SOLOMON ISLANDS – PREPARATION OF A NATIONAL ENERGY POLICY AND STRATEGIC ACTION PLAN – WORK PLAN PROPOSAL –

Anare Matakiviti
Energy Adviser

PIEPSAP Project Report 26

31 May 2005

~ Participating Pacific Islands Countries ~
Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu
Solomon Islands Energy Division, Department of Mines and Energy

Preparation of a National Energy Policy and Strategic Action Plan

Work Plan Proposal

May 2005
**Document Purpose**

This document contains the Terms of Reference for Technical Assistance provided by PIEPSAP to the Solomon Islands Government (Energy Division) for the Development of a National Energy Policy and Strategic Action Plan.

**Description**

Technical Proposal, Terms of Reference

**Originator**

Author: Anare Matakiviti

**Checked**

Reviewer: Gerhard Zieroth and Yogita C Bhikabhai

**Approved**

Name: Gerhard Zieroth

Position: Project Manager
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<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>ADB</td>
<td>Asian Development Bank</td>
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<tr>
<td>CDM</td>
<td>Clean Development Mechanism</td>
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<td>DME</td>
<td>Department of Mines and Energy</td>
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<td>ED</td>
<td>Energy Division</td>
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<td>EUEI</td>
<td>European Union Energy Initiative</td>
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<td>FAO</td>
<td>Food and Agriculture Organisation</td>
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<td>FSED</td>
<td>Forum Secretariat Energy Division</td>
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<td>GDP</td>
<td>Gross Domestic Product</td>
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<td>LPG</td>
<td>Liquid Petroleum Gas</td>
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<td>NEPF</td>
<td>National Energy Policy Framework</td>
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<td>NERRDP</td>
<td>National Economic, Recovery, Reform and Development Plan</td>
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<td>NGO</td>
<td>Non-Government Organisations</td>
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<td>NTF</td>
<td>National Task Force</td>
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<td>PIC</td>
<td>Pacific Island Countries</td>
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<td>PIEPSAP</td>
<td>Pacific Islands Policy and Strategic Action Planning</td>
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<td>PIREP</td>
<td>Pacific Islands Renewable Energy Programme</td>
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<td>PV</td>
<td>Photovoltaic</td>
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<td>RESCO</td>
<td>Rural Energy Service Company</td>
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<td>RMT</td>
<td>Resource Management Trust</td>
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<td>SIEA</td>
<td>Solomon Islands Electricity Authority</td>
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<td>SI</td>
<td>Solomon Islands</td>
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<td>SIG</td>
<td>Solomon Island Government</td>
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<td>SPM</td>
<td>Strategic Planning and Management</td>
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<td>SVEC</td>
<td>Solomon Islands Electricity Council</td>
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<td>TA</td>
<td>Technical Assistance</td>
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<tr>
<td>TOR</td>
<td>Terms of Reference</td>
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<tr>
<td>UNDP</td>
<td>United Nations Development Programme</td>
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<tr>
<td>USD</td>
<td>United States Dollars</td>
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<td>WB</td>
<td>World Bank</td>
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1.0 Introduction

1.1 Background

The Solomon Islands Government (SIG) is just recovering from the aftermath of ethnic tensions that have had a negative impact on the achievement and progress made under its policy and structural reform programme of the late nineties. According to a report produced by the Ministry of National Planning, the ethnic violence exacerbated the policy and structural problems and set back the gains achieved in economic and human development in the country during the last 25 years.

Against this background the SIG with assistance from Australia, New Zealand, neighbouring Pacific Island countries and donor agencies have put together a National Economic Recovery, Reform and Development Plan (NERRDP 2003-2006) whose main purpose is “economic recovery and reform and the restoration of basic social services as well as to re-establish and build the foundations for sustainable economic and social development.” The NERRDP identifies and focuses on five key strategic areas and these are:

i. Normalising law and order and security situation;
ii. Strengthening democracy, human rights and good governance;
iii. Restoring fiscal and financial stability and reforming the public sector;
iv. Revitalising the productive sector and rebuilding supporting infrastructure; and
v. Restoring basic social services and fostering social development.

The last two strategic areas have some bearing on the development of the energy sector in the Solomon Islands (SI). Of high priority for the SIG is the power supply in Honiara, which is run by the Solomon Islands Electricity Authority (SIEA), a government-owned entity. The power supply in Honiara was badly in need of increased capacity, improved operational efficiency through a regular scheduled maintenance programme, upgraded distribution system and improved billing system. SIEA is working closely with the development partners such as AusAid and the Japanese Government to improve the power supply systems in Honiara. Training has been provided through the Japanese Government to enhance the skill levels of SIEA Engineers in both technical and management areas.

SIEA is also burdened with the management of small outer islands power supply systems. These are mainly provincial centres whose power demand is usually negligible forcing most of the systems to operate intermittently.
The provision of energy services to other parts of the SI apart from Honiara has attracted the interests of the private sector and civil society groups. A number of NGOs in the SI are actively participating in developing rural electrification projects. Prominent amongst these are Resource Management Trust (RMT) and the Solomon Islands Village Electrification Council (SVEC). Both these organisations are helping rural communities in developing their natural resources (hydro, biomass, solar, etc) and providing them with the opportunity to utilise these resources to meet their basic energy needs. Capacity building in the management of the resources and projects is a critical component of the assistance provided to the rural communities.

The Energy Division (ED) in the Department of Mines and Energy (DME) is tasked with the responsibility of formulating Government plans and policies related to energy sector development. The ED recognises the role that cost effective, reliable and environmentally benign energy services play in promoting economic growth and reducing poverty. On this the ED is willing to contribute positively to the NERRDP and is keen to come up with an appropriate energy policy framework to facilitate energy sector planning in the SI.

There is a current national energy policy document whose legal status cannot officially be determined although the ED at times made reference to it as their “national energy policy.” The Division has expressed desire to have this document reviewed and updated.

1.2 Request for PIEPSAP Support

Against the above background the Director of Energy requested PIEPSAP’s support in revising the current National Energy Policy Framework (NEPF) for the SIG and the development of a Corporate Plan for the ED. The respective letter of 30 March 2005, endorsed by the Permanent Secretary for Mines and Energy is provided as Annex I to this document. In a later communication (e-mail: Thursday 12 May) sent by the Director of Energy (John Korinihona), he advised that the development of the ED’s Corporate Plan be dropped and PIEPSAP should concentrate only on the national energy policy framework. The e-mail note is provided as Annex II.

1.3 Objectives

In light of the above request, the primary objective of the assignment will be the revision of the current NEPF. Therefore this TOR is specifically for the development of an appropriate NEFP. In revising the NEFP the PIEPSAP Technical Assistance (TA) will also cover the development of appropriate strategies and action plans for implementing the policy. In parallel with the above objectives PIEPSAP will also assist in establishing consultation with all relevant stakeholders in public and private sectors and civil society groups; provide assistance to the SIG in accessing
additional funding such as CDM for the implementation of the energy policy and the work programs; and provide training to the ED staff in energy planning and policy formulation.

1.4 Scope of Work

This document provides the scope of PIEPSAP’s services and this will be finalised after consultations with the Energy Division and serves as TOR for PIEPSAP’s intervention.

- Section 2 comments on the Terms of Reference and includes inputs to be provided by the client.
- Section 3 describes our general approach and methodology in implementing the PIEPSAP project.
- Section 4 describes work plan in detail and outlines approaches to be taken in undertaking the policy framework.
- Section 5 describes the proposed training programmes provided under the PIEPSAP project.
- Section 6 outlines the indicative schedules for the delivery of the deliverables.
- Section 7 shows the composition of the PIEPSAP Team.

2.0 Comments on Request for Support

2.1 General Comments

The development of a NEPF is in line with the terms and condition of the TA provided under the PIEPSAP project. In providing assistance PIEPSAP will follow a logical sequence based on the following:

- Assist the SIG in reviewing the current policy statements to direct future development of SI’s energy sector;
- Finalise policy statements and develop strategies and practical action plans;
- Prepare procedures and documentation for stakeholder consultations at various levels;
- Draft project proposals and implementation guidelines for energy projects; and
• Assist in holding workshops, seminar and working sessions to facilitate consultation and provide a platform to introduce, explain and seek feedback on the documents produced.

2.2 Team Composition

There are two teams that will be set up to facilitate the implementation of the PIEPSAP work in the Solomon Islands. First there will be a PIEPSAP National Task Force (NTF) which will comprise of representatives of public and private sectors and civil society groups. The NTF will be a discussion forum for all issues pertaining to the energy policy framework. Second there will be a PIEPSAP Team that will basically initiate the planning and carry out most of the groundwork before tabling these to the NTF for further consultation. It is important that the team members fully understand their roles and responsibilities to ensure that the tasks are well executed. With respect to this NTF and the ED/PIEPSAP team some issues have to be clarified and discussed with the ED. These issues include:

• Staff requirements to match the tasks laid out,
• Division of labour and responsibilities between the ED/PIEPSAP team and the task force,
• Reporting lines and overall management
• Number of seminars, workshops, etc to be carried out in the SI.
• What component of the seminars, workshop, etc are to be borne by each party (ED and PIEPSAP)

In addition we are conscious of the need to attune the team to the specific problems that need to be addressed in the policy development exercise and, more particularly, to the scope and scale of interventions that are supposed to be guided by the framework. By way of example:

• Regulation and legislation suited to some technologies or projects may not suit others. For example grid connected renewable generation projects differs from the role typically allotted to small-scale rural electrification efforts based on distributed PV generation or community based hydro schemes;
• The problems associated with the provision of affordable energy services to remote rural areas e.g. LPG for cooking, diesel for running small generators, kerosene for lighting, etc;
• The staffing constraints faced by the ED;
• The heavy reliance of the SI economy on petroleum fuels;
Creating the enabling environment to encourage the participation of private enterprises and rural energy service companies (RESCO) will necessitate re-examining the roles of the ED; and

Experience shows that the policies will not be achieved if government does not commit itself to providing the necessary resources and institutional support and to identifying and removing the impediments to their success.

2.3 Consultation Workshops

Because of its implications on the wider economy, it is crucial that the development of the national energy policy framework is carried out through wider consultation with relevant stakeholders. However, due to time constraints and limited resources, the PIEPSAP team will not be able to travel widely throughout the SI to consult stakeholders. Instead the consultation workshops will be carried out in Honiara and the timing for these consultation workshops will be determined after consultation with the ED. Working papers will be prepared to ensure that there is a logical flow in workshop discussions.

2.4 Data, Services, Deliverables and Facilities

We note the provisions and requirements of the assignment and make the following comments and qualifications that apply to our proposal:

- We assume that the ED provides the project team with all relevant data, information, reports and texts that are related to energy policy development. Confidential material will be kept confidential by PIEPSAP.
- **Deliverables and Reporting**: We have made no allowances in our proposal for the cost of translating documents into any vernacular language widely used in the SI.
- **Seminars and Workshops**: All costs of seminars, workshops and working sessions will be jointly borne by the ED and PIEPSAP. We have assumed that the ED will send out all invitations to participants and that we would receive assistance in organizing other aspects of the events.
- We expect that deliverables developed under the project will be available to other governments in the region as examples for energy policy development.
- It is important to the success of the project that our team works closely with SIG, DPE and ED to ensure effective knowledge transfer and exchange of information. This is very important during the policy preparation phase. For this reason we have assumed that members of the project team (PIEPSAP staff and ED staff) and the task force members will agree to gather for dedicated work sessions as required.
and that the ED will provide serviced facilities (photocopying, etc) during work periods in Honiara.

The ED will provide the secretariat for the Project Team in the SI and will take all notes on the discussions made during the workshops. The notes will be useful references when making recommendations for updating the policy statements and strategies and in drawing up the plan.

The ED shall make available as many staff as practicable to participate in the Project Team activities and also in the consultation workshops.

With regard to implementation and associated costs, we wish to emphasise that PIEPSAP is bound by the rules of UNDP, who are the lead implementing agency for the programme. Therefore based upon the UNDP rules, expenditure will be specifically for the implementation of tasks and activities only and will not cover allowances or salaries of any civil servant[s] delegated to undertake a PIEPSAP related task in the SI.

3.0 General Approach and Methodology

3.1 Background and Setting

The SI comprises of about 300 islands with a population of just over half a million (2004). It is the third largest island nation, and one of the poorest of the 15 Pacific Island Countries (PIC) with a per capita GDP of USD 530. More than 80% of the population live in rural areas, with most relying on subsistence agriculture and fishing as a primary source of income, and kerosene as a source of home lighting.

It is estimated that less than 20% of the population have access to electricity and these are mainly those residing in the main centres (Honiara and other Provincial centres).

The current NEPF comprises of eight strategic areas namely:

i. Energy Sector Planning, Coordination and Management;
ii. Petroleum Sector;
iii. Transport Sector;
iv. Urban Electricity Sector;
v. Rural Electricity Sector;
vi. New and Renewable Sources of Energy;
vii. Environmental Aspects; and

While these areas are still considered relevant today, some of the accompanying policy statements and strategies are outdated and they need to be reviewed and updated to better reflect the goals of the NERRDP. This is the rationale behind the request from the Secretary for Mines and Energy to have the NEPF updated.

3.2 Problem Analysis

At the macro level the SI have just recovered from the brink of a civil unrest and there are priority areas that badly need government resources. These include the restoration of law and order to pre-conflict levels; the need to improve economic management; and meeting the basic needs of its citizens.

With respect to energy sector development, like other PICs, the SI is heavily dependent on imported fossil fuels as its primary commercial energy source. Imported fossil fuels are used mainly in the transport and the power sectors where the former is reported to be the major user. The rising oil prices have had a negative impact on small economies such as the SI. The burden of rising prices is felt more in the rural areas where prices, though regulated, are high and difficult to monitor.

Known renewable energy resources include biomass, solar and hydro. There have been minimal attempts to develop hydro projects despite the fact that hydro resources appear to be well known.

Electricity supply is restricted only to Honiara and the main provincial centres. Access to electricity is less than 15% of the total population. To expedite the provision of electricity to the population will require substantial resources. Apparently, the government cannot provide all the needed resources and there is the need to seek the assistance of external development partners such as the private sector, financial institutions, civil society groups and donors.

As most of the population are rural dwellers and they live a traditional way of life, their dependence on fuel wood, especially for cooking is significant. In fact in 2004\(^1\) about 90% of the households in the SI use fuel wood for cooking. The heavy reliance on fuel wood is exacerbated by their lack of access to electricity and other modern commercial energy sources.

Energy sector planning in the SI is being affected by the absence of a proper national energy sector framework. Although, a draft energy policy, prepared with the

assistance of the Forum Secretariat Energy Division (FSED) in 1995, is available, the lack of government support to facilitate its implementation has been a major drawback for energy sector planning over the years in the SI. It is clear that without a national energy policy framework and an overall strategic plan, interventions can easily become arbitrary, inconsistent, haphazard, counter productive and focused on the short term.

Further, we note that in the SI the following general problems contribute to the lack of energy sector development:

- The SI over the years has failed to reach a certain level of "political maturity" to guarantee a stable government. For the past 23 years there have been 10 different governments with seven Prime Ministers.
- In 2002, of the 15 PICs, the SI ranked 13 in its Human Development Index;
- SI has over the years suffered from poor economic management and low quality governance. This culminated in a civil unrest in 2000 that saw a break down in law and order in the two bigger islands of Guadalcanal and Malaita;
- Over 80% of population live in rural areas earning their living through subsistence farming and fishing; the culture and tradition are as diverse
- Over 80% of the land is under customary ownership with the Directors of the community holding the "primary right" to how the land and resources are to be used, especially should these be needed for development;
- ED lacks internal capacity and is unable to internally perform complex tasks such as the preparation of documentation needed for accessing international finance, management of solicitation processes and regulation of private sector activities.
- There is a lack of long-term investment program and funding for energy projects remains inadequate.
- The restrictions related to institutional and human capacity to plan and manage energy sector programmes

It should be noted that the above problems are often interlinked and in the SI these problems can be grouped into three categories of core problems a) political stability and good governance; b) the inadequate allocation of resources (human and material) to energy sector development and c) the lack of an institutional and regulatory framework that ensures an efficient management of the energy sector.

The development of the an appropriate national energy policy framework is seen as a first step to addressing the problems highlighted above.
3.3 Overview of Methodology

As alluded to above the formulation of the national energy policy framework will be carried out through a consultative process. This consultation will be carried out via different means depending on the situation at hand. There will be individual consultations and also group consultations and workshops.

Further we intend to use the Strategic Planning and Management (SPM) approach where appropriate to develop the energy policy statements and associated strategies and plans. The SPM approach is considered appropriate and useful in undertaking the above tasks due to its inherent principles of:

- Long-term perspective;
- Integrated and comprehensive approach;
- Quantified goals (targets);
- Stakeholders in focus; and
- Monitoring and adjustments.

Utilizing the above concepts it will be appropriate in developing the energy policy framework to look at the energy policy statements first then followed by the strategies and action plans. In working on the plan it will be necessary to also look at additional sources of funding to compliment government budgetary allocation for energy sector development. This activity will be done in parallel with the formulation of the plan.

We endeavour to work closely and in constant consultation with the staff of the ED and the Task Force when carrying out all the above tasks.

3.4 Stakeholder Consultation

If a national policy framework for energy sector development is to be effective, it requires strong cooperation and mutual support between the stakeholders i.e. the government, civil society and non-government organizations, the private sector and the overseas development partners. Partnership is critical in the SI at this stage as the government tries to improve and strengthen its economic performance after a down turn in performance as a result of ethnic tension. These different groups have different views and aspirations and through consultations and dialogue on policy issues and the course of action (strategies and plans) to be taken an amicable and appropriate policy framework could be developed and adopted.

A good plan takes into considerations a wide cross section of stakeholder views and this will make it more widely accepted. We endeavour to hold consultations with the following:
a) Key executives and officials of the following organizations:

- Department of Finance;
- Department of National Reform and Planning;
- Provincial Governments;
- SIEA;
- Petroleum Companies;
- Environment Division;
- Solomon Islands Development Bank;
- Private sector companies involving in energy projects (e.g. renewable energy technologies);
- Financial institutions and development banks
- Civil society groups; and
- Donor Agencies.

b) Minister for Mines and Energy and his senior officials.

It is envisaged that a Task Force will be set up as a forum for discussing issues relating to the energy policy and plan. Members of the Task Force will be drawn from both public and private sectors. Civil society groups will be encouraged to also participate in the Task Force.

4.0 Execution of Tasks

4.1 Draft National Energy Policy Paper

As referenced earlier there is an existing draft policy document that needs to be looked at critically in light of the goals and strategic outputs of the NERRDP. This national energy policy statement represents the Government's vision for the development of its national energy sector over a certain time frame. It sets down briefly and precisely the Government's policies or goals for the planning and management of each of the sub-sectors that make up its national energy sector. Importantly, it provides a predictable and explicit framework within which public and private energy sector participants can make informed planning and investment decisions and manage their operations for the long term.

The energy policy framework will impact on other sectors of the economy. It is for this reason it must be formulated on an inter-sectoral basis to ensure co-ordination with policy framework of other sectors.

We propose the following methodology in preparing the Policy Paper:
(i) Review of Existing Draft – First Workshop

The PIEPSAP and the National task Force will convene to review the existing draft policy statements and associated strategies. It is important to point out that the policy document to be developed belongs to the SIG and the PIEPSAP’s role is to facilitate its review, provide advice to guide contributions and to draw the different threads into a coherent policy. The consultations are therefore crucial in ensuring that the contents accurately reflect the SIGs views.

It may be necessary to carry out consultations outside the National Task Force, especially where donors and financial institutions’ (and other relevant organisations who may not be represented in the National Task Force) views are needed. Should this consultation take place, the PIEPSAP Team and the ED will carry out the consultation on behalf of the National Task Force.

Based on our understanding of the SI energy sector in our view the draft policy statements should effectively try to address the following areas.

- Institutional structure for planning, implementation and managing energy sector development in SI. This should take into account the staff and the skill level required and adequate financial resources to support the effective delivery of the services expected;
- A supportive and consistent legal and regulatory framework where applicable;
- A system of energy pricing (including tariffs, import duties, taxes and where appropriate subsidies) which is consistent and transparent and does not favour fossil fuels over renewable energy alternatives;
- Improved endorsement of relevant standards and environmental requirements;
- Enabling environment to encourage private sector involvement and investment in energy services, including prioritising projects for public and private development;
- Adequate information for the Government and the public to make informed choices regarding energy use;
- Environmental and social standards for energy projects/technologies;
- The provision of reliable energy services to rural people;
- Development of ownership and implementation models best suited to sustaining rural energy projects; and
- Allocation of resources to energy sector development.

An inception report that will cover a summary of the consultations and the changes made in the existing policy will be prepared by the PIEPSAP Team and this will be tabled in the second consultation workshop. This report will be circulated to members of the National Task Force with the approval of EU one week prior to the second consultation workshop.
(ii) Second Consultation Workshop – Policy Development

The purpose of the second consultation work is to look at additional issues arising from the first consultation in relation to the revised draft policy statements and also to discuss the inception report. The workshop will endeavour to fine-tune the policy statements to more accurately reflect the issues listed above.

The process of finalizing the policy statements involves broad input from task force members and senior government officials and our experience of such work is that a number of draft and review cycles may be needed before all parties can sign off on it. The time involved in achieving this could be greater than anticipated in the SIG’s request. We cannot plan on the basis of an open-ended review process and we will therefore assume that the Policy Statements updated after the second consultation workshop will provide a sound platform for formulating the strategies and action plans. It is therefore important that the feedback received in the review cycles and at the second consultation workshop is comprehensive and pertinent.

We emphasize the point that reasonable progress must be made with the Policy Paper in the early stages of the assignment. The drafting of the strategies and action plans will only be carried out once an acceptable level of consensus on policy statements has been reached.

(iii) Third Consultation Workshop - Strategies and Action Plans

The final policy statements will provide the basis for the formulation of appropriate strategies for implementing the policy and associated action plans. The National task Force will convene to draw up the strategies and action plans. It is anticipated that at the end of the workshop the National task Force will be able to reach consensus and finalise the strategies and action plans.

4.2 Financing Energy Projects

Additional finance is required to supplement what is provided under the government budgetary allocation. As experience tells us we cannot depend entirely on government budgetary allocation as this may not be sufficient to implement all the plans in the policy. Therefore, we will examine all potential sources of energy project finance including the options provided under Kyoto Protocol (CDM, Carbon trading). There are also opportunities available under the proposed European Union Energy Initiative (EUEI) and other programmes promoted by international and regional development banks such as the World Bank (WB), Asian Development Bank (ADB),
etc. PIEPSAP will provide assistance in developing project proposals to assist SI in accessing these potential funding sources.

5.0 Training

5.1 Overview

PIEPSAP is a capacity building project and in SI the focus of the training will be on strategic planning and policy development. Presently, the capacity to carry out strategic planning and policy formulation in the ED is weak and therefore needs to be strengthened. The training delivered under PIEPSAP will be carried out through an interactive process and will be based on planned workshops, seminar and working sessions. It is important to note that training under the PIEPSAP project is “hands-on” and therefore will be structured accordingly.

5.2 Objectives and Training

The training component of PIEPSAP is targeted at increasing the capacity of the ED in energy policy and strategic planning and as alluded to above this will be done through workshops, working sessions, seminar and interactive training provided during our consultations and discussions with task force members. However, in the process of undertaking the TA and there are specific skill areas identified that need further strengthening through specialized training, PIEPSAP will try to highlight these areas and seek external assistance to address these training needs. It is to be noted that these types of specialised training are beyond the scope of the PIEPSAP TA, thus the need to seek further assistance.

5.3 Scope of Training

The activities for this TA will be interactive and practical as much as possible. As alluded to earlier there will be consultation workshops, seminars, group and individual discussions. All these activities will be carried out to ensure that those participating in these consultations, seminars and discussions learn as much as possible from participating. To facilitate as mush learning as possible we propose the following components:

- **Informal Interactive Working Sessions** to be conducted during our first mobilization. It is difficult to say precisely when these would be
held as the planning would be opportunistic to a certain extent based on availability of staff. The format would be loosely structured, taking the form of question and answer sessions, “off the cuff” presentations and ad hoc tutorials. We will base this type of training on a list of preferred subjects that we will solicit from our counterparts.

- **Consultation Workshops**, the timing of which is to be determined in the final TOR. The principal objective of the Consultation Workshops is to discuss the current status of the sector with the view to developing the ED’s corporate plan and revising the draft National Energy Policy together with the strategies and action plans. The workshops will be interactive and conducted to encourage participation by all Team members.

- **Informal Interactive Training** will be provided through day-to-day contact with people – in meetings and discussions. The nature of the assignment does not lend itself well to this form of training as there are no specific skills to acquire (such as mastering software, learning investigation and testing techniques or acquiring particular design skills).

We will consult with ED on specific training requirements and structure our program accordingly.

### 6.0 Time Schedule and Deliverables

#### 6.1 Program

Our indicative program for delivery of deliverables is outlined below. The program is subject to discussion with EU and will be transformed in a detailed Schedule.

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<th>Milestone:</th>
<th>Timing:</th>
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<tr>
<td>First Consultation Workshop – Review of the existing policy statements</td>
<td>2 weeks after agreement of the TOR.</td>
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<tr>
<td>Second consultation Workshop – discussion of Inception report and finalise policy statements.</td>
<td>6 weeks after first consultation meeting.</td>
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<tr>
<td>Third Consultation Workshop – Discussion</td>
<td>6 weeks after second</td>
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on Strategies and action plans.  | consultation workshop.
---|---
Submit Final Outputs (Policy statements, strategies and action plans to ED). | 6 weeks after the third consultation workshop.

### 6.2 Reporting

The reporting requirements during the assignment will also be discussed with ED. We suggest the following as a basis for discussions:

- Final Agreement (ToR) PIEPSAP for support, before commencement of the assignment
- Inception Report
- Report on Consultation workshops
- Final Draft National Energy Policy
- Final Report.

### 7.0 Personnel

#### 7.1 Team Composition and Task Assignments

The PIEPSAP Team comprises of the following expertise:

1. **Team Leader**;
2. **National Coordinator**;
3. **Policy and Strategic planning**;
4. **Regulatory Specialist**;
5. **Legal Specialist**;
6. **Economic and Financial Specialist**; and
7. **Environment Specialist**.

Each team member is expected to provide inputs necessary for the formulation of the energy policies, strategies and action plans. As such we have very briefly stated a definition of the tasks expected of the team members in the table below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tasks (Main Responsibilities)</th>
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</table>

Preparation of the Energy Division’s Corporate Plan and the Energy Policy Framework - Solomon Islands
Anare Matakiviti – PIEPSAP Energy Adviser | Team Leader | To oversee that the PIEPSAP activities relating to the formulation of the energy policy framework and as agreed in the TOR are executed thoroughly and successfully.

John Korinihona – Director of Energy | National Coordinator | Coordination of all activities implemented at country level.

Anare Matakiviti – PIEPSAP Energy Adviser | Policy and Regulatory Specialist | Provide advice on the drafting of policy statements, strategies and appropriate regulations.

Bradley Brown – State Owned Enterprise Adviser | Economic/Financial Specialist | Provide advice on financial and economic issues related to the formulation of appropriate policies to facilitate implementation.

To be identified by ED | Legal Specialist | Provide advice on the legal issues related to policy formulation and its implementation. To also ensure that the energy policy is consistent and operable with the existing legal framework in which it is going to operate.

To be identified by ED | Environmental Specialist | Provide advice on environmental issues most critical to SI

### 7.2 Staff Schedule

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<tr>
<th>Staff Commitment</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
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<tbody>
<tr>
<td>A. Matakiviti</td>
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**Consultations**

First –

Second –
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<tr>
<td>Final Report</td>
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**Key**

- **Continuous Engagement**
- **Permanent Engagement**
- **Link**

- **Consultation – Energy Policy Framework**
- **Final report**
- **Preparatory Period**