



SOLOMON ISLANDS GOVERNMENT
MINISTRY OF MINES, ENERGY & RURAL ELECTRIFICATION

COMMUNITY BENEFITS SHARING PROJECT PHASE 2 (CBSP-2)

TERMS OF REFERENCE

**CONSULTANCY SERVICES – INDIVIDUAL CONSULTANT
DELIVERY OF WORK READINESS AND LIFE SKILLS TRAINING**

Location:	CBSP2 Project Communities at Malango and Bahomea within Malango Ward
Duration:	3 years on timely bases with a proposed start date of June 2025 (indicative)
Contract Type	Request for proposal (RFP)
Description	Provision of training services for the delivery of Work Readiness & Life Skills 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 THRD 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 TRHDP 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. Contract details

Details	
Objective	<p>The individual trainer will primarily be responsible for the coordination and delivery of work readiness and life skills training for community members that will be engaged in work under TRHDP Construction and elsewhere.</p> <p>This training will be provided to 300 community members (which 50% are women) targeting men, women and youths (18 – 29 years old) of Bahomea and Malango regions under the catchment areas of Tina River Hydropower Development Project. The project will ensure the eligible participants are committed to complete the trainings and are physically fit to find work at the TRHDP construction and elsewhere.</p> <p>The Trainer will deliver 12 training classes over 3 years on time based. Each class will be conducted for 5 days with a maximum of 25 participants per class. Upon the completion of the training, participants will receive certificates of completion and have their employment applications ready including CVs, references and applications prepared and submitted to the construction and other employment opportunities.</p> <p>The Work Readiness and Life Skills Training contents includes Introduction to TRHDP/CBSP-2, Understanding our-selves and others, Caring for your health, Understanding gender, Understanding your environment, Seeking work opportunity, Building workplace soft skills, Community / Construction engagement and works procedures.</p>
Duration	<p>National long-term (Time-based) contract (3 years).</p> <p>Estimated start/finish date: June 2025 – December 2027</p> <p>This may be renewed based on Project needs and performance of the Consultant.</p>
Reporting	<p>The Consultant will report to the Project Manager and will work closely and directly be supervised by the Training and Jobs Officer</p>

3. Contract Scope

Overall, the Training Provider/Trainer(s) will provide technical assistance in the preparation and delivery of the training following the project's Life Skills and Work Readiness Curriculum, please refer to the attached curriculum framework and schedule.

Under the direction of CBSP2 PMU, the trainer will be responsible to undertake the following specific tasks.

a) Planning and Management

- In coordination with the Training & Jobs Officer (TJO), develop a training workplan and schedules.
Review and obtain good understanding of the Life Skills and Work Readiness Training Curriculum provided by the Project, focusing on the contents (Modules and Sessions) and process of delivery
Based on the Work Readiness and Life Skills Training curriculum, prepare for the delivery of each modules/sessions ensuring that the proposed process will be followed and prepare the necessary PPT and other visual materials
- Prepare the employment requirements for formal employment (i.e. application forms, CVs, reference letter, etc.) and provide assistance to the participants
- Prepare necessary learning resources such as visual aids, presentations and handouts and practical tools/equipment for better comprehension and demonstrations.
- Review the pre- and post-test and provide additional inputs as needed.

b) Conduct community engagement/community awareness

- Support the PMU, TJO and Community Liaison Officer (CLO) to conduct community engagement to inform target community members of the training activities.
- Obtain communities' and interested/eligible members' commitment to seek employment with TRHDP construction and elsewhere.
- Obtain a tentative early list of eligible participants.

c) Organize and facilitate the work readiness and life skill training.

- In coordination with the PMU (Training and Jobs Officer) Schedule and conduct awareness for all the training participants for orientation and registration. Facilitate the collection of socio-economic data from the participants and ensure that they are recorded.
- Coordinate with and assist the Training and Jobs Officer for the pre-training/logistics arrangements
- Conduct the training following the updated training curriculum/content and trainer's manual. Deliver the assigned modules and topics using interactive and participatory training methods as detailed in the manual.
- Manage the engagement of participants during the training and exhibit sensitivity to the needs of the different participants including persons with disabilities.
- Keep track of changes/modifications in the lesson plans/curriculum and session activities.
- Maintain record of daily attendance and assess achievement of learning outcomes through the administration of training evaluation and pre/post-test assessment.

- Coordinate with the Training and Jobs Officer and Works Supervisor for scheduling of work placement for trained participants under the Work Readiness Training and assist in complying with the requirements.
- Prepare and provide participants with a certificate of completion based on the number of days attended/completed.
- Preparation of the progress report

d) Training documentation and reporting

- Prepare sample job applications letter
- Submit each training class trainees curriculum Vitae (CVs)
- Provide update information on job vacancies outlets in the Solomon Islands
- Submit each training class the progress reports and a completion report at the end of each session and final report at the end of the contract.

4. Consultancy Service Schedule

The Work Readiness & Life Skills training is planned to be implemented for 4 years (1 training class per quarter).

Activities	Expected outputs	Indicative schedule	Responsible
1. Prepare workplan and schedule			PMU
2. Plan and prepare for the delivery of the modules and sessions following the Life Skills and Work Readiness Training Curriculum provided by the project; develop training materials	Training materials developed, validated, and approved	Q2, 2025	Trainer (Service Provider) / JTO/PMU
3. Conduct community awareness and participants registrations	One session/ awareness per quarter	Q3 2025, to be repeated for new communities	Trainer (Service Provider) / Job & Training Officer
4. Delivery of the work readiness and life skills	300 participants; 25 pax per class for 12 classes over 4 years.	Q3 2025 – Q4 2027	Trainer (Service Provider)
5. Report preparation and submission	Report after each class completed	As per the reporting obligation	Trainer (Service Provider)

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

5. Specific deliverables of the contract

The specific deliverables and milestones of this contract are listed in the table below.

Key Deliverables	Timing
Provide training workplan (lessons plan) and schedule for the twelve training classes in coordination with the Training & Jobs Office – CBSP2, PMU	First week of each engagement
Training materials are prepared, logistic arrangement and list of eligible community member's workers to train confirmed.	2 weeks of engagement
Organization and delivery of training sessions as per the work plan/quarterly targets	As workplan
Up-to-date inputting of training data into excel format for reporting	Per training class completion
Timely preparation and submission of inputs to Training & Jobs Officer for the reporting as per the M&E framework.	Monthly/quarterly reporting
Participants employment documents/application are prepared and submitted to TRHDP and elsewhere.	Monthly/quarterly reporting

6. Reporting Obligations.

Outcomes	Due Date	Submit to
Training Report No. 1: <ul style="list-style-type: none"> 8% (25) of the project target trained on Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification Participant have prepared their employment documents and application prepared 	EO July, 2025	PMU & WB Team
Training Report No. 2: <ul style="list-style-type: none"> 17% (50) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO October 2025	PMU & WB Team
Training Report No. 3 <ul style="list-style-type: none"> 25% (75) of the project target road workers have completed training in Life Skills & Work Readiness. Participants have prepared their employment documents and application prepared for submission to the road construction supervisor. 	EO February 2026	PMU & WB Team

Training Report No. 4: <ul style="list-style-type: none"> 33% (100) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO May 2026	PMU & WB Team
Training Report No. 5: <ul style="list-style-type: none"> 42% (125) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO July 2026	PMU & WB Team
Training Report No. 6: <ul style="list-style-type: none"> 50% (150) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO September 2026	PMU & WB Team
Training Report No. 7: <ul style="list-style-type: none"> 58% (175) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO November 2026	PMU & WB Team
Training Report No. 8: <ul style="list-style-type: none"> 66% (200) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO February 2027	PMU & WB Team
Training Report No. 9: <ul style="list-style-type: none"> 75% (225) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO May 2027	PMU & WB Team

Training Report No. 10: <ul style="list-style-type: none"> 83% (250) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO July 2027	PMU & WB Team
Training Report No. 11: <ul style="list-style-type: none"> 91% (275) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO September 2027	PMU & WB Team
Training Report No. 12: <ul style="list-style-type: none"> 100% (300) of the projects targeted were trained in Life Skills & Work Readiness, including pre-test and post-test data in the prescribed template with photo evidence of the training and certification. Participants have prepared their employment documents and application prepared. 	EO November 2027	PMU & WB Team

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
1st payment	Upon submission and acceptance by the Client of Progress Report 1 report (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
2nd payment	Upon submission and acceptance by the Client of Progress Report 2 report (based on table of deliverables)	Training plan / Report/ invoices /acquittal
3rd payment	Upon submission and acceptance by the Client of Progress Report 3 report (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
4th payment	Upon submission and acceptance by the Client of Progress Report 4 report (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
5th payment	Upon submission and acceptance by the Client of Progress Report 5 report (based on table of deliverables)	Training plan / Report/ invoices/ acquittal

6th payment	Upon submission and acceptance by the Client of Progress Report 6 report (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
7th payment	Upon submission and acceptance by the Client of Progress Report 7 (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
8th payment	Upon submission and acceptance by the Client of Progress Report 8 (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
9th payment	Upon submission and acceptance by the Client of Progress Report 9 (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
10th payment	Upon submission and acceptance by the Client of Progress Report 10 (based on table of deliverables)	Training plan / Report/ invoices/ acquittal
11th payment	Upon submission and acceptance by the Client of Progress Report 11 (based on table of deliverables)	Training plan / Report/ invoices/acquittal
12th payment	Upon submission and acceptance by the Client of Progress Report 12/Final Report (based on table of deliverables)	Training plan / Report/ invoices/acquittal

8. Selection criteria

8.1. Qualifications - This section details the basis upon which selection of the successful candidate will be based.

Mandatory Criteria – These criteria must be met in order to be considered for this contract. The candidate will possess high levels of personal and work integrity and ethics.

Mandatory Criteria	Description	Pass or fail
Education	A university degree at bachelor's level or higher in the field of education, human resources, healthy, or related field, OR A college/ university certificate or diploma in the field of education, human resources or related field.	Pass or fail
Experience	Minimum 2 The Training provider should have technical expertise on the subject matter; have experience delivering training not the same subject matter areas.	
Computer Skills	Good computer skills, including the use of Microsoft Word, Excel and PowerPoint presentation.	Pass or Fail

Fluency	Good writing skills with the ability to prepare reports and presentations; fluency (oral and written) in English is essential. Fluency in local dialect is a plus.	Pass or fail
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Desirable Criteria – These criteria are requirements or qualities that are not mandatory but would be considered beneficial if they are met and will be scored as outlined.

Other Criteria		Evaluation Points Allocated (x/100)
Experience relevant to the Project	At least 2 years relevant experience in adult or vocational training, employment services and design and conduct/facilitation of non-formal training programs, courses and similar events/activities.	30%
	Work experience in human resource development and good in organizing/coordinating of rural community training programs	10%
	Sound experience of training module development and excellent facilitation skills.	5%
	Experience in community engagement and identifying potential employment opportunities for people in rural communities.	5%
Experience relevant to the Terms of Reference 50 Points		
	Strong communication and interpersonal skills. Ability to provide clear, structured presentation and delivery of modules/topics.	10%
	Demonstrated ability to meet set deadlines, delivery outputs/results and identify/address challenges in training implementation.	10%
	Demonstrated ability to work in a challenging environment and able to work with others/in a team.	10%
	Demonstrated experience in supporting or working with women, youth and community development projects, and/or supporting vulnerable groups including women, youth, persons with disabilities, low income, and low education and literacy levels.	10%
	Familiar with projects with Microsoft office suite – MS Excel, MS Word, MS PowerPoint, etc.	10%

Provide an outline of items/resources the client will provide to enable delivery of the contract outcomes.

Resources	
Documents	The Project will provide the Consultant with all the World Bank Mission Reports, previous communications strategies and products, the Project work programs, and all the existing reports and materials related to the assignment.

8.2. Proposal Selection Criteria –

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

- A detailed response to the TOR.
- Provide examples of previous work experiences
- Proposed approach and methodology to undertake the tasks as described in the scope of work.
- CVs per consultant and at least two references per consultant
- Proposed service cost for the assignment (including daily rate and expenses etc.)

8.3. Selection Process

Applicants will be assessed on (their) Resume as submitted and any supporting documentation.

*Applicants who do not pass **Mandatory criteria** requirements will not be evaluated further.*

*Applicants passing mandatory criteria requirements will be assigned points on presented **desirable criteria**.*

The Project Management Unit and other stakeholders will then evaluate the highest ranked individuals for selection.

APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

(for world bank clearance) Date Approved

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Permanent Secretary/Responsible Officer **Date Approved**

Additional Comments:

Annex A: CBSP 2 Life Skills and Work Readiness Training Framework/Schedule

Day/Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:30 – 9:00	Registration	Recap of Day 1	Recap of Day 2	Recap of Day 3	Recap of Day 4
9:00 – 12:30 (3.5. hours) With 15-minute tea break	Module 1. Introduction and Project Overview <ul style="list-style-type: none"> - Introduction (2.15 hours) - Devotion - Introductions - Pre-test - Project Overview - Course Overview Module 2. Understanding Ourselves and Others Session 2.1 Understanding ourselves (1 hour) - (15 mins break)	Session 3.3 Exercise and Sleep (30 minutes) Session 3.4 Drugs and Alcohol (1 hour) Module 4. Understanding Gender Session 4.1 Sex and Gender Roles (45 minutes) Session 4.2 Gender Inequality (1 hour) (15 mins break)	Session 5.3 Disaster preparedness (45 mins) Module 6. Seeking Work Opportunities Session 6.1 Setting Goals (60 mins) Session 6.2 Steps in Looking for Work/Job Search (45 minutes) Session 6.3 Writing CVs and Doing Interviews, cover letters (2 hours) (15 mins break)	Session 6.7 Preparing Financial Reports (45 minutes) Module 7. Building Workplace Soft Skills Session 7.1 Leadership (45 mins) Session 7.2 Effective Communication (45 minutes) Session 7.3 Problem Solving and Decision Making (1 hour) (15 mins break)	Session 7.8 Including Everyone (45 minutes) Module 8. Works Engagement and Procedures – Session 8.1 Work Procedures (1 hour) Session 8.2 Workplace Safety – generic work locations (1.5 hours) (15 mins break)
12:30 – 1:30 PM	Lunch Break				
1:30 – 4:45 PM (3.15 hours) With 15 min tea break	Session 2.2 Building Self – Esteem (30 minutes) Session 2.3 Taking Responsibility (45 minutes) Module 3. Caring for your Health Session 3.1 Personal Hygiene (60 minutes) Session 3.2 Nutrition (45 minutes)	Session 4.3 Gender Based Violence (GBV) and Where to Find Help (1 hour) Module 5. Understanding Your Environment Session 5.1 Caring for the Environment (1 hour) OK Session 5.2 Climate Change (45 minutes) –pix in ppt. OK	Session 6.4 Labor Rules of Solomon Islands (45 minutes) OK Invite Labour division Session 6.5 Budget and Savings (1.15 hour) Session 6.6 Starting Income Generation Project (1 hour)	Session 7.4 Teamwork (45 minutes) Session 7.5 Time Management (45 minutes) Session 7.6 Anger Management (45 minutes) Session 7.7 Tolerance, Values, Respect for Differences and Human Rights (45 minutes)	Session 8.3 Environmental and Social Standards (45 minutes) – to be revised Session 8.4 Handling Grievances (45 minutes) OK Closing Activities (1.5 hours) <ul style="list-style-type: none"> - Post test - Training Evaluations - Closing message - Certificate Awarding

