



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

MEMORANDUM OF UNDERSTANDING (MOU)

MEMORANDUM OF UNDERSTANDING (MOU)

between

Ministry of Environment, Climate Change, Disaster Management and
Meteorology Government of the Solomon Islands

and

The Secretariat of the Pacific Islands Regional Environment Programme (SPREP)

(together the Parties)

The Ministry of Environment, Climate Change, Disaster Management and Meteorology is the Ministry in Solomon Islands with the mandate to provide an enabling environment for the socio-economic development of the Solomon Islands through the application of necessary safeguards with regard to sustainable use of natural resources, the provision of meteorological services, reducing the risk and impact of climate change and other hazards to communities and leading and managing disaster preparedness and their consequences.

SPREP is a regional, intergovernmental organisation comprising 26 members consisting of 21 Pacific Island Countries and Territories and 5 developed countries with direct interests in the Pacific Islands Region. SPREP's mandate is to promote co-operation in the Pacific Islands Region and to provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

Whereas

The Parties have mutual interests in relation to the protection of the environment and developing and strengthening systems, institutions, organisations and individuals concerned with environmental protection in the Solomon Islands as well as the Pacific Islands Region.

The Parties agree as follows:

1. Purpose

This MOU recognises the intent of SPREP and the Solomon Islands to work together on environmental issues.

The purpose of this MOU is to provide a framework of cooperation between the Parties in the fields of climate change and resilience, biodiversity, waste management and environmental governance in the Solomon Islands and more widely in the Pacific Islands Region.

2. Objectives

The objective of this MOU is to develop a partnership between **Ministry of Environment, Climate Change, Disaster Management and Meteorology** and SPREP that will, as far as possible, and without limitation:

1. Enhance climate change resilience;
2. Enhance the conservation and management of biodiversity;
3. Enhance waste management and pollution control;
4. Enhance environmental governance processes and systems;
5. Promote and strengthen environmental networks within the Pacific Islands region; and
6. Develop and implement projects and programmes as appropriate to meet the above objectives 1-5.

3. Collaborative activities

The Parties agree, to the extent possible, to collaborate in those areas identified in Section 2 above, to:

1. Implement joint activities and projects where SPREP has been funded by donors to manage or implement projects;
2. Invite each other to participate in relevant project steering committees, technical advisory panels and other project related meetings;
3. Actively engage and assist the implementation of all donor funded projects which **Ministry of Environment, Climate Change, Disaster Management and Meteorology** is participating in, providing logistical and jurisdictional support where required;
4. Collect and manage data in accordance with agreed data strategies and standards;
5. Share information and resources that will improve the effectiveness of both Parties and the wider Pacific Islands region;
6. Collaborate on, participate in and support special events at regional and global levels relating to the above;
7. Collaborate to enhance capacity and promote best practice in environmental policies and their implementation in the **Solomon Islands** and in the Pacific Islands region to ensure international, regional and national environmental objectives and commitments are met; and
8. Cooperate in such other fields as the Parties may agree to add.

4. Agreements

Specific collaborative work, and especially donor-funded project activities, shall, once agreed, be implemented through service level agreements, letters of agreement or other instruments or modalities as may be agreed by the parties.

5. Nature of the MOU

- i) This MOU constitutes an expression of shared commitment of the Parties to achieve their shared objectives relating to the protection of the environment and strengthening the capacity of systems, institutions, organisations and individuals concerned with environmental protection in the Pacific region.
- ii) Unless otherwise agreed, each Party's actions under this MOU shall be considered to be that Party's sole and separate action for all purposes, including liability, and neither Party shall claim to be acting on behalf of, or as agent for, the other Party to this MOU.
- iii) This MOU is not governed by international or domestic law and does not constitute, nor is it intended to be a legally binding arrangement, contract or relationship. It does not create any legally binding or enforceable obligations, express or implied. It serves only as a record of each Party's separate intention pending execution of specific agreements governing the undertaking of activities as contemplated by this MOU.
- iv) This MoU constitutes an expression of mutual good faith by the Parties who commit to carrying out their responsibilities to the best of their abilities. Nothing in this MoU shall render either Party liable for any debts or obligations incurred by the other. Neither Party may make representations on behalf of the other.

6. Operational Provisions

- i) This MOU shall enter into force on the date the last Party signs.
- ii) This MOU may be amended by agreement in writing between the Parties.
- iii) This MOU shall endure until such time as amended or terminated by the Parties.
- iv) Any dispute, controversy or difference as to the interpretation of this MOU will be settled amicably by mutual consent between the Parties.
- v) Either Party may terminate this MOU by giving three months' written notice to the other.
- vi) Termination of this MOU will not incur liability for either Party and will not affect any separate agreements or other legally binding arrangements in place between the Parties.
- vii) Each Party will name, and keep updated, focal points to co-ordinate the cooperation called for in this MOU and its Annexed projects.



Dr. Melchior Mataka
Permanent Secretary
Ministry of Ministry of
Environment, Climate Change,
Disaster Management

Date: 23/12/2020

Date: 22/12/20

Annex 1: Waste Audits (Landfill and Customs Import & Export)

Background

Several donor funded projects managed through the SPREP Waste Management & Pollution Control Programme, along with the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECCDMM) will benefit from up-to-date waste audit information.

In 2018 the CEFAS funded Commonwealth Litter Project (CLiP) delivered household and commercial waste audits to the Solomon Islands. SPREP understands that MECCDMM has continued to undertake similar audits in remote communities to consolidate information and inform decision making. To assist this process the European Union funded PacWaste Plus Programme is able to provide funding to undertake both landfill audits, and import/export audits, to provide valuable information to the delivery of multiple projects being implemented by MECCDMM and donors.

Audit Objectives

The landfill and import/export audits will assist MECCDMM and donor projects to understand what is typically sent to landfill and compare this to what is imported, and then how much imported materials are collected and exported as opposed to being landfilled.

Programme Activities

PacWastePlus with assistance from WMPC, will provide MECCDMM staff with the approved landfill and import/export audit methodology. It is hoped the audits can be designed and undertaken within 2020.

Programme Commitment

Solomon Islands will:

- a. Determine staff, timing and confirm costs related to staff time, travel, daily subsistence allowance, and any additional costs to enable audits to be undertaken.
- b. Nominate a relevant Government Department to be the national focal point for planning, coordinating, and implementing the landfill and Customs audit in Solomon Islands.
- c. Nominate a focal officer who is responsible for coordinating the discharge of the country's responsibilities under this MOU and implementing the national audit in accordance with the standard Waste Audit Methodology (Annexed).
- d. Nominate a national waste audit team to undertake the audit of the Ranadi, Gizo and Noro landfill in Solomon Islands.
- e. Ensure that an inception training is conducted for all nominated waste audit personnel. This training will cover the scope of the national audit, location of the audit, audit methodology, Occupation Health and Safety and general safety procedures in accordance with the standard waste audit methodology.
- f. Ensure that all personnel engaged for the audit is equipped with appropriate protective equipment (PPE) to prevent injuries, exposure or contact with hazardous substances or objects. Detail of the recommended personnel safety/ protective equipment is highlighted in Appendix E of the standard waste audit methodology.
- g. Develop and implement a Risk Management strategy for the national waste audit. This strategy must be aligned with the standard Waste Audit Methodology (Annex A, Annex B and Annex C).

- h. Ensure that all member of the national audit team is trained and on the General safety procedures of the standard waste methodology and is trained appropriately to manage minor incidents.
- i. Ensure that all members of the national audit team sign the Declaration Form attached as Appendix I of the standard waste audit methodology.
- j. Ensure that a First-aid kit is present at waste audit sites at all time and all audit personnel conducting the audit is appropriately trained to manage minor incidents.
- k. Collect Customs data in accordance with section 8 of the standard waste audit methodology.
- l. Ensure that selected waste audit team will undertake auditing of the Ranadi Dump Site, Gizo Dump Site, and the Noro Dumpsite by implementing section 6.5 of the standard waste audit methodology.
- m. Undertake consultation with relevant national agencies to allow for the smooth implementation of the waste audit.
- n. Sign a service Agreement to deliver the required audit outcomes.

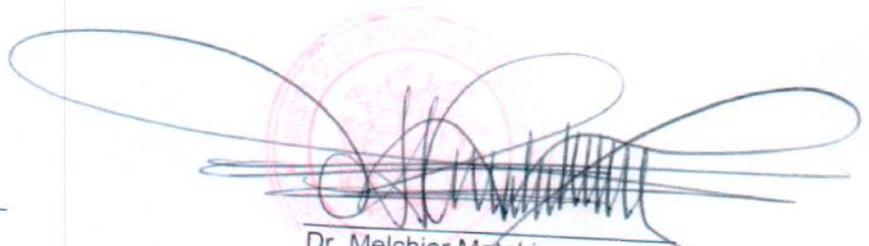
SPREP will:

- a. provide financial support for the national waste audit team to undertake the required landfill and import/export audits.
- b. provide relevant technical support as may be specified in the country audit plan to be developed jointly with the approved National focal Point.
- c. Provide project support and oversight as primary contractor to the audit services.



Kosi Latu
Director General
SPREP

Date: 23/12/2020



Dr. Melchior Mataka
Permanent Secretary
Ministry of Ministry of
Environment, Climate Change,
Disaster Management

Date: 22/12/20

Annex 2: PacWastePlus Programme

Programme Background

The European Union funded PacWastePlus programme, is working with 14 countries in the Pacific region and Timor-Leste, to improve and enhance waste management activities and the capacity of governments, industry and communities to manage waste to reduce the impact on human health and the environment.

Programme Objectives

PacWastePlus seeks to generate improved economic, social, health and environmental benefits for Pacific Island Countries arising from stronger regional economic integration and the sustainable management of natural resources and the environment. The programme activities will be designed to assist Countries to ensure the safe and sustainable management of waste with due regard for the conservation of biodiversity, reduction of marine litter, health and well-being of Pacific island communities, and climate change mitigation and adaptation requirements.

Programme Activities

PacWastePlus will work with participating countries, the waste industry and the agencies from the Council of Regional Organisations of the Pacific (CROP) to address three waste streams and eight sub-waste stream types.

- hazardous wastes: asbestos, e-waste, and healthcare waste
- solid wastes: recyclables, organic waste, disaster waste, and bulky waste
- related solid wastes found in wastewater pollution effluent from poor waste management

Programme Deliverables

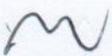
The programme aims to deliver quality outcomes through four main programme delivery areas:

1. Improved data collection, information sharing, and education and awareness
 - Collate and review existing data on waste and pollution at the regional and national level and identify key areas where further data needs to be collected.
 - Establish an INFORM data portal for waste related data.
 - Establish and implement national waste monitoring programmes for routine data collection and reporting that creates good baselines for measuring performance, as well as creating comprehensive country waste profiles for dissemination in all countries.
 - The development of a model regional education and awareness raising plan to guide national delivery of relevant programmes.
 - Establish a Research Advisory Group (RAG), based on representation inclusive of women and younger researchers, to develop a practical research agenda.
2. Policies and regulatory frameworks developed and implemented
 - Assist in developing:
 - a regional legislative framework with integrated policies and institutional arrangements for waste management
 - national policies, legislation and implementation strategies to transition to a comprehensive and sustainable waste management system
 - developing mechanisms such as national licencing and certification for waste management service providers and pilot in one - three countries.

- Advocate for change at regional and international meetings to influence the decision making of the Pacific and world leaders to support good environmental governance and action.
3. Best practices, including enhanced private sector engagement and infrastructure development, implemented

- Assist countries in:
 - solid waste management through the implementation of prevention and reduction programmes that promote schemes to minimise the waste generated from imported products and nearly expiring perishable products.
 - disaster waste management through preparedness, response, recovery and reconstruction to assist countries in dealing with the generation of large volumes of waste.
 - implementing legislation that enables best practice in waste management, including minimising the waste generated by imported products such as prevention of the import of nearly expiring perishable products; along with guidelines to assist businesses in complying with this legislation.
- Provide support to manage waste and pollution sustainably through the implementation of preferred sustainable financing options such as polluter pays, buy-back schemes, and Container Deposit Legislation for difficult waste streams and collected wastes, and extended producer responsibility programmes for imported goods, where feasible such as imported cars.
- Develop and expand the spatial scope and continue to roll out existing programmes to dispose of legacy and hazardous wastes and remediate contaminated sites such as asbestos, healthcare waste and E-waste.
- Implement feasible resource recovery initiatives with private sector involvement.
- Improve and/or construct appropriate small-scale waste management infrastructure to facilitate good practice in waste management.
- Develop and implement agreements and incentives for private sector participation in waste management.
- Support atoll nations export some wastes to regional recycling hubs.
- Implement programmes to assist Pacific Island Countries to build national and local capacities in designing bankable projects that can then be supported through the Pacific Regional Infrastructure Facility (PRIF) and/or Green Climate Fund (GCF).
- Complete selected PacWaste activities related to asbestos management and healthcare waste management.

4. Human Capacity Enhanced

- Undertake a national capacity needs assessment of all countries to identify the current standards being implemented for waste on governance, management and enforcement against required competency levels to prioritise the training requirements of Pacific Island Countries.
 - Conduct specialised national and regional capacity building on identified priority areas based on capacity needs assessment.
 - Consider mainstreaming waste management into primary and secondary education in suitable countries by using the Regional Environment Centre approach and expanding on the Cleaner Schools Project which has been successfully conducted in a number of countries.
 - Affiliate and collaborate with a regional university or other education institution offering waste management courses with competency-based assessments and hands-on modules towards accreditation.
 - Promote capacity building exchanges among all SPREP members and Timor-Leste in the public and private sector.
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Programme Commitment

The Ministry of Environment, Climate Change, Disaster Management and Meteorology will:

- a. Nominate a Government Department and Officer to be the national focal point for planning, coordinating and implementing the activities of PacWastePlus as they involve or impact the country
- b. Nominate a PacWaste Plus Steering Committee representative (and Alternate) who is responsible for coordinating the discharge of the countries responsibilities under this MOU, and assisting the successful implementation of the PacWastePlus programme
- c. Convene a National Waste Committee (or utilise an existing committee) for the purposes of guiding the implementation of PacWastePlus and general Waste Management & Pollution Control actions
- d. Provide on-ground support to, and facilitate the work of, local and international consultants or SPREP employees during the execution of national elements of the PacWastePlus project. Noting the country project will be designed to utilise local resources as much as possible.
- e. Provide assistance to plan and coordinate relevant workshops, meetings, capacity building events and project support pertaining to the implementation of national elements of the PacWaste Plus project
- f. Establish and implement systems to capture waste data, in accordance with the PacWastePlus Data Strategy, SPREP WMPC Regional Waste Monitoring System and the Clean Pacific 2025 reporting mechanism and provide information at least, annually, by uploading the data to the Country INFORM data portal.
- g. Allow for staff and officers to participate in staff exchanges or capacity building events as delivered by the PacWastePlus programme, if deemed relevant to the staff member, and of benefit to the country
- h. Develop and implement a National Education and Awareness Plan (NEAP) to support the implementation of in-country PacWastePlus activities
- i. Ensure recurrent operating budgets are provided, for the maintenance and replacement of any plant, machinery or infrastructure funded by PacWastePlus (i.e. ongoing funding support for operational issues is not provided by PacWastePlus) that is formally transferred to the ownership of the Ministry of Environment, Climate Change, Disaster Management and Meteorology
- j. Develop and implement a National Country project that aligns with the PacWastePlus Programme criteria and provides meaningful outcomes to the country's management of waste.
- k. Implement other relevant activities as may be specific in the PacWastePlus annual work plan developed in cooperation with SPREP and endorsed by the PacWaste Plus Steering Committee and the EU Delegation for the Pacific Region.

SPREP will:

- a. Facilitate the work of and monitor consultants engaged to undertake the agreed PacWaste Plus work plan activities, likely to include the provision of international consultants to undertake baseline waste data collection, capacity building needs analysis, legislative capacity review, and various other projects related to the waste streams of asbestos, healthcare waste, e-waste, recyclables, organic waste, bulky waste, disaster waste and wastewater (as related to solid waste).

- b. Provide regular updates and reports on the execution of the PacWaste Plus programme.
- c. Execute other relevant activities and provide relevant technical support as may be specified in a future work plan to be developed jointly with Ministry of Ministry of Environment, Climate Change, Disaster Management and Meteorology and endorsed by the PacWastePlus Steering Committee and the EU Delegation for the Pacific Region.
- d. Provide funds sufficient to cover flights and per diems for one (1) nominated country representative to attend the annual PacWastePlus Steering Committee meeting
- e. Provide financial support for country representatives to participate in regional events as enabled by the PacWastePlus Programme's approved budget, as opportunities arise.
- f. Where approved by the European Union (donor) provide funding for a Technical Assistance consultant to assist the Ministry of Environment, Climate Change, Disaster Management and Meteorology to undertake the implementation of the PacWastePlus funded country project.



Date: 23/12/2020

Dr. Melchior Mataki
Permanent Secretary
Ministry of Ministry of
Environment, Climate Change,
Disaster Management

Date:

24/12/20

Annex III: SWAP Project

1. Duration

1. The work will commence from the date that this Agreement is signed.
2. The work will finish on 31 December 2023.

The description of Work is included in Attachment 1 (SWAP Project Description).

2. Investment

1. The SWAP Project is subject to the Terms and Conditions of the AFD Financing Agreement – N° AFD CZZ 2514 01Z- signed in February 2020.
2. The Project Budget Allocation covers by this agreement is included in Attachment 1 to this Agreement.
3. Implementation of **SWAP activities** included in this Agreement, **except for Pilot Projects**, will be managed by the SWAP Project Management Unit (PMU) on behalf of SPREP and the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), SOLOMON ISLANDS, through a formal procurement process that follows the approved SPREP Procurement Policy.
4. **Pilot Projects** will be implemented by the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), SOLOMON ISLANDS, in accordance with the Terms and Conditions set forth in the related Pilot Project Proposal approved by the Agence Française de développement, the donor, through a No-Objection Letter. As such, and prior to implementation of the Pilot Project, a Consultancy Agreement will be signed between SPREP and MECDM, including Deliverables and Payment Schedule.

3. Status of Parties

1. The status of the parties shall be as an agency of equal standing according to the spirit and tenor of the over-arching MOU to which this Annex is attached.

4. Title Rights

1. Other than material purchased by the Partner from the Partner's own funds, any material permanently obtained for the purpose of fulfilling this MOU shall be the property of SPREP.
2. However any infrastructure implemented under the pilot projects will be transferred to MECDM after the end of the pilot project. Likewise, any equipment or vehicles or major supplies acquired as part of the pilot projects and necessary for the operation of the infrastructure built in this framework will be transferred to MECDM at the end of the pilot project. A transfer agreement will be signed between SPREP and MECDM at the end of the pilot project listing the transferred assets and containing a disclaimer.
3. Unless otherwise stated in this MOU, intellectual property shall be the property of SPREP.

5. Delay

1. Each Party must notify the other in writing as soon as the Party becomes aware of circumstances (including any Dependency or an Extraordinary Event) which may give rise to delay beyond its control, together with an estimate of further time required for the completion of the Services and the Parties will consult in good faith as to how to proceed.
2. In event of any Dependency affecting the Partner's ability to provide the Services and notified under this clause, then the Parties will, as appropriate, also consult in good faith to agree an extension of time, variation to the Services and/or variation to the Remuneration accordingly.

3. The Parties agree that the following are Dependencies under this MOU:
 - a. Travel restrictions or bans affecting the Partner's ability to travel.
 - b. The ability of the Partner to secure reasonable input from experts and identified stakeholders due to their inability to use video-conferencing facilities.
 - c. Timely provision of all information, approvals and assistance by SPREP that the Partner reasonably requires to provide the Services.

6. Confidentiality

1. Unless otherwise stated in this MOU or as otherwise agreed in writing by the Parties, neither will disclose or use in any way any Confidential Information except to the extent that disclosure or use of such Confidential Information is necessary to enable the Services to be performed.

7. Dispute resolution

1. 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

1. This Annex may be varied by written agreement of the Parties.

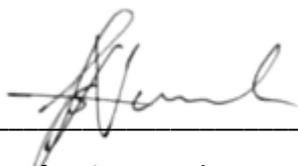
15. Project Focal Points

1. Ms. Julie Pillet of SPREP and Ms. Wendy Beti of the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), SOLOMON ISLANDS are responsible for managing the Annex delivery of the SWAP Project, including:
 - a. Managing the relationship between the Parties;
 - b. Overseeing the effective implementation of this Annex;
 - c. Act as a first point of contact for any issues that arise;
 - d. Address and resolve any issues in a prompt manner; and
 - e. Changing the Focal Point.
2. If a Party changes its Focal Point, it must tell the other Party, in writing, the name and contact details of the replacement within 5 business days of the change.

16. Counterparts

This Agreement may be executed in any number of counterparts (including by facsimile or electronic copies) each of which, when taken together, will constitute one and the same document.

Should these terms and conditions be acceptable to you, please sign below and return to SPREP.



Sefanaia Nawadra

Director General

Secretariat of the Pacific Regional Environment
Programme (SPREP)

Date: 14/12/2022



Dr Melchior Mataki

Permanent Secretary

Ministry of Environment, Climate Change,
Disaster Management and Meteorology
(MECDM)

Date: 18 January 2023

Attachment 1: SWAP Project Description

1. SWAP Project Overview

1.1. SWAP Background

The *Committing to Sustainable Waste Actions in the Pacific* Project, hereafter referred to as SWAP, funded by l'Agence Française de Développement (AFD), supports 7 Pacific Countries and Territories (Fiji, French Polynesia, Samoa, Solomon Islands, Tonga, Vanuatu, and Wallis and Futuna) to address cost-effective and sustainable management of waste and pollution.

This project has an overall budget of 3 million Euros and will be implemented over the period 2020-2023.

1.2. SWAP Objectives

SWAP seeks to improve sanitation, environmental, social and economic conditions in Pacific Island Countries and Territories through proper waste management. The project will address the objective by achieving the project goals geared at developing good practices on waste management in the Pacific Region:

1. To help communities and local authorities to develop national waste management policies with a global approach from collection, sorting, recovery and proper disposal;
2. To improve the delivery of waste services through development of waste management infrastructures and implementation of pilot projects;
3. To strengthen communities and local authorities' capacity in the areas of technical waste management, institutional governance, and finance; and
4. Improve capacity of SPREP to foster coherence and greater connection among the various ongoing waste-related projects that operate in the region.

1.3. SWAP components and activities

SWAP aims to involve capacity building programs in four thematic areas: 1) used oil management, 2) marine debris management, 3) disaster waste management and 4) sustainable financing mechanisms; through three components and several activities.

- I. **Component 1 - Regional Training Program:** The training program covers all SWAP thematic areas. It will benefit all 7 countries and territories, and New Caledonia, and will consist of the theory of waste management practice and project management with a presentation of successful case studies and demonstration of best practices from the Pacific, and other countries with similar conditions. Experts from the Pacific region will be involved in the development and delivery of the training modules. It is anticipated that the training program will be designed to lead to a formal qualification.
- II. **Component 2 - Implementation of Pilot Projects:** The pilot project component includes the following activities:
 - **Sustainable financing mechanisms:**
 - Implementation of Advanced Recovery systems (ARS) such as Container Deposit schemes (CDS), or any other activity that could support the sustainability of ARS such as the development of recovery or treatment facility for waste collected under CDS.

- **Used oil management:**
 - Development of institutional mechanisms such as management plans that include sustainable financing mechanisms; and
 - Design and implementation of used oil collection, storage, treatment, recovery and or/disposal systems and facilities.
- **Disaster waste management:**
 - Conducting a scoping study to identify disposal facilities that could be rehabilitated and/or climate proofed; and
 - Depending on the outcomes of the scoping study, rehabilitation and climate proofing of identified disposal sites.
- **Marine debris management:**
 - Carrying out clean-up campaigns, including data collection and sharing.

III. **Component 3 - Community of Practice:**

- Development of a platform for the exchange of knowledge and good practices in the waste sector for sharing project results, including progress, challenges and lessons learned; and
- Holding workshops and meetings to discuss waste management issues.

2. SWAP In-country Activities

2.1. Country Allocation of SWAP Project Activities

Following the consultation phase and the First Steering Committee Meeting held on 29 April, 2021, it was approved that the Solomon Islands will receive technical and financial support for the development and implementation of the following activities:

- **Sustainable financing mechanisms:** Not concerned.
- **Used oil management:**
 - Development of a national used oil management plan; and
 - Development and implementation of a pilot project.
- **Disaster waste management:**
 - Conducting a scoping study to identify a disposal facility to be rehabilitated and/or climate proofed; and
 - Rehabilitation and climate proofing of the identified disposal site.
- **Marine debris management:**
 - Development and implementation of a pilot project.

2.2. Project Budget Allocation

The SWAP Project Budget allocated to the activities mentioned above is as follows.

Note: Some activities involve multiple countries. In this case, the Project Budget Allocation is applicable to all countries covered.

Project Thematic Area	Project Activity	Allocated budget	Countries involved in the activity	Investment Terms
Sustainable Financing	Not concerned			
Used Oil Management	National Used Oil Management	USD 90,000	Samoa Solomon Islands Tonga Vanuatu	Procurement Process
	Used Oil Management Pilot Project	USD 200,000	Solomon Islands	Consultancy Agreement
Disaster Waste Management	Scoping study	USD 77,179	Solomon Islands Vanuatu	Procurement Process
	Landfill rehabilitation and climate proofing	USD 110,000	Solomon Islands	Procurement Process
Marine Litter Management	Marine Litter Management Pilot Project	USD 35,000 +/- 0.5%	Solomon Islands	Consultancy Agreement

3. Implementation Modality

3.1. Collaborative activities

The Parties agree, to the extent possible, to collaborate in the implementation of the SWAP project, to

- a) Implement the SWAP project activities for which the Solomon Islands has been identified as a beneficiary of financial and technical assistance, providing logistical and jurisdictional support where required;
- b) Take part in the SWAP Steering Committee as an official representative, and in accordance with the Terms of Reference presented in Attachment 2;
- c) Participate in SWAP Steering Committee meetings, technical advisory meetings and other project-related meetings;
- d) Collect and manage data in accordance with agreed upon project monitoring and evaluation strategies and standards;
- e) Share information and resources that will improve the effectiveness of both Parties in the implementation of the SWAP Project;
- f) Collaborate on, participate in and support special events at regional and global levels relating to the SWAP Project; and
- g) Collaborate in sharing knowledge and lessons learned to enhance capacity and promote best practice in environmental policies and their implementation in the Solomon Islands

and in the Pacific Islands region to ensure international, regional and national environmental objectives and commitments are met.

3.2. Implementation Arrangements

In order to ensure the success of the project, the Parties agree to undertake the following project Implementation Arrangements:

- **The SPREP Project Management Unit shall:**
 - Liaise with all project stakeholders: countries and territories, SPREP, donor and partners;
 - Facilitate and coordinate activities to ensure timely implementation within budget;
 - Ensure contracting, in collaboration with the MECDM;
 - Provide technical assistance; and
 - Ensure compliance with the AFD financing agreement.

- **MECDM shall:**
 - Ensure ongoing commitment to the project;
 - Provide guidance in the implementation of the project;
 - Participate in the procurement process;
 - Support the implementation of activities in the Solomon Islands on time and within budget;
 - Ensure that investments are optimised;
 - Establish and implement a country project implementation unit; and
 - Provide data and information on existing and upcoming project-related activities in the country to enable monitoring of the indicators throughout the project.

Attachment 2: Terms of Reference of the Steering Committee

Terms of Reference
Sustainable Waste Actions in the Pacific (SWAP)
Project Steering Committee
February 2021

Preamble:

This Terms of Reference document applies to the SWAP Project Steering Committee.

The creation and management of a Project Steering Committee is a requirement of the Agreement with the Agence Française De Développement (AFD) to guide the development and implementation of the SWAP Project, ensuring a fair and reasonable decision-making process for project priorities and funding allocations.

Committee outputs will be reported to the SWAP member countries, SPREP Senior Management Team and the AFD Office.

Responsibilities of the Steering Committee

- The Project Steering Committee will:
 - Provide strategic guidance to the SWAP Project Management Unit (PMU);
 - Provide guidance and input on the design, planning, coordination, facilitation and implementation of the project activities;
 - Ensure that SWAP activities are harmonised with other national and regional waste management activities;
 - Monitor the overall implementation of the actions; and
 - Endorse the annual work plan.

Membership

- Membership of the Steering Committee will comprise of
 - One Senior Manager or Technical Officer from each of the seven (7) participating Pacific Island Countries (Fiji, Samoa, Solomon Islands, Tonga and Vanuatu) and French territories (French Polynesia and Wallis and Futuna) or their designated representative;
 - One senior representative from SPREP; and
 - Representatives from the AFD
- Committee Member nominations from participating countries will be confirmed through either a Memorandum of Understanding (MoU) or a Letter of Agreement (LoA) between the countries and SPREP during the Inception phase (normally first 6 months of the project).

-
- Representatives from other organisations may be invited to attend as observers, as required and approved by the Steering Committee, including those from other waste projects to facilitate complementarity of delivery of actions.

Meetings & Operations

- The Project Steering Committee will meet virtually as long as the health situation requires it, and then meet face to face on an annual basis preferably in the last quarter of each project Financial Year (January to December) with the last meeting to be adjusted to allow preparation of the Terminal Report. The meeting dates may also be aligned with other regional meetings, if possible. The indicative meeting dates will be determined during the 1st Steering Committee meeting.
- Where special meetings are required, virtual meetings will be scheduled and facilitated as required.
- The Steering Committee will be chaired by a beneficiary country representative (on a rotating basis) to be decided before each regular meeting.
- Financial support for member Countries to attend and participate in the Steering Committee meetings will be provided by SPREP as part of the SWAP Project implementation budget.
- The SWAP Project Manager, assisted by the PMU, will act as the secretary of the Project Steering Committee and be responsible for coordination, preparation of the agenda, all relevant documents and official minutes of the meeting.
- The documents to be discussed and endorsed by the Project Steering Committee will be provided no later than 10 calendar days prior to the Project Steering Committee meeting.

Accountability & Governance

- The Project Steering Committee provides direction to the PMU, and endorsement of the annual work plan of the SWAP Project.
- Members represent their Countries /Organisations and are responsible for:
 - Ensuring appropriate accountability and reporting back to the organisation they represent; and
 - Providing input and data to the Committee and the PMU on waste related activities of their organisation.
- Outcomes of the Steering Committee Meetings will be provided to all participating Countries, the AFD Office and the Senior Management Team of SPREP after each meeting.
- Determination and prioritisation of project activities and approval of to fund through the SWAP Project will be based on the following considerations:
 - a. Concept note approved and endorsed;
 - b. Coherence with he objectives of SWAP Project;
 - c. Complementarity with other actions supported by other projects ir donors;
 - d. Cost efficiency in the use of AFD funds but leading to positive social and environmental outcomes for the region;
 - e. Sustainability of the actions beyond the project life;
 - f. Regional Applicability;
 - g. Promoting gender-sensitivity and human-rigths based approach;

-
- The above decision considerations will be confirmed by the Committee on its initial meeting and can be modified as needed only with the approval of the Steering Committee; and
 - Steering committee decisions will be determined by majority consensus.

Sharing of information and resources (including confidential materials)

- Steering Committee members are encouraged to share information and resources relevant to the activities of the Steering Committee to relevant staff in their organisations.
- Any confidential materials (such as commercial in confidence) and copyright issues must be raised by Committee members before sharing amongst the group.

Changes to the Terms of Reference

- These Terms of Reference will be reviewed on an annual basis.

Attachment 3: Marine Litter Pilot Project for the Solomon Islands



COMMITTING TO SUSTAINABLE WASTE ACTIONS IN THE PACIFIC (SWAP)

PILOT PROJECT PROPOSAL

HONIARA MARINE LITTER PILOT PROJECT

JUNE 2022

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



PILOT PROJECT ADMINISTRATIVE DETAILS

PART A: Project Governance Details

PART A1: PROJECT TYPE					
Thematic Area	<input 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"/> Samoa <input checked="" type="checkbox"/> Solomon Islands <input type="checkbox"/> Tonga <input type="checkbox"/> Vanuatu					
PART A3: APPLICANT DETAILS					
Contact Details for Lead Organisation	Title	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input checked="" type="checkbox"/> Ms
	First Name	Wendy		Surname	Beti
	Job Title	Senior Environment Officer			
	Organisation	Ministry of Environment Climate Change Disaster Management & Meteorology			
	Department	Environment & Conservation Division			
	Work Address	Address	Level 1, City Centre Building		
			Point Cruz		
		City	Honiara		
	Postcode	P.O.Box 21			
	Telephone	26036			
Mobile	7552607/7671009				
Fax	28054				
Email	WBeti@mecdm.gov.sb				



PILOT PROJECT CONCEPT DETAILS

PART B: Pilot project Proposal

PART B1: PILOT PROJECT PROPOSAL				
Project Title	Honiara Marine Litter Pilot Project (Clean our Honiara City Campaign)			
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 Honiara City, Solomon Islands, recognising that marine pollution has become an emerging waste challenge faced in the country. The project will cover the Mataniko River with a litter boom from a previous project to be set up. Two other specific clean-up areas/locations will be selected based on vulnerability to pollution.</p> <p>Clean-ups will be undertaken every three 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>The overall aim of the project is to reduce the pollution of Solomon Island’s coastline in a more sustained manner and promote a collaborative approach in preparing Honiara City for the hosting of the Pacific Games 2023. Concurrently, continued awareness on waste management will be conducted in the communities within each site using already available toolkits or materials including the materials produced by the Environment and Conservation Division. The effectiveness of the awareness campaigns will be measured against the outcomes of the littering trend.</p> <p>The project is expected to collaborate with major key stakeholder such as the Solomon Islands National Hosting Committee for the Pacific Games, Honiara City Council, SIRWMA and others. The project will be housed with the Environment and Conservation Division in Solomon Islands who will lead the implementation and monitoring of the project.</p>			
Funding Request	Funding Requested	\$35,020 USD		
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.

The Solomon Islands highly depends on its natural resources as a source of livelihood, food, medicine, and other uses. The marine environment itself contributes to the livelihood of coastal communities in the country through the local domestic seafood market and export of fish products overseas apart from tourism.

Despite its many uses and environmental significance, the marine environment is faced with emerging environmental problem of marine litter. According to the Solomon Islands State of Environment Report 2019¹, about 12% of the waste stream is made up of plastics with 10% of the plastic wastes ending up in the marine and coastal environment. Marine litter is generated from both land-based and marine-based sources. According to the United Nations Environment Programme (UNEP)², an estimated 80 per cent of all marine pollution is caused by human activities on land in the form of solid waste leakage including plastic from inadequate waste management and dumping into rivers, streams, or waterways which are carried downstream and polluting the marine environment and ecosystems.

In Honiara, marine-based sources of marine litter also include illegal disposal of wastes from inter-island commercial shipping vessels that are traveling in the area and from boats traveling to and from Honiara to rural communities. This issue of marine litter is further exacerbated by lack of enforcement of legislation, lack of awareness, lack of proper waste disposal facilities, and lack of human resources and institutional capacity to gather data on marine litter.

Honiara City will be hosting the Pacific Games 2023 and the Solomon Islands Government will need the support from partners and stakeholders to undertake interventions to prepare the city for incoming visitors from across the Pacific Region. A cleaner Honiara City will bring pride to the residents. Addressing littering issues will definitely provide a good image to Honiara City. Through the Honiara Marine Litter Pilot Project, the outcomes of the pilot project can be used to inform the government of appropriate interventions to address the marine litter issues besetting the coastal areas in the country.

¹ MECDM & SPREP, 2019. Solomon Islands State of Environment Report 2019. <https://solomonislands-data.sprep.org/dataset/state-environment-report-2019>

² UNEP, 2022. <https://www.unep.org/news-and-stories/press-release/historic-day-campaign-beat-plastic-pollution-nations-commit-develop>



<p>Please describe how this project will effectively address the core issue identified above.</p>	<p>The Honiara Marine Litter Project will be piloted in the Honiara City boundary. The pilot project is expected to effectively address the growing marine litter issues through provision of capacity building opportunities for the public sector, communities, and other stakeholders on marine litter management with the ultimate goal of prevention in the long-term.</p> <p>The practical training on data collection during organised clean-ups and associated awareness campaigns will enable participants to better understand the significance of prevention of marine litter on the environment. The spirit of volunteerism and pride of Honiara City will be encouraged through promotion of voluntary participation of the Honiara City residents and civil society groups.</p> <p>The data collected from the project is also expected to guide the government in planning for more sustained interventions. The partnerships developed through the project will promote more sustained actions beyond the duration of the project with the intent of extending this to other areas in Solomon Islands.</p>
<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 population 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. The Clean Honiara City Pilot project fits in very well with this objective.</p> <p>Likewise, it will build the capacity of the local officials and stakeholders to provide good environmental governance to the community they work for, in this case, in the area of marine debris prevention and management in its coastlines. The engagement will allow exchanges of project outcomes at the local level.</p> <p>The MECDM 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 Solomon Island's coastline in a more sustained manner apart from preparation of Honiara City to host the Pacific Games 2023. This can be achieved through engagement with the civil society in order to enhance the sense of stewardship of the community towards their surrounding environment.</p> <p>Specifically, the pilot project aims to:</p> <ol style="list-style-type: none"> a. Establish a marine debris audit system for Solomon Islands based on existing regional efforts; b. Assess the scale and scope of the marine debris issue; c. Prevent wastes being dumped along the coastline and into the ocean; d. Promote other best practices such as waste segregation and composting; e. Build capacity of the public sector, communities and stakeholders on managing marine debris; f. Raise awareness of coastline communities on the merits of preventing accumulation of marine debris, and g. 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 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, 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 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.</p>

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>



	<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 Solomon Islands. It will contribute to the reduction of mismanaged wastes leading to leakage to the environment 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 – 2025⁴, of which Solomon Islands is indicated as a priority PIC.</p>
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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



	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, MECDM 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 Solomon Islands 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 to be shared internally and externally.</p>
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Please describe the project methodology

How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?

The project office will be housed with the Environment & Conservation Division within the Ministry of Environment Climate Change Disaster Management & Meteorology. The Senior Environment Officer will be the person in charge of coordinating all the project activities with the stakeholders during the project time frame. The Project Office, through the Project Coordinator, will also maintain good liaison with the National Focal Person and the SWAP Project Management Unit of SWAP so that projects risks can easily be anticipated and mitigated and procurement issues addressed smoothly.

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.

During the Inception Phase, once the project has been awarded, the Project Team including the project 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.

To effectively implement and ensure that the project is delivered accordingly to meet the project objectives, the project coordinator will work closely with some of the key stakeholders including Solomon Islands Recycling & Waste Management Association, Friends of the City, Solomon Islands National Institute of Sports, Honiara City Council, Pacific Games 2023 committee, Royal Solomon Islands Police Force, Government Departments, Private Sector, youth and other civil society groups.

The project will cover the Mataniko River with a litter boom from a previous project to be set up. Two other specific clean-up areas/locations will be selected based on vulnerability to pollution (existence of coastal communities, recreational area, inadequate waste collection service, among others).

A team leader will be identified to coordinate the activities for each location or zone. Waste audit will be undertaken with the support of the volunteers on site. The Honiara City Council and any other stakeholders will be engaged to support the clean-up in terms of the collection of wastes from the clean-up zones and transporting them for proper disposal at the Ranadi landfill.

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. For the data collection along the targeted seafront where the litter booms will be installed, a member of the SIRWMA will be engaged to lead a small team of four people to conduct data collection on a three-monthly basis throughout the project time frame. The Litter Intelligence methodology of marine litter audit developed by Sustainable Coastlines will be used to collect data.



Please describe the project methodology

How will the project be developed and implemented to ensure the delivery of the stated objectives and outcomes?

The volunteers who will be responsible for the ongoing marine litter data collection will receive training from Sustainable Coastlines prior to the actual clean-up and data collection.

During the clean-up campaigns, to encourage volunteer participation, promotional t-shirts, caps, and water bottles will be distributed to the volunteers.

A Billboard design competition will also be organized as part of the awareness on marine litter. The marine litter billboard competition will be advertised on various media. There will be three categories of the billboard competition; school students and an open category. The submitted entries will be received and judged by a selected group of panellists. Winning entries will be awarded for first, second and third place. To assist the judging panel in their assessments, judging criteria and billboard criteria will be utilized as a guide for the submissions and judging. The winning entries will be utilized for promotional and awareness of marine litter.

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.

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>Provide the general planned activities</p> <p>What are the project milestones and planned activities, and the timeline for implementation of these activities/milestones?</p>	Activities	Milestone and Outputs	Indicative Timeline	
	Phase I: Inception Phase			
	1	Kick-off/Inception Meeting	Meeting report	By 2 nd week after project award
	2	Establishment of the Project Management Team and supporting arrangements	Project organisational structure	By 2 nd week after project award
	3	Preparation of detailed project plan (including monitoring and reporting plan)	Project plan with activities, responsibilities, milestones, duration/deadline and status approved by ECD and SWAP	By 3 rd week after project award
	Phase II: Implementation Phase			
	4	Organise clean-up brigade	Three 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	Map out clean-up zones	Identified project sites	Within one month after project award
		Procurement of required materials (litter booms, equipment)	Litter booms set up on the river	Within one month after project award
	7	Prepare awareness materials and promotional materials	Campaign and promotional materials	Within six weeks after project award
	8	Billboard competition	Billboard design	Within six weeks after project award
	9	Install billboards	Installed billboards	Within two months after the project award
	10	Conduct three coastal clean-ups and litter audit (using Litter Intelligence application) in each of the three areas identified.	Litter audit data from each site	1 st clean-up: 6 weeks after the project award 2 nd clean-up: three months after the 1 st clean-up 3 rd clean-up: three months after the 2 nd clean-up
11	Prepare a report of the clean-up activity including data collected.	Activity report	After each clean-up	
12	Undertake awareness activities using campaign materials such as leaflets, billboard signs, etc. and radio, social media advertisements	Events held	Ongoing (at least two events) on a regular basis after the 1 st clean-up	
Phase III: Project Closure				
13	Draft and submit Project Completion Report	Project Completion Report submitted	After all activities have been completed (tentatively 16-week project period)	
14	Conduct project evaluation	Project evaluation report (to be conducted by SWAP)	Depends on SWAP timeline	



Risk 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., 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 Solomon Islands will be discussed with Sustainable Coastlines and SWAP. Data collected during the clean-ups and from the litter booms will be recorded using a standard spreadsheet and reported monthly to the project office, along with documentation of project activities such as photographs and videos.

Illegal dumps along the coastal seafront and along the rivers/waterways will also be monitored prior to the clean-up and after the clean-up campaigns to see whether people are practising good waste management habits. Notices will be installed in certain areas to inform the public not to illegally dumped wastes.



Please list the expected project outputs	The project's expected output is that <ol style="list-style-type: none">a. Inception Meeting Report with the Project Planb. Membership of three 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	Qty	Unit Cost (Local currency)	Actual cost Local currency)	Equivalent Cost (USD)
Material	Promotional materials				
	Design of promotional materials and products	1	5,500	5,500	660.00
	Brochures/posters – bulk printing	1	15,000	15,000	1,800.00
	Billboards (1 pc X 4 sites)	4	6,000	24,000	2,880.00
	Radio spot: production and diffusion (1 pc)	1	7,000	7,000	840.00
	Video footages (1 pc x 4 sites)	4	3,000	12,000	1,440.00
	Rubbish bins (5 pcs X 4 sites)	20	750	15,000	1,800.00
	Recycling cages/bins (3 pcs X 4 sites) - PET bottles, aluminium cans, glass	12	1,000	12,000	1,440.00
	Banners (1 pc X 4 sites)	4	3,000	12,000	1,440.00
	T-shirts (200 pcs)	200	200	40,000	4,800.00
	Clean-up and Audit Materials				
	Marking out stakes ((pcs X 4 sites)	4	100	400	50.00
	Rubbish sacks (200 pcs) - preferably flour or rice sacks which can be reused	200	10	2,000	240.00
	100m tape measure (1 pc X 4 sites)	4	300	1200	150.00
	30m tape measure (1 pc X 4 sites)	4	100	400	50.00
	Mallet (1 pc X 4 sites)	2	100	200	30.00
	Gloves (25 pairs X 4 sites) - reusable	100	50	5,000	600.00
	Masks (25 pcs X 4 sites) - reusable	100	20	2,000	240.00
	Hi visibility vests (25pcs X 4 sites)	100	50	5,000	600.00
	Safety glasses (=25pcs X 4 sites)	100	50	5,000	600.00
	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	4,000	16,000	1920.00
	Kitchen scale (1pc X 4 sites)	4	200	800	100.00
	Hanging/luggage scale (1pc X 4 sites)	4	200	800	100.00
	2 L containers (50pcs X 4 sites)	200	30	6,000	720.00
	Small buckets (1 pc X 4 sites) – for larger items sorted	4	30	120	20.00
	Stainless steel sieve 5mm (1pc X 4 sites)	4	25	100	10.00
	Tarpaulin mats (1pc X 4 sites)	4	300	1,200	150.00
	Refreshments (1 bulk x 4 sites x 3 clean-ups)	12	2,000	24,000	2,880.00
	Table and chair hire (1 bulk X 3 clean-ups)	3	1,500	4500	540.00



	Tent hire (1 pc X 3 clean-ups)	3	500	1500	180.00
Communication	Internet cards (4 cards X 3 clean-ups)	12	20	240	30.00
	Tablet (2 pcs)	2	3,000	6,000	720.00
	Megaphones (1 pc X 4 sites)	4	250	1,000	120.00
Administrative	Logistics for trainings /meetings (3 meetings) -refreshments, venue	3	15,000	45,000	5,400.00
	Transport (1 X 3 clean-ups x 4 sites)	12	500	6,000	720.00
	Other Stationery - bulk	1	400	400	50.00
Contingency	5% of total cost			13,900	1,700.00
TOTAL COST				291,260.00	35,020.00
	Exchange rate (SBD to USD)	0.120			

- 1/ Items to be contained in the backpack 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)



Attachment 4: Used Oil Management Pilot Project for the Solomon Islands



COMMITTING TO SUSTAINABLE WASTE ACTIONS IN THE PACIFIC

(SWAP)

PILOT PROJECT PROPOSAL

HONIARA USED OIL MANAGEMENT PILOT PROJECT

JUNE 2022

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



PILOT PROJECT ADMINISTRATIVE DETAILS

PART A: Project Governance Details

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

PART B: Pilot project Proposal

PART B1: PILOT PROJECT PROPOSAL				
Project Title	Honiara Used Oil Management Pilot Project			
Project Summary	<p>Solomon Islands imports a large amount of crude oil each year. Statistics shows that of all the imported materials into Solomon Islands, approximately 78% of the total are oil and 3.5% vehicles¹. An annual average volume of 1,606,974 litres of lubricating oil was imported in 2014 alone according to a baseline SPREP report². The PRIF report also indicated that although used motor and cooking oils are also major items exported from the country there is a potential recovery of this recyclable material of an estimated volume of 1,055 metric tonnes for recycling each year.</p> <p>Despite this, there are still visual indications of used oil pollution issues which have not been given focussed attention in the past. Based on the national used oil audit completed through SPREP during the implementation of the AFD Regional Solid Waste Management Initiative, Solomon Islands theoretically generated about 803,500 litres/year of used oil and assumed 50% can be recovered including domestic energy recovery (through burning)³. This data however, needs to be updated and validated. Including an inventory of sources in Honiara. This Honiara Used Oil Management Pilot Project is designed to provide an updated baseline for used oil management in the city. Knowledge of the baseline used oil data will allow suitable management recovery, storage, treatment, and proper disposal or export to a recycling facility overseas.</p> <p>The main objectives are to build institutional capacity on used oil management including data collection for more informed decision-making, establish a storage facility with relevant equipment, and undertake promotional campaigns to raise awareness on this issue. The project will involve targeted used oil stakeholders. The project will be implemented through the Environment and Conservation Division within the Government of Solomon Islands. The Project Office will also monitor and record progress.</p>			
Funding Request	Funding Requested	\$199,976.00 USD		
Project Timeline	Commencement date	August 2022	Completion Date	November 2023
PART B2: PROJECT CRITERIA				

¹ Solomon Islands: Country Profile, PRIF, 2018.

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

² Contemporary Used Oil Audits, SPREP & Golder Associates, 2014.

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

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

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



<p>Please describe the core issue to be resolved by the proposed project.</p>	<p>Used oil is generated by major companies in the country which includes Solomon Islands Ports Authority, Solomon Power, Guadalcanal Plains Palm Oil Limited, Logging Companies, Mining Companies, auto repairs & maintenance businesses and gas service stations. The three major suppliers and/or fuel importers into the country includes the Markwarth Oil Limited, South Pacific Oil Limited & Gafung SI Limited.</p> <p>Used/waste oil is believed to be a growing environmental challenge in the Solomon Islands. Since the country depends highly on diesel power generation, one of the largest volumes of waste materials to be recovered and exported is waste oil. The volume of used oil in the country is not regularly monitored and as such the scope and scale of the impact it has on the environment and human health has never been determined. Moreso, the absence of reliable data limits the capacity to manage this waste stream. Thus, the core issues identified to be resolved by the project includes:</p> <p>(i) Data & information</p> <p>There is inadequate data available on the generated waste oil and sources in Honiara. This limits the ability of the government to initiate necessary management actions to tackle the issue.</p> <p>(ii) Institutional arrangements</p> <p>In the absence of a coordinated system, there is no accountability and responsibility to properly manage used oil. No guidelines are in place and as such waste oil generators either sell it or give it for free to potential users who are willing to reuse it to control termites on timber, as line marker in sports fields, and lubrication of chainsaws, among others. This may lead to potential exposure to leakage to the environment if improperly handled.</p> <p>(iii) Infrastructure</p> <p>The lack of collection, storage, treatment, and proper disposal system leaves generators with very little option but to burn the oil for household lighting, use as pest control in homes, marking in sports field, or largely dispose illegally which ends up as pollutant to the environment.</p> <p>There is a potential for used oil recovery and reuse in the country as evident in what Solomon Power Station is currently doing, i.e., salvaging used engine oil and using as chainsaw oil or selling as vehicle oil in the local market. It is, however, unclear whether this emits toxic substances. The PRIF report⁴ forecasted that 1,055 metric tonnes of used motor/cooking oil can be potentially recovered. This can be validated in the pilot project.</p> <p>(iv) Legacy Waste (old stockpiles)</p> <p>With no effective system in place, companies generating waste oil have no option of disposal resulting in a lot of stockpiles of used oil in the country. Legacy used oil accumulates in the backyards of some major companies with the potential to leak from the containers becoming an environmental and health hazard. Most of the waste stockpiles are located in Honiara. Some examples of sites with used oil stockpiles include South Pacific Oil compound, Solomon Power Lungga Station, Lindsay Teobasi residential area, GPPOL Tetera station and NFD base in Noro.</p>
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	<p>(v) Legal Framework</p> <p>While powers in ancillary legislation, such as the Petroleum Act 1939 (relating to the carriage and storage of petroleum), may also cover waste oil, there is no specific legislation nor regulation to control waste oil pollution.⁵ The current Environment Act 1998, which covers waste oil as a nuisance and pollutant, is not sufficient to address the growing used oil issue in Solomon Islands. In addition, the general statement of protection of the environment, including prevention of pollution, in the most relevant legislations on waste oil, the Petroleum Act 1987 lacks regulation which resulted in the lack of management system in place.</p> <p>The Ports Act of 1990, while authorising the Solomon Islands Port Authority (SIPA) for ongoing management of pollutants from ports, its coverage is limited to the port area. As such, the development of a clearly targeted regulation for recovery of waste oil and/or its treatment or final disposal has been identified in the recommended legislative reforms in Solomon Islands.</p> <p>(vi) Training & Awareness</p> <p>Limited knowledge and skills on used oil management often resulted in improper usage and disposal of the waste oil by the waste oil generators and users, thus likely to pollute the environment.</p>
<p>Please describe how this project will effectively address the core issue identified above.</p>	<p>The Honiara Used Oil Management Pilot Project is designed to improve the handling, collection, transportation, storage, and final disposal of used oil in Honiara as the pilot site. Through the provision of suitable facility and equipment to efficiently manage used oil, a proper system can be established. The baseline survey of the current used oil stockpiles will enable confirmation of required infrastructure to allow the used oil management system to be effective. Moreover, the data to be collected will enable more informed decision making.</p> <p>The project is also aimed at enhancing the knowledge of waste practitioners, waste generators and generally the people of Solomon Islands on the potential health and environmental risks of unmanaged used oil and the merits of its proper management. The provision of relevant training will also sustain whatever used oil management interventions are introduced in the waste and industry sectors.</p> <p>Overall, it is expected that this project will enable authorities and stakeholders to contribute in minimising the impacts of improper used oil management. The aspirations and the outcomes of the project will also feed into the development of the used oil management plan to provide longer-term solution to the pollution issues resulting from used oil as well as compliance to the ratified International Convention on Civil Liability for Oil Pollution Damage 1969 which was renewed in 1992.</p>

⁴ Solomon Islands: Country Profile, PRIF, 2018.

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

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

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



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



Please list the expected project outcomes in each specific category	Environmental outcomes	<p>The pilot project is expected to:</p> <ol style="list-style-type: none"> a. Minimise the leakage potential of used oil on land and marine environment likely creating an unhealthy marine and land ecosystem. b. Prevent burning of used oil which may cause air pollution through introduction of good management options. c. Avoid aesthetic nuisance of improperly stored and leaking used oil in rusty drums. <p>The pilot project is also expected to contribute outcomes in the targeted SDGs 6, 11,12 and 14. These include, but not limited to:</p> <p>6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally.</p> <p>11.6: By 2030, reduce the adverse per capita environmental impact of cities, including by paying special attention to air quality and municipal and other waste management</p> <p>12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment</p> <p>12.5: By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse</p> <p>14.1: By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.</p>
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	GEDSI outcomes	<p>Women and other vulnerable groups will be invited to participate in the project activities. This will provide them the sense of social inclusion in waste management which has not been fully explored in the Pacific.</p> <p>The pilot project is expected to contribute towards the harmonization of waste, gender and social inclusion. It will ensure that the activities will be responsive to GEDSI with the following outcomes based on the SWAP GEDSI strategy and action plan as expected:</p> <ol style="list-style-type: none"> a. Increased understanding of waste management issues as they affect diverse groups b. Strengthened leadership capacity of women, disabled people, youth, and LGBTQI+ individuals c. Strengthened gender, disability, and youth inclusion networks d. Increased meaningful participation of women, disabled people, youth, LBGTQI+ individuals e. Strengthened monitoring and reporting on women and social inclusion groups in leadership positions within the project and in the delivery of SWAP objectives f. Increased access to and control of training for women, youth, people living with disability and LGBTQI groups g. Strengthened support for GEDSI across the project management <p>With regards to the gender equality dimensions⁶, 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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⁶ ADB, 2013. Tool kit on gender equality results and indicators. <https://www.oecd.org/dac/gender-development/tool-kit-gender-equality-results-indicators.pdf>



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

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

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



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



Provide the general planned activities 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	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 MECDM and SWAP	By 3 rd week after project award
	4	Preparation of Communication Plan	Project Communication Plan	Within the month after project award
	5	Preparation of Monitoring Plan including reporting frequencies	Project Monitoring Plan	Within the month after project award
	6	Seek necessary permits for building and operation of the used oil storage facilities, including Social and Environmental Impact Assessment (SEIA) and stakeholder consultations	License to Build and Operate	Three months after project award
	7	Tender the construction of the storage facility and procurement of necessary equipment for collection and storage.	Awarded contract	Two months after launch of the tender
	8	Explore overseas market for exporting used oil	Agreement with overseas importers and recyclers of used oil	Within two months after project award
Phase II: Implementation Phase				
	9	Undertake a project baseline survey (used oil waste audit) to determine actual project requirements.	Used oil waste audit report	Within three months after project award
	10	Conduct an in-country practical Used Oil Management training for local project staff from the public sector, private sector and other relevant stakeholders.	Certified trainees	Timing to be based on attendance of potential trainers to the SWAP Training Programme on Used Oil Management
	11	Construction of the Used Oil Storage Facility	Suitable Storage Facility building	Within six months after the License to build and operate is issued
	12	Procure a fully equipped used oil collection vehicle, IBCs, empty containers, PPE, spill kits and other equipment for running the Storage Facility	Fully equipped Used Oil Management Facility and system	Within six months after the License to build and operate is issued
	13	Storage Facility inauguration (also an awareness campaign)	Event report	After the Storage Facility has been fully equipped



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



<p>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
Safety and Security	Disasters including	Processes for collection,	High	To Avoid: Use lessons learned from past in-	



		natural calamities, accidental spillage, pandemic severely impacts waste services	processing, and disposal may be negatively impacted		country projects; Maintain strict SOPs on OH&S and spillage prevention including regular spill response drills during implementation and develop business continuity plan If it occurs: Collect feedback and address gaps through existing institutional mechanisms, e.g., exemption from lockdown, further support from other agencies
	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 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	Established system of used oil management	Ongoing operation of used oil management system even beyond project duration	No system in place	Sustained for another 5 years or more	MECDM reports	Annual	MECDM	Cabinet and SPREP
Outcome 1	Reduced spillage of oil on the ground in collection and drop off/storage areas	Quantity of used oil spill during collection and storage	To be determined from the used oil waste audit during the start of the project	About 60% reduction during the project	End-of Project report – Quantity of used oil spillage before and after the project duration	Once during the project period, i.e., consolidation of all project data	Project Team	MECDM, Project partners and SWAP
Outcome 2	Reduced stockpiles of used oil	Quantity of stockpiles from all identified sources will be measured	To be determined from the used oil waste audit during the start of the project	About 20% reduction during the project	End-of Project report – Quantity of used oil stockpiles before and after the project duration	Once during the project period, i.e., consolidation of all project data	Project Team	MECDM, Project partners and SWAP
Output 1	Collected and stored used oil	Quantity of used oil collected and stored from identified sources	To be determined from the used oil waste audit	Progressive reduction on used oil stockpile	Project monthly reports- Quantity of used oil collected and stored over a period	Monthly	Project team	MECDM, Project partners and SWAP
Output 2	Well managed used oil facility and equipment	Visual observation of the facility and equipment	Newly built facility and procured equipment	Facility and equipment are serving its purpose well	Project monthly reports – status of facility and equipment	Quarterly	Project team	MECDM, Project partners and SWAP
Output 3	Enhanced capacity on used oil management	Qualitative assessment of knowledge uptake based on practical tasks	Limited knowledge on proper used oil management system	Trainees to be able to mentor or act as trainers	Project monthly reports – observation of capacity to handle used oil	Quarterly	Project team	MECDM, Project partners and SWAP
Output 4	Increased awareness on proper used oil management	Number of stakeholders getting involved in the project activities	Limited awareness on proper used oil management system	Increasing trend of project stakeholders	Project monthly reports – number of stakeholders bringing or offering used oil for collection	Quarterly	Project team	MECDM, Project partners and SWAP
Output 5	Achieved GEDSI principles	Number of women and other vulnerable people involved in the project (training and implementation)	Nil	About 50% women or vulnerable groups involved in the project	Project monthly reports – attendance in the activities	Quarterly	Project team	MECDM, Project partners and SWAP

Specific parameters and data to be collected and measured include:

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



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



PART C: PILOTE PROJECT BUDGET

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



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

