

SCHEDULE 2

Solomon Islands Chamber of Commerce & Industry (SICCI) Task Note for delivering Business Services - BLP Phase II in SOLOMON ISLANDS

Client	New Zealand Ministry of Foreign Affairs and Trade (MFAT)
Activity Director	Steve Knapp

Recitals: The Government of New Zealand and DT Global (New Zealand) Ltd have signed a contract for Business Link Pacific Phase II Implementation Contract, being Ministry of Foreign Affairs and Trade (MFAT) Contract Number WPG-0103375 DOC-4116849 dated 01 September 2022 (the Head Contract).

Introduction: Business Link Pacific is a multi-country Private Sector Development initiative in the Pacific region from the New Zealand Ministry of Foreign Affairs and Trade (MFAT) and delivered by DT Global (New Zealand).

Areas of Focus: The focus of this assignment is for the Solomon Islands Chamber of Commerce & Industry (SICCI), a national Private Sector Organisation (PSO) partner to BLP, to continue providing BLP services to BASPs and eligible SMEs across all sectors in Solomon Islands. SMEs in Solomon Islands have a low to medium level of awareness of BLP support and services available to them, and a similar level of uptake of the programme has been seen in the country through the first phase of BLP services delivered in Solomon Islands until end of 2022.

BLP seeks to support SICCI to have greater autonomy and ownership of the management and delivery of BLP services in Solomon Islands.

Following are the broad areas of activity that SICCI will be contracted to deliver by BLP:

1. Responding to enquiries and proactively engaging SMEs & BASPs in order to ensure a high- quality delivery of BLP services in Solomon Islands
2. Coordinating & supporting SMEs' access to business advisory and financial services in Solomon Islands
3. Supporting Solomon Islands Small Business Enterprise Centre (SISBEC), the other BLP PSO partner in Solomon Islands, in planning and organising country level stakeholder meetings as advised by BLP (these events will be led by BLP partners and funded and supported by BLP)

Tasks & activities for the period – 1 March to 31 December 2024;

Outcomes expected but not limited to as part of this contract assignment to be delivered by SICCI on a quarterly basis as follows;

Deliverable A: Standard BLP activities

Marketing/Communications

- Complete quarterly marketing and communications activities agreed in advance for each quarter with the BLP Communications and Impact Manager including
 - Monthly Production of Stories/Blogs/Articles

- Monthly Publication of story/blog in local media/SICCI website/FB and Radio Program
- 1 End Quarter Folk Video
- Provide outreach and support to target SMEs to ensure a minimum of 40% of successful subsidy and grant applicants are from women/youth led business, people with disabilities from harder to reach rural areas or disadvantage groups.

Management and Administrations/Reporting

- Aim at identifying eligible appropriate business advisory firms/advisors and help grow the BASP network in Solomon Islands with 2-3 new firms/advisors added each quarter and report regularly on level of engagement achieved.
- Conduct the review of submitted subsidy and grant applications and provide recommendations for assessment and or approval by BLP.
- Attend BLP's monthly regional PSO/BSM meetings.
- Respond to enquiries and proactivity engage SMEs and Business Advisory Services

Events

- Lead and organize one BLP Advisory Panel or Stakeholder meeting every 6months
- Organise quarterly Training/conference or partnership event in urban and rural location to be preapproved and coordinated with BLP.

Data Collection/Research

- Business Diagnostic or referral services: minimum 4-6 good quality Diagnostic Reports to be produced by BLP Business Service Manager (BSM) every quarter
- Provide appropriate support to collect data for Monitoring, Evaluation and Learning, primarily through the periodic surveying of SMEs and BASPs as directed by BLP.

Monitoring/Evaluations

- Tracking SME and BASP engagement locally and through BLP online tools

Gradually increase SICCI support to BLP including

- Coordinating access to business advisory and financial services for SMEs in Solomon Islands
- Coordinating the BLP BASP network in Solomon Islands, including leading on BASP recruitment, identifying suitable new BASPs, assisting BASP to access the online competency assessment process, and supporting the onboarding of new BASPs to the network.

Deliverable B: Quarterly partnership review

The Head of SICCI will conduct quarterly review meetings with the SICCI BLP Business Services Manager and BLP's Business and Stakeholder Manager to review progress with the contract deliverables and agree the focus for the next quarter.

SICCI will provide a quarterly written progress report in a timely manner on progress with the agreed quarterly deliverables, highlighting any challenges or opportunities, and providing any

recommendations or suggestions for future work. This report will be discussed at the quarterly review meeting and used to agree the deliverables for the next quarter.

If the agreed deliverables are consistently not being completed (i.e., not completed for 2 consecutive quarters) BLP reserves the right to suspend, adjust or cancel the contract. At least 3 months written notice will be provided for contract cancellation, if performance improves to the agreed level during this notice period, the contract may be reinstated.

Table 1. Indicative Service Fees against above listed outcomes - per month

Item	Amount (SBD)
Service Fees towards providing Deliverables A & B	7,500
+ Reimbursable expenses related to BLP activities	2,500
TOTAL maximum (monthly)	SBD 10,000

The table above includes fees and other reimbursable expenses (*to be preapproved by BLP and invoiced with receipts for expenditures*). SICCI will invoice BLP service fees as per the table above + any reimbursable expenses. Receipts for any expenses' reimbursement must be included with the invoice.

Fees: Maximum Fee Value as listed in Table 1 with total fee not exceeding SBD 100,000 for the period 1 March - 31 December 2024

Reporting to:

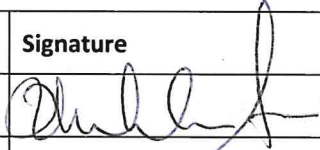

The relevant Programme contacts for the duration of the services and for submission of deliverables are:

Steve Knapp
Activity Director - Business Link Pacific
steve.knapp@businesslinkpacific.com

Paul Wendland
Deputy Activity Director - BLP
paul.wendland@businesslinkpacific.com

Duration of inputs: Deliverables are to be submitted to the Activity Director or Deputy Activity Director no later than due dates listed in Table 1.

Invoice Description and Task Code: 10080, 11080, 41001, 41101

	Name	Signature	Date
Sub-Contractor	CEO/Executive Officer, SICCI		27/02/2024
Approver	Steve Knapp/ Smitha Shanbhag		

Appendix A

Communications and Marketing Tasks for Solomon Islands

Background:

To achieve its communication and marketing objectives, BLP will leverage the current digital transformation in the region and its matured online presence. At the same time, it will increase local communications through its in-country partners to raise awareness of the BLP programme.

Local PR will focus on promoting in-country partners and commercial partners using local channels, languages and networks.

Terms of reference in this document describes the objectives and tasks to roll out BLP's communications and marketing strategy in Solomon Islands, which will be delivered by SICCI. Needs, objectives, tasks and resources are identified and agreed by the BLP communications team and SICCI.

Goals:

- To increase connections between BASPs and SMEs (BLP)
- To solidify the BLP partnership presence

Objectives:

- To promote the availability of quality business advice in the country
- To promote both the partners' and BLP services to SMEs
- To increase awareness of BLP services and tools
- To increase shared value proposition - well represented, balanced partnership

Tactics:

- Content Creation highlighting BLP's stakeholders and local talent
- Grow and develop mutual networks in Solomon Islands
- Increase awareness of BLP services among harder to reach communities
- Promote BLP's partnerships with local banks and Financial Institutions and any products & services enabled by the partnership.
- Enable networking opportunities for local BASPs and SMEs

Task:

Roll out BLP's marketing and communications strategy in the local market with direction from the BLP

Table 1 - deliverables and deadlines

Details	Deliverable Due Dates
Production and distribution of media content and products:	
1 story/blog/article	15 of each month
1 story/blog published in local media	End of each Quarter
1 video on Folktale	End of each Quarter
Public relations and promotional work	
1 special event/training/conference addressing BASPs and SMES in urban settings	Every six months
1 special events/ training/conferences addressing BASPs and SMES in rural areas	Every six months

Communications & Marketing Activities reporting to: Sandra Mendez; Communications and Impact manager; sandra.mendez@businesslinkpacific.com