	12,000	110.00
	Hanging/luggage scale (1pc X 4 sites)	4	5,000	20,000	180.00
	2 L containers (50pcs X 4 sites)	25	100	2,500	20.00
	Small buckets (2 pc X 4 sites) – for larger items sorted	8	600	4,800	40.00
	Stainless steel sieve 5mm (1pc X 4 sites)	4	2,000	8,000	70.00
	Refreshments (1 bulk x 4 sites x 3 clean-ups)	12	20,000	240,000	2,120.00
	Table and chair hire (1 bulk X 3 clean-ups)	3	18,000	54,000	480.00
	Tent hire (1 pc X 3 clean-ups)	4	30,000	120,000	1,060.00
Communication	Internet cards (4 cards X 3 clean-ups)	12	1000	12,000	110.00
	Tablet (2 pcs)	2	40,000	80,000	710.00
	Megaphones (1 pc X 4 sites)	4	12,000	48,000	420.00
Administrative	Logistics for trainings /meetings (2 meetings) -refreshments, venue	2	30,000	60,000	530.00
	Transport (X 3 clean-ups x 4 sites , each site have vehicle pick twice)	24	13,000	312,000	2,760.00
	Other Stationery - bulk	1	50,000	50,000	440.00
Contingency	5% of total cost			207,700.00	1,850.00
TOTAL COST				3,911,000.00	34,850.00

Exchange rate (Vatu to USD) 0.00883



- 1/ Items to be contained in the back pack are the following:
- First Aid Kit (1pc)
 - Eye Wash Kit (1 pc)
 - Bags for sanitary items (4 pcs)
 - Mini sharps bin (1 pc)
 - Hand sanitiser (1 pc)
 - Clipboards (2 pcs)
 - Pencil case (1 pc)
 - Pencils (5 pcs)
 - Vivid markers (1 pc)
 - Eraser (1 pc)
 - Sharpener (1 pc)

