



LETTER OF AGREEMENT

AP 6/5/8/1

between the

Secretariat of the Pacific Regional Environment Programme (SPREP)

and the

University of the South Pacific (USP) - FIJI

relating to

The implementation of the FIJI COASTAL LITTER 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 **University of the South Pacific, Fiji** relating to the implementation of the FIJI COASTAL LITTER 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 I of the Memorandum of Understanding signed between SPREP and the USP on 3Rd March 2023.



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- iii. SPREP and the University of the South Pacific agree to collaborate jointly to implement the FIJI COASTAL LITTER PROJECT, in accordance with the proposal included in Attachment 1, and approved by AFD, through the No-Objection Letter N°AFD 679/2022/PF dated on 29 December 2022.
- iv. Implementation of the Agreement will be conducted by the USP 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 January 2024.
- b. The Funded Activities shall be completed no later than 15 January 2024.

2. Allocated Funds and Disbursements

- a. The total cost of the Funded Activity is USD 82,025.00 (Eighty-two thousand and twenty five 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 the USP, 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 USP shall receive all Funds from SPREP as per the schedule of payments set out below:

Deliverable	Percentage	Total
Launch of the Pilot Project	20%	USD 16,405.00
First clean-up report	20%	USD 16,405.00
Second clean-up report	20%	USD 16,405.00
Production of the communication materials	20%	USD 16,405.00
End-of-Project Report	20%	USD 16,405.00
TOTAL		USD 82,025.00

- d. With regard to procurement and financial management, the USP 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 the USP;



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

3. Terms and Obligations of the Parties

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

4. Child protection and other policies

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



5. Disclaimer

- a. Each Party agrees that its staff shall not be liable to the other or any person claiming through the other of:
 - i. Payment of any income taxes or superannuation for Party's personnel;
 - ii. Loss arising 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 the USP and subcontractors shall remain accountable to the USP 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 the USP 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 the USP, 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 the USP 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 the USP
<p>Julie Pillet Technical Waste Project Coordinator, SWAP Email: juliep@sprep.org Telephone: +685 29129 SPREP, Avele Vailima, Apia, Samoa</p>	<p>Ms Suzanne Turaganiwai Marketing & Graphics Assistant Email: suzanne.turaganiwai@usp.ac.fj Telephone: (+679) 323 1588 The University of the South Pacific, P.O.Box , Laucala, Suva, Fiji</p> <p>Dr Sarah pene Lecturer – Department of Geography Earth Science & Environment Email: sarah.pene@usp.ac.fj Telephone: (+679) 323 2316 The University of the South Pacific, P.O.Box , Laucala, Suva, Fiji</p>

- b. Any notice given by SPREP, or the USP 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

Sefanaia Nawadra

Director General SPREP

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

Date: 14-Apr-2023 | 16:28 WST



Signature

Professor Pal Ahluwalia

Vice-Chancellor & President

The University of the South Pacific (USP)

Date: 8th May 2023



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Attachment 1: FIJI COASTAL LITTER PILOT PROJECT PROPOSAL



COMMITTING TO
SUSTAINABLE WASTE ACTIONS IN THE PACIFIC
(SWAP)

PILOT PROJECT PROPOSAL
FIJI COASTAL LITTER PROJECT

PROJECT NUMBER

AUGUST 2022

BY: PACIFIC OCEAN LITTER YOUTH PROJECT - FIJI



PILOT PROJECT ADMINISTRATIVE DETAILS

PART A: Project Governance Details

PART A1: PROJECT TYPE						
Thematic Area	<input type="checkbox"/> Used Oil Management <input checked="" type="checkbox"/> Marine debris Management					
	PART A2: Country WHERE PROJECT PROPOSED TO BE IMPLEMENTED					
<input checked="" type="checkbox"/> Fiji <input type="checkbox"/> Tonga <input type="checkbox"/> French Polynesia <input type="checkbox"/> Vanuatu <input type="checkbox"/> Samoa <input type="checkbox"/> Wallis and Futuna <input type="checkbox"/> Solomon Islands						
PART A3: APPLICANT DETAILS						
Contact Details for Lead Organisation	Title	<input type="checkbox"/> Dr	<input checked="" type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	
	First Name	Andrew		Surname	Paris	
	Job Title	Masters Student				
	Organisation	University of the South Pacific				
	Department	USP Research Office				
	Work Address	Address	Laucala Bay Road			
		City	Suva			
		Postcode				
	Telephone					
	Mobile	+679 8335274				
Fax						
Email	andrew.w.paris@gmail.com					



PILOT PROJECT CONCEPT DETAILS

PART B: Pilot project Proposal

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

PART B2: PROJECT CRITERIA	
Please describe the core issue to be resolved by the proposed project.	<p>Marine litter effects on the marine environment include injury or death from exposure, entanglement, and ingestion by marine biota. Aside from this, marine litter are the vector upon which invasive species and chemical compounds travel. Marine litter, mainly plastics, present a significant environmental problem. Plastics are the largest, most harmful and most persistent fraction of marine litter, accounting for at least 85 per cent of total marine waste¹. Research has shown that fish in Fiji contain substantial levels</p>

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



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

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

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

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



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



<p>Please list the expected project outcomes in each specific category</p>	<p>Environmental outcomes</p>	<p>The primary aim of the pilot project is to remove litter from coastlines in Fiji with direct environmental outcomes. The activism and artivism component of the pilot project seeks to ensure that Fijians develop a strong sense of environmental stewardship which would prevent waste leakage into aquatic and marine environments.</p> <p>The pilot project also addresses outcomes in the targeted SDGs 6 and 14 and include:</p> <p>6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.</p> <p>14.1: By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.</p>
	<p>GEDSI outcomes</p>	<p>The project will have a strong sense of inclusivity with the participation of a broad range of youth. Mindful that pollution affects members of society disproportionately and that various members of society might also contribute to the problem in different ways, a diverse cast of participants will ensure the longevity and efficacy of the pilot project. A diverse cast of youth of various nationalities, genders and religions will participate in the project which is targeted toward a representative sample of society at large with emphasis on women, people with disabilities and youth.</p> <p>There will also be active engagement with the USP Association of Disabled Students who have expressed interest in being part of the project.</p> <p>The pilot project will ensure that the activities will be responsive to GEDSI with the following outcomes based on the SWAP GEDSI strategy and action plan expected:</p> <ul style="list-style-type: none"> • Increased understanding of waste management issues as they affect diverse groups • Strengthened leadership capacity of women, disabled people, youth, and LGBTQI+ individuals • Strengthened gender, disability, and youth inclusion networks • Increased meaningful participation of women, disabled people, youth, LBGTQI+ individuals • Strengthened monitoring and reporting of GESI objectives positions within the SWAP project • Increased access to and control of training for women, youth, people living with disability and LGBTQI groups



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

⁵ SPREP, 2020. Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025). Implementation Plan 2021 – 2025, to be published.

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



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

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

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

Project activities will be staged in such a way as the set milestones will be achieved. A simple project plan based on milestones will be developed to ensure that activity timelines and expenditures are regularly checked. SWAP PMU will be updated regularly with mid-term and terminal reports to be prepared and submitted.



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



Project Monitoring and reporting

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

Below is a monitoring and evaluation framework:

	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 60%	FCLP reports	Annual	FCLP	FCLP and SPREP
Outcome 1	Reduced litter in the targeted coastlines	Quantity of litter collected over a period	Litter audit results from the 1 st clean up	About 50% reduction in litter	End-of Project report – consolidated litter audit	Once during the project period, i.e., consolidation of all project data	FCLP	FCLP and SPREP
Outcome 2	Marine litter data collection system established	Use of a specific litter data collection and audit	No specific litter data collection system – a number of systems in use	A specific litter data collection system in place	Use of the approved project methodology on litter data collection	Once during the project period, i.e., consolidation of all project data	FCLP	FCLP and SPREP
Outcome 3	Regular scheduled litter data collection	Frequency of litter data collection	No sustained litter data collection	2 data collection established for marine debris management per year.	FCLP Reports with associated litter data collection in a certain period	Annual	FCLP	FCLP and SPREP
Outcome 4	Reduced litter during 2 nd clean-up	Quantity of litter collected	Litter audit results from the 1 st clean up	About 30% reduction in litter	Project progress reports – litter audit	Every two months	FCLP	FCLP and SPREP
Outcome 5	Reduced litter during 3 rd clean-up	Quantity of litter collected	Litter audit results from the 2 nd clean up	About 30% reduction in litter	Project progress reports – litter audit	Every two months	FCLP	FCLP and SPREP
Outcome 6	Effective awareness campaigns	Assessed based on reduction in litter	Litter audit results from the 1 st clean up	Significant reduction in litter	Project progress reports – trend in the litter audit	Completion	FCLP	FCLP and SPREP
Outcome 7	Organised groups/ communities	Sustained involvement of stakeholders	Number of participants at the start of the project	At least half of the participants stayed on in the project	Project progress reports – attendance in the activities	Every two months/ Completion	FCLP	FCLP and SPREP
Outcome 8	Achieved GEDSI principles	Number of youth, women and other vulnerable people involved in the project	Nil	About 90% youth, women or vulnerable groups involved in the project	Project progress reports – attendance in the activities	Every six months	FCLP	FCLP and SPREP



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

PART C: PROJECT BUDGET					
Please provide basic details of the project budget (local currency)					
Items (to be adapted to the project)	Description/Details	Quantity	Unit Cost (Local currency)	Actual cost Local currency)	Equivalent Cost (USD)
Material	Promotional materials				
	Posters A1	100.00	11.20	1,120.00	515.00
	Flyer	500.00	0.76	380.00	175.00
	Promotional video/photographs	1.00	15,000.00	15,000.00	6,900.00
	Recycling cages (3 fish and 3 turtle shape for PET and Aluminium)	6.00	3,500.00	21,000.00	9,660.00
	Cotton Tote Bag	500.00	10.00	5,000.00	2,300.00
	Pull up Banners 1.2x2 (1 pc X 4 sites)	2.00	700.00	1,400.00	645.00
	Hydro flask	100.00	70.00	7,000.00	3,220.00
	Sun hats	100.00	40.00	4,000.00	1,840.00
	Banner	2.00	250.00	500.00	230.00
	Rain jackets	100.00	70.00	7,000.00	3,220.00
	Wooden Sunglasses	100.00	70.00	7,000.00	3,220.00
	Stickers	1,000.00	0.38	380.00	175.00
	Portable speaker and microphone	1.00	500.00	500.00	230.00
	Cotton t-shirts	500.00	40.00	20,000.00	9,200.00
	Clean-up and Audit Materials				
	Rubbish flour sacks for litter collection	200.00	5.00	1,000.00	460.00
	100m tape measure	2.00	50.00	100.00	45.00
	Yaqona (sevusevu to traditional beach owners and talanoa sessions)	10.00	100.00	1,000.00	460.00
	Gardening gloves	100.00	5.00	500.00	230.00
	Masks	100.00	7.00	700.00	320.00
	Garbage bags	100.00	5.00	500.00	230.00



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



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

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

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

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

Items to be contained in art pack are the following:

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

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



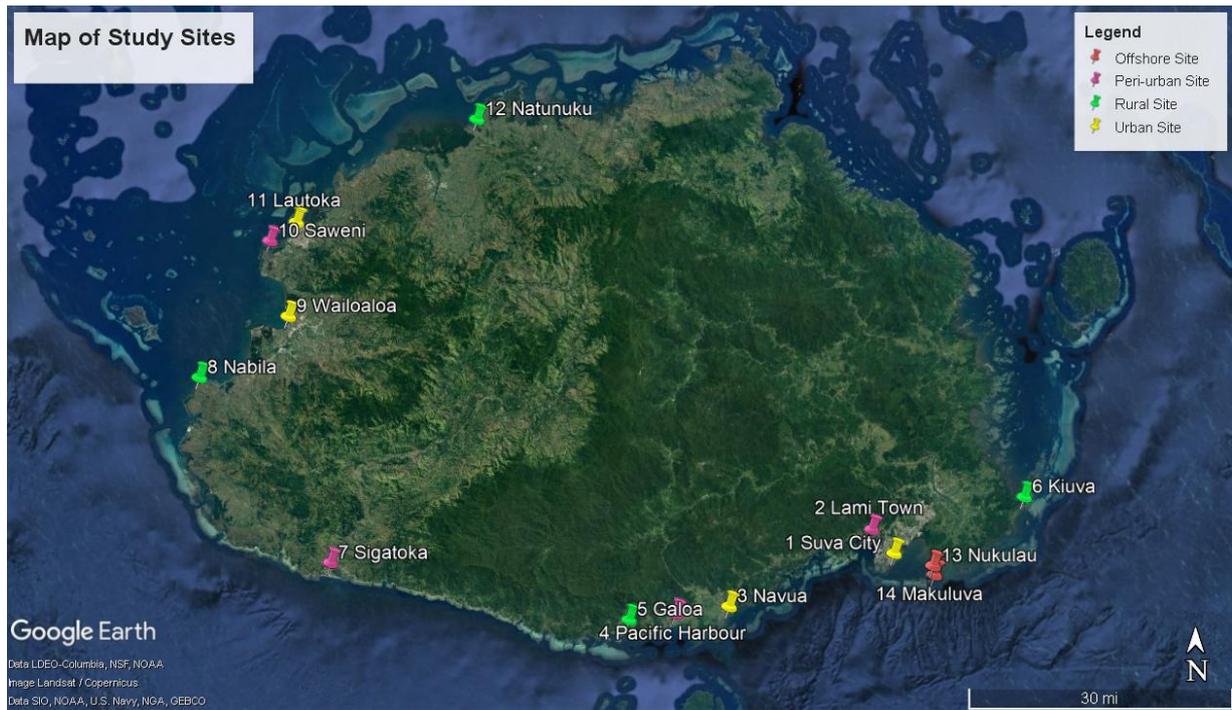


Image 1. The 14 study sites for coastal cleanups.

