Statistical Innovation and Capacity Building in the Pacific Islands Project (PACSTAT)

**2022 ANNUAL WORK PLAN**

GRANT NUMBER D544 [P168122]

15 November 2021

Version 1

Contents

[2022 Annual Work Plan Summary 2](#_Toc88030653)

[2022 AWP key reference document 3](#_Toc88030654)

[2022 key project activities and identification of deliverables 3](#_Toc88030655)

[Component 1: Pacific Statistics Methods Board (PSMB) 3](#_Toc88030656)

[Sub-component 1.1: PSMB Technical Support & Administration 3](#_Toc88030657)

[Sub-component 1.2: Dissemination & Training 4](#_Toc88030658)

[Component 2: Institutional Strengthening and Implementation Support 5](#_Toc88030659)

[Sub-component 2.1: Expanding Technical Capacity of SPC-SDD 5](#_Toc88030660)

[Sub-component 2.2: Current Staff Support 6](#_Toc88030661)

[Sub-component 2.3: Implementation Support 6](#_Toc88030662)

[Component 3: Alternative data collection methods 7](#_Toc88030663)

[Sub-component 3.1: Innovations Technical Support 7](#_Toc88030664)

[Sub-component 3.2: Funding for Innovation Experiments 7](#_Toc88030665)

[Travel plans 8](#_Toc88030666)

[Workshops and conferences 9](#_Toc88030667)

[Regional conference 9](#_Toc88030668)

[Regional Conference 1: Pacific HIES Method 9](#_Toc88030669)

[Regional Conference 2: Pacific Poverty Method 9](#_Toc88030670)

[National (and sub-regional) workshops 9](#_Toc88030671)

[Sampling and survey planning (incl. CAPI) 9](#_Toc88030672)

[HIES data processing (incl. Stata) 10](#_Toc88030673)

[Analysis, reporting and dissemination (incl. Stata) 10](#_Toc88030674)

[Performance targets 11](#_Toc88030675)

[Resources and staff required 11](#_Toc88030676)

[Budget 12](#_Toc88030677)

[Procurement plan 13](#_Toc88030678)

[Reporting requirements for 2022 13](#_Toc88030679)

# 2022 Annual Work Plan Summary



# 2022 AWP key reference document

Document titled ‘[PACSTAT AWP 2022 v1](https://spccloud-my.sharepoint.com/:x:/g/personal/michaels_spc_int/Ec5oFFEFXP1GnFlYX8mwng8BMMsJYFYCROrrGfz7NSQtCQ?e=paKx4y)’ contains the following worksheets:

1. ‘AWP’: this is a GANTT chart of planned activities, which references:
   1. Budget
   2. Category of expenditure as per the FA
   3. Project development objective indicators
   4. Deliverable
   5. Timing of implementation.
2. ‘Procurement’: list of procurement items corresponding to the 2022 AWP.
3. ‘Travel’: list of planned travel corresponding to the 2022 AWP.
4. ‘Results framework’: documents the progress towards achieving the PDO and the targets and deliverables corresponding to the 2022 AWP.

# 2022 key project activities and identification of deliverables

The above referred Excel spreadsheet provides the 2022 key project activities and associated budget, by Category of the FA, and they are further described below by Component of the PAD.

## Component 1: Pacific Statistics Methods Board (PSMB)

The activities proposed herein will be supported by two Long-Term Consultants (Statistics Advisor and Welfare Economist).

### Sub-component 1.1: PSMB Technical Support & Administration

#### Secretariat function to PSMB

Two meetings of the Pacific Statistics Methods Board will be carried out in 2022 (April and October 2022). The project will provide Secretariat function to these meetings, including: setting the Agenda and inviting international experts; coordinating the papers and reports on Pacific data collection to be reviewed at the PSMB meeting; identifying priority topics for further review at subsequent PSMB meetings; and summarizing the meeting discussion into formal minutes and recommendations to be circulated to regional NSOs.

In 2022 and following the process outlined in the POM, the Project will be calling for proposals for:

1. April 2022: PSMB Commissioned Work 3, 4 and 5;
2. April 2022: Innovative Experiments 3 and 4;
3. October 2022: PSMB Commissioned Work 4 and 5, if not yet identified; and
4. October 2022: Innovative Experiments 3 and 4, if not yet identified.

#### PSMB Commissioned Work

Noting that the first PSMB Commissioned Work (microdata dissemination) started in 2021, two PSMB Commissioned Work will be carried out in 2022.

In January 2022, it is proposed that the PSMB Commissioned Work 2 is started. Noting that only one proposal was received in the first call for proposals that occurred prior to the PSMB meeting in October 2021, the subject of PSMB Commissioned Work 2 is undefined. PSMB Commissioned Work 3 is scheduled to start in May 2022, which will follow the April meeting of PSMB and will allow for another round of calls for proposals.

PSMB Commissioned Work 2 is to be conducted over the period of January to October 2022; PSMB Commissioned Work 3 is to be conducted over the period of May to October 2022.

Under Sub-component 1.1, in 2022 the Project will deliver:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **PDO Indicator** | **2022 target** | **Project target** | **Cumulative** |
| PSMB meeting reports | 3.1 | 2 | 10 | 3 |
| Reports of PSMB Commissioned Work 1, 2 and 3 | 3.2 | 3 | 5 | 0 |

### Sub-component 1.2: Dissemination & Training

#### Regional conference

Since PSMB’s establishment, HIES and Poverty methods (incl. multidimensional) have frequently been on the agenda and PSMB has made numerous specific recommendations that are of global relevance, however they are yet to widely communicated to Pacific statistics stakeholders. In 2022, the Project will conduct two Regional Conferences, including:

1. *PSMB recommendation for the conduct of HIES in the Pacific region*: 7-day recall, CAPI, FAFH, partakers, labour, FIES, anthropometric, sampling, field schedule, etc.
2. *PSMB recommended methodology for poverty assessment in the Pacific region*: use value of assets, imputed rents, deflators, monetary, non-monetary, multidimensional, etc.

#### National (and sub-regional) workshops

The PAD suggests the need for Dissemination and Training activities (and the topics for the National Workshops) can be guided by where countries are in relation to their survey cycle. As such, proposed activities in the 2022 AWP have been selected based on where Pacific countries are in relation to implementation of Household Income and Expenditure Surveys (HIES). Over the coming 12-months the Pacific HIES cycle is as follows:

1. Planning: 2022: Micronesia (FS) Nauru, Palau, PNG, Tuvalu, Solomon Islands, CNMI\*; 2023+: Kiribati, Samoa, Vanuatu
2. In-the-field: 2021: Tonga
3. Data processing: 2022: Tonga
4. Analysis, reporting and dissemination: Vanuatu (2019), Kiribati (2019), Marshall Islands (2019), New Caledonia\*

*\*it is acknowledged that non-IDA territories cannot benefit from funding, however SPC would endeavour to provide opportunity for all of its members to observe and learn from PACSTAT-related activities. SPC will ensure that participation of non-IDA members is cost neutral to the Project.*

Based on the above, over the period of 2022 there is need for Dissemination and Training activities relating to: i. survey planning; ii. data processing; and iii. analysis, reporting and dissemination. It is therefore proposed that the following National (or Sub-Regional) are held in 2022:

* Sampling and survey planning (incl. CAPI): Micronesia (FS) Nauru, Palau, PNG, Tuvalu, CNMI, Kiribati, Samoa, Vanuatu, Solomon Islands
* HIES data processing: Tonga
* Analysis, reporting and dissemination (incl. Stata): Vanuatu, Kiribati, Marshall Islands, New Caledonia

#### PSMB Guidance Notes

Based on the recommendation by PSMB on the review of the report of PSMB Commissioned Work 1 (microdata dissemination) and on previous recommendation by PSMB on the method for conducting HIES in the Pacific, three PSMB Guidance notes will be produced in 2022. These include:

1. PSMB Commissioned Work 1: Microdata dissemination
2. Pacific HIES method
3. Pacific monetary poverty analysis method

The guidance notes are intended to be short, factual and easily digestible for the intended audience, such as Pacific survey practitioners, statistics officers and non-technical decision makers.

In addition to the guidance notes, the Project will prepare a series of YouTube videos, which will serve to support the training of National Statistics Offices and field staff in the conduct of HIES in the Pacific region and in the collection of data required to measure poverty. The series will include:

1. Survey sampling
2. Questionnaire design
3. Survey planning
4. Specific technical aspects of survey implementation (e.g., how to fill certain aspects of the questionnaire, household listing, who qualifies as a household member, replacing households)
5. Market surveys and the collection of conversion factors for non-standard units of measurement
6. Field work management, monitoring and quality control
7. CAPI system development and implementation

#### Improving the way statistics are reported, including by gender

Tonga 2020 HIES data processing is scheduled for late-2020 and early 2021. This activity will be conducted jointly between SDD, the Welfare Economist and FAO. The HIES report of Tonga will be completed by the Long-Term Consultant (Statistics Advisor) and published within 12-months of completion of field work (by December 2022). The processing of the data resulting from the Long-Form Census of Tuvalu (ref. Sub-Component 3.2 below) will occur in late-2022 and the HIES report will be prepared in late-2022/early 2023.

In 2022, the Project will publish (in pdh.stat) the UNSD minimum set of gender indicators (3, 4, 5, 6, 7, 8, 10, 11, 17, 21, 22, 23, 24, 31, 33, 34) using data from the surveys of Vanuatu (2019), Kiribati (2019), Marshall Islands (2019) and Tonga (2020):. In addition to this, the project will contribute to the publication of a report titled ‘Gender equality and sustainable energy: lessons learned from Pacific Island countries’ where the project will finance the preparation of tables used in the report (time of Project Manager charged under Sub-Component 2.2).

Under Sub-component 1.2, the Project will deliver:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **PDO Indicator** | **2022 target** | **Project target** | **Cumulative** |
| 2 x regional conference on: HIES in the Pacific region; poverty analysis | 3.3; 4.1 | 2 | 3 | 0 |
| 3 x national/sub-regional workshops on: HIES sampling and planning; HIES data processing; HIES analysis and reporting | 3.3; 4.1 | 3 | NA | 0 |
| 3 x PSMB guidance notes on: i. on microdata dissemination in SIDS; ii. Pacific HIES method; iii. Pacific monetary poverty method | 1.1 | 3 | 10 | 0 |
| YouTube videos | 1.1 | >5 | NA | 0 |
| 2 x HIES reports | 4.2 | 2 | 6 | 0 |
| 16 gender indicators for 4 countries (64 indicators) published in pdh.stat | 4.4 | 64 | 16 | 0 |
| Report on Gender equality and sustainable energy: lessons learned from Pacific Island countries | 4.4 | 1 | NA | 0 |

## Component 2: Institutional Strengthening and Implementation Support

The activities proposed herein will be supported by the Long-Term Consultant (Welfare Economist), who is being procured in 2021, and also the Medium-Term Consultant (Harmonisation Advisor) who is to be procured in the first-half of 2022.

### Sub-component 2.1: Expanding Technical Capacity of SPC-SDD

Under this component, the PAD emphasises that the Welfare Economist will strengthen SDD’s capacity to provide TA and training on PSMB recommendations, develop guidelines, developing a roster of academics and consultants with relevant experience and skills, and to increase the production and dissemination of gender indicators.

In terms of activities relating to the work of the Welfare Economist, they are listed above under Component 1 of the AWP. It is anticipated that, although much of the work of the Statistics Advisor and the Welfare Economist will overlap, the Welfare Economist will be designated as lead for the following activities:

1. Technical contribution to the HIES tabulation and report activity;
2. Preparation of the guidance note on HIES method guidance notes;
3. Contribution to the development of the YouTube videos;
4. Delivery of the Regional Conference on poverty methods (and contribution towards the delivery of the Regional Conference on HIES method);
5. Delivery of National/Sub-Regional workshop(s) on HIES Data Processing and Analysis and Dissemination (and contribute to the HIES planning workshop);
6. Data processing of the Tuvalu and Tonga HIES data, particularly the use-value of assets and the imputed rents;
7. Production of Gender Indicators; and
8. Lead the Innovative Experiment of Tuvalu Long-Form Census.

The above activities have been listed under Components 1 and 3 to align with the indicative distribution of finance as per the PAD.

SPC Staff (e.g., Economic Advisor & Microdata Specialist, Manager (Data Analysis and Dissemination), Census and Survey Programmer, Data Processing Officer, Statistics Advisor and Statistics Officer) will partake in the Regional Conferences and National/Sub-Regional Workshops listed under Component 1.2, which will present an opportunity for SPC Staff to be trained in welfare analysis.

The Medium-Term Consultant (Harmonisation Advisor) of the Project will be procured in 2022. The Harmonisation Advisor will be tasked to work on the harmonisation of consumption aggregates for the household income and expenditure surveys of: NRU 2012, FSM 2013, PLW 2014, COK 2015, NIU 2015, TOK 2015, TON 2015 and TUV 2015. These surveys have been subject to secondary harmonised processing to calculate dietary energy consumption and they are available for poverty analysis under the PACSTAT project. This exercise will present an opportunity for comparison of different methods for poverty analysis, which will contribute towards making recommendation to PSMB on the pros and cons of different approaches to the measurement of monetary poverty. It will also present opportunity for the production of gender indicators under the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **PDO Indicator** | **2022 target** | **Project target** | **Cumulative** |
| Regionally comparable indicators | 2.1 | 8 | 14 | 0 |
| Harmonized microdata sets | 2.2 | 8 | 5 | 0 |
| Number of SPC staff trained in welfare analysis | 4.1 | 5 | 5 | 0 |

### Sub-component 2.2: Current Staff Support

In 2022, we estimate the following allocation of days to the Project by Recurrent Technical Staff as:

|  |  |  |
| --- | --- | --- |
| **Recurrent Technical Staff** | **Days** | **Activities** |
| Economic Statistics & Microdata Specialist | 52 | Project management; technical contribution |
| Finance and Administration Officer | 26 | Financial management, project administration |
| Procurement Officer | 26 | Procurement |
| Statistics Advisor | 10 | Technical contribution to Innovative Experiments |
| Census and Survey Data Processing Specialist | 15 | CAPI programming and data processing |
| Director | 5 | Project management; technical contribution; Chair PSC |

Corporate Support services will be required for implementation of the annual work plan.

### Sub-component 2.3: Implementation Support

In 2022, the Project will upgrade the IT Training Room and the SDD Meeting Room. The Project will also provide ICT support to the Consultants (e.g., laptops, Stata licenses, other as required).

## Component 3: Alternative data collection methods

This component of the Project is designed to cover: i. the costs of developing the experiments; ii. the costs of implementing the experiments; and iii. the costs associated with preparing the analytical reports, submitting them for PSMB review, and broadly disseminating the results across the Pacific.

The activities proposed herein will be supported by the Long-Term Consultants (Statistics Advisor and Welfare Economist). The Project budget has allocated 40% of the cost, and therefore time, of the two Long-Term Consultants (Statistics Advisor and Welfare Economist) towards activities under Component 3 of the Project.

Two Innovative Experiment are planned to be conducted in 2022. At this stage, the Project Steering Committee has agreed to progress with the preparation of Research Proposals for the Innovative Experiments of:

1. Tuvalu Long-Form Census; and
2. Refine the methodology to estimate dietary energy content in food prepared and consumed away from home.

The Research Proposal will follow the template as set out in the POM.

Prior to the meeting of PSMB in April and October, the Project will call for proposals for Innovative Experiments, as per the procedures described in the POM. PSMB will, therefore, have the opportunity to review and provide input to the proposed Innovative Experiments, which will guide the Project to prepare more Research Proposals in 2022.

### Sub-component 3.1: Innovations Technical Support

In 2022, the project will request for proposals for Innovative Experiments, as per the procedures outlined in the POM. Following the request for proposals and the April and October meeting of PSMB, a minimum of two Innovative Experiments will be selected for development into a Research Proposal, following the structure of the POM. Two Research Proposals will be drafted by the Project in 2022.

It is noted that the PAD highlights that the development of the Innovative Experiments will occur through an extensive consultations with National Statistics Agencies in IDA-eligible Beneficiary Countries. As per the POM, the Research Proposals are to include commentary on the conceptualisation and development of the Innovative Experiment and the consultation process.

Under Sub-component 3.1, the Project will deliver:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Deliverable** | **PDO Indicator** | **2022 target** | **Project target** | **Cumulative** | **Status** |
| Consultations held in the development of the Research Proposal | 4.5 | 9 | 12 | 0 | On track |
| PICs satisfied that input is reflected in the Research Proposal | 4.6 | 6 | 8 | 0 | On track |
| Research Proposals | 4.7 | 2 | 10 | 2 | On track |

### Sub-component 3.2: Funding for Innovation Experiments

In 2022, the project will implement the following Innovative Experiments:

1. Tuvalu Long-Form Census; and
2. Refine the methodology to estimate dietary energy content in food prepared and consumed away from home.

Further information on these experiment will be included in the Research Proposals.

Under Sub-component 3.2, the Project will deliver:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable** | **PDO Indicator** | **2022 target** | **Project target** | **Cumulative** |
| Number of experiment reports produced | 1.2 | 2 | 4 | 0 |

# Travel plans

Based on the work plan presented herein, the following travel is planned:



As the Long-Term Consultants will be Europe-based for at least 2022 and 2023, the AWP has been prepared to minimise cost of travel by combining activities.

The Statistics Advisor will undertake at least 2 missions, including:

1. Mission 1 in August/September: attend a PSC meeting in Noumea followed by travel to the beneficiary country of Innovative Experiment 2 (FAFH).
2. Mission 2 in October/November: attend PSC meeting in Noumea, attend PSMB meeting in Noumea (or Auckland) and travel to Fiji to deliver and participate in the regional conference on HIES method and poverty assessment method.

The Welfare Economist will undertake at least 2 missions, including:

1. Mission 1 in August/September: attend a PSC meeting in Noumea followed by travel to the beneficiary country of Innovative Experiment 2 (Tuvalu Long Form Census).
2. Mission 2 in October/November: attend PSC meeting in Noumea and travel to Fiji to deliver and participate in the regional conferences on HIES method and poverty assessment method.

In addition to the Long-Term Consultants, SDD Staff will travel as follows:

1. Project Manager:
   1. August/September: travel to Beneficiary Country for Innovative Experiment 1
   2. August/September: travel to Beneficiary Country for Innovative Experiment 2
   3. October/November: travel to Fiji to deliver and participate in regional conferences on HIES method and poverty assessment method
2. Finance Officer
   1. June/July: travel to Beneficiary Country for Innovative Experiment 1 to organise sub-grant, financial management and procurement matters
   2. June/July: travel to Beneficiary Country for Innovative Experiment 2 to organise sub-grant, financial management and procurement matters
   3. October/November: travel to Fiji to administer regional conferences
3. 4 x SDD staff
   1. October/November: travel to Fiji to deliver and participate in regional conferences on HIES method and poverty assessment method support

# Workshops and conferences

## Regional conference

Two regional conferences are to be delivered in 2022 and they are tentatively scheduled for October/November 2022 and to be held in Fiji for 4-days each.

### Regional Conference 1: Pacific HIES Method

**Invitees** HIES methodologists from the National Statistics Offices of Pacific IDA eligible member countries (Fiji, Kiribati, Marshall Islands, Micronesia (FS), Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu) and 5 x SDD Staff (Project Manager, Statistics Advisor, Statistics Officer, Data Processing Specialist, Data Processing Officer)

**Timing** 4th quarter 2022

**Topics** Results of the RMI HIES Experiment; CAPI; Recall; FAFH; Market Survey; labour modules; assets; sampling; survey planning and management; survey resourcing needs and budget; questionnaire design; enumerator training.

**Outputs** Pacific HIES methodologies and SDD are trained in best practice for the collection of data required for measurement of welfare.

### Regional Conference 2: Pacific Poverty Method

**Invitees** Poverty Analysts from the National Statistics Offices of Pacific IDA eligible member countries (Fiji, Kiribati, Marshall Islands, Micronesia (FS), Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu) and 5 x SDD Staff (Project Manager, Statistics Advisor, Statistics Officer, Data Processing Specialist, Data Processing Officer)

**Timing** 4th quarter 2022

**Topics** Poverty theory; monetary and multidimensional poverty; SDGs; consumption aggregate (food and non-food consumption); use-value of assets; imputed rents; per capita and adult equivalencies; partakers; deflators; poverty lines; reference population; MDER and food poverty line; FAFH; non-food component in the poverty line; Engel curve; non-parametric approaches; headcount, poverty gap, squared poverty gap.

**Outputs** Pacific Poverty Analysts and SDD are trained in method for measurement of welfare.

## National (and sub-regional) workshops

Indicative details for workshops planned in 2022 are presented below. In line with the PAD, the workshops are intended to be practical and output oriented.

### Sampling and survey planning (incl. CAPI)

**Invitees** Micronesia (FS) Nauru, Palau, PNG, Tuvalu, CNMI, Kiribati, Samoa, Vanuatu, Solomon Islands

**Timing** 2nd quarter 2022

**Topics** Sampling; survey planning and management; survey resourcing needs and budget; CAPI system management, lessons learned, and dashboards; questionnaire design and manual; enumerator training.

**Outputs** Sampling plan; survey plan and budget; survey questionnaire; survey reference resources (field manual, questionnaire manual, training presentations and resources); strengthened capacity of NSO and SPC.

### HIES data processing (incl. Stata)

**Invitees** Tonga

**Timing** 2nd quarter 2022

**Topics** CAPI dataset structure; coding and classifications; reshaping, appending, merging datafiles; rosters; non-standard unit conversions (incl. market survey analysis); food data processing; imputed rents; use-value of assets; deflators; construct of the consumption aggregate.

**Outputs** Significant progress in HIES data processing; strengthened capacity of NSO and SPC; HIES data processing with partners (i.e., FAO, ILO, PFTAC) to produce consistent outputs using the same consumption aggregate.

### Analysis, reporting and dissemination (incl. Stata)

**Invitees** Vanuatu, Kiribati, Marshall Islands, Tonga, New Caledonia, Wallis & Futuna

**Timing** 2nd quarter 2022

**Topics** HIES dataset structure; tabulation syntax; produce and interpret tables and figures; produce and interpret sampling errors; conduct thematic analysis and produce an analytical product; microdata dissemination (metadata, anonymization, microdata dissemination plan and procedure).

**Outputs** thematic analysis, analytical papers and briefs; survey dissemination plan; strengthened capacity of NSO and SPC in: a) using the HIES dataset; b) tabulating in Stata and exporting to Excel; c) generating figures in Stata; d) interpretation of data and sampling errors; e) analysis and report writing; and f) microdata dissemination.

# Performance targets

The performance targets have been identified above and they are consolidated below.



# Resources and staff required

The resources required to execute the 2022 AWP are as follows:

1. Long-Term Consultant: Statistics Advisor
2. Long-Term Consultant: Welfare Economist
3. Mid-Term Consultant: Harmonisation Advisor
4. Individual Consultant – PSMB Commissioned Work 2 (TBD): to be procured in January
5. Individual Consultant – PSMB Commissioned Work 3 (TBD): to be procured in April
6. Venue for regional conference
7. Virtual event manager to be procured in January
8. Editor, layout, publication to support production of PSMM Guidance Notes
9. Producer to support production of YouTube videos
10. Recurrent Technical Staff: refer above in Component 2.2.
11. Corporate Support: refer above in Component 2.2.
12. Implementation Support: project Consultants will be provided ICT support, Project consumables
13. IT Training Room and SDD Meeting Room goods and video equipment will be procured.
14. Travel: as per above.

The Project budget and procurement plan have been updated to reflect the 2022 resourcing requirements.

# Budget

The budget for implementation of the 2022 Annual Work Plan is presented below. SDD will process Withdrawal Application in the first half of 2022 for the amount of EUR 400,000 and in the second half of 2022 for the amount of EUR 900,000.



# Procurement plan

Items for procurement in 2022 are listed in the below table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2022 procurement plan** | **Issue contract** | **Value (EUR)** | **Start** | **Finish** |
| 1 x International Consultant (Harmonisation Advisor) | 1-Jul-22 | EUR 472,019 | 1-Jul-22 | 30-Jun-25 |
| 1 x International Consultant (PSMB Commission Work 2) | 1-Jan-22 | EUR 22,000 | 1-Jan-22 | 31-Oct-22 |
| 1 x International Consultant (PSMB Commission Work 3) | 1-May-22 | EUR 22,000 | 1-May-22 | 30-Apr-23 |
| Regional conference venue (2 workshops; 4-days each) | 1-Sep-22 | EUR 40,000 | 1-Sep-22 | 30-Nov-22 |
| Virtual event manager (3 national/sub-regional workshops) | 1-Jan-22 | EUR 60,000 | 1-Jan-22 | 31-Dec-22 |
| PSMB Guidance Notes editing, layout and publication | 31-Mar-22 | EUR 10,000 | 31-Mar-22 | 31-Dec-22 |
| YouTube video production (filming, editing, publishing) | 31-Mar-22 | EUR 25,000 | 31-Mar-22 | 31-Dec-22 |
| Tuvalu sub-grant | 1-Jul-22 | EUR 200,000 | 1-Jul-22 | 31-Dec-22 |
| Tonga sub-grant | 1-Jul-22 | EUR 150,000 | 1-Jul-22 | 31-Dec-22 |

The Project Procurement Plan will be updated in STEP upon approval of the 2022 AWP.

# Reporting requirements for 2022

The reporting requirements for 2022 are as follows:

|  |  |  |
| --- | --- | --- |
| **Report** | **Due date** | **Status** |
| Project progress report (incl. ESS implementation) | 31 January 2022 | Planned |
| Interim unaudited financial reports | 15 February 2022 | Planned |
| Statement of Expenditure | 31 March 2022 | Planned |
| Statement of Expenditure | 30 June 2022 | Planned |
| Project progress report (incl. ESS implementation) | 31 July 2022 | Planned |
| Interim unaudited financial reports | 15 August 2022 | Planned |
| Annual audited financial statements (2021) | 31 August 2022 | Planned |
| Statement of expenditure | 30 September 2022 | Planned |
| 2021 Annual Work Plan and Budget | 1 November 2022 | Planned |
| Statement of expenditure | 31 December 2022 | Planned |