MEMORANDUM OF AGREEMENT (MOA)

Project Title: Hulavu Conference Centre Energy Project
Melanesia’s Million Miracle Programme (M3P)
Small Energy Projects Programme (SEPP)
MOA Number: MoA 15/410

This Memorandum of Agreement (hereinafter referred to as the “Agreement”) made on this day, **September, 2015**, between the Secretariat of the Pacific Community’s Economic Development Division (hereinafter referred to as “SPC’s EDD”) and Honiara Based West Guadalcanal Constituency Association Trust, (hereinafter referred to as “HBWGCA” a registered charitable organisation in Solomon Islands).

1.0 BACKGROUND

**Secretariat of the Pacific Community (SPC)** is an international organisation provides technical and policy advice to its Pacific Island members to help Pacific Island people achieve sustainable development and established and existing under the laws of New Caledonia with its headquarters located at Noumea, New Caledonia. The Economic Development Division (EDD) through its Energy programme (hereafter “SPC’s EDD”), with its office located at Suva, Fiji and is mandated by the Pacific Energy Ministers as the host of regional energy programme is seeking to collaborate with partners to bring the miracle of electricity to 1 million people in Melanesia by 2020.

The Honiara based West Guadalcanal Constituency Association Trust (HBWGCA) is a registered charitable organisation in Solomon Islands with the purpose of assisting the development of the West Guadalcanal Constituency through education and research, and now its current focus is to install a solar system for the Hulavu Conference Centre (hereinafter referred to as “Hulavu Conference Centre Energy Project”).

Small Energy Projects Programme (SEPP) within SPC’s Economic Development Division provides a small discretionary fund to support national effort in relation to the three partnerships launched by SPC at the SIDS conference, as well as effort in the energy-water-food nexus. It is a follow up to the Ministers’ meeting outcome and was endorsed by the meeting of the Pacific Energy Advisory Group (PEAG) in December 2014.

M3P aimed at bringing the miracle of having access to electricity to one million people in PNG, Solomon Islands and Vanuatu by 2020. For Solomon Islands, the M3P aims to provide electricity to 68,380 households or 410,280 people. For this specific collaboration, the focus is to provide solar systems for the Hulavu Conference Centre.
The two parties have common interests in the Melanesia’s Million Miracle Programme (M3P) and specifically its engagement on the Project. The two parties agree as follows:

2.0 Responsibilities of SPC’s EDD

The SPC’s EDD shall be responsible for the following:

a.) Conduct the assessment (energy needs and social survey) jointly with HBWGCA;

b.) Provide funding support of FJD 16,000 to HBWGCA through the procurement of solar energy system for the Hulavu Conference Centre. Refer to Annex 1, Section 3.1 “financial information”;

c.) SPC will procure the equipment in compliance to SPC policy and procedures;

d.) Monitor and evaluate the project progress jointly with HBWGCA;

e.) Work with HBWGCA, for the empowerment of the Hulavu community to promote the sustainability of the project and to provide both business and technical training; and

f.) Coordinate and direct the broader M3P initiative.

3.0 Responsibilities of HBWGCA

The HBWGCA shall be responsible for the following:

a) Contribute FJD 45,450 towards the project. This funding will cover the materials and labour cost; installation & training; and project management. Refer to Annex 1, Section 3.2 “financial Information”;

b) Ensure the achievement of project objectives in accordance with the agreed budget. Refer to Annex 1, Section 3.4, Agreed Budget details;

c) Provide three (3) responsive and comparable quotation to SPC;

d) Carry out activities specified in Annex 1, Section 2.7 and Section 3.4 in accordance with the agreed work programme and budget;

e) Provide narrative reports to SPC’s EDD as per the reporting time frame stipulated in the agreed work programme as Annex 1, Section 2.7;

f) Monitor and evaluate the project progress jointly with SPC’s EDD; and

g) Overall coordination of the implementation of the Project.

4.0 Duration

This Agreement shall be effective from the date of signing until 30th September, 2016.

5.0 Estimated Budget

5.1 The agreed budget is FJD 31,000 (equivalent: SBD 115,605).

5.2 SPC will provide funding of FJD 16,000 (equivalent: SBD 59,667) for the procurement of the solar energy system. Refer to Agreed Budget Details in Annex 1, Section 3.4.

Summary of SPC’s funding:

<table>
<thead>
<tr>
<th>Details</th>
<th>Amount (FJD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement of Equipment’s (Solar energy systems)</td>
<td>16,000</td>
</tr>
</tbody>
</table>
5.3 HBWGCA will contribute FJD 15,000 (equivalent: SBD 55,938) for community center materials and labour.

6.0 Records, Information and Reports

6.1 HBWGCA shall furnish, compile and make available to SPC’s EDD any records or information, oral or written, which may reasonably be requested in respect of the services undertaken by this project. Such information includes copies of all narrative reports and any other information which may be deemed of interest to the project partners.

6.2 All correspondence regarding the implementation of this Agreement should be addressed to:

<table>
<thead>
<tr>
<th>SPCC’s EDD</th>
<th>HBWGCA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Fred Conning</td>
</tr>
<tr>
<td>Deputy Director Energy</td>
<td>Chairman</td>
</tr>
<tr>
<td>Address</td>
<td>Honiara Based West Guadalcanal Constituency Association Trust (HBWGCA)</td>
</tr>
<tr>
<td></td>
<td>Mbokona Valley</td>
</tr>
<tr>
<td>Tel : [679] 337 0733</td>
<td>P O Box 1825</td>
</tr>
<tr>
<td>Fax : [679] 337 0146</td>
<td>Honiara, Solomon Islands</td>
</tr>
<tr>
<td>Email : <a href="mailto:solomonef@spc.int">solomonef@spc.int</a></td>
<td>Tel.: +677 7496338</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:fconning@gmail.com">fconning@gmail.com</a></td>
</tr>
</tbody>
</table>

7.0 Condition of procurement of hardware

Procurement of hardware funding shall be made as follows:

(i) SPCC’s EDD shall guide HBWGCA on SPCC’s procurement process and ensure all requirements are adhere to;

(ii) HBWGCA and SPCC’s EDD will jointly review the three (3) quotation and select the supplier to provide the hardware for the project;

(iii) All procurement of goods and services, shall be in accordance with SPCC’s policies and procedures. All commitments to external parties for procurement activities shall be made by issuance of official purchase orders or contracts which is supported by quotations or proposals as appropriate.

8.0 Project Reporting Requirements

8.1 HBWGCA must submitted narrative progress reports (word compatible format). Reports will be submitted using the agreed SPCC reporting template.

8.2 Narrative reports will be due on the dates specified as per the agreed work programme schedule, Annex 1, Section 2.7.
9.0 Modification

Changes on any term of this Agreement shall be valid and enforceable only if updated, reviewed or extended through mutual agreement by all the parties.

10.0 Termination or Suspension

10.1 This Agreement may be terminated or suspended by the SPC’s EDD and HBWGCA acting in agreement in writing, where there has been a significant delay that is not resolved to their satisfaction.

10.2 Procedures upon Termination: Upon termination or suspension of this Agreement for any reason HBWGCA shall, among other procedures which may be requested by SPC’s EDD immediately refund to the SPC’s EDD any funds that have not been expended by the parties if so required by the SPC’s EDD.

THE COMMON SEAL OF THE WITHIN NAMED:

SECRETARIAT OF THE PACIFIC COMMUNITY affixed in the presence of:

Signature
John Patrick Hogan

Director Economic Development Division

Witness in the presence of:
Signature
Solomone Fifita
Deputy Director, Department of Energy

Honiara Based West Guadalcanal Constituency Association Trust (HBWGCA) affixed in the presence of:

Signature
Fred Cunning
Name
Chairman
Title
19/11/15

Witness in the presence of:
Signature
Gabriel Aumaea
Name
Deputy Director, Energy
Title
Annex 1: Project background and details

Section 1: Information about your Organisation

1. **Name of your organisation**: Honiara Based West Guadalcanal Constituency Association Trust (HBWGCA)

2. **Establishment / Registration Date**: 30th May 2013

3. **Address (Physical and Postal)**: Mbokona Valley, PO Box 1825 Honiara

4. **Name and Position of Main Contact person for this project**: Fred Conning, Chairman

5. **Contact Person Details**:
   - email: fconning@gmail.com
   - Mobile: +677 7496338

6. **Objectives of the organization**: HBWGCA is a body formed by the elite members of the west Guadalcanal Community residing in Honiara with the main objective of assisting development of the West Guadalcanal Constituency through Education and research.

7. **Has your organization received any support from SPC before?**
   - (If so, only list name the projects and date of implementation)

Section 2: Information about your Proposal

1. **Title of Project**: Hulavu Conference Centre Energy Project
2. **Location**: Hulavu Village, West Guadalcanal, Solomon Islands
3. **Duration of Project**: 6 months

4. **Key Implementing Partners**:
   - **HBWGCA**: Project Management and ensures that project achieves its intended objectives. IKI contribution will be in the cost of supervision and this will be met through IKI cost.
   - **Hulavu Village Community**: The Hulavu Community will build the conference centre as part of the overall community infrastructure. The conference centre already cost the community FJD$15,000 in materials.
   - **Remote Power Solutions (RPS)**: The Energy system will be designed and implemented by RPS and will be responsible for the maintenance of the system. RPS contribution will be in the form of in-kind and mainly for labour.

5. **Provide a brief statement describing the problem, need or issue that your proposal aims to address**.

One of the most important activities of the conference centre is training, currently the conference centre is powered mainly by Diesel Generator and the power is only for a limited time. It is more appropriate that the learning centre is powered using Renewable Energy (RE) and Solar is the most appropriate technology for the site. The Centre is also out of the main village and offers a quiet and good learning environment for researchers and conferences, it would be good to continue to maintain the natural environment of the area. The use of RE technology such as Solar PV is very appropriate to maintain the natural surroundings and
provide a quiet learning environment for researchers. It also provide an opportunity for the communities of Hulavu to realize the use of RE in a commercial sense and also an opportunity to inform visitors to the centre about the application of RE.

5.1 Project description & Effectiveness
Overall Objectives
- Reduce the cost of providing energy to the conference centre through substituting diesel with RE.
- Use RE productively to facilitate conferences and also use the facility to show case the use of RE so as to encourage a better understanding of the RE technology among the local communities.
- Maintain the natural Environment of the area so that it continues to appeal to international and local visitors as a green energy centre.

Outputs
- Encourages support from the community towards IKI’s educational program and also their direct participation.
- Will encourage the use of the facilities by other groups due to the availability of reliable energy source, the community may charge a fee for the use of the facility and will become a self-sustaining facility.
- The facility itself will be a facelift for the community and a major contribution towards community infrastructures in general.

List of Activities
To achieve the objectives and outputs of the project the following activities will be conducted:
- IKI and RPS will collaborate on the design of the energy system.
- Awareness of the project with the Hulavu Community so that they can be made aware of the project and future plans of the conference centre. Such awareness will also allow them to be made aware of their contributions towards the project and encourage them to continue to support the activities of the centre as the communities and their children will be the main beneficiary.
- Promoting the idea of Green Energy to the new generation of community so that they become aware of its use and will be encouraged to participate and promote green energy for the future.
- Conserving the environment – the surrounding of the centre maintains a pristine natural bush and marine environment. The conservation program will ties in well with the utilization of RE in this project.

6. Sustainability of the project
HBWGCA and the Hulavu Community are planning to have the conference centre as a self - sustaining project. Hulavu Community have got bigger plans for the centre through the availing of the facility for the international and local research communities. With the involvement of IKI in the international market of research and scientific studies the facility will host many meetings which will bring income to the local community. The Hulavu community will be soon be connected with an upgraded road to Honiara making the place as a possible tourist destination so the use of the facility as a tour meeting place is also possible. The facility can also be hired out to Government departments who usually conducted meetings around the community on different Government matters.
HBWGCA and Remote Power Solutions will be directly involve in managing the energy system of the facility so that it is self-sustaining and this will include charging the facility for use by visitors. Maintenance of the Energy system will be an important component of the Educational centre budget. There is a good possibility that with an increased activities for the centre, the RE energy system will continue to be expanded and may involve other RE systems such as wind.

7. Implementation Plan/Timeline
<table>
<thead>
<tr>
<th>Project Activities</th>
<th>Detailed Activity</th>
<th>Project Partners responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement of solar energy system</td>
<td>Overall design of the energy system, Load calculation, sizing of system and putting together a material list &amp; Providing Costing based on Equipment Supplier</td>
<td>Remote Power Solutions &amp; HBWGCA</td>
<td>August – 2nd week of September, 2015)</td>
</tr>
<tr>
<td>Delivery of equipment to project site</td>
<td></td>
<td>Remote Power Solutions &amp; HBWGCA</td>
<td>September, 2015</td>
</tr>
<tr>
<td>Submission of signed delivery note confirming receipt of equipment at project site to SPC</td>
<td></td>
<td>Remote Power Solutions &amp; HBWGCA</td>
<td>September 2015</td>
</tr>
<tr>
<td>Upgrading Community Centre</td>
<td>Hulavu Community will do the upgrade on the conference centre to facilitate the installation of the new energy system</td>
<td>Hulavu Community</td>
<td>August – 2nd week of September, 2015)</td>
</tr>
<tr>
<td>Narrative progress report</td>
<td>HBWGCA to provide an update narrative project progress report to SPC</td>
<td>HBWGCA</td>
<td>October 2015</td>
</tr>
<tr>
<td>Installation and Training</td>
<td>Installation of the hardware and Training of Village Technicians on maintenance and servicing</td>
<td>Remote Power Solutions</td>
<td>November, 2015</td>
</tr>
<tr>
<td>Final reporting</td>
<td>HBWGCA to provide narrative progress report to SPC</td>
<td>HBWGCA &amp; Hulavu community</td>
<td>December 2015</td>
</tr>
<tr>
<td>Follow up-Monitoring &amp; Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow up &amp; Monitoring and evaluating the project progress</td>
<td>Data analysis for technology, impact on community &amp; follow up</td>
<td>SPC, HBWGCA &amp; Hulavu Community</td>
<td>On-going</td>
</tr>
</tbody>
</table>

**Section 3: Financial Information**

1. **SPC Funding:** FJD 16,000 for purchase of solar energy system

2. **Counter Part Funding:** FJD 15,000 for Community Centre materials and labour.

3. **Cash and In-Kind Contributions**

<table>
<thead>
<tr>
<th>Source</th>
<th>Description/Item</th>
<th>In-kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Power Solutions</td>
<td>Design and Installation</td>
<td>In-Kind</td>
</tr>
<tr>
<td>HBWGCA</td>
<td>Project Management</td>
<td>In-Kind</td>
</tr>
</tbody>
</table>
## 4. Budget

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit Cost (FJD)</th>
<th>Quantity</th>
<th>Total Cost (FJD)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPC funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement of the Solar Energy</td>
<td>Design to meet specs.</td>
<td>1</td>
<td>16,000</td>
<td>SPC will be responsible for the procurement of hardware.</td>
</tr>
<tr>
<td>System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>16,000</td>
<td></td>
</tr>
<tr>
<td><strong>HBWGCA funding</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Facility</td>
<td>Material and labour</td>
<td>Lump sum</td>
<td>15,000</td>
<td>This is all designed and Build. Community contribution</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td></td>
<td></td>
<td>31,000</td>
<td></td>
</tr>
</tbody>
</table>

All applications must be signed and dated by the leading applicant of this proposal.

Signature: [Signature]

Date: 19/1/15

Name: Fred Conning

Title: Chairman

Organisation: Honiara Based West Guadalcanal Constituency Association