



# Request for Proposals

**Title:** Development of a National Tourism Strategy, Solomon Islands  
**Solicitation No:** ALTIF-TA003  
**Subject:** Solomon Islands Threshold Program  
Cross Cutting Program Support

**Issue Date:** February 26, 2026  
**Questions Due:** March 11, 2026  
**Closing Date:** March 20, 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 technical and financial proposals in response to this Request for Proposals (“RFP”) on the subject of the Development of a National Tourism Strategy, Solomon Islands, as described in Attachment I: Statement of Work. DT Global anticipates that the period of performance for this activity will commence on or about April 6, 2026, and end October 2, 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 March 11, 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 March 20, 2026, at 17:00h (5:00 pm) Melbourne, Australia, time via email to [tenders@sithp.com.sb](mailto:tenders@sithp.com.sb). 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: 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 reviewing and gathering inputs from stakeholders on a draft National Sustainable Tourism Policy, 2025 – 2030 (“Policy”) that the Ministry of Culture and Tourism (“MCT”) recently developed with assistance from the International Finance Corporation (“IFC”) and developing and finalizing a new, comprehensive National Tourism Strategy (“Strategy”) that provides an institutional framework within which relevant departments, ministries, private firms, and local communities will work to attract tourism investment and share the gains from tourism in a transparent, sustainable and inclusive manner (together, the “Assignment”).

### **2. Context: Tourism Sector in the Solomon Islands**

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 families and communities and caters primarily to backpackers and other guests who seek eco-adventure experiences. Several challenges limit the potential for growth of this critical sector. Chief among them is the difficulty potential investors face in securing land for investments in hotels and other tourism facilities. Before making an investment, potential investors must gain both formal license to registered land as well as social license, the informal agreement from neighbouring communities that legitimizes changes in the proposed use of the land. Further challenges are created by the generally poor investment climate and the lack of capability among key government institutions.

The National Tourism Policy (2015-2019) and the National Tourism Development Strategy (2015-2019) provided the most recent guidelines for the development of the tourism sector in the Solomon Islands. The policy set an overall goal of improving the

enabling environment for sustainable tourism through increased investment in niche tourism products and stronger linkages between the tourism sector and other parts of the economy. The strategy identified and addressed various challenges and impediments in an effort to increase investment and boost growth in the tourism sector. In particular, the strategy presented approaches, recommendations, and proposed actions across five pillars, including Marketing and Research, Transport and Infrastructure, Product Development and Investment, Human Resource Development, and Cruise Shipping and Yachting.

Following the expiration of the strategy in 2019, the global pandemic and other challenges dealt significant setbacks to the performance of the tourism sector in the Solomon Islands. As the sector rebounds, SIG has continued its efforts to develop tourism. In 2021, SIG published a Tourism Recovery Plan, an interim plan to guide the country's economic recovery efforts, with a target of quickly returning to the visitor arrival numbers experienced before the global pandemic. The Tourism Recovery Plan also set the ambitious goal of attracting at least 100,000 tourist arrivals per year by 2035 – more than doubling the goal set out in its National Development Strategy. In 2024, SIG launched an extensive survey of tourism investors, operators, and other stakeholders in conjunction with the South Pacific Tourism Organization. The survey revealed growing awareness of the importance of tourism and strong support for tourism development in communities across the country, with particular interest in community-based and eco-tourism models. In 2025, SIG announced plans to more than quadruple its annual budget to the tourism sector, with the additional funds focused on the development of new tourism products and experiences in tourism hubs, more aggressive advertising and marketing of the country's tourism opportunities, and training programs to enhance the skills of local residents. With support from the IFC, it also developed and drafted the Policy, which presents approaches, recommendations, and proposed actions across five pillars, namely Environmental Sustainability, Legal and Institutional Reforms, Tourism Promotion and Partnerships, Innovation and Digital Economy, Human Capital Development, and Financing and Investment.

SIG now seeks to refine, finalize, approve, and publish the Policy and to develop a follow-on Strategy that presents a clear vision for change, defines critical areas of work, and offers stakeholders across the tourism sector a clear roadmap for achieving changes in the short, medium, and long terms. SIG aims to finalize and publish the Strategy by the end of 2026.

### **3. Objectives**

The objectives of this Assignment are to (i) review, gather input on, and recommend improvements to the draft Policy in preparation for its final approval and publication, and (ii) develop, draft, review, revise, and finalize a comprehensive Strategy that provides a clear assessment of the challenges associated with attracting investment in and increasing the growth of the tourism sector in the Solomon Islands; provides a roadmap for addressing the challenges in ways that increase investment and boost

growth in the tourism sector; and outlines clear actions and assigns roles and responsibilities over a short, medium and long-term timeline. The process of finalizing the Policy and developing the Strategy will build support among SIG ministries, departments and agencies, civil society, and business interests.

## **B. Scope of Work**

The consultant will undertake a series of tasks in three (3) phases, as described below.

### **Phase 1: Inception**

Tasks:

- Review Terms of Reference and other introductory materials and identify any questions, issues, or elements of the Assignment for clarification.
- Hold kick-off meeting with DT Global Team Leader and MCT project coordinator.

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:

- Review the published tourism policies, strategies, or plans of two to three reference countries across the Pacific Ocean region, as well as the Pacific Sustainable Tourism Policy Framework (“PSTPF”) and the Pacific Sustainable Tourism Statement of Commitment, identifying where possible the design aspects and implementation lessons most applicable to the Solomon Islands.
- Review the existing the policy and legal framework on a range of issues that impact the tourism sector, including climate adaptation and environmental safeguards, sustainability and resilience, international and local tourism infrastructure development, private investment and private sector participation, inclusive growth, land tenure, and community engagement in order to develop a clear understanding of SIG policy commitments and positions.
- Conduct desk research on the policy, legal, and institutional framework related to the coordination of tourism activities and the promotion of investment in the tourism industry in the Solomon Islands in order to develop a clear understanding of the governance and implementation structures in the tourism sector.
- Review the National Tourism Policy (2015), National Tourism Development Strategy (2015-2019), Tourism Recovery Plan (2021), other published policies, strategies, plans, and documents developed and produced by civil society organizations, business associations, SIG, and regional or international organizations in relation to the tourism sector in the Solomon Islands, and the policy diagnoses and recommendations produced under the ALTIF Project, in order to develop a clear understanding of recent efforts to reform and grow the sector and the lessons learned therefrom.

- Review data and information related to projected, planned, and realized investment and growth in the tourism sector over the past ten years.
- Conduct targeted consultation meetings in Honiara, Solomon Islands, with public and private stakeholders in the tourism sector, including select site representatives and investors in the country's tourism sector; ministries, departments, and agencies of SIG; and representatives of MCC and other international development partners in order to develop a clear assessment of the current functioning of dialogue, coordination, and implementation mechanisms.
- Present assessment of the strengths, weaknesses, and areas for improvement in the Policy, to the DT Global Project Leader, MCT Project Coordinator, and MCT project steering committee for feedback and adjustment or validation.
- Based on feedback from the DT Global Team Leader, the MCT Project Coordinator, and the MCT project steering committee, prepare detailed edits, revisions, and improvements to the draft Policy for submission, via MCT, to the Cabinet.

#### Outputs:

- A brief written assessment of the coverage, coherence, and strengths and weaknesses of the draft National Sustainable Tourism Policy, 2025 – 2030, that clearly identifies areas for clarification; inconsistencies with existing conditions or SIG policy positions in the tourism sector; gaps when compared with the policies, strategies, or plans of reference countries or international best practices; and opportunities to improve alignment with broader socio-economic, legal and political issues, such as climate adaptation and environmental safeguards, sustainability and resilience, international and local tourism infrastructure development, private investment and private sector participation, inclusive growth, land tenure, and community engagement. Expected length: 5 – 10 pages, single spaced. .
- A detailed mark-up of the draft National Sustainable Tourism Policy, 2025 – 2030, in tracked changes or red lines that proposes edits and fills gaps to address all issues identified in the written assessment and leaves the Policy ready for final approval through MCT and the Cabinet.

### Phase 3: Strategy

#### Tasks:

- Propose, discuss, and agree with the DT Global Team Leader and the MCT Project Coordinator the rationale, subjects covered, contents, and outline for the draft Strategy.
- Develop initial draft of a new Strategy that posits a vision for the tourism sector over the coming 10-15 years.
- Present the initial draft of the Strategy to the DT Global Team Leader, MCT Project Coordinator, MCT project steering committee and other invited stakeholders at a one-day workshop in Honiara, Solomon Islands, for feedback and adjustment or validation.

- Develop a validation table that reflects all feedback and targeted comments received and the proposed responses.
- Based on feedback from the DT Global Team Leader and the MCT Project Coordinator, finalize Strategy for publication.

#### Outputs:

- Initial draft Strategy that, at a minimum, that explains the international, regional and local context; describes the institutional and regulatory landscape; summarizes the market structure and the recent performance of the tourism sector; lays out a rationale for the development of a new Strategy; posits a vision for the tourism sector over the coming 10-15 years; sets clear and measurable top line targets; discusses agreed strategic priorities or pillars, including governance and institutional strengthening, market positioning, priority segments, product development, infrastructure and connectivity, investment and financing, sustainability, and community involvement; lays out a phased action or implementation plan for next steps, including actors and responsibilities; and identifies major risks and challenges.
- Final Strategy that addresses all feedback and targeted comments from the DT Global Team Leader, MCT Project Coordinator, MCT project steering committee and other stakeholders free from spelling, grammatical, syntax and other errors and in final digital format suitable for publication.

### **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 price his or her bid to reflect this level of effort.

Under no circumstance shall the duration of the Assignment exceed six months from the date of 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.

To ensure strong coordination, MCT 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.

MCT 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

Phase	Deliverable	Payment (percent)
Phase One	Inception Report	10
Phase Two	Assessment report (or presentation).	15
	Mark-up of existing Policy	25
Phase Three	Initial draft of Strategy	10
	Final Strategy	40

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 **March 11, 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 and business proposals: Regardless of the method used in submission, the technical proposal and business 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 RFTOP 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 and financial proposal in response to this solicitation no later than **March 20, 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 RFTOP is 60 days after the closing date of the RFTOP.** 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 with cover page; (ii) the cost/business proposal with cover page; and (iii) a responsibility attestation and other attachments.

### **Technical Proposal with cover page**

The cover page for the technical proposal should be on the Offeror’s letterhead and **MUST** contain the following information:

- Solicitation Number
- Name of Offeror’s company or firm
- Address of Offeror’s company or firm
- Name of authorized representative of the Offeror’s company or firm
- Fixed and mobile telephone numbers and electronic mail address of authorized representative
- Proposal validity
- Signature, date and time

The technical proposal should be divided into three sections, (a) technical approach, (b) capabilities, and (c) past performance, corresponding to the technical evaluation

criteria mentioned in Attachment III. 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.

The technical proposal shall describe how the Offeror intends to carry out the Statement of Work.

It will also address the Offeror's corporate capabilities to carry out the work and the extent to which the Offeror has a demonstrated ability to provide the required services. The Offeror should describe any existing facilities or capabilities in the Solomon Islands, as well as its ability to undertake the technical and administrative backstopping of all interventions described in the Statement of Work. The Offeror should also describe the role and proposed responsibilities of proposed personnel with a summary of their professional qualifications.

Finally, the technical proposal shall provide information about the Offeror's past performance implementing similar work globally, in the Pacific region, and most particularly, in the Solomon Islands within the last 3 years.

#### **Cost/Business Proposal with cover page**

The cover page should be on the Offeror's letterhead and MUST contain the following information:

- Solicitation Number
- Name of Offeror's company or firm
- Address of Offeror's company or firm
- License or registration number associated with the valid business license or registration of the Offeror's company or firm
- Name of authorized representative of the Offeror's company or firm
- Fixed and mobile telephone numbers and electronic mail address of authorized representative
- Total proposed price
- Acceptance of Tax Withholding Statement
- UEI (if available) and TIN
- Name, address and phone number of auditor
- Proposal validity
- Signature, date and time

The cost/business proposal will present the total proposed price for performing the work specified in the Statement of Work. Offerors are expected to include all costs, direct and indirect, into their total proposed price. 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.

At a minimum, the cost/business proposal shall include the following:

- A summary budget that presents the total proposed price.
- A narrative that explains the basis for the cost estimates 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.

Proposals and **all cost and price figures must be presented in USD**. A template is provided for the pricing in Annex 2.

### Responsibility determination and other attachments

DT Global shall award a contract only to a responsible Offeror. To enable DT Global to make a determination of responsibility, the Offeror must briefly describe or attest to the following:

- 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 required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental 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
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

The Offeror should attach the following to its description or attestation:

- Copy of the current, valid business license and/or registration (front and back) of the Offeror's company or firm;
- Proof of good standing with the Solomon Islands Revenue Department;
- Proof that there are no outstanding tax liabilities with the Solomon Islands Government that could lead to company being unable to provide services as set out in this RFP;
- Status of visa and/or work permits, as required for proposed staff;
- Proof of medical insurance coverage for staff; and
- Completed and signed NDAA Representation Form (see Annex IV).

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 solicitation number 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 and cost/business proposals should be **submitted in two separate email messages**. The first should be named "Technical" and the second "Cost/Business." If the submission of either proposal 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**

- This RFP in no way obligates DT Global to award a contract.
- DT Global anticipates making a single award under this solicitation.
- 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] [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/Budget Proposals

### Form 2-1: Price Summary

[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 (or Base Task)</i>		

### Form 2-2: Breakdown of Rates

**Note:** 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.

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

[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).

# **ATTACHMENT III: EVALUATION CRITERIA**

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

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. A total of 100 points is the maximum possible technical score for each proposal. The evaluation criteria serve to: (a) identify the significant factors which each Offeror should address in its proposal under each section and (b) set the standard against which all proposals will be evaluated.

### **Technical Approach (25 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 (45 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: REPRESENTATION REGARDING CERTAIN TELE-COMMUNICATIONS 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: \_\_\_\_\_