



# Request for Proposals

**Title:** Review of Regulations and Laws related to Land Trustees  
**Solicitation No:** ALTIF-TA004  
**Subject:** Solomon Islands Threshold Program  
Cross Cutting Program Support

**Issue Date:** May 12, 2026  
**Questions Due:** May 20, 2026  
**Closing Date:** June 02, 2026  
**Closing Time:** 17:00 (5:00 pm) Melbourne, Australia time.

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The Millennium Challenge Corporation (“MCC”), a foreign assistance agency of the United States Government, supports the Solomon Islands Threshold Program with a USD 20 million grant, pursuant to a Threshold Program Grant Agreement it signed with the Solomon Islands Government (“SIG”) in January 2022. DT Global implements the Program in collaboration with other implementation partners under MCC Contract No. 95332422C0076, entitled *Solomon Islands Threshold Program Cross Cutting Program Support* (the “Head Contract”).

DT Global invites all qualified bidders to submit proposals in response to this Request for Proposals (“RFP”) on the subject of Review of Laws and Regulations related to Land Trustees, as described in Attachment I: Statement of Work. DT Global anticipates that the period of performance for this activity will commence on or about July 1, 2026, and end December 16, 2026.

The issuance of any contract resulting from this RFP is subject to the availability of funds, successful negotiation of the terms, and the consent of MCC. Any contract will be offered on a Firm Fixed Price basis.

DT Global encourages each qualified bidder to indicate its interest in this procurement by registering with DT Global to receive updates and submitting a proposal in accordance with the instructions in Attachment II: Instructions to Offerors. Each qualified bidder that submits a proposal (an “Offeror”) should submit a complete proposal by the means indicated herein no later than the closing date and time indicated above. Each Offeror should ensure that its proposal is well written, easy to read and follow, and contains only the requested information. DT Global will evaluate each proposal based on the evaluation criteria established in Attachment III: Evaluation Criteria.

A qualified bidder may raise questions relating to this solicitation in writing. Questions submitted electronically by May 20, 2026, at 17:00h (5:00 pm) Melbourne, Australia, time via email to [tenders@sithp.com.sb](mailto:tenders@sithp.com.sb) will be answered within 48 hours. The solicitation number should be stated in the subject line.

Proposals must be submitted electronically no later than June 02, 2026, at 17:00h (5:00 pm) Melbourne, Australia, time via email to [tenders@sithp.com.sb](mailto:tenders@sithp.com.sb), in accordance with the Instructions to Offerors described in Attachment II. The solicitation number must be mentioned in the subject line.

Attachments:

- [Attachment I: Statement of Work](#)
- [Attachment II: Instructions to Offerors](#)
- [Attachment III: Evaluation Criteria](#)
- [Attachment IV: DT Global Due Diligence Assessment form](#)
- [Attachment V: National Defense Authorization Act \(NDAA\) Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment](#)

# **ATTACHMENT I: Statement of Work**

## **A. Context and Assignment**

### **1. Introduction**

The Solomon Islands Threshold Program (the “Program” or “SITHP”) addresses two of the most significant impediments to economic growth in the Solomon Islands. Through the Accessing Land for Tourism Investment Facilitation (“ALTIF”) Project, the Program addresses the lack of secure access to land, which limits investment in the tourism sector. Through the Forest Value Enhancement (“FoVEP”) Project, the Program addresses issues with the management of natural resources in the forestry sector.

The Millennium Challenge Corporation (“MCC”), a foreign assistance agency of the United States Government, supports the Program with a USD 20 million grant, pursuant to a Threshold Program Grant Agreement it signed with the Solomon Islands Government (“SIG”) in January 2022. DT Global implements the Program in collaboration with other implementation partners, including Live and Learn/Nakau.

DT Global seeks to engage a qualified, individual consultant, sole proprietorship, or consulting firm to support certain activities under the ALTIF Project related to the development of the country’s tourism policies (the “Consultant”). These activities include a review of the existing legal and institutional framework to identify issues related to the appointment, succession, and role of trustees under statutory trusts; the recommendation of administrative and legal changes to clarify the roles and responsibilities of trustees and enhance the efficient management and administration of communal lands; and the development of public information materials to clarify the roles and responsibilities of trustees (together, the “Assignment”).

### **2. Context: Trustees for Communal Lands**

Tourism provides one of the main opportunities for job creation in the Solomon Islands. The country’s tourism industry, however, remains in a fledgling state. It consists mostly of small operations that are run by communities and families and cater to backpackers and other guests who seek inexpensive experiences that combine activities with the natural environment, such as fishing and scuba diving. Several challenges limit the potential growth of this sector. Chief among them is the difficulty potential investors face in securing land for investments in shops, restaurants, marinas, hotels and other tourism facilities. Before making an investment, potential investors must gain formal license to utilize the registered land (generally through a fixed term estate or lease) as well as social license, the informal agreement of neighbouring communities that legitimizes changes in the proposed use of the land.

Adopted in 1978, the Constitution of the Solomon Islands recognizes customary rights to land and allows the ownership and use of land to be governed by customary practices. These practices vary across the country’s numerous ethnic groups and tribes. In practice, most land in the country is held under various forms of customary tenure, including communal ownership by tribes, clans, or local communities.

The Land and Titles Act allows landowners to hold land titles through the creation of statutory trusts. Under statutory trusts, a small number of up to five (5) trustees may hold legal title to the land and make decisions about its use, so long as the community members who receive the majority of the beneficial interest consent.

The Land and Titles Act further defines the standards and procedures for registering customary land; acquiring customary land for public purposes; and converting land out of customary tenure for the use of private individuals. Where communal lands have been registered, the laws require that trustees act jointly or in unison when making decisions about the use or disposition of communal land.

Over the years, a range of practical and legal issues has arisen in regards to trustees in communal lands. In certain cases, statutory trusts list local officials, lawyers, or other eminent people whom the tribe, clan, or community temporarily authorized to help it register and title its communal lands. Although such people have no continuing role in the tribe, clan, or community, the law recognizes them as trustees who must be consulted and must agree to all decisions regarding the use of the land. In other cases, owners listed on older statutory trusts have moved away or died. Without clear succession rules, heirs and other community members often disagree on the rightful trustees of the land, making further decisions on its use or disposition impossible. In other cases, male community members make decisions about communal lands without consulting women who are listed as trustees and have rights under the laws, and land under matrilineal customary tenure has been registered only to male trustees. And trustees frequently accept gifts or monetary compensation related to their role as trustees without distributing the proceeds to the community, as their role as representatives of the community implies.

These issues are not addressed under other laws that deal with the role of trustees and the succession of rights under wills and probate arrangements, including the Wills, Probate, and Administration Act (1987) and the Public Trustees Act (1996). The result has been substantial confusion in the administration of communal lands. Such confusion complicates the use of communal lands for investment purposes, even where tribes, clans, or local communities have an interest in attracting tourism investment and working with the operators of hotels and other tourism facilities.

### **3. Objectives**

The objectives of this Assignment are to: (i) identify through research, consultation, and independent assessment critical gaps or shortcomings in the legal and institutional arrangements that govern trustees and give rise to confusion or complication in the administration of registered communal lands; (ii) develop recommendations for administrative changes and amendments to relevant laws that clarify the roles and responsibilities of trustees and enhance the efficient management and administration of registered communal lands, and (iii) develop public information and/or knowledge materials that clarify the roles and responsibilities of trustees, the process for replacing or appointing new trustees, and the management of registered communal land that is jointly owned and/or held in trust by trustees.

In his or her research, assessment, and development of recommendations and public information materials, the Consultant will build awareness and support among SIG

ministries, departments and agencies, business interests, civil society organizations, and local communities.

## **B. Scope of Work**

The consultant will undertake a series of tasks in four (4) phases, as described below.

### **Phase 1: Inception**

Tasks:

- Review these Terms of Reference and other introductory materials to identify any questions, issues, or elements of the Assignment that require clarification.
- Hold a kick-off meeting with the DT Global Team Leader and MLHS Project Coordinator to raise questions and gain clarifications.

Outputs:

- Inception report, including: (i) principal areas and questions for investigation; (ii) proposed methodology for research, consultation, and analysis; (iii) identification of target documents and stakeholders; and (iv) detailed work plan covering all phases of the Assignment. Expected length: five (5) pages, single spaced.

### **Phase 2: Review of draft National Sustainable Tourism Policy**

Tasks:

- Conduct a desk review of the Constitution and its various amendments, the Wills, Probate, and Administration Act, the Lands and Titles Act, and the Public Trustees Act to identify the legal standards, requirements, and procedures related to: (i) the creation of statutory trusts for communal land or land jointly owned by a tribe, clan, community or other communal group; (ii) the selection and appointment of trustees under such statutory trusts, with particular emphasis on trustees selected or appointed to oversee communal land in customarily matrilineal and patrilineal land tenure systems; (iii) the roles and responsibilities of trustees under such statutory trusts; (iv) the replacement of trustees or the appointment of new trustees under such statutory trusts, with a particular emphasis on the criteria for selection, appointment and/or confirmation of successors to deceased trustees; (v) the registration and titling of customary land to the trustees identified in such a statutory trusts and (vi) the transfer of titles or usage rights for communal lands under such statutory trusts.
- Review reports, assessments and analyses that have been developed and produced by international development partners (international donors), civil society organizations, and academics and that cover the policies, laws, regulations, and procedures related to the creation of statutory trusts and the selection and appointment of trustees in the Solomon Islands, including documents from the World Bank and the Department of Foreign Affairs and Trade (“DFAT”), Commonwealth of Australia.
- Review the institutional arrangements and the capacities, strengths, and weaknesses of the various SIG ministries, departments, and agencies involved in the registration and titling of communal lands and the appointment of trustees, with a particular focus on the separate roles accorded the Ministry of Lands, Housing, and Survey (“MLHS”) and the Ministry of Justice and Legal Affairs (“MJLA”) and the physical state of the Land Register.
- Review and map the actual procedures and processes related to the appointment of trustees, with a particular emphasis on the confirmation or appointment of the successors in the case of deceased trustees.

- Investigate whether certain functions related to the registration and titling of customary land and the confirmation or appointment of trustees might be decentralized to provincial authorities, including provincial officers designated under the Land and Titles Act, in order to expedite the relevant administrative responsibilities and render services more expeditiously, thus freeing land for tourism investments.
- Conduct targeted consultation meetings in Honiara, Solomon Islands, with public and private stakeholders in the land and tourism sectors, including SIG ministries, departments, and agencies; representatives of MCC and other international development partners; authorities of one or more provincial authorities; tourism investors and/or potential investors; lawyers and/or legal associations; civil society organizations; one or more local communities or communal landholding groups; and various trustees.
- Present assessment of the existing laws and administrative procedures to the DT Global Project Leader, MLHS Project Coordinator, and MLHS project steering committee for feedback and validation (or adjustment, if required).

#### Outputs:

- A detailed, written assessment that identifies and explains the specific gaps, weaknesses, contradictions, shortcomings, sources of confusion, or sources of inefficiencies in (i) existing laws that govern the creation of statutory trusts and the identification, selection, and appointment of trustees, and (ii) administrative procedures related to the appointment of trustees, particularly the confirmation or appointment of successors in the case of deceased trustees. Expected length: 10-15 pages, single spaced. In lieu of a written report, the Consultant may propose to submit a detailed slide presentation in Power Point (.pptx) format, with the approval of DT Global and MCT.

### Phase 3: Strategy

#### Tasks:

- Discuss and agree with the DT Global Project Leader and MLHS Project Coordinator preliminary recommendations for policy, legal, institutional and administrative changes, as may be necessary to address gaps, weaknesses or contradictions in the existing legal and institutional framework governing the creation of statutory trusts and the roles and responsibilities of trustees.
- Develop initial draft of detailed recommendations for policy, legal, and administrative changes.
- Conduct a full, one-day workshop to validate recommendations for policy, legal, institutional, and administrative changes, to include the DT Global Team Leader, MLHS Project Coordinator, MLHS project steering committee, and other stakeholders in Honiara, Solomon Islands.
- Based on feedback from the DT Global Team Leader, MLHS Project Coordinator, and other stakeholders, finalize recommendations for policy, legal, institutional, and administrative changes.

#### Outputs:

- An initial draft report that identifies and explains specific recommendations for updates, revisions, changes, or additions to laws, policies, or procedural documents as may be necessary to address identified gaps, weaknesses or contradictions in the existing legal and institutional framework that governs the creation of statutory trusts and the roles and responsibilities of trustees, including proposed legal, policy, administrative, or operational language. Expected length:

20-25 pages, single spaced. In lieu of a written report, the Consultant may propose to submit a detailed slide presentation in Power Point (.pptx) format, with the approval of DT Global and MCT.

- A final version of the report and recommendations.

#### **Phase 4: Public Information Materials**

##### Tasks

- Review any existing public information materials and other documents that describe the roles and responsibilities of trustees.
- Discuss and agree with the DT Global Project Leader and MLHS Project Coordinator a proposed list of new public information materials to be developed.
- Develop initial draft of proposed public information materials that clearly define the roles and responsibilities of communal landholders and trustees operating under statutory trusts and lay out the process for appointing, confirming and/or replacing trustees.
- Conduct targeted consultations (whether in person or via telephone, video conference, or other means) with public and private stakeholders including authorities of one or more provincial authorities; lawyers and/or legal associations; civil society organizations; one or more local communities or communal landholding groups; and various trustees.
- Based on feedback from the DT Global Team Leader, MLHS Project Coordinator, and other stakeholders, finalize new public information materials.

##### Outputs

- An initial draft of the proposed public information materials that clearly define the roles and responsibilities of communal landholders and the trustees appointed on their behalf and lay out the process for confirming and replacing trustees, when necessary.
- Final versions of all agreed public information materials prepared in multiple formats, including a print-ready format and a digital format ready for posting to relevant websites. Estimated length: 10 pages, as determined in consultation with the DT Global Project Leader.

### **C. Timeframe**

The Consultant shall determine the level of effort needed to conduct research, undertake consultations with stakeholders, draft and finalize deliverables, and complete the Assignment as described herein. The Consultant shall describe the approach and the associated timeline in his or her Technical Proposal and shall indicate the costs associated with the work in his or her Cost Proposal.

The Consultant should aim to complete tasks and produce deliverables within six months after contract award.

### **D. Direction and Reporting**

The Consultant will work under the direct supervision of DT Global. DT Global's Team Leader will manage all contractual matters, review all deliverables, issue acceptances, and authorize payments. DT Global's Team Leader will be responsible for gathering input and securing any approvals that may be required from MCC. In the absence of the Team Leader, DT Global may deputize another member of its Project team to perform these responsibilities.

On technical matters, the Consultant will work in close coordination with the Ministry of Lands, Housing, and Survey (“MLHS”). To ensure strong coordination, MLHS may designate a Project Coordinator to provide letters of introduction, assist with access to data and other materials, arrange meetings with public and private stakeholders, provide general guidance, and otherwise ensure broad coordination throughout the Assignment.

MLHS may also appoint a project steering committee that is led by the Project Coordinator and includes technical staff from SIG ministries, departments or agencies, as well as other sector stakeholders. The project steering committee may review deliverables and provide feedback and guidance but shall not have any formal approval role.

## **E. Deliverables and Payments**

| <b>Phase</b>       | <b>Deliverable</b>                     | <b>Payment<br/>(percent)</b> |
|--------------------|--|------------------------------|
| <b>Phase One</b>   | Inception Report                       | 10                           |
| <b>Phase Two</b>   | Research, consultation, and assessment | 30                           |
| <b>Phase Three</b> | Recommendations report                 | 40                           |
| <b>Phase Four</b>  | Public information materials           | 20                           |

The Consultant shall develop all reports, papers, strategies, or other deliverables in the English language. Wherever appropriate and practicable, the Consultant shall use maps, tables, charts, and other informational graphics to convey messages and facilitate understanding.

The Consultant shall submit all deliverables in electronic form, using Microsoft Word (.docx) format. All deliverables shall be formatted to a standard A4 sized page and single spaced. All deliverables will have a cover page that identifies the Assignment, the deliverable, and its stage of development (whether draft or final) and will be structured to include a table of contents, executive summary, and main body, with page numbers, as appropriate.

DT Global will endeavor to provide feedback and acceptance of each deliverable within two (2) working weeks (not inclusive of holidays) of the Consultant’s formal submission. Where additional work is required to finalize a deliverable, the Consultant will endeavor to complete such additional work within no more than two (2) working weeks (not inclusive of holidays) of receipt of feedback or direction from DT Global.

## **ATTACHMENT II: Instructions to Offerors**

### **A. General Instructions**

These Instructions to Offerors are intended solely to aid Offerors in the preparation of their proposals. They will not form part of the offer or the final contract.

- Nature of solicitation. This is a full and open solicitation. All qualified bidders, including individual consultants, sole proprietorships, and consulting firms, are invited to submit proposals.
- **Registration and updates**: If an Offeror intends to submit a proposal in response to this solicitation and wishes to receive updates thereto, the Offeror is encouraged to register by stating its intention and providing an electronic mail (“email”) address for correspondence to **tenders@sithp.com.sb**, as noted in the cover memo.
- **Questions for clarification**: Offerors should submit questions regarding this solicitation no later than **May 20, 2026, at 17:00h (5:00 pm) Melbourne, Australia time**. All questions must be in writing and emailed to the email address specified in the cover letter. No questions/clarifications will be entertained if they are received by means other than the aforementioned email address. The solicitation number should be stated in the subject line. Responses to questions received will be compiled and sent by email to all registered Offerors.
- Language: The proposals and all corresponding documents related to the proposals must be written in the English language, unless otherwise explicitly allowed.
- Reimbursement: No costs incurred by any Offeror in preparing and submitting its proposal are reimbursable by DT Global. All such costs will be at the Offeror’s expense.
- Separation of Technical Proposals from Cost Proposals: Regardless of the method used in submission, the Technical Proposal and Cost Proposal must be kept separate from each other. **A Technical Proposal must not make reference to cost or pricing data** in order that the technical evaluation may be made strictly on the basis of technical merit.
- Taxes: The services provided under this contract are funded by the United States (“U.S.”) Government. As stipulated in the Threshold Program Grant Agreement between MCC, acting on behalf of the U.S. Government, and SIG, the services shall be exempt from all Host Country sales taxes, customs duties, and other fees. The subcontractor shall obtain prior written approval from DT Global before making any such payments. Withholdings may still be required for Host Country nationals and permanent residents. Taxes in third countries may still be owed.
- Confidential information. This RFP does not seek information of a highly proprietary nature. If such information is included in the Offeror’s proposal, the Offeror must alert DT Global and must annotate the material by marking it “Confidential and Proprietary” so that these sections can be treated appropriately.

- Eligibility of firms and suppliers: The authorized geographic code for the source and nationality of the goods, services, and suppliers under the Head Contract is 937. Geographic code 937 requires that goods and services be acquired from the United States, cooperating countries, or developing countries other than advanced developing countries but excluding any country that is a prohibited source. A full discussion of the source and nationality requirements maybe found at 22 CFR 228. Offerors whose proposals fail to meet the nationality requirements will be considered non-responsive.
- Section 889 Compliance. Section 889 of the John S. McCain National Defense Authorization Act (“NDAA”) for Fiscal Year 2019 prohibits the U.S. Government and its contractors from (1) procuring or obtaining any equipment, system, or service that uses covered telecommunications equipment or services and (2) enter into a contract (or extend or renew a contract) with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services. A full discussion of the prohibitions can be found at FAR 52.204-25. To be eligible for award, the Offeror must complete and sign the representation in Attachment IV.
- **Submission**: Offerors should submit both a Technical Proposal and Cost Proposal in response to this solicitation no later than **June 02, 2026, at 17:00h (5:00 pm) Melbourne, Australia time**. The solicitation number should be stated in the subject line of each message, in addition to other information as listed below.
- **Validity**: **The minimum offer acceptance period for this RFP is 60 days after the closing date of the RFP**. In its proposal, the Offeror must state the validity period of its offer. If the validity period is shorter than the required time, the proposal will be rejected.
- Minor irregularities: At its sole discretion, DT Global may waive informalities and minor irregularities in proposals received.

## **B. Content of Proposal**

The proposal shall consist of three (3) sections, including (i) the Technical Proposal; (ii) the Cost Proposal; and (iii) Supplemental information.

### **SECTION I: Technical Proposal**

The cover page to the Technical Proposal must be on the Offeror’s letterhead and contain the following information:

- Name and mailing address of Offeror’s company or firm
- Number and title of this solicitation
- Assurance of proposal validity (minimum of 60 days)
- Name, title, fixed and mobile phone numbers, and electronic mail address of authorized representative of the Offeror’s company or firm
- Signature, date and time

The Technical Proposal should be divided into three sections, as follows:

- (a) Technical approach and methodology, including (i) a narrative description or explanation of how the Offeror intends to carry out the Statement of Work; (ii) a

corresponding work schedule or work plan; (iii) the composition of the proposed team, with an explanation of the roles and responsibilities of each; and (iv) a summary of their professional qualifications of any key or critical team members or other personnel.

(b) Organization and capabilities, including (i) a summary or overview of the Offeror or the Offeror's company or firm, explaining the Offeror's capacity, capabilities, or qualifications to carry out the work described in the Statement of Work; (ii) if applicable, an organizational diagram indicating the primary divisions or units of the Offeror's company or firm, the organizational location of the proposed team or personnel, and the relationship between divisions or units that may be involved in carrying out the work; and (iii) an explanation of the Offeror's ability to commence work or, if applicable, capacity to field the proposed team, and any capacity for administrative and technical backstopping, including mention of any existing facilities or capabilities in the Solomon Islands.

(c) Past performance, describing the Offeror's past performance in implementing similar work globally, in the Pacific region, or in the Solomon Islands within the last three (3) years.

Suggested templates for these sections are included below in Annex I. Failure to respond to any section may be the basis for the disqualification of the Offeror.

## **SECTION II: Cost Proposal**

The cover page to the Cost Proposal must be on the Offeror's letterhead and contain the following information:

- Name and physical address of Offeror's company or firm
- Number and title of this solicitation
- Proposed total price
- License or registration number associated with the valid business license or registration of the Offeror's company or firm
- Taxpayer identification number (TIN) and/or unique entity identifier (UEI)
- Name, mailing address, telephone number and/or electronic mail address of auditor
- Assurance of proposal validity (minimum of 60 days)
- Name, title, fixed and mobile phone numbers, and electronic mail address of the authorized representative of the Offeror's company or firm
- Signature, date and time

The Cost Proposal will present the total proposed price for performing the work specified in the Statement of Work. A Firm Fixed Price contract is an award for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the total proposed price. Offerors are expected to include all costs, direct and indirect, into their total proposed price. Such costs may include required withholdings or deductions from the pay of Solomon Islands residents subject to local taxation or of foreign employees subject to other taxation in other jurisdictions. Proposals and **all cost and price figures must be presented in US Dollars (USD)**.

At a minimum, the Cost Proposal shall include the following:

- A summary budget that presents the total proposed price, with a brief narrative that explains the basis for the proposed price and includes any supporting information necessary for substantiation or clarification.
- A summary of the fully loaded daily rates of proposed professional and support staff, to be used by DT Global solely for the determination of cost reasonableness.

Suggested templates for these items are provided in Annex 2.

### SECTION III: Supplemental information

DT Global shall award a contract only to a responsible Offeror. To enable DT Global to make a determination of responsibility, the Offeror must present a signed letter or attestation indicating that the Offeror:

- Has adequate financial resources and insurance coverage to perform the work stated herein, or the ability to obtain them;
- Is able to comply with the delivery or performance schedule, taking into consideration all other business commitments;
- Has a satisfactory performance record;
- Has a satisfactory record of integrity and business ethics;
- Has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
- Holds proper medical and worker's compensation insurance for all personnel expected to work on the Assignment;
- Has or is able to readily obtain all necessary work permits and visas for personnel expected to work on the Assignment and/or travel to the Solomon Islands;
- Has no outstanding tax liabilities due to, or open investigations under, the Solomon Islands Revenue Department and is in good standing on all tax payments;
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

The Offeror should also attach the following to its attestation:

- Copy of the current, valid business license and/or registration (front and back) of the Offeror's company or firm;
- Completed and signed DT Global Due Diligence Assessment (see Annex IV); and
- Completed and signed NDAA Representation Form (see Annex V).

The Offeror may also include any information or document that was not listed in the sections above and that the Offeror finds necessary or beneficial to include in the proposal.

### C. Submission

- An Offeror must submit its proposal to the email address specified in the cover letter in an electronic format no later than the date and time specified in the cover letter. Each submission email message should note the number of this solicitation in the subject line. Also, the body of each email message should include the name of the Offeror's organization and the name, email address, and telephone number of its authorized representative or contact person.
- The Technical Proposal, Cost proposal, and Supplemental Information should be **submitted in three (3) separate email messages**. The first should be named "Technical", the second "Cost", and the third "Supplemental". If the submission of any section requires more than one email message, the email messages should

be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).

- Attachments should be in a format that can be opened by one of the following applications: PDF, MS Word, MS Excel, MS PowerPoint. The submission of attachments in any other format may result in disqualifying the offer.
- Please note that the DT Global email server has a limitation of 20MB for the total attachments per single email. It is strongly recommended that the size of ALL attachments per a single email be less than 20MB.
- An Offeror has the right to correct, modify, or withdraw its proposal after such time as it has been submitted to DT Global at the email address stated above, provided that its request to do so is made before the closing date of the RFP.
- The Offeror is wholly responsible for ensuring that its proposal is received in accordance with the instructions stated herein. DT Global reserves the right to reject any proposals that are not submitted by the indicated deadline, even if they were late as a result of circumstances beyond the Offeror's control.

#### **D. Award**

- DT Global anticipates making a single award under this solicitation. However, this RFP in no way obligates DT Global to award a contract.
- DT Global anticipates that it will hold discussions with Offerors but reserves the right to make final award without discussions. Therefore, it is strongly recommended that Offerors present their best offer as their initial submission.
- Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of proposals received from all Offerors.

## Annex 1: Suggested forms for the Technical Proposal

### **Form 1-1: Technical approach and methodology**

#### I. Narrative description of technical approach and methodology

#### II. Work plan and deliverables schedule

[A brief narrative description of the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates, consistent with the technical approach and methodology, showing understanding of the Statement of Work. The work plan may be summarized in a bar chart, using the format below.]

|     | Task                | Weeks |   |   |   |   |   | Notes |
|-----|---------------------|-------|---|---|---|---|---|-------|
|     |                     | 1     | 2 | 3 | 4 | 5 | 6 |       |
| 1   |                     |       |   |   |   |   |   |       |
| 3   |                     |       |   |   |   |   |   |       |
| 4   |                     |       |   |   |   |   |   |       |
| 5   |                     |       |   |   |   |   |   |       |
| ... |                     |       |   |   |   |   |   |       |
|     | <i>Deliverables</i> |       |   |   |   |   |   |       |
| 1   |                     |       |   |   |   |   |   |       |
| 2   |                     |       |   |   |   |   |   |       |
| 3   |                     |       |   |   |   |   |   |       |
| ... |                     |       |   |   |   |   |   |       |

#### III. Team composition and assignments

[A brief narrative explanation of the structure and composition of the proposed team, including a summary of roles and assignments, using the table below.]

| Name of Staff | Organization | Area of Expertise | Position Assigned | Task(s) Assigned |
|---------------|--------------|-------------------|-------------------|------------------|
|               |              |                   |                   |                  |
|               |              |                   |                   |                  |
|               |              |                   |                   |                  |
|               |              |                   |                   |                  |
|               |              |                   |                   |                  |
|               |              |                   |                   |                  |

#### IV. Summary of staff qualifications

|                                 |  |
|---------------------------------|--|
| <b>Name:</b>                    | [Last name, First name format]   |
| <b>Proposed team position:</b>  | [Drawn from staff composition table or other part of proposal]   |
| <b>Work summary:</b>            | [Name of employing organization, position or title, and dates of employment or work, listed in reverse order.] |
| <b>Countries of experience:</b> | [List of most relevant countries in which proposed staff worked]   |

|                      |   |
|----------------------|---|
| <b>Relevant work</b> | [Description of employment, project work, or assignments that best illustrate ability to undertake the work associated with the proposed team position] |
| <b>Education</b>     | [Name of college/university or other specialized facility, location, degree obtained, and years attended]   |

## Form 1-2: Organization and Capabilities of the Firm

### I. Summary and overview

[A brief description of the background and organization of the Offeror's firm/entity/organization.]

### II. Organization chart

[A detailed organization chart of the Offeror's firm/entity/organization, clearly identifying any divisions or business units to be directly engaged in providing the services required in the Statement of Work.]

### III. Capabilities

[A brief narrative explanation of the specific strengths, capabilities, and areas of specialized knowledge of the Offeror's firm/entity/organization, as relevant to the services required in the Statement of Work. In addition, a brief explanation of the ability of the Offeror's firm/entity/organization to field the required staff, to provide home office project management of the contract as well as the necessary administrative and technical support to the Offeror's Project Team in country.]

## Form 1-3: Past Performance

[Summary of two (2) to three (3) assignments demonstrating the Offeror's experience in successfully implementing projects similar to services sought in this procurement in substance, complexity, value, duration, and volume. The list must include **any other assignments funded in whole or in part by MCC.**]

|   |   |
|---|---|
| <b>Client or employer:</b>                                | [Name, address location, and nature of client]  |
| <b>Name of assignment:</b>                                |   |
| <b>Location:</b>  |   |
| <b>Duration:</b>  | [Start date – Completion date]  |
| <b>Budget:</b>  | [value of contract or assignment, in USD]<br>[value of services provided therein, in USD] |
| <b>Narrative description of project:</b>                  |   |
| <b>Narrative description of actual services provided:</b> |   |

**Annex 2: Suggested forms for the Cost Proposals**

**Form 2-1: Summary Budget with Narrative**

[A summary of the **fully loaded prices** that the Offeror propose to provide the services required in the Statement of Work, including travel and transportation, communication, office expenses, required insurances, and any other expenses required to carry out the Assignment successfully.]

Re: [insert title of assignment]

|                    | Price |                  |
|--------------------|-------|------------------|
|                    | USD   | [Local Currency] |
| <i>Base Period</i> |       |                  |

A brief narrative that explains the basis for the proposed price and its relationship to the requirements of the work described in the Offeror’s Technical Proposal, along with any other relevant price or cost information the Offeror wishes to explain.

**Form 2-2: Breakdown of Rates**

For this Form 2-2, the Offeror shall list the professional staff individually, using the same staff described earlier in the Technical Proposal. Support staff may be grouped and listed by their function or category (e.g., draftsmen, clerical staff). Any staff outside the Offeror’s home base may be considered foreign staff. For these members, the Offeror is encouraged to indicate daily rates for home and field work. The Offeror must provide fully loaded prices (including communication, office expenses, required insurances, and any other expenses required to carry out the assignment successfully as per the Statement of Work).

| Name and position | Place of deployment | Daily remuneration rates |                |
|-------------------|---------------------|--------------------------|----------------|
|                   |                     | USD                      | Local currency |
| Foreign Staff     |                     |                          |                |
|                   | Home                |                          |                |
|                   | Field               |                          |                |
|                   | Home                |                          |                |
|                   | Field               |                          |                |
|                   | Home                |                          |                |
|                   | Field               |                          |                |
| Local Staff       |                     |                          |                |
|                   |                     |                          |                |
|                   |                     |                          |                |
|                   |                     |                          |                |

DT Global will use any information provided in this form only to establish the price reasonableness of the Offer and to assess and plan payments to the Offeror for possible additional services, if requested.

## **ATTACHMENT III: Evaluation Criteria**

### **A. Evaluation of the Technical Proposal**

Technical Proposals will be evaluated according to the criteria stated herein. The relative importance of each individual criterion is indicated by the number of points assigned thereto, with a maximum possible score of 100 points. The evaluation criteria serve to: (a) identify the factors that each Offeror should address in the various sections of its Technical Proposal and (b) set the standard against which all proposals will be evaluated.

#### **Technical Approach (40 Points)**

- The proposal demonstrates a full understanding of the work that needs to be performed under the Statement of Work, as well as a clear, straightforward approach to achieving the objectives.

#### **Capabilities and Experience (30 Points)**

- Clarity and effectiveness of the organizational and staffing plan, demonstrating the necessary mix of skills and experience. (20 points)
- Knowledge of the tourism context in the Solomon Islands or the Pacific region (10 points)
- Demonstrated experience providing similar tourism policy development work globally, in the Pacific region, or in the Solomon Islands (10 points)
- In-country presence and/or ability to field a functioning team on the first day of the contract period of performance. (5 Points)

#### **Past Performance (30 points)**

- A proven track record of implementing similar activities to those outlined in the Statement of Work. (20 Points)
- Successful implementation of similar projects in Solomon Islands. (10 Points)

### **B. Evaluation of the Cost Proposal**

Evaluation scores are not assigned for cost. The review of the Cost Proposal shall include cost reasonableness. This process will include a review of the cost portion of the Offeror's proposal to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the cost reflects that the Offeror understands the requirements, and if the costs are consistent with the technical part of the proposal. Cost Proposals providing more direct funding towards the program instead of administrative costs will be reviewed favorably in the best value determination.

Evaluation of Cost Proposals will consider, but not be limited to, the following:

- Cost realism and completeness of cost proposal and supporting documentation.
- Overall cost control evidenced in the proposal such as avoidance of excessive salaries, competitive procurement of subcontracts, excessive cost of management oversight and other costs in excess of reasonable requirements.
- Amount of proposed fee, if any.

### **C. No Obligation**

DT Global is not obligated to negotiate or award a contract with the Offeror which submitted the highest technical score or with the Offeror which submitted the lowest proposed cost. DT Global will make award to the Offeror whose proposal offers the best value to DT Global and the Program, considering both technical and cost factors. When competing technical proposals are considered essentially equal, then cost will become the determining factor.



## ATTACHMENT IV: DT Global Due Diligence Assessment

### Instructions

Tenderers/prospective grantees/sub-contractors must complete the Due Diligence Preliminary Statement as part of the Request for Tender (RFT)/Request for Proposal (RFP). This provides DT Global with an initial partner risk profile but is not part of the tender/proposal evaluation scoring.

The **preferred tenderer/grantee** will be required to complete a Due Diligence Assessment **before** a contract/grant agreement is signed. This must be supported by evidence that DT Global can verify.

### Details

|                      |  |                         |  |
|----------------------|--|-------------------------|--|
| Name of organisation |  |                         |  |
| Registration #       |  | Country of registration |  |

### Due Diligence Baseline Criteria: Preliminary Partner Statement

| Due Diligence Criteria and Questions                | Proposed Partner Response |   |
|---|---------------------------|---|
|   | Yes/No                    | List of evidence that may be checked if notified as preferred partner; or a brief statement if required |
| <b>1. Entity Details</b>                            |                           |   |
| The proposed partner confirms it is a legal entity. |                           | e.g. registration certificate and number; legal entity structure; board minutes; bank details.          |

| Due Diligence Criteria and Questions  | Proposed Partner Response |   |
|---|---------------------------|---|
|   | Yes/No                    | List of evidence that may be checked if notified as preferred partner; or a brief statement if required   |
| <b>2. Past Performance</b>  |                           |   |
| The proposed partner can demonstrate relevant past performance with good performance outcomes.  |                           | e.g. list of previous relevant projects; annual reports; client performance assessment reports. It is expected the supplier will include comprehensive information in their proposal, so only brief information is required here. |
| <b>3. Fraud Control/Anti-Corruption</b>   |                           |   |
| The proposed partner confirms it has measures in place to deal with the risk of fraud, bribery and corruption.  |                           | e.g. fraud/ant-corruption policies, procedures and tools; financial policies; induction and training programs; conflict of interest policies and/or registers.  |
| The proposed partner confirms it is willing to adhere to DT Global's fraud and anti-bribery policies.   |                           | Note these can be made available upon request.  |
| sThe proposed partner confirms it is not currently, nor has been over the last two years, the subject of a fraud or corruption related investigation by external parties (external parties may include national authorities including police, multilateral organisations and other donors or implementing partners).  |                           | If the subject of a recent such investigation, include a brief statement on details.  |
| <b>4. Sanctions List/Counter-Terrorism</b>  |                           |   |
| The proposed partner confirms it (or any subsidiary or parent entity), nor any of its personnel, are not included on any national or international sanctions list (including but not limited to <a href="#">UKPTO</a> ; <a href="#">World Bank List</a> ; <a href="#">ADB Sanctions List</a> ; <a href="#">Australian National Security website</a> ; <a href="#">DFAT's consolidated list</a> ; <a href="#">UK's Proscribed Terrorist Organisations</a> ). |                           | If Yes to any, include a brief statement on details.  |
| <b>5. Integrity Systems</b>   |                           |   |
| The proposed partner confirms it has integrity systems in place to recruit/procure staff and suppliers that are qualified and of good character. This includes undertaking due diligence of its suppliers/contractors.  |                           | e.g. recruitment and procurement policies and procedures; conflict of interest policies, criminal record checks.  |

| Due Diligence Criteria and Questions  | Proposed Partner Response |   |
|---|---------------------------|---|
|   | Yes/No                    | List of evidence that may be checked if notified as preferred partner; or a brief statement if required                                 |
| The proposed partner confirms it has processes in place to ensure staff and any proposed partners are appropriately trained and performance managed.  |                           | e.g. Code of Conduct; training programs; performance management policies and procedures; grievance procedure; whistle-blower policy.    |
| <b>6. Child Protection</b>  |                           |   |
| The proposed partner confirms it has policies and procedures in place to deal with the risk of child exploitation and abuse.  |                           | e.g. child protection policy and procedures; Code of Conduct; child protection risk assessments.  |
| The proposed partner confirms it is willing to adhere to DT Global's Child Protection Policy and Procedures.  |                           | Note these can be made available upon request.  |
| <b>7. Safeguarding, including Preventing Sexual Exploitation, Abuse and Harassment</b>  |                           |   |
| The proposed partner confirms it has policies and procedures in place to deal with the risk of sexual exploitation, abuse and harassment.   |                           | e.g. preventing sexual exploitation, abuse and harassment policy and procedures; Code of Conduct; sexual exploitation risk assessments. |
| The proposed partner confirms it is willing to adhere to DT Global's Preventing Sexual Exploitation, Abuse and Harassment Policy and Procedures.  |                           | Note these can be made available upon request.  |
| <b>8. Security Arrangements</b>   |                           |   |
| The proposed partner confirms it has policies and procedures in place to manage security risks associated with its operations and will be responsible for the security arrangements of staff and suppliers/sub grantees within its control. |                           | e.g. security plan or procedures; subscriptions to travel/security provider/alerts.   |
| The proposed partner confirms it is willing to adhere to DT Global's security policies, procedures and directions relevant to the activity.   |                           | Note these can be made available upon request.  |

| Due Diligence Criteria and Questions   | Proposed Partner Response |   |
|--|---------------------------|---|
|  | Yes/No                    | List of evidence that may be checked if notified as preferred partner; or a brief statement if required   |
| <b>9. Work Health and Safety</b>   |                           |   |
| The proposed partner confirms it has policies and procedures in place to manage the health and safety risks associated with its operations and will be responsible for the health and safety of its staff and suppliers/sub grantees within its control. |                           | e.g. health and safety policies and procedures; relevant risk assessments; health and safety plans; workers compensation insurance policy; travel/medical insurance policies. |
| The proposed partner confirms it complies with the health and safety laws in the jurisdiction it is working in, and will comply with all relevant health and safety laws in the jurisdiction of this activity.   |                           | e.g. Legal register; workers compensation policy.   |
| The proposed partner confirms it is willing to adhere to DT Global's health and safety policies and procedures and will provide all reasonable assistance in any health and safety review or investigation.  |                           | Note these can be made available upon request.  |
| The proposed partner confirms it will take out all relevant insurances to cover its obligations if it is the preferred partner.  |                           | e.g. certificates of currency for professional indemnity, public liability, workers compensation insurance, travel/medical insurance.   |

## Declaration

I \_\_\_\_\_ [print name] \_\_\_\_\_ [print position title] declare the following:

I am duly authorised to provide this information on behalf of \_\_\_\_\_ [print organisation name] and the information provided is true and correct.

| Name and Position | Signature | Date |
|-------------------|-----------|------|
|                   |           |      |



## **ATTACHMENT V: Representation regarding Certain Telecommunications and Video Surveillance Services or Equipment**

### **A. Prohibitions**

Section 889(a) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019 (Pub. L. 115-232) prohibits the U.S. Government and any of its contractors and subcontractors from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

### **B. Definitions**

*Covered foreign country* means the People's Republic of China.

*Covered telecommunications equipment or services* means telecommunications equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)

*Critical technology* means defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled- (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening; Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

## **C. Representation**

After conducting a reasonable inquiry, Subcontractor represents that it [ ] will or [ ] will not provide covered telecommunications equipment or services to DT Global in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

## **D. Disclosures**

If the Subcontractor has responded affirmatively to the representation in paragraph (c) of this clause, the Subcontractor shall provide the following additional information to DT Global:

- (1) List of all covered telecommunications equipment and services offered or provided (Entity name, brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);
- (2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision.

## **E. Reporting Requirement**

- (1) In the event the Subcontractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Subcontractor is notified of such by a subcontractor at any tier or by any other source, the Subcontractor shall report the information in paragraph (d)(2) of this clause to DT Global.
- (2) The Subcontractor shall report the following information pursuant to paragraph (d)(1) of this clause
  - I. Immediately upon such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
  - II. Within 5 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Subcontractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

## **F. 2nd Tier Subcontracts**

The Subcontractor shall insert the substance of this clause, including this paragraph (f), in all 2<sup>nd</sup> Tier subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

## **G. SAM Verification**

The Subcontractor shall regularly review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) to identify entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

Contract/Subcontract No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_