



**NEW ZEALAND**  
High Commission SUVA  
TE AKA AORERE

## **VARIATION No 2** **(Variation)**

### ***Tuvalu Programme*** ***Supporting Local Governance Project – Phase Two***

**between**

#### **Ministry of Foreign Affairs and Trade**

195 Lambton Quay  
Wellington 6011  
New Zealand  
**(MFAT)**

**and**

#### **United Nations Development Programme**

Level 8, Kadavu House Building  
Victoria Parade  
Private Mail Bag  
Suva  
Fiji  
**(Partner Agency or UNDP)**

CT file: GRA/148/50/H  
Koru record ID: 13009  
Activity file reference: AID/SG/16  
Activity code: A01030-A01

MFAT<sup>1</sup> and the Partner Agency are Parties to a Third-Party Cost-Sharing Arrangement for Tuvalu Programme Supporting Local Governance- Phase Two dated 15 April 2009 (the **Arrangement**).

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<sup>1</sup> MFAT is responsible for managing the New Zealand Aid Programme. The New Zealand Aid Programme is the New Zealand Government's international aid and development programme.

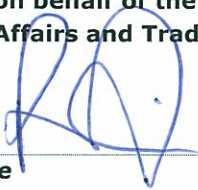
MFAT and the Partner Agency agree to vary the Arrangement in accordance with the below Schedule of Changes.

Subject to these changes, the Arrangement and any previous Variations remain in full force and effect.

Words and acronyms used but not defined in this Variation have the meaning given to them in the Arrangement.

**Acceptance**

**For and on behalf of the Secretary of Foreign Affairs and Trade**



**Signature**

Richard Dirks

**Full name**

First Secretary - Development

**Position**

4/10/12.

**Date**

**For and on behalf of the United Nations Development Programme**



**Signature**

Knut Ostby

**Full name**

Resident Representative

**Position**

8/10/2012

**Date**

# Schedule of Changes

**Effective Date:** 1 October 2012

## Scope of Variation:

### 1. Annual Workplan 2012

The Annual Workplan 2012, confirmed in Variation No. 1, is amended by deleting and replacing the costed outputs for July to December 2012 (Q3 and Q4) with the Consolidated Workplan for July to December 2012, annexed as Attachment 1. To avoid doubt, this Variation does not allow for increased MFAT expenditure during the period 1 July – 30 September 2012 (inclusive). Any additional funding requirements for this period will be met by UNDP.

### 2. Total Cost of Variation

<b>Additional Funding:</b>	US\$85,648
<b>TOTAL VARIATION PRICE:</b> All figures are in United States dollars and exclusive of NZ GST but inclusive of all other taxes unless otherwise stated	<b>US\$85,648</b>

### 3. Amended Total Grant Funding

Original Grant Funding	US\$599,112
Total cost of Variation #1	Fiscally neutral
Total cost of Variation # 2	US\$85,648
<b>TOTAL AMENDED GRANT FUNDING</b> All figures are in United States dollars and exclusive of NZ GST but inclusive of all other taxes unless otherwise stipulated	<b>US\$684,760</b>

### 4. Reporting and Payment Schedule

The Reporting and Payment Schedule provided in Variation No. 1 is amended by the addition of the following:

<b>Date Payment Due</b>	<b>Up to the Following Amount</b>	<b>Required Reporting</b>
On signing of this Variation	US\$ 85,648	Nil
31 January 2013	Nil	An Annual Report delivered to MFAT by 31 January 2013 for the reporting period 1 January 2012 - 31 December 2012 (contents as per initial six monthly progress report)
28 February 2013	Nil	<p>A <b>Completion Report</b> covering the full Funding period.</p> <p>The <b>Completion Report</b> must report on:</p> <ul style="list-style-type: none"> <li>• A summary of completed activities (outputs) over the Term of the Arrangement;</li> <li>• Risks that emerged over the full Funding period and how they were dealt with;</li> <li>• An overall judgement of success of the Activity, any critical issues and recommendations for future activities;</li> <li>• Final actual expenditure and income compared with that planned for the Term of the Arrangement (including cessation costs and disposal of assets, where relevant), explanation of significant variances, balance of funds on hand at date of report; and</li> <li>• An assessment of the quality of the Activity against the 5 DAC criteria (relevance, efficiency, effectiveness, impact and sustainability).</li> </ul>

## Attachment 1: Consolidated Work plan July – December 2012

July - December 2012 Consolidated Work plan	Expected Outputs	Lead Responsibility	Time Frame						Costings and Linkages to AWP Budget Components		Funds Available		Funding Gap (Negative Amounts) / Funding Surplus (Positive Amounts)	New Variation for Additional Funding		
			Jul	Aug	Sep	Oct	Nov	Dec	Costs in USD	Link to AWP	MFAT	UNDP		MFAT	UNDP	
<b>Output 1: Participatory island planning and budgeting enhanced.</b>																
Deliver Round 2 of community workshop to Vaitupu (August) and Nui (September), Nukulaelale and Nukufetau in October/November depending on Boat Schedule. Complete scoping of ISPs for these 4 Islands and establish linkages to the TKII	Round 2 of training delivered to Vaitupu and Nui; issues identified documented	FMS		x	x	x	x	x								
									36,378	1B - FMS	-8376.49	-3001.45	-47755.94	40000.00	7756.00	
									20,000	1E (travel)	30444.03	10784.76	21228.79			
									15,000	1F (workshop costs)	-4002.25	-3342.01	-22344.26			
Linkages between Island-level plans and budgets and Te Kakeega scoped and documented for Nanumea and Niutao	Scoping report used by DRD in its 2013 Budget formulation	FMS		x	x	x	x	x								
Assist FMS and LS in preparing community workshop materials for Phase II.	Materials for Phase 2 compiled (i.e. photocopied, etc) and ready for the 4 islands.	YP - TEMA		x	x	x	x	x	582	1A	3642.79	0.00	3060.65			
										1D		6000.00	6000.00			
										1G	29348.49	5590.19	34938.68			
										1H	0.00	2375.00	2375.00			
										1i	6130.00	0.00	6130.00			
			Sub-Total Output 1						<b>\$71,960</b>		<b>57186.57</b>	<b>18406.49</b>	<b>3632.92</b>	<b>40000.00</b>	<b>7756.00</b>	
<b>Output 2: Availability of data improved for local development planning and governance.</b>																
Compile narrative component of Island Profiles	Contribution to Island Profiles narrative report submitted	IPD	x	x	x	x	x		17,000	2A	7057.56	-198.23	-10140.67	10140.67		
Assist the IPD in collecting, compiling, and analysing data re Falekaupule, Falekaupule Assembly (Island Governance Structures) and Legal Services components of the Island Profiles.	Assistance rendered	YP Frank	x	x	x	x	x		10,000	3C	109.74	0.00	-9890.26	9890.26		
Completed Island profiles for all, English and Tuvaluan versions including translation for the supplementary report.	Consultation with Ministerial Taskforce on draft island profiles completed for all the islands, DRD, stakeholders				x	x			2,200	2E	0.00	0.00	-2200.00			
Training for staffs on QGIS and PopGIS	Completed training for staffs, MHA, Ministerial taskforce and Funafuti Kaupule	YP & IPD	x						300	2E	0.00	0.00	-300.00			
Prepare budget i.e., obtain quotes from Printers for layout, printing and shipment of Island Profiles (500 copies per island, 1000 copies for Vaitupu and Funafuti)	Budget completed	IPD			x	x			26,800	2E	0.00	0.00	-26800.00			
Launch of Island Profiles	Assisted IPD in developing the Island Profile.	YP	x	x	x	x	x	x	1,000	2E	0.00	0.00	-1000.00			
										2B	-1530.48	7445.10	5914.62			
										2C	-60.46	-60.46	-120.92			
										2D	0.00	-5621.63	-5621.63		1314.00	

July - December 2012 Consolidated Work plan	Expected Outputs	Lead Responsibility	Time Frame						Costings and Linkages to AWP Budget Components		Funds Available		Funding Gap (Negative Amounts) / Funding Surplus (Positive Amounts)	New Variation for Additional Funding	
			Jul	Aug	Sep	Oct	Nov	Dec	Costs in USD	Link to AWP	MFAT	UNDP		MFAT	UNDP
			Sub-Total Output 2						\$57,300		5576.36	1564.78	-50158.86	20030.93	1314.00
<b>Output 3: Capacity of local governments strengthened to meet their responsibilities under the Falekaupule Act.</b>															
Deliver phase II of Kaupule staff training focussing on financial management developed		FMS			x	x	x		388	3B	4308.90	0.00	3920.80		
Expedite implementation of the Outer Islands Project Management Policy (including procurement policy) - Follow up Cabinet submission	Cabinet approves policy paper and ready for implementation	FMS				x	x	X							
Join the team in the 4 remaining islands to take leading role in dealing with financial matters of the Kaupule especially in the application of the financial template.	The template is well followed and understood by the treasurer and other staffs of the Kaupule. Record of accounts is updated.	YP- TEMA		x		x			4,100	3f (travel)	14365.77	7595.15	17860.92		
Develop a manual and a video demonstration clip of the financial template using snagit and camtasia software	A manual and a demonstration video clip for the application of the financial template are produced and ready.	YP - TEMA	x			x			10,000	3C	109.74	0.00	-9890.26		
			Sub-Total Output 3						\$14,488		-5607.69	7852.90	-12242.88		
<b>Output 4: Enabling environment enhanced by advocating for amendments to the Falekaupule Act.</b>															
Activity 4.1: Results: Areas for potential improvement for Falekaupule Act are documented															
Review and update Amendment Register (Ongoing) Submit Paper to Cabinet under the cover of a Cabinet Memorandum for approval of policy initiatives that form the basis for proposed amendments. Analyse Cabinet's decision on paper and take necessary follow up actions. Update paper on Peer Review Process to reflect Cabinet's decision on paper.	Cabinet endorsement on Policy Paper obtained.	LS	X	X		X			30,000	1C	-2325.59	-2271.76	-34597.35	26649.35	7948.00
Develop a Stakeholder Consultation Document and Programme re Proposed Amendments to Falekaupule Act.	Stakeholder Consultation Document prepared.	LS	X	X		X			10,000	4C	-165.46	-165.46	-10330.92		
Submit Drafting Instructions to Attorney General after Cabinet Approval	Draft Bill and associated Regulations completed and incorporated into Stakeholder Consultation Document prepared under Activity 4.2.1	LS		X		X			1,000	4D	0.00	0.00	-1000.00		1000.00
Assist Office of the Attorney General in the drafting of proposed amendments.		LS							2,000	4D	0.00	0.00	-2000.00		2000.00
			Sub-Total Output 4						\$43,000		-2491.05	-21415.22	-66906.27	26649.35	29926.00
<b>Output 5: Project is fully resourced and programmatic and management arrangements and requirements are satisfactorily met.</b>															
Take remaining annual leave before end of contract	NA	FMS and LS	x												
Quarterly work plan prepared.	Q3 and Q4 work plans submitted.	All Staff	x			x									
Activity report produced for each travel or workshop undertaken.	Activity reports submitted		x												

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			Jul	Aug	Sep	Oct	Nov	Dec	Costs in USD	Link to AWP	MFAT	UNDP		MFAT	UNDP	
Annual Leave	Take 2012 annual leave	Yps	x													
UNDP GMS Costs									34,611	5e	29300.43	-4860.78	-10171.35	10171.35		
Mission Costs	N/A								6,000	5b	0.00	-11961.90	-17961.90		17961.00	
Project Board Meeting conducted	Project Board Papers, Minutes, prepared.	Project Manager, UNDP Focal Point				X			2,000	5b			-2000.00		2000.00	
Independent Evaluation - to be carried out in 2013	Evaluation Report	MHARD/UNDP							20,000	5A	40000.00	0.00	20000.00	-20000.00		
										5C	-10420.49	-5284.17	-15704.65	15704.00		
										5D	6908.00	0.00	6908.00	-6908.00		
			Sub-Total Output 5						<b>\$62,611</b>		<b>65787.94</b>	<b>-22106.84</b>	<b>-18929.90</b>	<b>-1032.65</b>	<b>19961.00</b>	
			Total						<b>249,359</b>		<b>120452.14</b>	<b>-15697.89</b>	<b>-144604.99</b>	<b>85647.63</b>	<b>58957.00</b>	
			Total Funds Available						<b>104,754</b>							
			Balance to be funded						<b>144,605</b>							