

[SSFA/2026/ 10052]

Small-Scale Funding Agreement

THIS SMALL SCALE FUNDING AGREEMENT (SSFA) and its annexes (this "Agreement") is made Upon signature .

BETWEEN:

United Nations Environment Programme (hereinafter referred to as "UNEP") having its office at P.O. Box 30552-00100, Nairobi, Kenya and represented by its Ecosystems Division, an international inter-governmental organisation established by the General Assembly of the United Nations.

AND:

Center for Technology Application of Natural Resources and Environment (hereinafter referred to as "CenRe"), a non-profit/government represented by its president and having its office at CT4 Iris Garden, 30 Tran Huu Duc, Hanoi.

Based on the agreement between UNEP and CenRe, UNEP agrees to co-operate with CenRe with respect to the project/programme entitled "Piloting integrated solid waste management solutions with scalable impact in Cồn Cỏ Island, Viet Nam" in Viet Nam. Annexes to this Agreement, including the attached Project Document/Implementation Plan (Annex-A) and Budget (Annex-B) are part of this agreement.

1. Project/Programme objectives to which the small-scale funding contributes:

- Demonstrate and replicate good practices to assist target countries in developing more integrated and cohesive approaches to solid waste and marine litter management that engage and cater to the needs of local communities and disadvantaged groups and prioritize low-carbon waste management solutions.

2. Activity or activities to be carried out with the support of the small-scale funding:

- Establish and operate a community-based waste sorting and collection system in the selected pilot site, including household sorting, a central sorting facility, and regular collection
- Conduct community training, awareness-raising, and outreach activities, including promotion of women's participation and leadership in waste management
- Develop, disseminate, and support adoption of community waste management guidelines, and monitor changes in waste management practices and plastic leakage
- Document results, lessons learned, and recommendations, and report to UNEP COBSEA in accordance with SSFA monitoring, evaluation, and reporting requirements

Start Date/Event	Due Date
Upon signing	31 July 2026

3. Expected results/outputs to be achieved:

- › A **community-based waste sorting and collection system established and operational** at the selected pilot site, including household-level sorting, a central sorting and temporary storage facility, and a regular waste collection schedule.

- › **Community members trained** on proper waste sorting, plastic reduction, and waste management practices, with demonstrated improvement in knowledge and practices, including targeted capacity-building activities for women's groups.
- › **Women actively participating in leadership and operational roles** in community waste management activities, including participation in community working groups and facilitation of at least one training or awareness activity.
- › **Community waste management guidelines developed, finalized, and disseminated** to households and public spaces to support improved waste management practices.
- › **Evidence of reduced plastic waste leakage** into the coastal and marine environment documented through monitoring activities, clean-up observations, and waste collection records.
- › **A final technical report** documenting activities implemented, results achieved, lessons learned, and recommendations for replication, including presentation of results to UNEP COBSEA and relevant authorities.
- › Monitoring, evaluation, and reporting conducted in accordance with UNEP SSFA requirements.

4. Starting and ending dates for implementation of the activities:

Upon signature - 31 July 2026

5. UNEP shall provide CenRe with funds up to a maximum amount of US\$ **43,500.00**. The resources provided by UNEP will only be used by CenRe in pursuit of the project/programme objectives and for the activities to achieve the results as agreed to in 1 – 3 above. Funds will be made available in 2 installment(s) as indicated below and upon receipt of a payment request in *US Dollar*, as follows:

Schedule of Payments	Amount
Upon signature and submission of the workplan	USD 30,000.00
Upon submission of financial report, videos and final report	USD 13,500.00

The funds shall be deposited in:

Bank Name and Address

Techcombank
No. 6 Quang Trung Street, Tran Hung Dao Ward,
Hoan Kiem District, Hanoi, Viet Nam

Wire Instructions

VTCBVNVX

Account Title and Number

Center for Technology Application of Natural
Resources and Environment
19134486156012

Signatories

Nguyen Du Khang
President

6. Within 1 month(s) upon expiry of this Agreement, CenRe shall refund to UNEP any unspent balance of the above funds.

7. UNEP and CenRe will cooperate to monitor the progress of this project/programme. CenRe shall submit to UNEP, substantive progress reports; financial reports and a final report at or near the given dates below:

Reports	Date
Final progress report	15 July 2026
Final financial report	15 July 2026

8.a. CenRe shall submit financial statements on the use of funds provided, as per UNEP's required format and within the agreed timeframe.

8.b. CenRe shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by UNEP under this Agreement, to ensure that all expenditures are in conformity with the provisions of this Agreements and its annexes thereto.

8.c. Upon completion of the Project/or Termination of this Agreement, CenRe shall maintain the records for a period of at least 3 years unless otherwise agreed upon between the Parties.

8.d. UNEP has the right, at its own expense, to have the records of CenRe related to this cooperation reviewed and audited.

- 9.a. CenRe shall consult with UNEP regarding the Intellectual Property Rights as appropriate.
- 9.b. CenRe shall only use the UNEP name, logo and emblem in connection with the Project/Programme with the prior written consent of UNEP.
- 9.c. In no event will authorization of the UNEP name or emblem, or any abbreviation thereof, be granted for commercial purposes.
10. This agreement can only be changed through an agreed modification in writing.
11. Either party may terminate this Agreement upon serving a written notice to the other party at least 6 month(s) prior to such termination.
12. CenRe shall comply with all the above mentioned provisions and agrees that UNEP reserves the right to withhold any payment due to CenRe's non-compliance with any of the provisions mentioned hereinabove.
13. Any dispute arising out of or in connection with this Agreement shall be settled amicably between UNEP and CenRe. Should attempts at amicable negotiation fail, any such dispute shall, upon request by either party, be referred to arbitration in accordance with the UNCITRAL arbitration rules. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.
14. This Agreement shall enter into force upon signature by the Parties being effective from the date of the latest signature, and shall remain valid for a period of **6 month(s)**, after the end date specified in clause 4 unless terminated earlier pursuant to clause 11 above.
15. The Parties shall carry out their respective responsibilities in accordance with the provisions of the Agreement. The Parties shall determine and communicate to each other their respective focal points, having the responsibility for the Project implementation on its behalf.
- 16.a. CenRe shall be solely and completely responsible and accountable for all services performed by its personnel, agents, employees, or contractors (hereinafter referred to as "Personnel").
- 16.b. CenRe shall be considered as having the legal status of an independent contractor. Personnel of CenRe, its contractors or anyone else working for CenRe in the execution of the Project or otherwise, are not employees of UNEP and are not covered by the privileges and immunities applying to UNEP and its staff pursuant to the Convention on the Privileges and Immunities of the United Nations. UNEP shall not accept any liability for claims arising out of the activities performed under the Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by CenRe's Personnel as a result of their work pertaining to the activities under this Agreement.
- 16.c. CenRe shall ensure that its personnel meet the highest standards of qualification and technical and professional competence necessary for the achievement of the objectives and results of the Project, and that decisions on employment related to the Project shall be free of discrimination of any nature. CenRe shall ensure that all personnel are free from any conflicts of interest relating to the Project activities.
- 17.a. CenRe shall not seek nor accept instructions regarding the activities under the present Agreement from any Government or other authority external to UNEP.
- 17.b. CenRe shall refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNEP.
18. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations and UNEP.
19. This Agreement or its Annexes may be modified or amended only by written agreement between the Parties.
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For the United Nations Environment Programme



By: Alberto Pacheco Capella

Title: Chief of Regional Seas Unit

Date: 26 February 2026

ANNEX A: ANNEX A-Implementation Plan-CenRe

ANNEX B: Annex B - Budget (CenRE) 23Feb

Additional Annexes :

For Center for Technology Application of Natural Resources and Environment



By: Nguyen Du Khang

Title: President of Management Board

Date: 27 February 2026

ANNEX A – IMPLEMENTATION PLAN

1. Background

Viet Nam's coastal and marine ecosystems are facing increasing pressure from plastic pollution. One of the key contributing factors is ineffective solid waste management, particularly in remote island communities where waste collection and segregation infrastructure remains limited and community knowledge and skills related to waste management are uneven. These challenges result in significant leakage of plastic waste into the marine environment, negatively affecting biodiversity, fisheries, tourism, and public health.

Building on successful community-based waste management models, this project proposes the piloting of small-scale, integrated solid waste management solutions on a selected island in central Viet Nam. The project adopts a holistic approach that combines technical interventions with community capacity building, gender mainstreaming, and the development of a sustainable and scalable model that can be replicated in other island and coastal communities.

Con Co Island, located approximately 15 nautical miles off the coast of Quang Tri Province, is a small island district with a population of 439 people as of 2024, consisting primarily of military personnel and their families, along with a limited number of long-term resident households engaged in small-scale fisheries and tourism services. Despite its modest size of approximately 4 km², the island hosts diverse ecosystems, unique volcanic geology, and pristine beaches with strong potential for ecotourism. Its rare three-layer forest vegetation contributes significantly to biodiversity conservation. The close-knit community has shown increasing interest in participatory development planning, with growing attention to gender inclusion, particularly in community leadership and environmental initiatives.

Marine plastic pollution represents one of the most serious environmental threats to Con Co Island, adversely affecting marine life, coral reefs, and overall ecosystem health. Plastic waste disrupts marine food chains, damages coral structures, and undermines the island's capacity to sustain fisheries and tourism. These impacts are exacerbated by limited infrastructure, constrained financial resources, and insufficient awareness among residents and visitors. Addressing plastic pollution therefore requires a coordinated, multi-stakeholder approach that integrates technical solutions with education and community engagement.

Solid waste in general and plastic waste in particular on Con Co Island originate primarily from three sources: (i) tourism-related activities, which increase the volume of single-use plastics and place pressure on the island's limited waste management system; (ii) household waste generated by residents and visitors; and (iii) small-scale fisheries, which generate waste such as damaged nets and obsolete fishing gear that may be discarded at sea.

In 2024, the local authorities of Con Co Island developed an Action Plan on Plastic Waste Reduction with a vision towards 2030. The plan aims to raise awareness, improve waste management practices at source, reduce plastic waste generated by communities and businesses, and gradually enhance the overall effectiveness of the island's solid waste management system, with the goal of achieving "Con Co – a green island free from plastic pollution" by 2030. However, limited financial resources, technical expertise, community awareness, rapid growth in tourist numbers, and fragmented inter-agency coordination continue to pose challenges. This project directly responds to these gaps by strengthening local capacities, providing waste collection and treatment tools, developing practical guidelines, and supporting behaviour change to significantly reduce solid and plastic waste leakage into the marine environment. In addition, effective waste segregation will enable the reuse of organic waste for composting, reducing household expenditure on fertilizers and contributing to improved livelihoods.

2. SSFA Objective 1: Establishment of a Community-Based Solid Waste Management System

Context

Plastic pollution poses a significant threat to marine ecosystems, coastal livelihoods, and communities dependent on tourism and fisheries. On Con Co Island, a considerable proportion of plastic waste entering the marine environment originates from land-based sources, including household waste, tourism activities, and small-scale fisheries. Inadequate waste segregation and collection practices contribute to plastic accumulation along beaches and waterways, degrading marine biodiversity, coastal landscapes, and public health.

Waste segregation is not yet widely practiced by residents or tourists. In addition to marine pollution risks, the community faces threats of freshwater contamination and misses opportunities to reuse organic waste as low-cost

fertilizer. Waste collection points, temporary storage facilities, and transportation equipment remain limited and inconvenient, and waste segregation has not yet become a routine household practice.

Activities (March–April)

Infrastructure Development and Provision of Equipment

- Establishment of a centralized community waste segregation and collection facility;
- Distribution of colour-coded waste bins or bags to households for segregation of plastic waste, organic waste, and other waste streams;
- Provision of essential tools and equipment for waste collection and transportation.

Aim

- To establish a dedicated facility for systematic waste segregation and temporary storage, thereby improving the efficiency of waste collection and treatment and facilitating downstream recycling and processing;
- To promote waste segregation at source among households, reducing contamination of recyclable materials and enhancing the overall effectiveness of the waste management system;
- To equip waste collection teams and community groups with appropriate tools and transportation means to ensure safe, timely, and efficient waste collection operations.

Expected Results

- A community waste segregation and collection station established and operational on Con Co Island;
- Colour-coded waste bins distributed to 100% of households and key public areas;
- A waste collection schedule developed and implemented in coordination with local authorities.

Deliverables

Photographic and video documentation; handover records for waste collection equipment; official confirmation from local authorities regarding the location, capacity, and operational status of the waste collection and temporary storage facility. Reports to be submitted no later than **15 July 2026**.

3. SSFA Objective 2: Strengthening Community Knowledge and Skills on Waste Management

Activities

Activity 1: Community Engagement and Needs Assessment (January–February)

- Conduct a baseline assessment of existing waste management practices and challenges on the island;
- Organize community consultation meetings to co-design project activities and ensure local ownership;
- Identify and establish a Core Working Group comprising representatives of local authorities and community leaders, with a strong emphasis on women's participation.

Aim

- To collect reliable data on current waste management behaviours, infrastructure gaps, and key challenges, enabling the design of context-appropriate training programmes;
- To ensure meaningful community participation in project design, fostering trust, ownership, and long-term sustainability;
- To establish an inclusive and representative governance structure that strengthens coordination, promotes gender equality, and supports effective local-level implementation.

Deliverables

Baseline survey and interview analysis report; proposed training content; minutes of community consultation meetings; list of Core Working Group members with at least 50% female representation. Deliverables to be submitted no later than **15 July 2026**.

Activity 2: Capacity Building and Training (March–April)

- Implementation of a Training of Trainers (ToT) programme for the Core Working Group on waste management, recycling, and gender integration;

- Organization of community training sessions on household waste segregation, with a focus on plastic waste, including dedicated sessions for women's groups.

Aim

- To develop a pool of skilled local trainers capable of leading waste management activities, applying gender-responsive approaches, and ensuring effective knowledge transfer and project sustainability;
- To improve household-level waste segregation practices through increased awareness, skills, and inclusive participation, particularly by empowering women as key agents of change;
- To support the identification and development of viable livelihood opportunities from recyclable materials, strengthening economic incentives for sustained waste segregation and recycling.

Expected Results

- One (01) Training of Trainers programme delivered for core local personnel;
- One (01) community training workshop conducted.

Deliverables

Training materials; workshop documentation; photographs and videos; participant lists; training summary report and participant feedback analysis. Deliverables to be submitted no later than **15 July 2026**.

4. SSFA Objective 3: Women's Empowerment in Solid Waste Management

Context

Household waste represents a major source of solid and plastic waste leakage into the marine environment. In Viet Nam, women play a central role in household management and are heavily engaged in tourism-related services such as food provision. As a result, women are often responsible for waste segregation and handling, yet their contributions remain under-recognized and constrained by gender norms, limited technical knowledge, and restricted access to resources. Empowering women in leadership and operational roles within waste management systems will enhance programme outreach, effectiveness, and sustainability.

Activity

- Support one community training session independently facilitated by a core group of trained women.

Expected Results

- One (01) community training session successfully led by women;
- A confident core group of women capable of continuing community training activities beyond the project duration.

Aim

- To strengthen women's knowledge and practical skills on waste segregation at source and organic waste composting using safe, household-level techniques;
- To enhance the central role of women in household waste management and environmental protection, contributing to gender equality in community development;
- To create livelihood opportunities and cost savings through the use or sale of organic compost, contributing to improved household incomes;
- To establish a network of women champions capable of disseminating knowledge and sustaining waste segregation and recycling practices within the community.

Deliverables

Training materials; photos and videos demonstrating household composting processes; participant feedback summary; report on organic waste recycling outcomes after 2–3 months of implementation, including indicative data on additional income generated. Deliverables to be submitted no later than **15 July 2026**.

5. SSFA Objective 4: Development and Dissemination of Community Waste Management Guidelines

Context

Waste collection and treatment on Con Co Island have been constrained by the absence of clear, accessible, and locally appropriate operational guidelines. Existing practices are often based on habit or inconsistently applied instructions. Developing clear, user-friendly guidelines tailored to local conditions will encourage consistent and voluntary adoption by households and community groups.

Activities (April–June)

- Collaborate with the community to draft and finalize practical guidelines for waste collection, segregation, and management, incorporating simple visuals and local language adaptations;
- Print and distribute the guidelines to all households and public spaces on the island;
- Launch a community-led awareness campaign to promote the guidelines and a “zero marine litter” mindset.

Expected Results

- Waste management guidelines distributed to 100% of households on the island;
- A monitoring framework established to track plastic leakage and community compliance.

Aim

- To develop clear, culturally appropriate, and easily understood waste management guidelines that reflect local practices and enable consistent adoption across the community;
- To ensure universal access to standardized waste management guidance, reinforcing correct practices through regular visibility in homes and shared community spaces;
- To increase community awareness, shift attitudes and behaviours toward responsible waste management, and foster collective commitment to preventing marine litter.

Deliverables

Waste collection and management guideline package; posters; online articles published on local media platforms; radio broadcast recordings; photographic documentation of awareness campaigns; report on distribution quantities and community feedback on guideline application. Deliverables to be submitted no later than **15 July 2026**./.

Annex: B

BUDGET

Project Title:
Partners Name:
Start date: 01/03/2026
End date: 31/07/2026

Piloting integrated solid waste management solutions with scalable impact in Côn Cỏ Island, Quỏng Trỏ province in Viet Nam"
Center for Technology Application of Natural Resources and Environment

Exchange rate: 1USD=25,780 (Vietcombank, 19 Feb 2026 - Transfer rate)

Activity	Description	Budget by Activity/completion duration (US\$)						Total (USD)	
		1. Staff and Other Personnel Costs (Class 010)	2. Contractual Services (Class 120)	3. Travel (Class 160)	4. Operating and Other Direct Costs (Class 125)	5. Supplies Commodities and Materials (Class 130)			
		\$	%	\$	%	\$	%	\$	%
1	Community Engagement and Needs Assessment	2,627	0	388	0	1,065	0	541	0
	Sub-Total	2,627	0	388	0	1,065	0	541	0
2	Capacity Building and Training	5,254	0	7,104	0	3,464	0	500	0
	Sub-Total	5,254	0	7,104	0	3,464	0	500	0
3	Infrastructure development and provision of supplies								
	Sub-Total								
4	Development and Dissemination of Community Waste Collection and Management Guidelines	4,440	0			1,065,477,114	0	8,060	0
	Sub-Total	4,440	0			1,065,477,114	0	8,060	0
5	Monitoring, Evaluation and reporting	5,254	0	388	0	2,375	0	879	0
	Sub-Total	5,254	0	388	0	2,375	0	879	0
TOTAL		17,575	40%	7,880	18%	7,969	18%	9,979	23%

Commitment Class	Commitment Class Name	Explanation
FT30_01	Staff and Other Personnel Costs	(i) Includes all costs and entitlements of personnel including staff / consultants/admin staff / UNVs/interns. (ii) Meeting facilitators, interpreters, Evaluation consultants all to be budgeted under this Class.
FT30_12	Contractual Services	(i) Works and services of a commercial nature contracted following procurement procedures. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer. (ii) Where meetings/workshops require venue to be hired e.g Hotel, then relevant costs to be budgeted under this Class. (iii) Commercial printing/publication contracts to be budgeted here (iv) In IPSAS terms, its similar to exchange transaction
FT30_16	Travel	(i) Includes staff/consultant/meeting participant travel [DSA/Tickets/Terminals as applicable] (ii) Road / train /Fuel and vehicle/boat rental costs for staff, consultants and other project personnel
FT30_13	Equipment Vehicles and Furniture	(i) Procurement of non-consumables e.g. IT equipment, vehicles, furniture etc etc. This would relate to all costs to put asset into service and the cost of disposal of the asset upon reaching its useful life. For those who do donor reports according to IPSAS this would equal depreciation for period.
FT30_12	Operating and Other Direct Costs	(i) Rental of premises/equipment; utilities; cleaning; vehicle maintenance; communication costs; Bank fee;

FT30_13	Supplies Commodities and Materials	(i) Consumable supplies e.g. office stationary/supplies, drugs, tools, etc. (ii) Costs associated with the delivery, storage and distribution of consumable supplies procured such as transportation, freight, customs, insurance, warehousing and other logistical requirements;
FT30_14	Transfers and Grants issued to Implementing Partner (IP)	To be used if SSFA/PCA Partner is further sub-contracting work to NGOs. At obligation stage (PO), this can be further broken down into 7 expenditure categories as above.
FT30_15	UN-PSC	Programme Support Costs charged by UNEP. No IMIS Object code matching though late 2014 started using 9400
FT30_14	Grants Out	To be used when grants given without expectation of any reports whatsoever. For now UNEP does not use this modality.