

REQUEST FOR TENDERS

RFT: 2024/047
File: AP_2/44
Date: 30 September 2024
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Enhancing Livelihoods and Market Access for Barana Community Women under PE-BACC+ Initiative

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

2.1. SPREP wishes to call for tenders from qualified and experienced service providers to work with Barana women to support the implementation of livelihood and income generation activities aimed at strengthening the resilience of the Barana Community to the impacts of climate change.

The support to setup the Barana Women's Market will be to promote the following:

- increase the number of women engaged in income generation activities (approximately 50 are currently engaged) and increase of their overall sold production.
- engage women in a market garden setting and ensuring these practices sustain the ecosystems and ecosystem services at the Barana Nature and Heritage Park
- diversify and increase revenue sources for women to allow them to increase their resilience to the impacts of climate change as well as contributing to resilient economies and communities in the Solomon Islands.

The service provider selected will provide specialised expertise and guidance in implementing the proposed interventions aimed at enhancing the livelihoods and income generation activities of the women in the Barana Community Nature and Heritage Park.

- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Must be based in Solomon Islands, can speak local language and legally entitled to work
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience as per the scope of work;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Complete the **tender application form** provided (Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered).
Provide examples of past related work outputs
For the Technical and Financial proposals, you may attach these separately.
 - v. Must meet local registration requirements where consultant is based
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict-of-interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including bankruptcy**, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered).
Provide examples of past related work outputs
For the Technical and Financial proposals, you may attach these separately.
 - b) **Honour form**

- c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – Breakdown cost for the services to render as per deliverables outlined in Annex A should be submitted along the format provided with and in an excel file. The cost must be inclusive of all foreseen expenses.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 09 October 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 October 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
 - c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
 - d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
 - e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred contractor on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Details	Weighting
Qualifications and Experience	i. Holds a Bachelors' Degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required.	10
	i. 4 years' experience in the women's economic empowerment projects and initiatives at the community and provincial levels, informal sector support, women in markets	20
	ii. Experience in coordinating and liaising with government agencies and/or donors and other technical partners, local and provincial governments, and the private sector is an asset	
	iii. Background on financial literacy and experience in basic book keeping training	
Technical Proposal	iv. Ability to work in a multicultural, inclusive, and equitable environment especially with women's group in the Solomon Islands	30
	v. Demonstrate knowledge of the project site and has experience working with the women's group around Solomon doing similar work.	
	vi. Strong understanding of biodiversity conservation principles.	
Pro-posal	vii. A detailed workplan / scope of works and proposed timeline to achieve deliverables listed in the TOR	20

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 22 October 2024 midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked: RFT 2024/047: **Enhancing Livelihoods and Market Access for Barana Community Women under PEBACC+ Initiative.**

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

ANNEX A

Terms of Reference

Enhancing Livelihoods and Market Access for Barana Community Women under PE-BACC+ Initiative

Duty Station	Honiara, Solomon Islands
Type of Assignment	Technical Support
Level of Engagement	National
Languages Required:	English & Solomon Islands
Expected Start Date	As soon as contract is signed
Contract Duration	12 months (December 2024 – December 2025)
Supervisor:	PEBACC+ Solomon Islands Project Coordinator

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project. It is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The 4-year project is an initiative supported by Kiwa with funds from France, the European Union, Canada, New Zealand, and Australia. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

Project Introduction and rationale

The PEBACC+ will be implementing a series of continues ecosystems-based adaptation options activities at the site, policy and institutional levels. The project aims to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) and Ecosystem Base Approaches to climate change (EbA) in the Pacific and in so doing, PEBACC+ will strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

PEBACC+ specific objective is to develop, sustain and institutionalise the EbA and NbS approach to climate change adaptation in the target countries and territories through:

Component 1: Strengthen stakeholders' experience in the practical implementation of EbA and NbS as a climate change adaptation strategy in Fiji, Vanuatu & Solomon Islands

Component 2: Integrate and support the implementation of EbA and NbS approach as a strategy contributing to climate change adaptation in New Caledonia and Wallis and Futuna

Component 3: Strengthen regional cooperation among Pacific Countries and Territories on ecosystem-based adaptation by promoting the sharing of experiences and lessons learned from projects to increase the resilience of people and ensure the sustainability of EbA implementation activities.

In the Solomon Islands the PEBACC+ project will continue to implement a range of EbA options and activities that the German government funded PEBACC phase 1 project implemented at the historical sites of Barana Community Nature, and Heritage Park and Honiara Botanical Garden. It will also be scaling out EbA options in South Malaita, Malaita Province.

Site specific and activity rationale

The Barana Community Nature and Heritage Park consisted of upland forests and hills with a mixed forest composition, lowland forest fragments, riparian forests along rivers, degraded rainforests and secondary regrowth, patches of regenerated forest, grassland areas with fern and fire-resistant shrubs and six main rivers that flow into the Mataniko River and the Lunga River. Primarily these ecosystems have provided for the Barana people for years and have sustain livelihoods. As ascribed in the Barana Community Nature and Heritage Park management and business plan Barana village's proximity to Honiara city makes it very accessible by vehicle. Communication is also accessible through the main networks for Honiara. Recreation activities like camping, waterfall tour, caving and rafting are increasingly a major source of income besides subsistence farming and gardening. Community members also provide local materials for Honiara residence. The establishment of the nature park also means that the community is more organised in terms of tourism marketing and attracting support from the government and other development partners. This is particular for women of Barana community who have engaged in small scale market concept and have executed a series of garden markets past during the PEBACC1 time, in coincidence to the COVID 19 period.

The role that women played in food security across the Pacific and in Solomon Islands cannot be denied. For decades, women are important actors in addressing the central issues in food supply and food security in the Pacific, especially in the context of the growing food insecurity among Pacific Islands states due to changing consumption patterns, rapid urbanisation, and the impacts of climate change. Studies¹ conducted across the Pacific has revealed the important role of women and men play important roles in agricultural production and marketing of agricultural produce. The same report entails women dominate the marketing of agricultural production surplus from the subsistence agricultural farming and cash crops at the local markets. This statistic is also the status quo for the Barana community as women take up major roles in marketing their agricultural products at the food markets. This cash income is a important source of income for households and is essential to household income security for families including households and families at Barana Community.

Despite the important role women played in food security, women continue to face barriers in societies and rural areas in the Solomon Islands. Some of these barriers and risks created by social norms – women are often not invited to agricultural training as backyard gardening for food security is not considered 'farming'. Even when included, women may not be able to attend due to family care responsibilities or may not be able to participate fully as they are not comfortable speaking and asking questions. Women with disabilities face barriers to accessing transport and market spaces.

The women of Barana community have over the years engaged in subsistence farming and gardening and with the extra produce from their garden sell it at the nearby markets in Honiara. In light of the significant roles, they have played within their community and families, they have continued to face barriers and challenges. Some of these barriers include limited spaces at the Honiara markets for them to sell their garden produces, lack of financial literacy trainings opportunities for women to manage the small income they earned from their gardens, and the discontinuity of Barana markets due to lack of a sustainability market plan for the Barana women's market to maintain in operation when PEBACC project closed, and also personal conflicts and disagreements between groups in the Barana Community.

The Pacific Ecosystem Based Adaptation to Climate Change phase 1 (PEBACC 1) project an ecosystem and forest rehabilitation programme and established the Barana Nature and Heritage Park. This enables Barana community women to be engaged in EbA options such as agroforestry, agroecology, organic farming practices and at the same time engaged in a market garden to sell fresh vegetables from their subsistence gardens to generate income for their families, households and support their daily livelihoods. PEBACC+'s objective in Barana is maintaining a sustainable stream of income generation, while ensuring

¹ Food security and small holder farming in Pacific Island countries and territories: A scoping review
<https://journals.plos.org/sustainabilitytransformation/article?id=10.1371/journal.pstr.0000009>

ecosystems and ecosystem services support their gardens and small farms sustainability for future generations.

From this backdrop, the PEBACC+ project will provide interventions in contributing to livelihood and income generation activities of Barana Community Nature and Heritage Park. In particular it will provide trainings focusing on building financial literacy and basic book keeping and savings for the women of Barana and also will link them to the markets at Honiara and forging of key important partnerships to increase their capacity to sell their garden products and local handicrafts at the local and international markets as well as re-establish the Barana Women's market to which it will support small scale procuring of market equipment for the women of Barana Community.

Livelihood and income generation options has been one of the identified strategies of the Barana Community Nature and Heritage Park Management and Business Plans. This sub activity will contribute to achieving the projects' goal of strengthen the resilience of ecosystems, economies, and populations of Solomon Islands to the impacts of climate change. It is envisaged that through enhancement of markets for women in Barana this will help contribute to achieving their resilience.

The PEBACC+ project intends to recruit a service provider to work with Barana women to support the implementation of livelihood and income generation activities aimed at strengthening the resilience of the Barana Community to the impacts of climate change. By providing specialised expertise in market linkages, financial literacy, and capacity building, the consultant will empower the women of Barana to enhance their economic opportunities, improve their livelihoods, and contribute to the overall resilience of the community.

Objectives:

The support to setup the Barana Women's Market is to promote the following:

- increase the number of women engaged in income generation activities (approximately 50 are currently engaged) and increase of their overall sold production.
- engage women in a market garden setting and ensuring these practices sustain the ecosystems and ecosystem services at the Barana Nature and Heritage Park
- diversify and increase revenue sources for women to allow them to increase their resilience to the impacts of climate change as well as contributing to resilient economies and communities in the Solomon Islands.

PEBACC+ will recruit a service provider to work with Barana women communities to provide specialised expertise and guidance in implementing the proposed interventions aimed at enhancing the livelihoods and income generation activities of the women in the Barana Community Nature and Heritage Park.

Scope of the assignment:

Specific tasks of this assignment will include the following:

- **Market Linkages and Partnerships:** The consultant would facilitate the establishment of partnerships with key stakeholders, such as local market vendors, businesses, and potentially international markets, to create avenues for the women of Barana to sell their garden products and handicrafts. Production includes garden fruits and vegetables and weaving of traditional and cultural handicrafts. In terms of markets linkages, this would involve networking, negotiation, and establishing sustainable market channels.
- **Financial Literacy and Bookkeeping Training:** Another important aspect of the consultant's role would be to design and deliver training programs focused on building financial literacy among the women of Barana. This would include basic bookkeeping skills, budgeting, savings management,

and understanding financial transactions. The goal is to empower the women with the knowledge and skills necessary to effectively manage their income and resources.

- **Support for Barana Women's Market:** The consultant would assist in the re-establishment and sustainability planning of the Barana Women's Market. This would involve conducting market assessments, identifying women's equipment and resource needs for the women's market to operate efficiently. This will not include any construction or physical infrastructure set up.
- **Capacity Building:** Additionally, the consultant would play a vital role in capacity building by providing training and mentorship to local community members involved in market activities. This would ensure that there is local ownership and sustainability of the initiatives implemented.
- **Monitoring and Evaluation:** Throughout the project implementation, the consultant would be responsible for monitoring progress, evaluating the effectiveness of interventions through specific indicators, and providing recommendations for adjustments or improvements as needed.

Additional Expected Outputs

The work conducted through this assignment should also be able to contribute to the mentioned targets of the project:

Result 2: Build community capacities regarding NbS approaches and activities:

- # of women and youth supported to develop income-generating activities (disaggregated by Women and youth). This will contribute to achieving the target of 100 women and young girls at Barana are trained and are engaged in livelihoods and income generation activities.

Key Deliverables

The following key deliverables will be expected from this assignment:

- Market Assessment and Linkages:**
 - Baseline production assessment for Barana
 - Documentation of partnerships and collaborations forged with local market vendors, businesses, and potential international markets.
 - Report outlining the strategies employed to create sustainable market channels for the women of Barana, including in an exit strategy perspective
 - Evidence of successful negotiations and agreements reached with market stakeholders.
- Financial Literacy, Bookkeeping and conflict resolution Training Program:**
 - Curriculum and training materials developed for financial literacy and basic bookkeeping training.
 - Conduct at least 2 trainings within the contract period
 - Attendance records and evaluations from training sessions conducted.
 - Testimonials or feedback from participants demonstrating increased knowledge and confidence in managing finances.
- Support for Barana Women's Market:**
 - Assessment report detailing the infrastructure needs of the Barana Women's Market.
 - Procurement plan outlining the necessary equipment and resources identified for the market.
- Capacity Building Initiatives:**
 - Training schedule and materials developed for capacity building sessions. At least 3 prioritised trainings identified and to be conducted within the contract period.
 - Quarterly progress reports on the implementation of capacity building activities.
 - Feedback from community members and stakeholders on the effectiveness of capacity building effort

e) Monitoring and Evaluation Reports:

- Regular quarterly progress reports outlining the status of project activities, achievements, and challenges faced.
- Evaluation reports assessing the impact and effectiveness of interventions implemented through specific indicators.
- Recommendations for adjustments or improvements to enhance project outcomes and sustainability after the project ends.

f) Documentation and Knowledge Sharing:

- Compilation of at least 1 case study and 1 success story and/or lessons learned from the outcome of the work engaged.
- Final report summarising key findings, outcomes, indicators achievement, and recommendations for future initiatives.
- Dissemination of project results through presentations, workshops, or publications to share knowledge and best practices with stakeholders and the wider community.

Required Schedule and Deliverables

No.	Deliverables	Tentative Timeline	Deliverables
1	Established market linkages	January 2025	5%
2	Completed at least 2 Financial Literacy and Bookkeeping Training	March 2025	5%
		October 2025	5%
3	Completed market assessment and infrastructure needs Barana Women's Market Report and procurement list of equipment and resources needed	January 2025	5%
4	Completed list of a capacity building program and schedule to conduct training. Conduct at least 3 trainings completed within contract period	February 2025	10%
		May 2025	10%
		July 2025	10%
		September 2025	10%
5	Submission of progress report every 4 months as a monitoring and evaluation reporting	April 2025	10%
		August 2025	10%
		December 2025	10%
7	Submitted documentation and knowledge sharing of work conducted	June 2025	5 %
		November 2025	5%
	Total		100%

Competencies:

Functional:

- Good project implementation, monitoring and evaluation skills;
- Ability to deliver trainings and capacity building on financial literacy
- Good knowledge of Results Based Management.

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations.
- Good analytical skills;
- Ability to conduct market assessment (identify and analyse market trends, opportunities and threats)
- Ability to conduct need assessment
- Awareness and Sensitivity Regarding Gender Issues
- Creative Problem Solving;
- Effective Communication;
- Inclusive Collaboration;
- Stakeholder Engagement;
- Leading by Example.

Professionalism:

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Excellent analytical and organisational skills.
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Works well in a team.
- Projects a positive image and is ready to take on a wide range of tasks.
- Focuses on results for the client.
- Welcomes constructive feedback.

Information on Working Arrangements

- The work will be based at the Barana Community Nature & Heritage Park and should liaise closely with the Guadalcanal Provincial Government and the SI Country Coordinator. The work should strive to include men, women, and youths. All trainings conducted must include equal number of men, women, and youths.
- The consultant will be responsible for carrying out all activities that will contribute to achieving the deliverables of the enhancement of the Barana Women's market.
- All training, meeting and workshop logistics will be covered directly by the project and will use SPREP internal procurement procedures hence a training plan and budget must be submitted at least 2 months prior for approval.
- The purchasing of any equipment and resources needed to implement the outcome of the trainings provided will be procured directly by SPREP as well.
Must have own computer to work with and can work remotely

Required Qualification/Experience

Qualifications:

Bachelors' Degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required.

Experience:

- 4 years' experience in the women's economic empowerment projects and initiatives at the community and provincial levels, informal sector support, women in markets
- Experience in coordinating and liaising with government agencies and/or donors and other technical partners, local and provincial governments, and the private sector is an asset
- Ability to work in a multicultural, inclusive, and equitable environment.

Language Requirements:

- A good understanding of spoken English is essential and must also be able to write and speak well in Solomon Islands pidgin.

Documentation to be submitted:

- Detailed CV of the main applicant or of team that will work together to deliver this work.
- If an organization is applying, background detail of organization and work being carried that is like the work required in this TOR.
- Detailed technical proposal outlining proposed timeline, capacity building approach, stakeholders' analysis and sites that you will work and partners that you will engage in improving the linkage and network for the Barana women's market.
- Evidence of being a registered taxpayer in the Solomon Islands
- Detailed breakdown of budget including professional time, travel to be able to deliver the work required and other miscellaneous (printing, internet, communication etc). Possibility of reimbursement of other costs can be accepted but with prior approval. **Offers above USD12,000 will not be considered.**
- Application form, Conflict of Interest form and Honor form or any other additional form required by SPREP