



Save the Children

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project

Annex 8: Procurement Plan

Accredited Entity: Save the Children Australia
Version: B.36

I. General	2
II. Goods, Works and non-consulting services.	3
1. Prior Review Threshold:	3
2. Prequalification (for complex Civil Works)	4
3. Procurement Packages with Methods and Time Schedule	4
III. Selection of Consultants	8
1. Prior Review Threshold:	8
2. Any Other Special Selection Arrangements	8
3. Consultancy Assignments with Selection Methods and Time Schedule	8
Attachment 1 – Save the Children Procurement Manual	16
Attachment 2 – Ministry of Climate Change Procurement Guidelines	16

I. General

1. **Project information:** Solomon Islands Knowledge-Action-Sustainability for Resilient Villages, Solomon Islands
2. **Version of the Plan:** 1
3. **Approval Date of the procurement Plan:** To be confirmed
4. **Date of General Procurement Notice:**
5. **Period covered by this procurement plan:** July 2023 to Dec 2024
6. **Other Arrangements:** Accredited Entity's approved Procurement and Consultant Guidelines reviewed and accepted by the Fund will apply. Currently there is no procurement planned to be carried out by the MECDM. All procurement included in this plan will apply Save the Children's procurement policy and procedures regardless of which entity is completing the procurement. Save the Children will conduct a procurement risk assessment before changing this arrangement.

This project includes the procurement of solar PV systems. Save the Children understands the risk of forced and child labour with procurement of these systems. Save the Children will manage this risk through the procurement process. Suppliers are assessed against set criteria and as Save the Children are committed to the sustainability of our supply chain, sustainability assessment criteria (including modern day slavery) are included in the supplier selection process. Whilst these criteria are broader than forced labour alone, they include criteria such as “diversity, inclusion and equal opportunity” of staff they hire; the health and safety and working conditions of staff; the commitment to source local labour from communities where possible (specifically for construction) and policies and practice on road safety training.

II. Goods, Works and non-consulting services.

The Save the Children thresholds for procurement values are listed below and will be used to determine the procurement procedure to be applied where Save the Children is performing procurement (see Embedded Attachment 1 for Accredited Entity Procurement and Consultant Guidelines approved by the Fund).

1. Prior Review Threshold:

Procurement Decisions subject to Prior Review by the Accredited Entity

The following table shall apply where the Executing Entity Save the Children Solomon Islands is performing the procurement in line with the procurement policies and guidelines (see embedded attachment 1 at bottom of document):

	Procurement Method	Threshold for use of method (USD)	Prior Review Threshold	Comment
1.	Open Tender – Competitive Bidding	> \$100,001	> \$100,001	
2.	Formal Quotation (min 3)	\$10,001–100,000	> \$50,001	
3.	Simple Quotation (min 3)	\$1,001–\$10,000	none	
4.	Single Quotation (min 1)	\$ 101–1,000	none	
5.	Cash and Receipt	< \$100	none	

The following table shows the Solomon Islands Government procurement thresholds (see Attachment 2 Solomon Island Government, Procurement & Contract Administration Manual). All procurement included in this plan will apply Save the Children's procurement policy and procedures regardless of which entity is completing the procurement.

	Procurement Method	Threshold for use of method (USD)	Prior Review Threshold	Comment
1.	Central Tender Board must approve the Supplier/Contractor based on a competitive Tender.	>60,001	>\$100,001	

2.	Ministerial Tender Board must approve the Supplier/Contractor based on a competitive Tender.	\$25,001–60,000	>\$50,000	
3.	Accountable Officer must approve the Supplier/Contractor based on a minimum of three Written Quotations.	\$1,201–\$25,000	none	
4.	Accountable Officer must approve the Sole Supplier/Contractor based on one Written Quotation.	<\$1,200	none	

2. Prequalification (for complex Civil Works)

Not Applicable

3. Procurement Packages with Methods and Time Schedule

All procurement dates are based on the planning assumption that the project will have the FAA in place and ready to start by 01 July 2023. The table below includes only the procurement of goods planned for the first 18 months of the project.

*** the 'Estimated Cost' column of the table has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.****

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference	Review by AE (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /Order signature	Comments
1.	Billboards	GCF	Planned		Formal Quotation	Yes - Registered supplier	Yes	Prior	15/08/2023	1/09/2023	1/11/2023	Activity 1.1.2 Increase children and community members'

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference	Review by AE (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /Order signature	Comments
												capacity to understand and identify climate change and disaster risks at the local level
			Actual									
2.	Satellite dish and solar power (install, repair and maintenance), voice over device, camera.	GCF	Planned		Open Tender – Competitive Bidding (min. 3 quotes)	No - Any supplier	No	Prior	1/08/2023	1/11/2023	1/12/2023	Activity 1.1.3 Increase access to and use of climate information and early warning systems at the local level
			Actual									
3.	Construction materials, solar PV systems, water tanks	GCF	Planned		Open Tender – Competitive Bidding (min. 3 quotes)	No - Any supplier	No	Prior	1/03/2024	28/03/2024	15/04/2024	Activity 2.1.2 Support schools to increase physical resilience to

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference	Review by AE (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /Order signature	Comments
												the impacts of extreme weather and climate change (retrofitting and additions)
			Actual									
4.	Tablets	GCF	Planned		Open Tender – Competitive Bidding (min. 3 quotes)	No - Any supplier	No	Prior	1/10/2023	1/11/2023	1/12/2023	Activity 3.1.1 Co-develop and deploy Climate Resilience Information Management digital toolset suite for data-driven community climate adaptation planning and decision-making

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS)
Annex 8 – Procurement Plan

1	2	3	4	5	6	7	8	9	10	11	12	13
Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre qualification (yes/no)	Domestic Preference	Review by AE (Prior / Post)	Date of issuance of doc' s	Bid-Opening Date	Date of contract /Order signature	Comments
			Actual									
5.	Office equipment	GCF			Open Tender – Competitive Bidding (min. 3 quotes)	No - Any supplier	No	Prior	1/10/2 023	1/11/20 23	1/12/20 23	Activity 4.1.1 - Project inception workshops
6.	Vehicle (including maintenance and insurance)	GCF	Plann ed		Formal Quotation	Yes - Registered supplier	Ye s	Prior	1/10/2 023	1/11/20 23	1/12/20 23	PMU
			Actual									
Total For Goods												

III. Selection of Consultants

1. Prior Review Threshold:

Selection decisions subject to Prior Review by Accredited Entity:

	Selection Method	Threshold for use of method (USD)	Prior Review Threshold	Comment
1.	Single Quotation (min 1)	< \$ 1000	none	
1.	Simple Quotation (min. 3)	\$1,001- \$10,000	none	
2	Formal Quotations (min 3)	\$ 10,001- 50,000	none	
3.	Open Tender	> \$ 50,001	\$50,001	

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)

All consultant procurement included in this plan will apply Save the Children's procurement policy and procedures regardless of which entity is completing the procurement.

2. Any Other Special Selection Arrangements

Not applicable.

3. Consultancy Assignments with Selection Methods and Time Schedule

All procurement dates are based on the planning assumption that the project will have the FAA in place and ready to start by 01 July 2022. The table below includes only the procurement of services planned for the first 18 months of the project.

*** the 'Estimated Cost' column of the table has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity.****

1	2	3	3	4	5	6	7	8	9	10	11	12
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost USD	Selection Method	Review by AE (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
1.	1.1.1 (1.1.1.1-1.1.1.3&6) Consultancy to develop, test and rollout climate change curriculum for integration into schools	GCF		Formal Quotation , QCBS	Post	15/07/2023	31/08/2023	31/09/2023	31/10/2023	30/11/2023	15/12/2023	
2.	1.1.2 (1.1.2.1) Consultancy to develop SBC / IEC materials for community education sessions and implement sessions across targeted communities	GCF		Formal Quotation , QCBS	Post	1/07/2023	1/08/2023	15/08/2023	25/08/2023	25/08/2023	10/10/2023	
3.	1.1.3 (1.1.3.1) Consultancy to conduct baseline study	GCF		Formal Quotation , QCBS	Post	1/07/2023	1/08/2023	1/09/2023	1/10/2023	1/11/2023	15/11/2023	Selection of individual consultant. As per SC policy, a

1	2	3	3	4	5	6	7	8	9	10	11	12
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost USD	Selection Method	Review by AE (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
	of existing access to EWS in high-risk communities and translation of materials											simple quotation requires a minimum of 3 bids. The supplier pool can be FWA or registered suppliers.
4.	1.1.3 (1.1.3.5) Consultant to translate climate information for dissemination through various media	GCF		Simple Quotation , QCBS	Post	1/12/2023	20/12/2023	10/01/2024	28/01/2024	28/02/2024	10/02/2024	Selection of individual consultant. As per SC policy, a simple quotation requires a minimum of 3 bids. The supplier pool can be FWA or registered suppliers.
5.	1.3.1 (1.3.1.4) Consultant to develop targeted training for youth DRC and School Committee members on	GCF		Simple Quotation , QCBS	Post	1/12/2023	20/12/2023	10/01/2024	28/01/2024	28/02/2024	10/02/2024	Selection of individual consultant. As per SC policy, a simple quotation requires a minimum of 3 bids. The supplier pool can be FWA

1	2	3	3	4	5	6	7	8	9	10	11	12
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost USD	Selection Method	Review by AE (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
	effective engagement in adaptation planning and implementation											or registered suppliers.
6.	1.1.3 (1.1.3.5) Professional services provider to support on social media and text messaging	GC F		Simple Quotation , QCBS	Post	15/08/2023	30/08/2023	15/09/2023	01/09/2023	01/09/2023	15/09/2023	Selection of individual consultant. As per SC policy, a simple quotation requires a minimum of 3 bids. The supplier pool can be FWA or registered suppliers.
7.	1.1.3 (1.1.3.5) Professional services provider for dramatization/t heatre	GC F		Formal Quotation , QCBS	Post	15/08/2023	15/09/2023	15/10/2023	15/11/2023	15/12/2023	15/01/2024	
8.	1.3.2 (1.3.2.2&3) Consultancy to develop, test and rollout	GCF		Formal Quotation , QCBS	Prior	15/03/2024	15/04/2024	15/05/2024	15/06/2024	15/07/2024	15/08/2024	

1	2	3	3	4	5	6	7	8	9	10	11	12
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost USD	Selection Method	Review by AE (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
	training packages for Young Entrepreneurs Council Solomon Islands and government operated Rural Training Centres and other providers											
9.	2.1.2 (2.1.2.4) Consultant for needs assessment Solar PV system for schools	GCF		Simple Quotation , QCBS	Post	1/04/2024	15/04/2024	29/04/2024	05/05/2024	05/05/2024	15/06/2024	Selection of individual consultant. As per SC policy, a simple quotation requires a minimum of 3 bids. The supplier pool can be FWA or registered suppliers.
10.	2.2.1 (2.2.1.3) Graphic designer	GC F		Single Quotation , FBS	Post	1/07/2023	15/07/2023	29/07/2023	05/08/2023	05/08/2023	15/08/2023	Individual consultant.

1	2	3	3	4	5	6	7	8	9	10	11	12
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost USD	Selection Method	Review by AE (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
11.	2.2.3 (2.2.3.3) Graphic designer	GC F		Single Quotation , FBS	Post	1/07/2023	15/07/2023	29/07/2023	10/08/2023	10/08/2023	20/08/2023	Individual consultant.
12.	3.1.1 Consultant to develop, test and rollout digital toolset for a Climate Resilient Information App Suite	GC F		Open Tender, QBS	Prior	15/07/2023	15/08/2023	15/09/2023	15/10/2023	15/11/2023	15/12/2023	
13.	3.1.2 (3.1.2.1) Consultant to develop, test and rollout digital toolsets for school safety self-assessment and school safety planning	GC F		Formal Quotation , QBS	Post	15/07/2023	15/08/2023	15/09/2023	15/10/2023	15/11/2023	15/12/2023	
14.	3.3.1 Private sector partnerships are facilitating	GCF		Formal Quotation , QCBS	Post	1/03/2024	15/03/2024	15/04/2024	15/05/2024	31/05/2024	30/06/2024	

1	2	3	3	4	5	6	7	8	9	10	11	12
Ref. No.	Description of Assignment	Source of Funds	Estimated Cost USD	Selection Method	Review by AE (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
	youth engagement in sustainable, resilient livelihoods											
15.	3.3.2 (3.3.2.2) Professional services for start-up cost for champion business module	GC F		Formal Quotation , QCBS	Post	30/06/2024	31/07/2024	31/08/2024	30/09/2024	31/10/2024	30/11/2024	
16.	4.1.1 Professional services for baseline, midline and endline survey	GC F		Open Tender, QCBS	Prior	15/06/2023	15/07/2023	15/08/2023	31/08/2023	15/09/2023	1/10/2023	
17.	4.2.1 Consultant to facilitate producing and disseminating knowledge management products	GCF		Open Tender, QCBS	Post	1/04/2024	15/05/2024	15/06/2024	15/07/2024	15/08/2024	30/09/2024	

Attachment 1 – Save the Children Procurement Manual

*** this attachment has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity. ****

Attachment 2 – Ministry of Climate Change Procurement Guidelines

*** this attachment has been redacted in accordance with the GCF Information Disclosure Policy, as the portion is confidential under the disclosure policy of the Accredited Entity. ****