



**Contingent Emergency Response
Component - CERC**

**Second Solomon Islands
Roads and Aviation
Project (SIRAP2) P176548**



CERC Operations Manual

Contents

LIST OF ABBREVIATIONS	3
1. EXECUTIVE SUMMARY	4
2. BACKGROUND	4
3. MECHANISM FOR TRIGGERING CERC	5
4. KEY INSTRUMENTS OF CERC	6
5. COORDINATION & IMPLEMENTATION ARRANGEMENTS.....	7
6. PROCUREMENT.....	10
7. DISBURSEMENT & FINANCIAL MANAGEMENT.....	20
8. SAFEGUARD COMPLIANCE.....	21
9. MONITORING & EVALUATION	22
10. CLOSING OF CERC AND EAP IMPLEMENTATION	22
ANNEX 1 EAP: SAMPLE CRITICAL GOODS AND POSSIBLE SUPPLIERS.....	23
ANNEX 2 EMERGENCY SUB-PROJECTS AND POTENTIAL CONTRACTORS.....	24
ANNEX 3 SAMPLE ACTION PLAN OF ACTIVITIES.....	26
ANNEX 4 DECLARATION OF EMERGENCY	30
ANNEX 5 DRAFT REQUEST LETTER TO TRIGGER THE CERC.....	32
ANNEX 6 SUPPORT TEMPLATES.....	33
ANNEX 7 SAMPLE REQUEST FOR EXPRESSIONS OF INTEREST (REOI).....	34

LIST OF ABBREVIATIONS

CERC	Contingent Emergency Response Component
CERC OM	Contingent Emergency Response Component Operations Manual
CQS	Selection Based on Consultants' Qualifications
CV	Curriculum Vitae
EAP	Emergency Action Plan
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
EPA	Environmental Protection Authority
EOI	Expressions of Interest
ESF	Environmental and Social Framework Policy
ESMF	Environmental and Social Management Framework
FA	Financing Agreement
FBS	Fixed Budget Selection
FCS	Fragile and Conflict affected Situation
FM	Financial Management
GPN	General Procurement Notice
HMMP	Hazardous Materials Management Plan
IA	Implementing Agency
ICB	International Competitive Bidding
IDA/Association	International Development Association
IST	Implementation Support Team
LCS	Least Cost Selection
M&E	Monitoring and Evaluation
MCA	Ministry of Communication and Aviation
MID	Ministry of Infrastructure Development
MOFT	Ministry of Finance and Treasury
NC	National Coordinator
NCB	National Competitive Bidding
NDC	National Disaster Committee
NDMO	National Disaster Management Office
NDOC/N-DOC	National Disaster Operations Committee
NGO	Non-Governmental Organization
NSC	National Steering Committee
MID	Ministry of Infrastructure Development
OM	Operations Manual
POM	SIRAP2 Project Operations Manual
PST	Project Support Team
QBS	Quality Based Selection
QCBS	Quality-and Cost-Based Selection
RCC	Recovery Coordination Committee
REOI	Requests for Expressions of Interest
RFP	Requests for Proposals
RMF	Results Management Framework
RNA	Rapid Needs Assessment
SBD	Solomon Bokolo Dollar
SIG	Solomon Islands Government
TOR	Terms of Reference
UN	United Nations
USD	United States Dollar

1. Executive Summary

1. This document serves as the CERC Operations Manual (CERC OM) of the P176548 Second Solomon Islands Roads and Aviation Project (SIRAP2). The Contingent Emergency Response Component (CERC) is Component 4 of SIRAP2 or Part 4 under the Financing Agreement (FA). The CERC OM details information on (i) mechanism for activating CERC; (ii) main instruments under CERC; (iii) coordination and implementation arrangements; (iv) procurement, financial management and disbursement aspects; (v) compliance with Environmental and Social Framework or ESF policy; and (vi) monitoring and evaluation arrangements.
2. This document is considered an annex to the SIRAP2 Project Operations Manual (POM) upon approval by the World Bank. This will serve as a CERC OM and will be used by the staff of the Ministry of Infrastructure Development (MID) and the Ministry of Communication and Aviation (MCA), who are the Implementing Agencies (IA) for CERC of SIRAP2.
3. The specific activities to be financed by the funds reallocated to CERC are event and demand driven. The activities selected should be consistent with CERC's purpose to provide short-term bridging finance exclusively for the immediate recovery needs related to an eligible emergency. The contents of this CERC OM represent the framework by which CERC will be activated and the approved activities will be implemented in accordance with the World Bank and national policies and procedures as agreed with the World Bank. There is no limit to the number of times CERC may be activated; however, the framework described in this CERC OM should be followed for each activation.

2. Background

4. The Solomon Islands Government (SIG) has received an International Development Association (IDA) credit in the amount of SDR 48.97 million (USD30.5 million equivalent) and an IDA grant in the amount of SDR 15.57 million (USD20.5 million equivalent) from the World Bank for the implementation of SIRAP2 (P176548). The Project Development Objective (PDO) to improve the climate resilience and safety of the Recipient's road and aviation sectors, and in case of an Eligible Crisis or Emergency, respond promptly and effectively to it.
5. The objective of CERC is to provide support for immediate response to an eligible crisis or emergency, as needed. Consistent with the PDO, CERC will strengthen the emergency preparedness and immediate response capacity for SIG for low and medium scale disasters or disasters that are not covered by the Pacific Catastrophe Risk Assessment and Financing Initiative (PCRAFI) insurance scheme.
6. CERC can also finance emergency recovery and reconstruction works and associated supporting consulting services.
7. If SIG determines that the cost of the post-disaster critical goods and emergency recovery and reconstruction works requires additional financial resources, the Government reserves the right to submit a request to re-allocate finances within SIRAP2 vis-à-vis the re-

categorization of uncommitted financial resources from other Disbursement Categories. This request will be included in the Letter to the World Bank in support of the request to trigger CERC. This request will be supported by an Annex to the Emergency Action Plan (EAP) of CERC OM detailing the proposed re-categorization of financial resources and the compliance of the proposed activities.

8. If the available funds in the project are insufficient to address the post-disaster recovery needs, SIG can request that emergency funds, such as those from the IDA Crisis Response Window¹, be channelled through CERC. This request will be presented to IDA, with the supporting documents, for their decision.

3. Mechanism for Triggering CERC

9. As per the Financing Agreement (FA) dated June 19, 2022 the following measures must be taken to ensure proper and efficient implementation of Component 4 of the Project, the Recipient (SIG) shall, prior to financing any activities under Component 4 of the Project:
 - a. *Make a declaration that an Eligible Crisis or Emergency has occurred or acknowledge an alternate declaration e.g. statement of facts from a designated authority of the Recipient or action by a third party (e.g. UN Flash Appeal, declaration of health emergency by WHO or other agency(ies) as acknowledged by the government and the IDA), and obtain the Association’s written agreement with such determination;*
 - b. *Establish adequate implementation arrangements, satisfactory to the Association, including staff and resources for implementation of said activities; and*
 - c. *Prepare and disclose all safeguards instruments required under the Environmental and Social Management Framework (ESMF) for said activities, if any, and implement any actions which are required to be taken under said instruments.*
10. The causal relationship between the relevant emergency and the need to trigger CERC in order to consider the expenditures eligible for financing under Disbursement Category 2 will be established by an official SIG “Declaration of Disaster” in accordance with the section 12 of National Disaster Council Act (1989) and the National Disaster Management Plan (2018), or a statement of facts or an action by a third party (as mentioned in para 9 (a) above). A sample “Declaration of Disaster” is included in [Annex 4](#) and a request letter in [Annex 5](#).
11. Upon the declaration of a disaster or an emergency or a statement of facts or an action by a third party is issued, SIG will undertake the necessary steps to complete a rapid initial impact and needs assessment with the objective of identifying a list of potential activities for inclusion in the EAP. Upon compilation of the list of potential activities, SIG will review and select those for financing under CERC based upon: (i) the eligibility and ESF criteria outlined in the Financing Agreement, and (ii) national priorities².

¹ <http://ida.worldbank.org/financing/crisis-response-window>

²These “National Priorities” should be fleshed out in the EAP, i.e. (critical infrastructure, etc.)

12. The request to trigger CERC and seek approval of activities to be eligible expenditures for financing under Disbursement Category 2 will be communicated in a letter (see sample letter in [Annex 5](#)) to the World Bank's Pacific Country Director by the Minister of Finance and Treasury, or their delegate, and any other entity so determined by the Minister of Finance and Treasury to implement Component 4. The package to trigger CERC shall contain the following information:
- a. Nature of emergency, its impacts and confirmation of causal relationship (as supported by the "Declaration of Disaster", "Statement of Facts", or "Action by a Third Party") between the event and the need to access the financing allocated to Disbursement Category 2;
 - b. Nature of emergency activities (brief description); and
 - c. The CERC EAP & Supporting Annexes (see examples in Annex 3).
13. An eligible crisis or emergency³ qualified for financing under Component 4 is: an event that has caused, or is likely to imminently cause, a major adverse economic and/or social impact to the Recipient, associated with a natural or man-made crisis or disaster. This may include: (i) cyclone; (ii) earthquake; (iii) storm; (iv) storm surge and strong waves; (v) tornado; (vi) tsunami; (vii) volcanic eruption; (viii) flood or inundation; (ix) drought; (x) severe weather; (xi) extreme temperature; (xii) high winds; (xiii) disease outbreaks such as COVID-19, and (xiv) major man-made disasters.

4. Key Instruments of CERC

14. As detailed below, the key instruments of CERC are the Rapid Needs Assessment (RNA) and the Emergency Action Plan (EAP):
- a. **Rapid Needs Assessment (RNA):** SIG will conduct an RNA on the impacts and/or needs that will serve as the basis for the EAP. The assessment will focus on immediate needs as a more comprehensive impact and needs assessment may follow depending on the situation.
 - b. **Emergency Action Plan (EAP):** The IA will prepare an EAP, which is the most critical instrument for the World Bank support under CERC. The EAP, as a minimum, will include the following:
 - The list of emergency activities, goods, works, services, and/or emergency operating costs (based on the positive/negative list included in this OM) to be financed under CERC, including itemized costs.
 - If civil works are being proposed, the locations, types and number of civil works.
 - It either confirms the CERC's implementation modalities outlined in this manual or proposes changes (which would require the World Bank's no-objection to the updates in the OM).
 - It should also include a summary of the environmental and social framework ~~safeguard~~ implications (e.g. potential environmental and social risks and impacts)

³ Eligible Crisis or Emergency: An event that has caused, or is likely to imminently cause, a major adverse economic and/or social impact associated with natural or man-made crises or disasters, as defined in The World Bank Operation Policies (Mar 2007 and revised Jul 2014)- OP 8.00.

of proposed activities and, if needed, the environmental and social instrument(s) to be prepared to comply with the national law and the World Bank's Environmental and Social Framework (ESF) Policy. If deferral of ESF safeguards completion is agreed upon CERC activation, it should include an action plan for such completion. More information on ESF requirements is in the Environmental and Social Risk Management section of this OM.

- A (simplified) Procurement Plan as described in the Procurement section of this manual.
- It specifies **the End of Implementation Date**, upon which all items financed under the EAP should have been received or completed.

5. Coordination & Implementation Arrangements

15. MID and/or MCA will serve as the IA for CERC in close collaboration with the National Disaster Council (NDC), which is serviced by National Disaster Management Office (NDMO), and other national as well as sub-national level authorities. The IA with NDMO will be responsible for the preparation of the EAP and its day-to-day implementation, including all aspects related to procurement, financial management, disbursement, monitoring & evaluation and safeguard/ESF compliance.
16. The Permanent Secretary of the Ministry of Environment, Climate Change, Disaster Management and Meteorology (PS-MECDM) serves as a de facto chair to NDC. The NDC serves as the top-level coordination authority advising the National Cabinet when a disaster has occurred or it is imminent or when an alternate declaration is acknowledged e.g. statement of facts from a designated authority of the Recipient or action by a third party, and under the NDMP (2018), has the responsibility to oversee the functions of the National Disaster Operations Committee (NDOC) and Recovery Coordination Committee (RCC) to:
 - a. activate ministries and organizations in response to an event that has happened, is happening or may happen;
 - b. liaise with ministries, non-government organizations and community groups in the execution of their emergency management roles and responsibilities;
 - c. carry out initial assessment;
 - d. collate and prioritize immediate disaster relief requirements; and
 - e. manage the distribution of immediate relief supplies.
17. The Undersecretary of the Ministry of Development Planning and Aid Coordination (de facto chair of RCC) will oversee the process (with IA and NDMO) of preparing the package to trigger CERC along with the formal declaration of disaster, the latest impact assessment of situation report, and the list of goods and works to be included in the EAP.
18. The Cluster Leads/Line Ministries will provide the requisite technical assistance to the NDC as related to the finalization of procurement bidding documents and the technical supervision of the post recovery and reconstruction works. The Line Ministries will provide technical inputs for terms of references (TORs), invitations to quote (ITQs), and any other procurement

documents as well as provide technical specifications for goods and participate in evaluation of bids. However, the IA can request, under CERC, technical assistance for:

- Developing the Technical Specifications, Bidding Documents, TORs, etc., if “in-house” capacity of the Line Ministries is not enough; and
- Site supervision of works.

The technical consultants will work closely with the Cluster Leads/Line Ministries but report to the IA where the CERC funds are used.

19. The NDC would recommend that CERC to be triggered and it will also provide the oversight and guidance for the project implementation including the implementation of CERC. The key responsibilities of the NDC with respect to CERC are as follows:
- Ensure the delivery of the EAP’s outputs and the attainments of outcomes by facilitating coordination amongst the Line Ministries and Institutions participating in the EAP and by addressing coordination issues as they arise during the implementation of the EAP;
 - Review EAP progress reports as submitted by the Project Coordinator and make decision thereon; and
 - Assess all policy-related issues and provide guidance as needed.

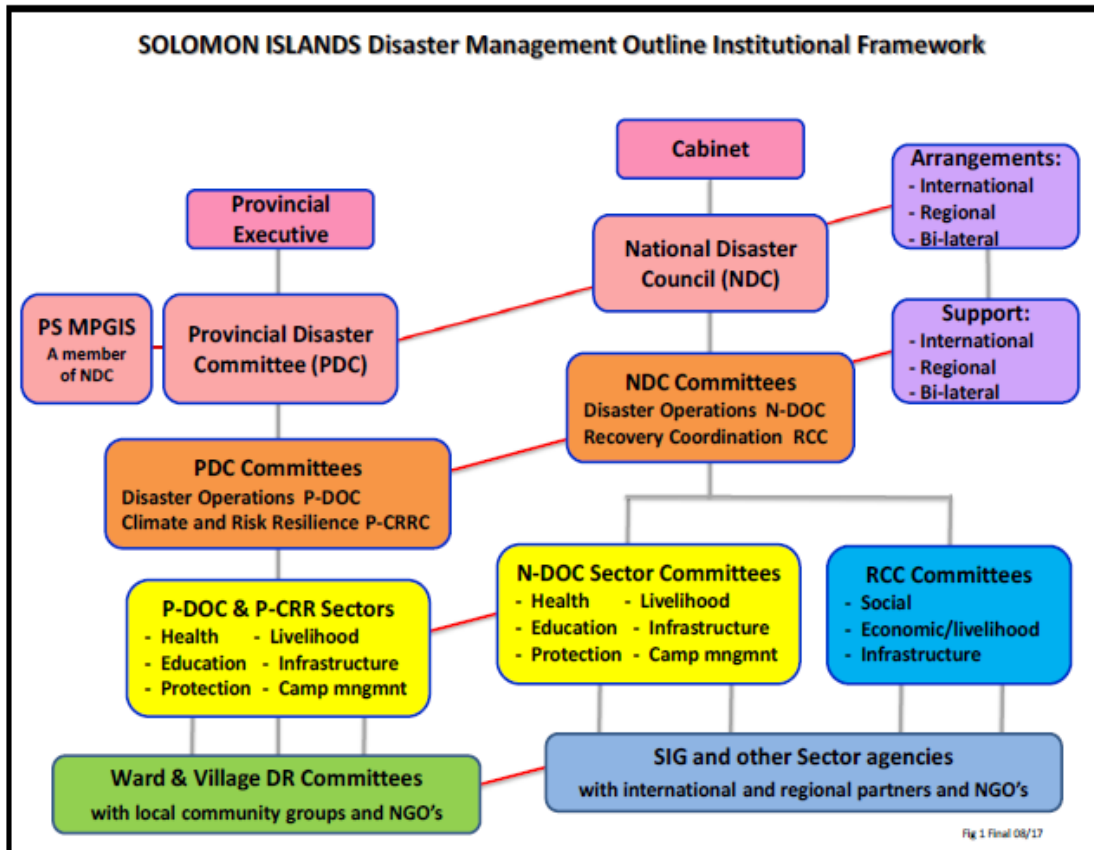


Figure 1: Solomon Islands Institutional Disaster Response arrangements (source: National DM Plan 2018)

Table 1: Implementation Steps, with Assigned Responsibilities, Associated with the Action Plan of Activities

	Activity	Responsibility	Timeline	Authority
1.	Disaster occurs or is imminent			
2.	Recommend to the Cabinet that an emergency and/or disaster should be declared	NDC	0-24 hours	National Disaster Council ACT 1989 (NDRCA-1989)
3.	Declare a disaster	Cabinet		National Disaster Risk Management Plan 2010 (NDMP-2010)
4.	Conduct initial damage assessment	NDOC	1-3 days	
5.	Implement National Disaster Risk Management Arrangements	NDC	0-24 hours	
6.	Conduct detailed damage and needs assessment and produce situation reports	NDOC/RCC	1-2 wks	
7.	Compile assessment of needs in three categories e.g., "Immediate", Mid-term" and "Long-term" and determine available resources/capacity	NDMO/IA	1-2 wks	
8.	Reach out to development partners	MOFT/Min. Dev Planning and Aid Coordination	1-5 days	
9.	Decide whether to request that CERC be triggered	NDC	1-5 days	
10.	Provide NDMO and IA with a potential list of critical goods and sub-projects and the proclamation/declaration	Line ministries	1-2 wks	
11.	Prepare and submit package to trigger CERC	IA/NDMO	1-2 wks	
	a. Prepare letter with request to trigger CERC	MOFT/ signed by Minister		
	b. Provide proof of proclamation/declaration	NDMO/IA		
	c. Finalize and submit Revised CERC OM with EAP including details of damage assessment	NDMO/IA Approved by NDC		
	d. The World Bank No-objection to Revised CERC OM /EAP and trigger CERC	World Bank	3 days	
12.	Implementation of CERC		18 mths	
	a. Fiduciary requirements incl safeguards/ESF			
	b. Advance funds			
	c. Procurement of Critical Goods, Consultant Services, Civil Works	NDMO/IA	1-6 mths	
	d. Final reporting and closing of CERC activity			

6. Procurement

20. The NDMO/IA is responsible for ensuring that the procurement policies and procedures are fully and successfully applied to the contracting of goods, works and services related to the EAP's activities. These policies and procedures are detailed in Section 7 of the POM. In addition to ensuring that the procurement policies and procedures are adhered, the NDMO/IA is also responsible for ensuring that the proposed EAP activities are on the positive/approved list of activities eligible for financing. The Procurement Specialist within the Project Support Team (PST) will provide assistance for all procurement activities financed under SIRAP2.
21. Using the proceeds allocated to Disbursement Category 2, the EAP will finance a combination of critical goods and emergency civil works and associated services. As per the World Bank's review of procurement methods and prior review thresholds, the following standard thresholds for procurement methods and the respective prior reviews will govern the procurement activities associated with the EAP. Upon triggering CERC and with a request from SIG, the potential waiver to the procurement thresholds could be applied upon the World Bank management approval.

Table 2: Procurement Thresholds

Goods and Works and Non-consulting Services.

Procurement Method	Prior Review Threshold	Comments
Works (including turnkey, supply & installation of plant and equipment, and PPP)	US\$2,000,000	Contracts at or above the thresholds are subject to the World Bank's procurement prior review.
Goods, information technology and non-consulting services	US\$500,000	Contracts at or above the thresholds are subject to the World Bank's procurement prior review.
Force Account (FA)	Only apply to emergency repair works, with the total amount not exceeding US\$50,000	All FA works subject to prior review.

Selection of Consultants

Selection Method	Prior Review Threshold	Comments
Consultants: firms (applicable to all market approach options)	USD\$500,000	Contracts at or above the thresholds are subject to the World Bank's procurement prior review.
Consultants: individuals (applicable to all market approach options)	USD\$300,000	Contracts at or above the thresholds are subject to the World Bank's procurement prior review.

22. In order to expedite the procurement of critical goods, the services related to the preparation and management of civil works contracts, and of contractors responsible for the execution of the emergency sub-projects, the NDMO with IA will:
- Pre-qualify Suppliers, Service providers and contractors for the Goods, Non-Consulting Services and Works which have been identified by NDMO/IA and agreed to be financed by CERC in case of emergency (e.g. Fuel, debris removal, etc.). This identification will be based on pre-planned disaster response activities to provide the services related to the preparation of the final technical bidding documents and the supervision of the emergency sub-projects.
 - Pre-qualification would allow SIG to check the capability of suppliers or contractors to supply the goods or carry out the works. A simple request for expressions of interest (REOI) would be prepared annually for potential expected activities in order to create the shortlist. The notices of request for qualification (vendors & contractors) and the short-listing of consultants are included in [Annex 6](#).
23. The pre-qualification of vendors and contractors and the short-listing of consultants will take place by a specific date of each year before the beginning of the annual season of the most prominent hazard in the country and will be done annually until the official closing of the Project.
24. The information contained within the notices will be informed by the contents of the draft EAP Procurement Plan. The draft EAP Procurement Plan⁴ is as found in [Annex 1-2](#) and is organized as follows:
- a. Critical Goods and Non-Consulting Services:**
 - i. Tentative list of goods, material and equipment, non-consulting services as well as their expected unit costs, anticipated quantity and generic technical specifications;
 - ii. List of identified suppliers/vendors that have sufficient capacity to supply the identified critical goods⁵; and
 - iii. Description of procurement methods and supporting procurement documents that the NDMO/IA will use.
 - b. Emergency Works:**
 - i. Identified potential eligible works;
 - ii. Description of procurement methods and qualifications requirements;
 - iii. A list(s) of firms (national & regional) that have demonstrable track record (technical, financial & operational) in implementing the expected post disaster activity; and
 - iv. Draft Bidding documents/ITQ that will be used to contract firms to execute the civil works.

⁴The final EPA Procurement Plan will only be finalized following the occurrence of an event due to the demand and event driven nature of CERC.

⁵Will be completed once the pre-qualification process is finished.

c. Consulting Services:

- i. Identified the consulting services which might be required in case of emergency;
- ii. Description of the selection methods for consulting firms or Individual Consultants;
- iii. "Pool of experts", or a list of "preselected" consulting firms which have either previously been identified through competition, or have been known to perform well;
- iv. Draft the TORs, requests for proposals (RFPs) that will be used to contract the consulting services to support the scoping /design & supervision of the works.

25. The specific types of Goods, Non-consulting Services, Works and Consulting Services that are eligible for procurement are as follows:

- a. **Critical Goods:** Eligible expenditures on critical goods required by the public/private sectors (imported or locally manufactured) under CERC are:
 - i. Construction materials, equipment and industrial machinery;
 - ii. Water, air, and land transport equipment, including spare parts;
 - iii. School and medical supplies and equipment;
 - iv. Reverse Osmosis units and spare parts;
 - v. Petroleum and other fuel products; and
 - vi. Any other item agreed to between the World Bank and the Recipient (as documented in an Aide-Memoire or other appropriate formal Project document).
- b. **Emergency Works:** Eligible expenditures for Emergency Works under CERC are:
 - i. Repair, restoration, or reconstruction of roads, bridges, transportation, airports, seaports, and other infrastructure damaged by the event;
 - ii. Re-establishment of telecommunications infrastructure damaged by the event;
 - iii. Re-establishment of the urban and rural solid waste system, water supply and sanitation (including urban drainage) infrastructure damaged by the event;
 - iv. Repair, restoration, rehabilitation or construction of schools, clinics, hospitals or works of cultural significance or other communal structures damaged by the event;
 - v. Construction of infrastructure critically required to provide emergency response to the event (like clinics, Intensive Care Unit, isolation buildings, access roads to such infrastructure, etc.); and
 - vi. Removal and disposal of debris associated with any eligible activity.
- c. **Consulting Services:** Eligible expenditures for Consulting Services under CERC are:
 - i. Survey and studies (geological, environmental, etc.);
 - ii. Feasibility study and technical design;
 - iii. Works supervision; and
 - iv. Technical Assistance in developing TORs, preparing Technical Specifications and drafting tendering documents (Bidding Documents, ITQ, RFP).

Selection of Consultants and Procurement of Civil Works and Goods

26. **National Procurement Procedures during an Emergency.** The Solomon Islands Government (SIG) Procurement & Contract Administration Manual (2013) does permit the waiving of normal procurement procedures in times of emergency. This process aims to supplement the existing procedures by detailing how the normal process can be expedited when rapid response restorative civil works are essential.

The Emergency Procurement Process consists of a series of waivers of the standard process. These are listed below. Such bid waivers are allowed under the *Procurement & Contract Administration Manual* (2013) in circumstances where “observing the normal requirements would result in detriment to the people or assets of the Solomon Islands” (Clause 2.7).

- i. No requirement for MID to publicly advertise contracts for this work;
- ii. Invite written quotations from a minimum of three Contractors/Suppliers;
- iii. Tender period to be three (3) days;
- iv. Quotes to be delivered to MID-MTB tender box and opened by Secretary MTB; and
- v. The threshold of each awarded contract value for MTB remains as per the current SIG Procurement guideline (at time of writing, this value is SBD 500,000). If contract value is over this limit, the MTB must make recommendations to the CTB for contract award.

27. **Consultants**

- a. *Direct Selection (DS).* Direct selection of consulting firms and individuals (paragraphs 7.13. to 7.15 of the Procurement Regulations, November 2020) may be used only if it presents a clear advantage over competition for the required consulting services. Firms that are already working in the country and that have a proven track record in similar assignments may be the most suitable option for the start-up activities. Consultants selected on a single-source basis may be given the right to participate in future assignments under the same project provided that there is no conflict of interest with the tasks performed under the initial contract.

Procurement steps:

- i. Draft the TOR (including Cost Estimate) and REOI for the consultancy services;
- ii. Obtain the required approvals for SSS;
- iii. Directly approach the Consulting firms/Individual Consultant and provide the TOR and forms to be filled by the Consultant;
- iv. Negotiate the Contract with the Consultant;
- v. Obtain the required approvals on the negotiated Contract;
- vi. Sign the Contract; and
- vii. Start the assignment.

Note: NDMO/IA (PST) is allowed to negotiate the technical aspects (work plan, methodology, approach) and also the financial aspects (unit rates, taxes, etc.).

- b. *Selection of Consulting Firms through Consultants’ Qualification Selection (CQS).* CQS is often the appropriate method for small assignments. The selection is carried out in

accordance with paragraph 7.11 and 7.12 of the Procurement Regulations, November 2020. This selection method is recommended for consulting services costing less than USD 500,000.00.

Procurement steps:

- i. Develop the TOR (including Cost Estimate) and REOI for the services;
- ii. Obtain the required approvals;
- iii. Advertise in a local newspaper, if no local firms available, the ad should be placed on the UN Development Business; inform all the Consultants who expressed interest following general procurement notice (GPN), if any;
- iv. Receive the expressions of interest (EOIs); the time allowed for preparation of EOI is normally 14 days; the time can be reduced to 7 days depends on the type of the services and market (example: design of simple or standard construction, supervision of works);
- v. Evaluate the EOIs, establish a shortlist of a minimum of 3 Consulting firms; determine the most qualified Consultant to be invited for the next stage;
- vi. Develop and issue the RFP;
- vii. Receive the proposal from selected firm;
- viii. Negotiate the contract; and
- ix. Sign the contract after applicable approval.

- c. **Individual Consultants** -- Individual consultants will be selected and contracts awarded in accordance with the provisions of paragraphs 7.34 to 7.39 Approved Selection Methods for Individual Consultants (Procurement Regulations, November 2020). Under the circumstances described in the document of the procurement regulation, individual consultants may be selected and awarded on a Direct Selection basis, subject to the World Bank's prior approval. Individual Consultants will be selected through a comparison of qualifications of at least three qualified consultants among those who have expressed interest in the assignments following advertising or have been approached directly by the PST. On an exceptional basis, as indicated in the approved Procurement Plan and when consistent with the World Bank Procurement Regulations (November 2020), direct selection can be used for individual consultants under the Project. This method should be used to select individual consultants on assignments for which (a) teams of personnel are not required, (b) no additional outside (home office) professional support is required, and (c) the experience and qualifications of the individual are the paramount requirement. When coordination, administration, or collective responsibility may become difficult because of the number of individuals, it would be advisable to employ a firm.

Procurement steps for Consultancy Services for which the TOR are already developed and "a pool of experts" have been already established:

- i. Approach the most qualified Consultant;
- ii. If available, negotiate the Contract;
- iii. Obtain the required approval on the negotiated Contract;
- iv. Sign the Contract; and
- v. Start the assignment.

- d. For Consultancy Services for which the TOR were not identified before the emergency situation and not developed and no “pool of experts” have been already established:
- i. Develop the TOR (including Cost Estimate) and REOI for the services;
 - ii. Obtain the required approvals;
 - iii. Collect CVs or advertise if NDMO does not have knowledge of experienced and qualified individuals or of their availability;
 - iv. Evaluate the CVs based on the qualification;
 - v. Draft the Evaluation Report including the recommendations of the best qualified;
 - vi. Obtain the required approvals;
 - vii. Invite the Consultant for Contract negotiations;
 - viii. Negotiate the Contract;
 - ix. Obtain the required approvals on the negotiated Contract;
 - x. Sign the Contract; and
 - xi. Start the assignment
- If no agreement can be reached with the best qualified Consultant, NDMO shall approach the second one, after obtaining the required approvals.

- e. **Other Streamlined Approaches.** Using a “pool of experts” or a list of “preselected” consulting firms may also be considered as an appropriate method under a framework agreement.

The steps to establish the “pool of experts” include:

- i. Draft TORs (including Cost Estimate) based on historical experience and expected services to be provided;
- ii. Draft REOIs following the TOR;
- iii. Collect contact details of potential the Consultants to be directly approached by NDMO/ IA;
- iv. Approach the Consultants by sending the REOI;
- v. Collect the CVs and evaluate the qualifications; and
- vi. Evaluate the CVs and establish a list of qualified Consultants.

Note: The best qualified Consultant will be approached to provide the services in case of emergency; if the Consultant is not available then the next ranked will be approached; if more than one Consultant is required NDMO/ IA will approach the Consultants as per their ranking and availability.

28. Civil Works and Goods

- a. **Direct Selection.** Direct selection for the procurement of civil works and goods (paragraph 6.8-6.10 of the Procurement Regulations, November 2020) may be used to extend an existing contract or award new contracts in response to disasters. For such contracting to be justified, the World Bank should be satisfied that the price is reasonable and that no advantage could be obtained by further competition. The direct contracting may be from the private sector, UN agencies/programs (for goods), or contractors or NGOs that are already mobilized and working in the emergency areas.

Procurement steps:

- i. Prepare Technical Specifications, estimated cost and identify the supplier;
- ii. Prepare the ITQ;
- iii. Send the ITQ;
- iv. Prepare price quote;
- v. Receive quote;
- vi. Evaluate the Quote and negotiate the Contract;
- vii. Obtain all the required approvals;
- viii. Sign the Contract;
- ix. Deliver the goods; and carry out the Works.

- b. **Request for Quotation (RFQ).** RFQ in accordance with paragraph 6.7 of the Procurement Regulations, November 2020 may be an appropriate method for procuring readily available off-the-shelf goods of values less than USD 500,000, or simple civil works of values less than USD 1,000,000.

Procurement steps:

- i. Prepare Technical Specifications for Goods and Bill of Quantities/Schedule of Activities, estimated cost and identify the suppliers from the list of the pre-qualified suppliers;
- ii. Prepare the ITQ;
- iii. Distribute the ITQ;
- iv. Receive quotes;
- v. Evaluate the quote and draft the evaluation report;
- vi. Obtain all the required approvals;
- vii. Award the Contract;
- viii. Sign the Contract;
- ix. Inform the unsuccessful Suppliers/Contractors; and
- x. Implement the Contract.

- c. **Market Approach Options:** Approaching the international market (international competitive procurement), is appropriate when the participation of foreign firms will increase competition and may assure the achievement of best value for money (VfM) and fit-for-purpose results. Simplified national procurement procedures and documentation can be used where international procurement procedures are considered to be inappropriate or too complex due to implementation capacity issues, and where there is clearly no international market appetite to participate in bidding. National procurement competitive method is a procurement method based on the selection of the lowest, responsive bid submitted by suppliers, who are invited to submit bids through invitation in the national newspapers.

Procurement steps:

- i. Prepare Technical Specifications for Goods and Bill of Quantities/Schedule of Activities, and estimated cost;
- ii. Draft the Bidding Documents (BD);

- iii. Obtain all the required approvals;
 - iv. Publish the Invitation for Bids (IFB) on the newspaper, website, and UNDB on-line;
 - v. Distribute the BDs to the interested Suppliers / Contractors;
 - vi. Receipt the Bids; organize and prepare the Minute of the Public Opening;
 - vii. Evaluate the Bids and draft the Bid Evaluation Report (BER);
 - viii. Obtain all the required approvals on the BER;
 - ix. Award the Contract;
 - x. Inform the unsuccessful Bidders;
 - xi. Sign the Contract; and
 - xii. Implement the Contract.
- d. ***Simplification of Pre and Post Qualification criteria.*** All processes shall be subject to post qualification and the criteria requirements of the World Bank’s Procurement Regulations, November 2020. Small Works can be amended in order to optimize the participation of available local or regional contractors.
- e. ***Database for Suppliers and Contractors.*** Using lists of prequalified suppliers and contractors to whom periodic invitations are issued may also help accelerate the procurement process. Such an approach would be used for a large number of similar simple contracts of any size under the positive lists.

The steps for “pre-qualification”:

- i. Develop the scope of works or needs of goods;
- ii. Prepare the Technical Specifications and Type of Goods / Works;
- iii. Define the Pre-qualification criteria: Technical Capacity: similar contracts, required production capacity; Financial Capacity: Turn over (for the last 3 years).

29. Use of Positive Lists

- a. An emergency program may include a quick-disbursing component designed to finance a positive list of imported goods already imported or to be imported, or locally produced goods that are required for the Recipient’s emergency recovery program. The World Bank and the Recipient should reach agreement on the conditions for the release of the financial tranches and the required documentation and certifications, such as customs and tax certificates or invoices. The project document should clearly state a set of quantitative or qualitative indicators for monitoring progress during implementation and evaluating outcomes upon completion. Furthermore, for Goods on the Positive List, the latest modified procurement approach may be followed for large value contracts of goods, and national emergency procedures, or established commercial practices of the private sector could be followed, provided they are found acceptable to the World Bank. The acceptable procedures and addressing any associated risks and mitigation measures should be previously agreed. In such cases, it is recommended to carry out a technical and financial audit of the component procured under this arrangement. These audits should at minimum cover the following:
- i. the contracting approach;

- ii. the appropriateness of prices relative to market prices;
- iii. the adherence to acceptable and agreed commercial practices or emergency procedures; and
- iv. the appropriate use of funds for intended eligible purposes.

30. **Commodities.** Procurement of commodities must be in accordance with paragraph 6.5 of the Procurement Regulations, November 2020.

31. **Force Account.** In emergencies, Fragile and Conflict-affected Situations (FCS) or Small state situations, when construction firms are unlikely to bid at reasonable prices because of the location of and risks associated with the project or a certain government agency has a sole right in certain type of work (e.g., railway track work, high tension transmission cables), Force Account for repair/reconstruction using the Recipient's own personnel and equipment or a government-owned construction unit may be the only practical method (see paragraph 6.54 of the Procurement Regulations, November 2020). This would require good managerial capacity and technical and financial controls to report to the World Bank on expenditures.

32. Flexibilities in procedures and contract provisions acceptable to the World Bank in emergencies are as follows:

- a. **Accelerated Bid Times.** Under international competitive procurement procedure and national competitive procurement procedure, accelerated bid times might be envisaged; however, these may vary depending on the event:
 - 21 days for international competitive procurement procedure and 14 days for national competitive procurement procedure – for complex requirements (construction of bridge, supply of complex items);
 - 14 days for international competitive procurement procedure and 7 days for national competitive procurement procedure – with the World Bank prior approval – for less complex requirements (standard Goods and Works); and
 - 3 days for ITQ.

Note: If no Quote/Bid is received within the time allowed for preparation the deadline will be extended;

- b. **Waiving Bid and Performance Security Requirements.** Considering the options described in the Regulations as well as in the Bidding Documents, the Bid Securing Declaration will be considered. In the case of an emergency, the NDMO may not request bid security, but instead it will put in place a system for bid securing declarations. Similarly, in the case of small contracts for works or supply of goods, the Recipient may decide not to require a performance security. However, in works contracts, retention money may be allowed during the liability period; and for goods contracts, manufacture warranties will be requested.
- c. **Advance Payment.** Where it is not easy for contractors and suppliers to obtain lines of credit from banks, the Recipient may consider increasing the amount of advance payment under works and supply contracts to up to 40 percent of the contract value, provided that the contractor/supplier provides a bank guarantee for the same amount and the World Bank clears this increased value of advance payment.

33. Links to Standard Procurement Documents :

a. National Procurement Document :

b. Bank SPDs:

(all the following SPDs are accessible from <https://www.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework#SPD>)

- *SPD for Goods:*
 - Request for Bids - Goods (1 envelope process):
<https://thedocs.worldbank.org/en/doc/8ea29759fc7848a6e9daa875bd8284b3-0290032021/original/SPD-Request-for-Bids-GOODS-One-Envelope-June-2021.docx>
 - Request for Bids - Goods (2 envelope process):
<https://thedocs.worldbank.org/en/doc/75efb6d5359a44c76c399cc1064556e2-0290032021/original/SPD-Request-for-Bids-GOODS-Two-Envelope-June-2021.docx>
- *Prequalification Document – Works:*
<https://pubdocs.worldbank.org/en/683641605891966712/SPD-PQ-Works-SEA-SH-January-2021.docx>
- *Request for Bids - Works (after prequalification):*
<https://pubdocs.worldbank.org/en/407151609775359280/SPD-RFB-Works-After-PQ-Disq-mechanism-does-not-apply-January-2021.docx>
- *Request for Bids - Works (without prequalification):*
<https://pubdocs.worldbank.org/en/917531609775364525/SPD-RFB-Works-without-PQ-Disq-mechanism-does-not-apply-January-2021.docx>
- *Request for Bids - Works – Roads (Output and Performance Based Road Contracts):*
<https://thedocs.worldbank.org/en/doc/0a3444f756c0adf8dd5e88527f9a1877-0290032021/original/Sample-Specs-OPBRC-April-2021.docx>
- *Request for Bids - Small Works (1 envelope process):*
<https://pubdocs.worldbank.org/en/679291616012282325/SPD-RequestforBids-SMALLWORKS-OneEnvelope-March-2021.docx>
- *Request for Bids - Small Works (2 envelope process):*
<https://pubdocs.worldbank.org/en/758861616012204645/SPD-RequestforBids-SMALLWORKS-TwoEnvelope-March-2021.docx>
- *Request for Proposals - Consulting Services (Supervision):*
<https://pubdocs.worldbank.org/en/992051577997910939/SPD-Request-For-Proposals-Consulting-services-supervision-December-2019.docx>
- *Request for Proposals - Consulting Services (Non-supervision):*

7. Disbursement & Financial Management

34. The IA/NDMO is responsible for ensuring that the financial management and disbursement policies and procedures governing the Project are fully and successfully applied to the management of the financial resources mobilized through Disbursement Category 2 in support of the identified EAP activities. These policies and procedures are detailed in the POM as applied to other components of the Project. Particular attention must be given to ensure adequate arrangements are in place for the tracking of assets and inventories purchased under the CERC, including acceptance of deliveries, storage and identification, usage, and stocktakes/audits.
35. As per the SIRAP2 FA, Disbursement under Category 2 can finance eligible Emergency Expenditures (goods, works, non-consulting services, consultant services and operating costs) for emergency recovery and reconstruction activities.
36. The post disaster finalized EAP submitted for approval will be accompanied by a completed Withdrawal Application requesting the World Bank to advance the resources allocated to Disbursement Category 2 to the SIRAP2's designated account (or alternative DA/funds flow arrangements as detailed in the ERP and agreed by the WB) to finance eligible expenditures as they are incurred and for which supporting documents will be provided at a later date. The list of activities detailed in the ERP will form the approved Budget for Disbursement category 2 expenditures and reporting of actual expenditures compared to Budget. SIG will ensure that all amounts from Disbursement Category 2 advanced to the Designated Account are accounted using the financial management reporting processes and procedures as identified in the Disbursement and Financial Information Letter and SIRAP2's POM and this CERC Manual. Adequate accounting procedures should in place to separately account for the expenditure under the CERC, and reporting as part of SIRAP2 Interim Financial Report (or other reporting requirement detailed in the ERP).
37. The Budget for SIRAP2 should be revised to take into account any change in planned activities due to the amount of funds diverted to Disbursement Category 2, together with any approved Additional Financing.
38. Within four months after end of implementation of the EAP, NDMO will document expenditures, verify inventories, and finalize payments. On receipt of the final progress and financial reports on the activities undertaken under the agreed EAP, the World Bank (through the Country Director) will notify SIG that CERC for the specific eligible expenditure is closed, and that no further withdrawals will be permitted for purposes of the specific emergency (this may not apply in all situations described in this OM).

8. Environmental and Social Framework (ESF) Compliance

39. In accordance with the World Bank's Environmental and Social Framework (ESF) requirements, the SIRAP2 environmental risk classification is anticipated to be Moderate for two main reasons: (1) the potential adverse risks and impacts on human populations and/or the environment are not likely to be significant, they are predictable and expected to be temporary, site-specific and reversible; and (2) the limited experience of the implementing agencies to meet the ESF requirements. Since the emergency sub-projects financed under CERC are likely to be related to emergency provision of critical goods, it is expected that those subprojects will fall into Low risk and therefore would require no environmental screening or assessment work. However, some CERC activities could include demolition, removal, repair or reconstruction of damaged public infrastructure, construction of critical infrastructure, clearing of debris, or other activities, which could have potential negative impacts if not mitigated, and would therefore fall into Moderate risk. Subprojects which fall under Substantial risk, which require permanent land acquisition, or which significantly impact sensitive ecological habitats are unlikely to be approved under the SIRAP2 CERC. Under this set of circumstance an ESMF is the appropriate instrument to assess and manage impacts of any CERC related activities
40. In order to ensure that the CERC emergency subproject activities duly comply with the requirements of the World Bank's ESF Policy (as outlined in the FA, POM and ESMF), the activities identified in the EAP for financing under CERC will be subject to a review by safeguards specialists to determine if they are eligible under the policy and compliance procedures used for all activities financed under SIRAP2. The screening and environmental management procedures described in the CERC-ESMF will then be utilized. This will allow the possibility to exclude certain activities if the environmental or social impacts are significantly higher, or to include appropriate and feasible mitigation measures. Having the existing safeguards/ESF screening process in place will also allow a certain degree of flexibility and efficiency in processing potential subprojects or activities. The screening process would be based on the existing ESMF.

Hazardous Waste Removal

41. If there is a risk for hazardous materials, the NDMO would work with the EPA on testing the debris or water supply. If hazardous materials are detected, the EPA would inform MCA and MID who would work with the relevant local authorities to determine the best method to dispose of the hazardous waste. As per the CERC - ESMF, the Environment Management Plan (EMP) should include a detailed Hazardous Materials Management Plan.
42. If NDMO, MCA, MID, and the EPA determine that the waste removal is beyond the capacity of the relevant authority, a contractor should be hired to remove the waste using competitive bidding. The standard Request for Quotes (RFQ) document and associated contract shall be adapted for asbestos removal.

9. Monitoring & Evaluation

43. SIG recognizes the importance of monitoring and evaluation for CERC given that it represents a novel approach to disaster recovery and reconstruction financing and will require particularly strong oversight in order to demonstrate the benefits of a contingent financing approach compared to those traditionally available to World Bank's clients, such as project restructuring and/or additional finance.
44. Currently the Project Appraisal Document (PAD) reflects only one indicator requiring binary measurement for the performance of CERC: Adoption of CERC OM given the risk of natural disaster.
45. Given the potential for a number of post-disaster activities that may be initiated shortly after the approval of the EAP – in addition to those already under implementation – the NDMO (with support from the IA) will seek assistance from the World Bank to conduct a CERC Drill exercise early in the implementation of the Project. This Drill exercise will serve to refine the CERC OM and draft EAP, and to identify any other relevant indicators that may complement the basic CERC Indicator identified in the PAD.

10. Closing of CERC and EAP Implementation

46. It is noted that CERC will be activated at any time during project implementation. Considering that CERC is expected to be implemented in a relatively short time, the Project's implementation will continue after the EAP is completed. Accordingly, all technical, fiduciary and ESF requirements related to the CERC will be finalized within six months of the end of implementation of the EAP and should not go beyond the disbursement deadline date of SIRAP.
47. Following is the list of requirements that will be needed for closing of the CERC:
 - a. Fiduciary Requirements, such as Audit Report, interim unaudited financial reports, and proper documentation and closing of CERC designated account; and
 - b. M&E Requirements, such as final evaluation report of CERC, and any other technical and social and environmental reports agreed upon CERC activation.
48. In case of a surplus of goods, these goods may be used by the Government, following the negative lists provided in the CERC OM. The management of vehicles, motorcycles, boats and other equipment should follow the standard administrative and inventory procedures applicable to other project assets managed by NDMO/IA. NDMO/IA will be required to report annually on the usage and location of the equipment, purchased under the CERC until SIRAP closes. This will be reviewed and audited by the external auditor alongside other Project activities as indicated in the external audit TOR after the EAP implementation period. The reports must document that goods are used as outlined in the CERC OM and that the negative list of uses is complied with.

Annex 1 EAP: Sample Critical Goods and Possible Suppliers

Item Info			# of Units & Estimated Cost			Proposed Procurement Methodology		Possible Vendors	Misc. Vendor Information	
No.	Product / Material Definition	Specification	Units Req.	Unit Cost (SBD) Annually updated	Total	Methodology	Justification	Names of Vendors	Previous Contract Awarded Competitively?	Volume & Unit Rate
1	Fuel	Gasoline				RFQ				
		Diesel								
2	Repair Equipment	Machines for infrastructure repair								
3	Water Infrastructure	Water tanks, pipes, materials to repair water infrastructure, desalination and barge water asset replacement								
4	Communications	VHF radios, HF radios, batteries, chargers, power supplies, antennae, repeaters, cables, radio mast, satellite phones and minutes								
5	Construction Material	Plywood, lumber, corrugated roofing (Zinc), plastic sheeting, sand cement- steel, generators, emergency lighting, ropes, rubber boots, shovel, hammer								
6	Damage Assessment	Renting an Aircraft or renting sea vessels	1			Single Source	Only 1 provider of aircraft rental services.			
7	Emergency Equipment	Tents, cooking facilities;								

Annex 2 Emergency Sub-Projects and Potential Contractors

From past natural disasters, some emergency response, recovery and reconstruction works include:

Debris Removal

- Clearance of debris from roadways, such as vegetation, large trees or tree members, construction debris (from work sites or from structures demolished during the event), abandoned vehicles, etc.
- Clearance of materials resulting from landslides, embankment failures, cut slope failures
- Clearance of existing drainage structures that may become obstructed during an event, etc.

Airport Facilities

- Rehabilitation of damaged or destroyed airside and landside facilities
- Reinstatement and improvement of drainage systems

Maritime Facilities

- Rehabilitation of damaged or destroyed quayside assets, terminal superstructure, warehousing and storage, fencing and lighting
- Rehabilitation of damaged or destroyed aids to navigation

Rehabilitation of Road Infrastructure, that may have been damaged during the event

- Rehabilitation of road infrastructure
- Backfilling of roads
- Reinstatement and improvement of drainage
- Replacement of damaged or destroyed road furniture such as guardrails, signage, and road marking features and paint
- Construction of critical infrastructure that may be required as emergency response to the event
- Construction of clinics, Intensive Care Unit, isolation buildings, access roads, etc.

Hazardous Waste Removal

- Removal of asbestos containing materials from selected site
- Construction of a secure temporary asbestos containing facility
- Supply and Install Temporary Project Information Signs

Supervision of Asbestos Removal, if needed

- Ensure that all asbestos removal works follow industry best practices in all aspects of the removal process, and the asbestos containing materials are stored safely and securely
- Build domestic capacity in undertaking asbestos removal
- Ensure that local building inspectors are provided with on-site training in aspects of identification and supervision of asbestos removal works
- Strengthen the client in supervision and management capacity development

Supervision of Work

Provision of Water and Rehabilitation of Water Infrastructure

- Desalination of Water
- Repair to water infrastructure
- Delivery of water to areas that are cut-off
-

The following table attempts to identify the major activities and services that may become a part of a recovery / relief effort, issued on a contract basis, when an event occurs.

Table of Emergency Works and Consulting Services

Work Package			Specifications	Proposed Procurement Methodology		Estimate Cost		Possible Consultants/ Firms	Misc. Vendor Information, as needed	
No.	Brief Description of Needs	Services Required (Technical & Civil)	Draft ToR/ Pre-Qualification Docs	Methodology	Justification	Area	Value of Contract	Names of Consultants/ Firms	Previous Contract Awarded Competitively?	Volume & Unit Rate
1	Debris removal	As defined above.	Attach	RFQ	Routine maintenance contractors pre-qualified through competitive process and are already mobilized.					
2	Rehabilitation of Roads			RFQ	Period maintenance contractors will be pre-qualified.					
3	Hazardous waste removal	As defined above.	Annex 8	RFQ						
5	Supervision of Works			RFQ						
6	Desalination of Water			RFQ						
7	Repair of Water Infrastructure			RFQ						

ANNEX 3 Sample Action Plan of Activities

This annex includes example of planned emergency activities determined either based on the past emergency response experience or/and after a workshop involving a table- top exercise of emergency response by all the key stakeholders. The following example is just a sample from another project that provides an indication on type of scenarios and objectives that would demand a list of timely actions and specific role identifications of the entities and resources.

<p>1. Description of Emergency <i>Brief description of the emergency, type of event, approximate damage according to the information available to date: number of people / families affected and evacuated (number of men, women, children, seniors, families, etc.) damage to access the area, impact on basic services and infrastructure, etc.</i></p>																																																																					
<p>2. Geographic data of affected area <i>Brief description of the affected municipalities and geographic characteristics of the affected area, location and demographics.</i></p>																																																																					
<p>3. Description of needs and priorities <i>Brief list of priority activities to be undertaken to address the emergency. The following table presents an example of emergency activities to be carried out, including information of areas of intervention, details of the activities, total cost and the total funding requested through CERC.</i></p> <p style="text-align: center;">Table: Sample Critical Goods and Possible Suppliers</p> <table border="1"> <thead> <tr> <th colspan="3">Item Info</th> <th colspan="3"># of Units & Estimated Cost</th> <th colspan="2">Proposed Procurement Method</th> <th>Possible Vendors</th> <th colspan="2">Misc. Vendor Information</th> </tr> <tr> <th>#</th> <th>Product / Material Definition</th> <th>Specification</th> <th># of Units</th> <th>Unit Cost (SBD), Annually updated</th> <th>Total</th> <th>Method</th> <th>Justification</th> <th>Names of Vendors</th> <th>Previous Contract Awarded Competitively?</th> <th>Volume & Unit Rate</th> </tr> </thead> <tbody> <tr> <td rowspan="2">1</td> <td rowspan="2">Fuel</td> <td>Gasoline</td> <td></td> <td></td> <td></td> <td rowspan="2"></td> <td rowspan="2"></td> <td rowspan="2"></td> <td rowspan="2"></td> <td rowspan="2"></td> </tr> <tr> <td>Diesel</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Repair Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Water Infrastructure</td> <td>Water tanks, pipes, goods / equipment for repair, desalination, etc</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Item Info			# of Units & Estimated Cost			Proposed Procurement Method		Possible Vendors	Misc. Vendor Information		#	Product / Material Definition	Specification	# of Units	Unit Cost (SBD), Annually updated	Total	Method	Justification	Names of Vendors	Previous Contract Awarded Competitively?	Volume & Unit Rate	1	Fuel	Gasoline									Diesel				2	Repair Equipment										3	Water Infrastructure	Water tanks, pipes, goods / equipment for repair, desalination, etc								
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4	Communi-cations	VHF radios, HF radios, batteries, chargers, power supplies, antennae, repeaters, cables, radio mast, satellite phones and minutes							
5	Construction Material								
6	Damage Assessment	Renting an Aircraft							
7	Emergency Equipment	Tents, cooking facilities							

4. Procurement Plan

Brief list of activities to be financed by under the CERC, procurement methods, estimated date of implementation/execution. The following table presents an example of expenditures, details, quantity, cost, procurement method and supporting documents required.

Note: This Procurement Plan should also include columns indicating the estimated time to start hiring/purchasing (contract award date) and delivery or completion date

Table: Procurement Plan

Activity	Detail	Responsible Institution	Quantity	Cost USD	Procurement method	Supporting documents
A. Procurement of Goods						
People						
Provision of medicine and medical equipment	First aid kits	PST	XXX kits		RFQ	Tech. Specif., NOL
	Oral rehydration salts	PST	XXX pkg		RFQ	Tech. Specif., NOL
	Specific medicines to prevent water-borne diseases	PST			RFQ	Tech. Specif., NOL
	Hygiene supplies	PST	XXX kits		RFQ	Tech. Specif., NOL
Infrastructure						
Fuel	Gasoline	PST	XXXX L		Direct Contracting	Tech. Specif., NOL
	Diesel	PST	XXXX L		Direct Contracting	Tech. Specif., NOL
	Lubricants	PST	XXXX L		Direct Contracting	Tech. Specif., NOL
Rehabilitation of housing	Construction materials (provide detailed list)	PST	XXX units		Nat. Competitive Bidding	Bid documents, NOL
Restoring water and sanitation systems	Pumps	PST	XXX units		Direct Contracting	Tech. Specif., NOL
	Pipes	PST	XX meters		Direct Contracting	Tech. Specif., NOL
	Filters	PST	XX units		Direct Contracting	Tech. Specif., NOL

Restoring drinking water systems	Water purification tablets	PST	XX units		Direct Contracting	Tech. Specif., NOL
Economy						
Restoring agriculture infrastructure	Construction materials (provide list)	PST	XXX units		RFQ	Tech. Specif., NOL
	Provision of equipment (list)	PST	XXX units		RFQ	Tech. Specif., NOL
Support to restoring livelihood	Construction materials (provide list)	PST	XXX units		RFQ	Tech. Specif., NOL
	Provision of equipment (list)	PST	XXX units		RFQ	Tech. Specif., NOL
	Provision of equipment (list)	PST	XXX units		RFQ	Tech. Specif., NOL
Environment						
Mitigation works	Construction materials (provide detailed list)	PST	XXX units		Direct Contracting	Tech. Specif., NOL
	Provision of equipment (list)	PST	XXX units		Direct Contracting	Tech. Specif., NOL
Watershed management	Construction materials (provide detailed list)	PST	XXX units		Direct Contracting	Tech. Specif., NOL
	Provision of equipment (list)	PST	XXX units		Direct Contracting	Tech. Specif., NOL
Flood protection plan	Construction materials (provide detailed list)	PST	XXX units		Direct Contracting	Tech. Specif., NOL
	Provision of equipment (list)	PST	XXX units		Direct Contracting	Tech. Specif., NOL
B. Procurement of Services						
Debris removal, road cleaning	Assessment and debris removal plan	PST	Report / Plan		Sel. on Single Source	Tech. Specif., NOL
Provisional bridge repair	Assessment and debris removal plan	PST	Report / Plan		Sel. on Single Source	Tech. Specif., NOL
Transportation Services	Rental of vehicles 4x4	PST	XX days		Sel. on Quality and Cost	Bidding documents, NOL
	Service	PST	X driver		Sel. on Quality and Cost	Bidding documents, NOL
	Rental of vehicles Truck	PST	X days		Sel. on Quality and Cost	Bidding documents, NOL
	Service	PST	X driver		Sel. on Quality and Cost	Bidding documents, NOL
Restoring drinking water systems	Assessment and restoring plan	PST	Report / Plan		Sel. on Single Source	Tech. Specif., NOL
Economy						
Restoring agriculture infrastructure	Assessment studies and recovery plans	PST	Report / Plan		Sel. on Consultant Qualification	Bidding documents, NOL
Support to restoring livelihood	Assessment and economic related studies for restoring livelihood	PST	Report / Plan		Sel. on Consultant Qualification	Bidding documents, NOL
Environment						
Environmental Impact assessment	Assessment studies	PST	Report		Sel. on Consultant Qualification	Bidding documents, NOL
Mitigation works	Rehabilitation plans	PST	Plans		Sel. on Consultant Qualification	Bidding documents, NOL

C. Procurement of Works						
Debris removal, road cleaning	Removal and disposal of debris Site A (urban)	PST	XX cubic meter of material		Direct Contracting	Tech. Specif., NOL
	Removal and disposal of debris Site B (road)	PST	XX cubic meter of material		Direct Contracting	Tech. Specif., NOL
Provisional bridge repair	Bridge repair at Site A	PST	Contract		Force Account	Tech. Specif., NOL
	Bridge repair at Site B	PST	Contract		Force Account	Tech. Specif., NOL
Rehabilitation of housing	Housing rehabil'n at Site A	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
	Housing rehabil'n at Site B	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
Economy						
Restoring agriculture infrastructure	Irrigation schemes restore at Site A	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
	Grain/Food storage restoring at Site B	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
Support to restoring livelihood	Provisional works to restore market infrastructure	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
Restoration of damaged records	Building repairs to secure public records	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
Restoration of civil service	Building repairs to restore public services in the affected area	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
Environment						
Mitigation works	Emergency related works	PST	Contract		Nat. Competitive Bidding	Bidding documents, NOL
Watershed management	Watershed management related works	PST	Contract		Int. Competitive Bidding	Bidding documents, NOL
Flood protection plan	Flood protection emergency related works	PST	Contract		Int. Competitive Bidding	Bidding documents, NOL
D. Emergency Operating Expenses						
Expenses incurred by the Gov. in the early recovery effort	Detail Activity 1	PST	Contract		Force Account	NOL
	Detail Activity 2	PST	Contract		Direct Contract.	NOL
	Detail Activity 3	PST	Contract		Force Account	NOL
	Detail Activity 4	PST	Contract		Direct Contract.	NOL
Total						

Annex 4 Declaration of Emergency

Sample Declaration of Emergency (following sample will be replaced with Solomon Island official emergency declaration document)



**OFFICE OF THE GOVERNOR-GENERAL
STATEMENT BY**

HIS EXCELLENCY THE GOVERNOR-GENERAL, SIR DAVID VUNAGI, GCMG KStJ

My Fellow Solomon Islanders,

Novel Coronavirus ("COVID-19") first emerged in China in 2019. The spread of the Virus continued into 2020 and on 30th January 2020, the World Health Organisation ("WHO") declared COVID-19 a Public Health Emergency of International Concern ("the PHEIC Declaration").

The PHEIC Declaration triggered the Solomon Islands Government to introduce Regulations under the Immigration Act 2012 known as the Immigration (Amendment) Regulation 2020 which was intended to restrict entry of persons into Solomon Islands.

However, as you are well aware, the spread of COVID-19 was not contained, and COVID-19 continued to spread to other countries, and this resulted in the increase of mortality rates caused by COVID-19 worldwide.

In light of the uncontrolled global spread outlined above, WHO on 11th March 2020 declared COVID-19 "a pandemic". Since that declaration, WHO has now confirmed 195 Countries have now contracted the infection including our close neighbours Australia, New Zealand, Papua New Guinea and Fiji. In addition to the above, New Caledonia, French Polynesia (Tahiti) and Guam have also recorded confirmed cases of COVID-19.

Currently, the statistics on COVID-19 are 422,566 cases with 18,887 deaths worldwide.

A Coronavirus Oversight Committee ("the OSC") was established by Cabinet and was responsible for the monitoring and providing advice to the Solomon Islands Government. The OSC included amongst others, Permanent Secretaries from the Ministries of Health and Medical Services, Office of the Prime Minister & Cabinet and Ministry of Commerce, Immigration, Labour and Industries.

Threat to Solomon Islands

The Government recognizes that the importation of the COVID-19 could be catastrophic for Solomon Islands considering the limited health resources we currently have, and that Solomon Islands will only be safe if the COVID-19 does not enter Solomon Islands.

An assessment of the threat posed by COVID-19 has been conducted by the Government and the threat assessment has recommended that the risks associated with the continued spread of COVID-19 is matter of national security. As such, the Government needs to respond now to the rising security threat that COVID-19 poses.

It is in light of the above and in accordance with 16(2) of the Constitution, hereby proclaim and **declare that State of Public Emergency now exist in Solomon Islands.** The period of public emergency is the period where the state of public emergency now exist in Solomon Islands by way of a Proclamation and shall cease to have effect on the expiration of a period of seven days commencing with the day on which the declaration was made. However, if Parliament by way of a resolution with the support of two thirds of Members thereof decided to extend that period then it will be extended for a period of 4 months as provided for under section 16 (5) of the Constitution. I understand that Parliament will be reconvened for this very purpose.

The Proclamation will now trigger the Emergency Powers Act and accordingly, I will be making the relevant regulations that will contain the powers exercisable during the Emergency Period. Upon the publication in the Gazette of the Regulations made under the Emergency Powers Act, the Prime Minister will make the relevant orders. Further statement as to the implication of these orders will be made in due course by the Prime Minister.

May God Bless us all and May God Bless Solomon Islands from Shore to Shore.

If CERC is triggered, the actual Declaration should replace the sample provided above.

ANNEX 5 Draft Request Letter to Trigger the CERC

Date

Title

Country Director

Address

Dear Country Director:

*The Second Solomon Islands Roads and Aviation Project (P176548) Triggering Component 4:
Contingent Emergency Response Component
Name, Date, Event*

In the wake of the captioned disaster, we hereby request the triggering of Component 4. Enclosed is the Emergency Action Plan (EAP); the most recent [Situation Report/Impact Assessment] and a copy of the Declaration of Disaster/ Statement of Facts/ Action by a Third Party.

(If necessary, add the following two paragraphs)

Further, the Government has ascertained that budget for post-disaster critical goods, emergency recovery and reconstruction work exceed the initial financial resources allocated to no cost Component E.

The Government is therefore requesting the re-allocation of finances within SIRAP2 through the re-categorization of uncommitted financial resources from Disbursement Categories 1 to Disbursement Category 2 as detailed in the EAP and the corresponding revised procurement plan.

We trust that our request shall meet your approval as we seek to fast track our short-term response to the disaster.

Sincerely

Minister of Finance and Treasury

ANNEX 6 Support Templates

This annex provides templates which can be used to support the preparation of draft bidding, evaluation and contract documents

Draft Bidding and Evaluation Documents for Reconstructive/Rehabilitative Works and Purchase of Critical Goods

Examples of typical bidding and evaluation documents for activities likely under CERC are attached in Attachments 1-8 to this Annex. RFQ, national competitive bidding (NCB) or International Competitive Bidding (ICB) may be used depending on the estimated cost of the works or goods.

Draft Documents for Consultants

Examples of draft typical consultant contracts, Terms of Reference and evaluation documentation are contained in Attachments 9 – 10 of this Annex:

Attachments to Annex 6

- Attachment 1 – The World Bank Procurement Regulations, November 2020
- Attachment 2 – SI – PMU Request for Bid documentation
- Attachment 3 – SI – PMU Technical Evaluation Guidelines
- Attachment 4 – SI – PMU Evaluation Form
- Attachment 5 – SI – PMU Sample Contract Agreement
- Attachment 6 – SI Purchase Requisition Template
- Attachment 7 – SI - Request for Quotation Sample
- Attachment 8 - Declaration of Confidentiality and Impartiality
- Attachment 9 – SI – Sample Consultant TOR and Contract
- Attachment 10 – SI – Consultant Probation/Evaluation Template

ANNEX 7 Sample Request for Expressions of Interest (REOI)

The Solomon Islands, with the support of the International Development Association (The World Bank), is currently implementing the Second Solomon Islands Roads & Aviation Project (SIRAP2). A component of this project is a Contingent Emergency Response Component (CERC), which would enable the Solomon Islands Government to finance emergency rehabilitation and reconstruction activities following a disaster event that warrants a national declaration of disaster. Emergency activities would be in the form of construction works and respective consultancy services. Works may include, but are not limited to: [a) (re)construction of retaining walls in reinforced concrete or block work, b) (re)construction of cross-culverts, c) reinstatement/(re)construction of roads, streets and bridges, d) public building repairs, e) clearing of debris as a result of floods or inundation, f) re-establishment of water supply infrastructure, g) re-establishment of telecommunication infrastructure, h) construction or reconstruction of schools, clinics, hospitals or work of cultural significance or other communal structures damaged by the disaster event.] Consultancy services may include detailed designs and works supervision.

The National Disaster Management Office, on behalf of the Government of SI, now invites:

1. Eligible consulting firms (“Consultants”) to express their interests in providing the above referenced consultancy services (in the case they are needed). Interested Consultants should indicate the services in which they are interested in and should provide information demonstrating that they have the required qualifications and experience (description of similar assignments, contracts and contracts amounts, experience in similar conditions, availability of appropriate skills among staff, etc.). The attention of interested Consultants is drawn to section VII of the World Bank’s Procurement Regulations for IPF Borrowers of July 2016, revised November 2017, August 2018 and November 2020.
2. Eligible construction firms (“Contractors”) to express their interest in providing the above referenced construction works (in the case they are needed). Interested Contractors should indicate the works in which they are interested in and provide information demonstrating that they have the required qualifications and experience (description of similar works, contracts and contracts amounts, experience in similar conditions, availability of appropriate equipment and engineering and technical staff, etc.). The attention of interested Contractors is drawn to section VI of the World Bank’s Procurement Regulations for IPF Borrowers of July 2016, revised November 2017, August 2018 and November 2020.

Lists of interested Consultants and Contractors will be prepared annually. The eligible and qualified Consultants and Contractors included in lists may be invited to quote and provide the necessary services and works at any time during the current year of their listing. The selections of the necessary consultants and contractors will follow the selection and procurement methods as set out in the World Bank’s Procurement Regulations for IPF Borrowers of July 2016, revised November 2017, August 2018 and November 2020.

This notice may also be viewed on within the Solomon Islands Journal (newspaper or online). Interested consultants and contractors may obtain further information at the address below during office hours (i.e. 8:00am to 5:00pm). Expressions of interest must be delivered to the address below no later than **4:00pm, Day Month, 202X.**

The Director
National Disaster Management Office
Kukum Highway, Ranadi, Honiara
E-mail: directorndc@solomon.com.sb