

GUIDELINES FOR THE SMALLER ISLAND STATES DEVELOPMENT FUND

1. Background

The fund was established in 1987, in recognition of the inability of the Smaller Island States (SIS) to take equal advantage of regional assistance, and the donors' wish to do extra to help the SIS. Members of the SIS are Cook Islands, Kiribati, Marshall Islands, Nauru, Niue, Palau and Tuvalu).

2. Objective

To provide a quick and flexible *response* to crucial components of the SIS development programmes, which are not covered by other aid programmes. The requests should make an important contribution to improving the social and economic welfare of SIS.

3. Type of Assistance

The scheme finances:

- (i) seed or complementary ***development project activities***, which are critical to the successful implementation of development programmes.
- (ii) ***short-term technical assistance*** to improve development planning and programme implementation; or aid coordination and delivery which lead to the identification and formulation of development projects and programme activities);
- (iii) preference will be given to requests which:
 - resolve major *development bottlenecks* within sectors;
 - generate substantial *economic activities*;
 - *improve development planning*; implementation capacity; *aid* coordination and delivery and lead to the identification and delivery of aid projects;
 - *improve* development in *rural areas*; and outer islands;
 - *meet the priorities* of the Smaller Island States; and
 - are consistent with the key initiatives of the Pacific Plan particularly under:
 - a) Economic Growth;
 - b) Sustainable Development;
 - c) Good Governance; and
 - d) Security.

5. How requests are channelled:

5.1 All requests should be ***channelled*** through the Forum Secretariat's *official contacts* which are the Ministry of Foreign Affairs (Cook Islands, Kiribati, Palau and Republic of the Marshall Islands) or External Affairs (Nauru), Prime Ministers Office (Niue, and Tuvalu);

5.2 To avoid unnecessary delays, requests have to be submitted in the approved format as described in paragraph 6. To allow enough time to analyse requests they must be received at least 15 working days before the proposed commencement date of the proposed attachment/assistance and six working weeks for a proposed consultancy;

5.3 Additional information may be requested by the Secretariat from the implementing agency and must be received within 5 working days of the date of the 'Secretariats letter. Failing

this, requests will be forfeited unless the Secretariat is advised of any delays anticipated in writing at least three (3) working days before the specified due date;

5.4 To fast track the process, the Secretariat will make available copies of relevant correspondences related to a specific request to implementing agencies if known or different from the Secretariat's Official Contact in country.

6. Funding Request

The request for funding should provide the following information so that requests may be approached carefully and quickly.

- **Title** of the project
- **Background:** overview of the sector and the problem(s) or issue(s) that the project will address; any past relevant studies or other comments;
- **Objective(s):** clearly list the main objectives of the project; and if possible, how the project fits in with the relevant government programme or development plan (where available) and the key initiatives of the Pacific Plan particularly under:
 - a) Economic Growth;
 - b) Sustainable Development;
 - c) Good Governance; and
 - d) Security.
- **Project Description:** description of the project activities.
- **Outputs and Activities:** expected outputs; project activities, duration with an implementation schedule.
- **Project Costs:** estimates of the costs for the activities or parts of the project.
- **Implementing Agency:** specify the department or organisation responsible for implementing the project (with the name, title, phone and fax number of the officer responsible).
- **Submitting Agency:** contact particulars of office submitting the funding request to the Forum.

7. Administration

Following the payment of the requested funds, the individual Smaller Island State's (SIS) government is responsible for the project administration, implementation and final report on the project. The Secretariat would expect to receive the Project Completion Report or the Country Monitoring report by the end of the year, and will follow-up with SIS as necessary. No new requests will be processed for countries with outstanding reports/acquittals.

8. Reporting

Reporting requirements would be an annual Country Monitoring Report prepared for all projects funded in the calendar year and for those that may require more than 12 months to implement. The Report should address the following aspects:

- **Finance:** the report should provide *details of expenditures* made under the requested funding project. This applies in cases where project funds are wired directly to implementing agencies. The official contact(s) or the Finance Ministry/Department or auditor should certify that the expenditures incurred were strictly for the requested project;
- **Activities:** *list all activities* (both completed and incomplete). Reasons should be provided for incomplete activities;
- **Implementation:** *report on the overall implementation* of the project (including *problems* faced during the project implementation);

- ***Social and economic impact:*** evaluate the *economic and social impact or benefits* of the project on the country.

9. Information

For *further information* please:

- (a) contact your Secretary for Foreign Affairs (The Cook Islands, Kiribati, and Republic of the Marshall Islands), or the Minister of State (Palau), or the Secretary of External Affairs (Nauru) or the Secretary to Government (Niue and Tuvalu); or
- (b) write directly to *The Development Cooperation Adviser, Enabling Mechanism, Pacific Islands Forum Secretariat*, Private Mail Bag, Suva, Fiji, or Fax (679) 3305880, or Phone (679) 3312600 or E-mail: info@forumsec.org.fj