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Minutes of The *GLOBAL CLIMATE CHANGE ALLIANCE PLUS: SCALING UP PACIFIC ADAPTATION (GCCA+ SUPA) Project - Scaling up the Soasoa drainage system, Fiji.*
2nd Steering Committee Meeting
held at Bali Tower, Level 3, Toorak
Suva,
on Wednesday, 22nd September 2020, 9am -10am.

Participants:

Mr. Amit Singh, Director Research, Planning & Policy, Ministry of Waterways
Shayal Kumar, Ministry of Economy, Climate Change & International Cooperation
Mr. Cho, Principle Engineer, Ministry of Waterways
Vivienne Alifereti, Engineer, Ministry of Waterways
Krishneel Karan, Senior Technical Officer, Ministry of Waterways
Fakasao Tofinga, Engineer, SPC
Mr Rahul Tikaram, SPC, Fiji National Coordinator – SUPA

Participants list attached as **Annex 1*

National Coordinator Chaired the meeting and also took down minutes and compiled the minutes-report for the meeting.

1. Welcome and opening Remarks

The Fiji National Project Coordinator (NC), started the session by thanking members for availing themselves for the meeting.

NC gave apologies for Sheik and Shivanal who could not attend due to urgent matters and introduced members present in the meeting.

A word of prayer from Vivienne was given before starting with the meeting agenda.

NC reminded the members that:

- ✓ the committee must meet at least once every quarter
- ✓ is where issues, challenges and problems relating to the implementation of the project can be addressed
- ✓ it enables implementing partner agencies to get firsthand updates in regards to the progress of the project
- ✓ NC also highlighted that minutes of the last meeting was circulated
- ✓ NC briefly went over the main points of the last meeting as follows:
 - ToR for the Fiji SUPA steering committee was discussed and agreed on.

- Cabinet paper was completed and was in the process of being sent to cabinet for approval.
- ToR for the watershed management plan consultancy was still being drafted
- Changes to the PDD was done (new floodgate would be adjacent to old 4-barrel floodgate and not replace it. Secondly wording was changed to state that upgrade of spillway and widening of channel would be part of the routine maintenance work by the ministry. Finally raising of levee would depend upon funds available)
- ✓ NC highlighted that since the last meeting there has been much progress that has taken place which we will cover in this meeting.
- ✓ NC asked the floor for any comments on the previous items from the last meeting. There were no comments.

2. **Signing of PDD by the three partner agencies**

NC highlighted the successful signing of the PDD in early July was a major achievement and marked a clear example of teamwork especially between SPC, MoW and CCICD.

- ✓ NC thanked Shivanal and his team in helping to get this approval as it required a lot of work in terms of drafting the cabinet paper and following the chain of command before going to cabinet for final approval
- ✓ NC thanked MoW for providing a support letter for the cabinet paper
- ✓ NC also thanked the three agencies for signing the PDD and officially getting the project off the ground.
- ✓ NC asked for any comments on the signing of the PDD. There were no comments.

3. **Watershed Management Plan**

The NC provided update on the progress of hiring a consultant of the formulation of a watershed management plan for Soasoa as follows:

- ✓ TOR was agreed by all three agencies
- ✓ TOR was incorporated into a Request For Proposal (RFP) document and advertised on SPC website during the month of June.
- ✓ SPC procurement office had some restructuring and internal rearrangements which delayed selection of consultant
- ✓ Fiji SUPA selection committee members were given proposal from bidders and was requested to grade them in August
- ✓ Following this the procurement office undertook a financial grading.
- ✓ SPC procurement committee met on the 28th of August to deliberate on the points scored by the bidders and identify the most suitable consultants.
- ✓ NC and MoW was informed that on the 21st of September that Eco Pasifika Consultants was finally selected and a first up meeting with them has been arranged on the 1st of October here at MoW office at 11am.
- ✓ NC asked SPC for any further updates regarding selection and hiring of a consultant for the watershed management plan.
- ✓ Mr. Tofinga indicated that process involved the opening of the bids by a bid opening team, followed by a bid report which went to the technical evaluation team then the procurement committee. Through this process Eco Pasifika Consultants was selected.

- ✓ Mr. Tofinga indicated that Eco Pasifika Consultants has also engaged an Australian engineering company namely JBP to be part of their team.
- ✓ Mr. Tofinga mentioned that the contract was signed yesterday the 21st of September 2020 and a first meeting with them has been set on the 1st of October.
- ✓ Director Amit said that the meeting on the 1st of September with Eco Pasifika Consultants will allow a plan to be drawn up in undertaking the watershed management plan including plans for travel to Soasoa, the number of consultations to be done and when it will take place and tentative dates for the deliverables to be completed.
- ✓ Director Amit stated that ideally MoW would like the both the construction works and the completion of the watershed management plan to finish at the same time.
- ✓ NC highlighted the need to work closely with Eco Pasifika Consultants
- ✓ Director Amit raised a query to Mr. Tofinga, about how SPC can fund travel for MoW staff who will need to be with Eco Pasifika Consultants when they are at Soasoa doing consultations and other work. Director Amit indicated that they don't want Eco Pasifika Consultants to be doing the activities alone in Soasoa without MoW staff. In addition, Director Amit said that since we have savings from the EIA budget, we can use this to fund MoW staff to be with Eco Pasifika Consultants especially during field work and consultations. Mr Tofinga replied that he will discuss this with SPC SUPA team.
- ✓ Director Amit stated that for the NC, there is no problems for him traveling as he will be required to be there with the Eco Pasifika during Consultants and field work and his travel cost is already budgeted for, but it's the MoW staff that need to go as well and we can use the savings from EIA study.

4. **Engineering Designs**

NC highlighted that engineering designs required a lot of work and effort from MoW engineers. Site visit in August was also timely and allowed for modifications and data gathering for engineering designs. NC gave further updated as follows:

- ✓ As of the 15th of September, all designs have been completed (deadline met) and currently each design is going through internal verification process where final approval will be given by Director Operations.
- ✓ Mr Cho and Vivienne has worked extensively on the completion of the engineering designs
- ✓ Once MoW internal verification is completed all engineering designs will be sent to SPC engineer and SPC SUPA team for review for a period of 10 days. Once approval is given by SPC, the BoQ and the specification will then be finalized. .
- ✓ Director Amit asked a date when the designs can be sent to SPC, Vivienne indicated that it has been verified by Mr Cho and is now with Director Operation who will take a few more days to verify and then it will be sent to SPC.
- ✓ Mr Cho had constructed a tidal cycle for Soasoa based on calculation from site survey. This was used in the design of the floodgates in making it climate resilient.
- ✓ Three new changes have taken place from the proposed construction works to date:

1. *Old Flap-gate will not be demolished but new floodgate to be built adjacent to it. This will reduce unnecessary cost and time.
 2. *Trash rack as part of the floodgate adjacent to old 4-barrel floodgate will now be located further upstream and not at the mouth of the floodgate
 3. *Spillway will have a layer of boulders placed at the base on the landward side to reinforce the structure as part of upgrade
- ✓ Channel widening and upgrade of spillway will be done as part of the routine maintenance work of MoW.
 - ✓ NC asked the committee whether there is a need to change the PDD based on the new proposed designs (the three changes as stated above*) or keep PDD as it is. Director Amit highlighted that we cannot be going back to PDD again. Mr Tofinga further stated that it is a difficult process and it is not required because it is just minor changes and not a totally new type of structure being built or not a totally new activity. Secondly, . It was agreed finally by the Committee that no further changes will take place to PDD.
 - ✓ The floor was given to Mr. Cho and Vivienne for any further comments on engineering designs by NC
 - ✓ Mr Cho highlighted that extensive work was done to understand the hydrology of the Soasoa site including rainfall and discharge rates which was used to design the drainage system accordingly. In addition the normal standards used in the design of drainage systems in Fiji was at 100mm of rainfall per 24hrs, however due to climate change and the data obtained from the Fiji Meteorological office the criteria used for the current designs is set at 138mm per 24 hrs, hence the proposed engineering designs are capable of handling the current climate. Furthermore, the designs were also based on the tidal cycle constructed for of Soasoa which is 25hrs for two low tides, one more hour than normal. New designs now have drainage level below the ground level. Designs are therefore based on calculations, present situation, survey data and 2-year return period of 24-hour rainfall making it a more climate resilient drainage design.
 - ✓ Mr. Cho highlighted that there is no need to upgrade spillway by putting boulders at the base as there is no erosion. Director Amit reiterated that spillway upgrade will not be part of the tender documents. NC then stated that upgrade of spill way is MoW commitment to the project.
 - ✓ Mr Cho highlighted that there is a need to dredge the drain along the seawall as it is not free flowing, Direct Amit highlighted that this needs to be done by MoW so that new floodgate functions well.
 - ✓ Director Amit asked if the tender document would have a single or multiple bills to which Vivienne replied that there different bills, one each for the two floodgates and the third for the trash rack, fourth for the seawall raising and fifth for the mobilization and de-mobilization of contractor.
 - ✓ Mr Cho also stated that access road can be made by contractor to trash rack site to allow for construction works.
 - ✓ Vivienne highlight the challenges during completion of engineering designs was as follows:
 - Labasa survey team was busy with other work schedule and was not able to continuously go to Soasoa to get field data required for engineering designs

- Manual calculations for designs were done by Mr. Cho and this took a lot of time.
- Manual calculations were then entered into excel by Vivienne which also required a lot of time
- AutoCAD drawings were needed to be done individually for each construction works and the dimensions to be correct based on calculations and field data. All AutoCAD drawings was done by Vivienne.
- There were several modifications to the proposed designs for example the trash rack from being vehicular crossing to foot crossing which meant that all the drawing had to be done again.
- ✓ Mr Cho highlighted that the new floodgates designs are much smaller in dimensions compared to those made in the past but is more efficient and saves a lot of costs.

5. **Procurement Documents/Tendering Process**

The NC gave a detailed update on the compilation of the tender documents as follows:

- ✓ Compilation of tender documents has commenced.
- ✓ Mr. Krishneel Karan oversees the compiling of tender documents.
- ✓ The Bill of Quantities (BoQ) for the two floodgates, trash rack, and raising of levee has been compiled, detailing the estimate cost of materials, material quantity, and total cost of construction.
- ✓ Refining the bill of quantities in terms of the best estimated pricing is on-going.
- ✓ The Bill of Quantities (BoQ) together with the engineering designs and specifications are important components of the tender documents and are the three things that will be given to SPC as part of the tender documents.
- ✓ Compiling the tender document involves around 12 detailed construction specifications that need to be clearly articulated
- ✓ Also, the need to articulate clearly in the tender document that the contractor must abide by the OEMP, this is currently being done by Mr. Karan.
- ✓ NC gave the floor to Mr. Karan
- ✓ Mr. Karan highlighted the following in relation to tender documents:
 - Specification are long and lengthy technical statements that needs to be articulated clearly, checked and verified
 - Around 12 specifications need to be articulated for the construction of the floodgates, trash rack, and raising of levee.
 - Awaiting Vivienne to complete BoQ for final engineers estimate of costs
 - So far, 3 specifications have been completed with assistance of NC
 - At least 2 months required to complete the entire document
 - Mr. Karan is not only working on this document entirely but has to attend to other ministry activities and tasks such as writing minutes and memos, attending to trainings and meetings, attending to clients (construction companies) and making other tender documents as well
 - Once tender document is completed including with the specification, BoQ and design drawing, it will be sent to SPC for advertising and procurement. SPC will have to add their terms and conditions and format the document according to their standards.

- ✓ Mr Tofinga Asked Mr. Karan to provide a copy of the tender document that is currently being compiled just to have a fair idea of the specification standards, while going through the design drawings, as the specification and drawings needs to be read in conjunction in order for any engineer, contractor to understand fully of the whole planned works., Mr. Karan agreed to e-mail a copy.
- ✓ Director Amit indicated that he hopes that the tender document can be completed and given to SPC by the end of November, so that it can be advertised sometime in December with evaluation in January and construction to begin by the end of first quarter 2021 (begin of dry season)
- ✓ Mr Cho highlighted that for MoW tendering process, interested bidders are taken for a site visit to see firsthand what is required in terms of construction with the engineer who undertook the design drawings present at site to give explanations. This is done before the closing date of tender advertisement. Mr Tofinga mentioned that it is the same procedure with SPC. A pre-bid meeting is required before any site visit.
- ✓ Mr Tofinga asked that if there are any specific conditions that are important to MoW which can be put in the tender documents. Director Amit stated that the main specific condition for MoW is the need to follow the OEMP.
- ✓ NC requested Mr Tofinga for more regular updates once tender document is advertised as a Request for Proposals (RFP) to which Mr. Tofinga said that it is a very highly confidential process and not much can be shared. Mr. Tofinga also said that the RFP will have Instructions to Bidders which include basic information including timelines and due dates which the committee can use to track the progress of the RFP.

5. **EIA screening application**

NC highlighted that the EIA screening application has been compiled and submitted to department of Environment for screening.

- ✓ Submission was done on the 29th of July.
- ✓ In addition, Operational Environment Management Plan (OEMP) document was also compiled in anticipation that the need for a full EIA will not be required.
- ✓ EIA screening application was processed, and decision made by Ministry of Environment on 25th Aug 2020 which stated that no EIA study is required and only the OEMP is needed and is to be followed by the Contractor.
- ✓ EIA decision was another milestone achievement that will allow construction works to commence without delay when tender process is complete. EIA determination letter was shared to SPC SUPA, CCICD & MoW.

6. **Site visit to Soasoa**

The NC highlighted that a site visit to Soasoa by a joint team made up of director and senior engineers/technical & survey officers from MoW and the NC, SPC engineer, and Fiji implementing officer was undertaken from the 4th to 8th of August.

- ✓ NC indicated that a detailed trip report and a technical report was shared to everyone on the details and outcomes of the site visit.

- ✓ During the visit, NC facilitated briefings and discussions between SPC and MoW at Labasa office, with focus on completion of engineering designs, tendering process, hiring of contractors and monitoring of construction works.
- ✓ Officer in Charge of MoW Labasa office Mr. Sanjay Narayan appointed Mr. Mahendra Gosai as clerk of works in charge of overseeing the project especially during construction stage
- ✓ Extensive and detailed Site visit to Soasoa drainage area undertaken by members of SPC and MoW staff.
- ✓ SPC Engineer Mr. Tofinga took this opportunity to get firsthand understating of the parameters on sites that contribute to the current engineering designs being done, with MoW engineer Mr. Cho and other technical MoW staff giving explanations.
- ✓ Each of the five drainage systems was visited and clear explanations given with clarifications answered. As part of the site visit a boat ride from the seaward side of the Soasoa catchment was also undertaken with MoW staff. Furthermore, a drive to upper watershed areas of Soasoa was undertaken with assistance of Director MoW.

8. **Other Matters**

- ✓ NC coordinator presented the Fiji SUPA project at the 2nd SUPA virtual steering committee meeting on the 13th of August, at 12pm on behalf of the implementing agency MoW.
- ✓ Director Amit answered several questions relating to the implementation of the project after the presentation.
- ✓ The presentation at the 2nd SUPA virtual steering committee meeting was a success. Acknowledgement is given to team work as well as to SPC SUPA team for the review of presentation slides.
- ✓ Director Amit highlighted that some good work is being undertaken as part of this project and need to make this project more visible though social media, videos, and marketing is required. Director Amit also request if Mr. Zhiyad could have a brief discussion with MoW staff in terms the needs for marketing this project and increasing its visibility including the appropriate photo taking skills and knowledge. Mr Tofinga agreed to inform the communications officer Mr Zhiyad of this request.
- ✓ Director Amit asked Mr Tofinga if there is a possibility of getting a camera for the project which could be used during field work, site visits , consultations and construction works to which Mr. Tofinga replied that this should be requested to SPC SUPA team and Finance Manager and there is a possibility of it being approved.

8. **Closing Note**

NC humbly thank everyone for their attendance and contribution and making it a successful meeting. Mr Tofinga and Director thanked everyone also. NC confirmed a minute will be circulated within a week from today.

Annex 1:

Fiji SPC EU GCCA+ SUPA Project – Scaling up the Soasoa Drainage system 2nd Steering Committee Meeting
 held at Ball Tower, Level 3, Toorak Suva,
 on Wednesday, 22nd September 2020, 9am - 10am.
 Participants list

| Name | Organization | Email or Mobile No. | Signature |
|-------------------|--------------|---------------------|-------------|
| Vunosaq Alifanaki | MWE | 994425 | [Signature] |
| Kishorel Kanan | MOWE | 8786141 | [Signature] |
| Kuin Manua Cuo | MOWE | 8022264 | [Signature] |
| Shamir Kumar | MCE | 8574766 | [Signature] |
| Ani | MOWE | 9904432 | [Signature] |
| Fekesea Tofinga | SAC | 8676258 | [Signature] |
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