



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

## LETTER OF AGREEMENT

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

and the

**Department of Waste Management (DWM), Government of Tuvalu**

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

relating to

**Provision of funding support under the *Sustainable Waste Actions in the Pacific Phase 2 (SWAP2)* Project, covering logistics and arrangements for stakeholder workshops and field work as part of the development of the Disaster Waste Management Plan**

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This LETTER OF AGREEMENT is made between the **Secretariat of the Pacific Regional Environment Programme (SPREP)** and the **Department of Waste Management (DWM), Tuvalu**, relating to the provision of funding support under the Sustainable Waste Actions in the Pacific Phase 2 (SWAP2) project to cover logistics and arrangements for stakeholder workshops and field work as part of the development of the National Disaster Waste Management Plan under Component 3 of the SWAP2 project.

**WHEREAS:**

1. **THIS** Agreement is part of the implementation of the Financing Agreement n° AFD CZZ 3544 01 D signed between the Agence française de développement (AFD) and SPREP on the 3<sup>rd</sup> December 2024 for the implementation of the '**Sustainable Waste Actions in the Pacific Phase 2**' Project (hereinafter referred to as the "SWAP2").
2. **THIS** Agreement is made under the Letter of Agreement relating to the implementation of the Sustainable Waste Actions in the Pacific Project Phase 2 (SWAP2) in Tuvalu signed between SPREP and DWM on the 28<sup>th</sup> August 2025.
3. **THE purpose** of this LOA is to facilitate and govern the use of funds sent by SPREP to DWM for expenses related to:
  - a. The organisation of workshops with national stakeholders as part of the development of the National Disaster Waste Management Plan, including conference room hire, catering, etc.
  - b. Logistics support, including transportation, related to the consultant's field work to carry the consultation phase, interview national stakeholders and visit waste management facilities, etc.

**SPREP** and **DWM** have agreed to collaborate on the above-mentioned activity, and it is further agreed that:

1. SPREP will:
  1. Provide **funding of up to AUD\$5,855** for the organisation of workshops and facilitation consultant's field work as part of the development of the National Disaster Waste Management Plan under Component 3 of the SWAP2 project.
  2. Provide the full funding amount upon signing of the LOA.
  3. Transfer the funds directly to the Department of Waste Management, Tuvalu.
2. DMW will:
  - i. Organise, in collaboration with the consultant hired for this service, the workshops with national stakeholders.
  - ii. Facilitate the consultant's field work in Tuvalu.
  - iii. Provide an expenditure report on activities paid as under Attachment 1 and supporting documentation for expenditure. In the event that SPREP determines that any portion of the Activity Funds has been used for purposes other than the Funded Activities, such portion shall be refunded to SPREP.
  - iv. Take steps to ensure compliance with SPREP Policies and the Anti-Fraud and Anti-Corruption Framework of SPREP; and



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- v. Warrant that it shall contractually oblige all Personnel to ensure that Activity Funds will not be used for any illegal or improper purpose (including bribery) contrary to this Letter of Agreement (or any applicable laws of Tuvalu) on Prohibited Practices.
3. Any unused portion of the unexpended funds shall be refunded to SPREP; no Activities Funds shall be disbursed after termination.
4. This LOA will come into effect upon signature by both Parties and will remain in effect until the 30<sup>th</sup> November 2026.
5. SPREP and DWM may request variations to this Agreement. Such requests shall not be unreasonably withheld.

**IN WITNESS WHEREOF** the parties hereto, acting through their representatives thereunto duly authorized, have caused this Letter of Agreement to be signed in their respective names as of the day and year first above written and to be delivered at the principal office of the Parties.

DocuSigned by:  
  
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Easter Chu Shing

**Acting Director General**  
Secretariat of the Pacific Regional  
Environment Programme (SPREP)

**Date:** 06-Feb-2026 | 10:57 WST



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Epu Falenga

**Director**  
Department of Waste Management  
Ministry of Home Affairs, Climate Change and  
Environment  
Government of Tuvalu

**Date:**