



SOLOMON ISLANDS GOVERNMENT

MINISTRY OF MINES, ENERGY & RURAL ELECTRIFICATION

COMMUNITY BENEFITS SHARING PROJECT PHASE 2 (CBSP 2)

Terms of Reference

Expression of Interest

For Consultancy Services to Develop and Deliver the Training on Root Crops Production and Management

Locations	CBSP2 Project Communities at Malango and Bahomea within Malango Ward
Duration	3 years on periodic bases with a proposed start date of November 2024 (indicative)
Contract Type	Expression of Interest (EOI) Reference
Description	Provision of training services for the development and delivery of Root Crops Production and Management Training in selected communities under CBSP 2

1. CBSP2 Project Background

The Community Benefits Sharing Project – Phase 2 (CBSP 2) is a follow-on project to CBSP Pilot which aims to operationalize the benefit sharing scheme between Tina River Hydropower Development Project (TRHDP) and the project area communities. The CBSP Pilot established the Community Benefit Sharing Fund (CBSF) institutional arrangements and improved access to electricity and water for selected benefit-sharing communities¹. The CBSP-2 Project will build on and carry forward the results of the Pilot project by extending basic services equitably to the target communities and fully operationalizing the CBSF. The project development objective (PDO) is to enable target communities to benefit from improved access to and use of basic infrastructure and services, and to operationalize the Community Benefits Sharing Fund.

CBSP 2 has four components: 1) Operationalize the Community Benefit Sharing Fund, 2) Improve Access to Basic Services, 3) Enhance Skills of Community Members, and 4) Project Management, Monitoring and Evaluation. The project is expected to benefit 7,000 residents in the THRDPA affected area.

Under Component 3, community members from CBSP project areas will be provided with training and employment support services aimed to increase their knowledge and confidence to participate in Community Benefit Sharing Fund and other economic development activities. It also aims to build their skills and income generating abilities in both formal and informal sectors. This component has 3 sub-components:

Component 3(a). Literacy and Numeracy Development will provide literacy and numeracy training to 600 CBSP community members aimed to provide basic certification to those with limited or no primary education as well as improve the likelihood to benefit from more technical and income generation aspects of the project.

Component 3(b). Livelihood, work readiness and life skills trainings will be provided to 720 people and aims to improve the skills and capacity of community members to enhance their work opportunities in both the formal and informal sectors and qualify for jobs both in the THRDP and elsewhere. This subcomponent will cover two types of training:

- ***Livelihood Skills Training*** will provide short term technical skills to 420 participants on specific areas relevant to existing livelihood and informal income generation activities in CBSP catchment areas such as agriculture and informal marketing.

- ***Life Skills and Work Readiness Training*** will build the knowledge and skills of 300 target participants on financial literacy, income-generation strategies and other life skills and well-being topics.

Component 3(c). Employment Support and Referral Services will provide employment and job coaching assistance, information sessions and referral services and employment and internship opportunities with TRHDP and outside. It will also link community members' skills to income-generating opportunities.

2. Overview of the Roots Crop Production and Management Training (RCPM).

Objective

The CBSP2 team has conducted a training needs assessment in the Tina Hydro Project catchment communities to validate priority training areas and assess their level of knowledge/understanding on livelihood activities. The findings showed that many of the community members especially, women are engaged in traditional agriculture farming for subsistence and income, mostly on root crops production. Based on the TNA results, the root crops farming was identified as priority livelihood skills training to be offered to the community members of Bahomea and Malango project areas. This training area aims on improving community member's knowledge and skills on topics such as land preparation, selecting seeds/planting materials, setting up nursery, crop planting, management, harvesting techniques and marketing.

Community Benefit Sharing Project – Phase 2 Project Management Unit will be engaging a suitable consultant, trainers or and local organizations in Solomon Islands with a proven track record of providing training services with focus on small scale root crops farming training.

The training service provider will be tasked to develop practical training course/modules on root crops farming techniques and to conduct the trainings to the community members of the project area. The training course will include the tools and raw materials needed in applying the participants' learning in implementing their farming action plans.

Target Participants

This training will be provided to 140 community members (which 50% are women) targeting men, women and youths (16-29 years old) including persons with disability. The project will ensure the eligible participants are committed to complete the training, develop a farming action plan and apply the learning by implementing their existing farming activity or start a new farming action plan. Priority will be given to community members who are unemployed, especially the low-income individuals with low or limited education and work opportunities.

Training delivery

This livelihood training will be implemented by the contracted training service provider (consultant, individual trainers, or local organization) for specialized or improved techniques on root crops farming. The training provider will deliver 7 short term training classes over the life of the project (approximately, over 3 years based on the contract timeline). Each class will be conducted for 5 days with maximum of 20 participants per class. Upon completion of the training, target participants will be expected to receive certificates of completion and have a farming action plan for application of their learnings.

3. Methodology and Scope of Work

Under the direction of CBSP2 PMU, the training provider will be responsible to undertake the following key tasks.

a) Planning and Preparation of Training Contents and Materials

- In close coordination with the PMU, review and analyze the training needs analysis results to determine the specific farming needs of the project affected community members.
- In coordination with the Training & Jobs Officer (TJO), develop a training workplan and schedules
- Develop or customize the training course (Module) which will also include the required farming tools/equipment and raw materials.
- The training course will be designed to reflect.
 - The learning objectives and practical activities
 - The topics to be covered based on the agreed number of days
 - Training methods and process to be followed
 - Action plan or post training activities (for the application of learning) and
 - The resources needed
- The consultation will include the learning resources such as visual aids, presentations and handouts and practical tools/equipment for better comprehension and demonstrations.
- Prepare pre and post-test in a simple and practical, appropriate to the level of participants.

b) Conduct community engagement/community awareness

- In coordination with PUM, TJO and Community Liaison Officer (CLO), conduct community engagement to inform communities of the training activities.
- Obtain communities and interested members' commitment to participate in the training.
- Be familiar with the communities to be covered by the training
- Obtain a tentative early list of participants.

c) Organize and facilitate the Root Crops Production and Management training course

- Organize and deliver training sessions on a timely basis according to the agreed workplan and training schedule.
- Based on confirmed training schedule, ensure that notices or invitations to the participants are provided, and their attendance is confirmed.
- Arrange the training venues and printing of training handouts/ materials, training forms and evaluation forms, and other logistics arrangements
- For practical on-site sessions, the training provider will ensure to make the necessary logistics arrangements.
- Get participants daily attendance and encourage them to participate and be involved in discussions and practical activities.
- Guide the participants to develop their farming action plans for the application of learnings which will include income generation strategies for starting - up or improving their existing livelihood activities.
- The farming action plans will specify the tools they would need in their livelihood/business activities such as seeds/seedlings, gardening tools, equipment for food processing and raw materials etc.
- Prepare and provide participants a certificate of completion based on the number of days attended/completed.

d) Training documentation and reporting

- Training service provider to obtain socio-economic data of participants using the forms provided by the project (PMU).
- Training data include number of participants, sex aggregated, age, and roles/positions in the community/organization are recorded
- The training report should provide the highlights of the training, consolidation of the pre-survey and post- survey, and evaluation feedback form.
- Submit each training class the progress reports and a completion report at the end of the contract.

e) Provide post training follow-up and coaching support

- Provide follow-up and coaching support to the graduates within 6 months to ensure the livelihood (farming) action plans are effectively implemented.
- In coordination with PMU and Training/Jobs Officer will procure the tools and issue to the participants as part of their livelihood action plan implementation.

4. Workplan and Time Schedule

The Root Crops Production and Management training is planned to be implemented over 3 years (1 training class every 6 months).

Activities	Expected outputs	Indicative schedule	Responsible
1 Prepare workplan and schedule			
2. Planning / develop training course design/modules and training materials	Training design/modules and training materials developed, validated and approved	Q4 2024	Consultant /Service Provider
1. Conduct community awareness and participants registrations	1 session/ awareness per bi-annual	Q4 2024, to be repeated for new communities	Consultant/ Service Provider
2. Organize and facilitate RCPM training classes	420 participants; 20 pax per class for 7 classes over 3 years.	Q4 2024 - 2027	Consultant/ Service Provider
3. Procure of tools and materials for participants to support the action plan	Tools and raw materials handed to participants	Q1 2025 onwards	Consultant/ Service Provider
4. Post training follow-up and coaching support.	1 follow-up / monitoring after 6 months of implementation	2025 -2027	Consultant/ Service Provider
5. Report preparation and submission	Report after each class completed	As per the reporting obligation	Consultant / Service Provider

Note: As part of the process, this timeline should be re-evaluated in consultation between the project management unit and the training provider.

5. Specific Training deliverables

The training service provider will be expected to produce the following deliverables:

- Workplan and schedule
- Root crops production and management training design/module that includes theoretical notes and practical aspects of the training.
- Workshop agenda and methodology
- A report summarizing each class (session) outcome including the participant list, photographs, and certification of the participant for their attendance.
- An action plan including start-up tools/equipment and raw materials.

- A report summarizing the community member’s farming action plan implementation and progress.
- Tools/equipment are handed over to the participants

6. Reporting Obligations.

Outcomes	Due Date	Submit to
Inception Report <ul style="list-style-type: none"> • Work plan and training schedules approved by the PMU • Training Course/Module designed or customized based on the needs of the target communities • List of target groups/communities for the first class 	Within four weeks of the signing of contract	PMU & WB Team
Training Report No. 1: <ul style="list-style-type: none"> • 10% (20) of the project target trained in Root Crops production and management, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification • Report on the action plan progress and distributions of tools and materials to trainees. 	Q4 2024	PMU & WB Team
Training Report No. 2: <ul style="list-style-type: none"> • 30% (40) on project target trained on Root crops production and management, including pre-test and post-test data in the prescribed template with photo evidence of the training and livelihood action plan • Report on progress coaching and support to trainees on their action plan. 	Q2 2025	PMU & WB Team
Training Report No. 3: <ul style="list-style-type: none"> • 40% (60) of the Project Target participants trained in Root Crops Production and management including pre-test and post-test data in the prescribed template with photo evidence of the training and action plan. • Monitoring report on the implementation 	Q4 2025	PMU & WB Team

of participants' farming action plan.		
<p>Training Report No. 4</p> <ul style="list-style-type: none"> • 60% (80) of the project target beneficiaries are trained in Root crops production and management. • Report including pre-test and post-test data in the prescribed template with photo evidence of the training and livelihood action plan. • Follow-up support and coaching report on the implementation of participants action plan. 	Q2 2026	PMU & WB Team
<p>Training Report No. 5</p> <ul style="list-style-type: none"> • 70% (100) of the project target beneficiaries trained on Root crops production and management • Report including pre-test and post-test data in the prescribed template with photo evidence of the training and action plan. • Monitoring report on the implementation of participants farming action plan. 	Q4 2026	PMU & WB Team
<p>Training Report No. 6</p> <ul style="list-style-type: none"> • 90% (120) of the project target beneficiaries trained on Root crops production and management including pre-test and post-test data in the prescribed template with photo evidence of the training and action plan. • Monitoring report on the implementation of participants farming action plan. 	Q2 2027	PMU & WB Team
<p>Training Report No. 7</p> <ul style="list-style-type: none"> • 100% (140) of the project target beneficiaries have completed the Root crops production and management training including pre-test and post-test data in the prescribed template with photo evidence of the training and action plan. 	Q4 2027	PMU & WB Team

<ul style="list-style-type: none"> Monitoring report on the implementation of participants farming action plan. 		
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7. Contract and payment terms

The payment schedule will be on a progress payment where the consultant and client agreed on the progress implementation of each training session.

Payment	Report/Deliverables	Documents/proof to be provided by consultant
1 st payment	Upon submission of inception report and work plan.	Training plan / Report/ invoices/report/acquittal
2 nd payment	Upon submission and acceptance by the Client of Progress Report 1 report (based on table of deliverables)	Training plan / Report/ invoices/report/acquittal
3 rd payment	Upon submission and acceptance by the Client of Progress Report 2 report (based on table of deliverables)	Training plan / Report/ invoices/report/acquittal
4 th payment	Upon submission and acceptance by the Client of Progress Report 3 report (based on table of deliverables)	Training plan / Report/ invoices/report/acquittal
5 th payment	Upon submission and acceptance by the Client of Progress Report 4 report (based on table of deliverables)	Training plan / Report/ invoices/report/acquittal
6 th payment	Upon submission and acceptance by the Client of Progress Report 5 report (based on table of deliverables)	Training plan / Report/ invoices/report/acquittal
7 th payment	Upon submission and acceptance by the Client of Progress Report 6/Final Report (based on table of deliverables)	Training plan / Report/ invoices/report/acquittal

8. Proposal Selection Criteria

Individual or firm applications are expected to submit a completed proposal for this task meeting the following documents:

- A detailed response to the TOR.

- Consultant to provide a detailed CV or company profile.
- Provide examples of previous work experiences
- Proposed approach and methodology to undertake the tasks as described in the scope of work
- CV or CVs per consultant and at least two references per consultant
- Proposed detailed planning and timeline
- Proposed budget for the assignment (including daily rate and expenses etc.)

9. Personnel

The training provider will engage qualified personnel to carry out the tasks as per the scope of work. The team will consist of the following personnel who will work under the technical supervision of CBSP2 PMU - Training and Jobs Officer.

Training Coordinator (01) – Part time for 7 months (1 month per quarter)

The responsibilities include:

- Liaise with the PMU, to review and analyse the training needs analysis results to see the specific farming needs of the project affected community members.
- Lead the development and designing/customize the training module and training materials in coordination with the PMU for technical inputs and guidance
- Liaise with Training and Jobs Officer and PMU on contract management: Work plan/schedule, implementation and reporting.
- In coordination with PMU, Training and Jobs Officer and Community liaison Officer to conduct community engagement to inform communities of the training activities.
- Overall responsible for the effective and timely delivery of root crops production and management trainings in accordance with the scope of work
- Coordinate with the team members for timely completion of deliverables under the contract
- Lead the contacting and mobilization of the project team
- Provide training oversight and quality control
- Prepare pre and post-test in simple and practical, appropriate to the level of participants

Qualifications and experience

- Degree in agricultural science, program management or relevant subject or training and demonstrated experience in the relevant areas
- Have at least 5 years' experience in managing adult horticultural training programs
- Knowledge about the local institutional environment (Local Government, Civil Society and others) and stakeholder relationship
- Experience working with local organizations or communities in Solomon Islands.
- Knowledge and experience of using participatory and practical approaches for adult training in home gardening.
- Experience in working with Government or donor funded projects

The rate of providing the services for the Training Coordinator shall be deemed to include:

- Salary and benefits

- Travel and accommodation
- Daily subsistence allowance

b. Trainer/Facilitator (02) – Part-Time (on contract bases) for 3 years (7 Roots crops production and management trainings)

The responsibilities include:

- Lead the development of Work plan in coordination with the PMU Training and Jobs Officer
- Engage in the community awareness program and to obtain the interested members commitment to participate in the training.
- Organize and conduct Root Crops Production and Management training sessions and practical activities on a timely basis following the approved training design/module and training materials
- Ensure that notices or invitations reach the potential participants
- Provide logistical support and procurement of needed training materials and other logistics including training handouts, practical tools and equipment/raw materials and evaluation forms
- Guide the participant to develop their farming action plan for application of learning
- Prepare and provide participants a certificate of completion based on the number days attended
- To obtain socio-economic data of the participants using the forms provide to be effectively implementation
- Write the narrative report of the training session
- Provide follow-up and coaching to the trainees within 6 months to ensure farming plan is effectively implemented.

Qualification and experience

- Graduate degree or diploma in agriculture or relevant field
- At least 3 years' work experience in agriculture development particularly in Root crops /Horticultural production in the Solomon Islands
- Knowledge and relevant expertise in agricultural and resilience research, technology transfer and innovation systems.
- Knowledge and experience in participatory and practical approaches for adult training in home gardening.
- Excellent communication skills, verbal and written both in English and Pijin.
- Proven experience in engaging in the private sector and working with local farmers at rural communities especially women and youths.
- Familiar with development of training manuals

10. Proposal evaluation criteria

Criteria	Score %
Technical	70%
1. Qualifications and Experience: The service provider qualifications	20%

and experience in conducting root crops farming, particularly those focused on local and organic farming for women and youths, will be evaluated. This may include their education, training, and relevant work experience in the field.	
2. Methodology and Approach: This may include their ability to design practical sessions and participatory sessions that encourage experimental activities, creativity, and collaboration among the participants.	15%
3. Workshop Content: The consultant/facilitator's proposed training content will be evaluated. This may include their ability to develop a curriculum that covers all aspects of the roots crop production and management and linking them to market and farming action plan.	15%
4. Innovation and Creativity: This may include their track record of developing or coaching or supporting of such initiative towards rural farmers in Solomon Islands, as well as their ability to inspire and encourage participants to think and create new ideas of farming system.	10%
5. References and Reputation: This may include feedback from previous clients and participants, as well as their reputation within agriculture sector.	5%
6. Availability and Timelines: This may include their ability to deliver the 7 trainings over period of 3 years as proposed timeframe and their availability for follow-up support or coaching.	5%
Financial Proposal	30%
TOTAL	100%

The evaluation team may also consider any additional criteria as deemed necessary for selecting the best candidate.

Thank you for your proposal