



CIRCULAR

FILE: AP_6/5/8/1

TO: SPREP National Focal Points
CROP Organisations
SPREP Partner Organisations

DATE: 9 September 2020

CIRCULAR: 20/73

Dear Members and Partners,

SUBJECT: Project Design and Management Toolkits

Over the past few months, the European Union funded PacWastePlus team has been working closely with representatives from the governments of the participating countries to assist with the development of country-based waste management and minimisation projects.

During the interactions, the team noted there may be some benefit in detailing the discussions and workshops into reference materials and have now produced four project design booklets to assist countries to design effective environmental management projects.

Although these booklets were created for assistance developing waste management projects, they are generically worded, so the methods and processes are applicable to any discipline – not only waste or environmental management.

You may download the following resources from <https://www.sprep.org/pacwaste-plus> or <https://www.sprep.org/publications>:

1. [SMART Objectives factsheet](#)
2. [Developing A Project Logic: A Guide for Project Design](#)
3. [Developing Monitoring and Evaluation Plan: A Guide for Project Designs](#)
4. [A Guide for Developing an Investigative Questioning Process](#)

We trust these resources will provide valuable assistance to you as you design and implement programmes in your countries and communities.

I will be encouraging all SPREP programmes to take into consideration and utilise these useful resources to design effective projects.

Yours sincerely,



Kosi Latu
Director General