

STDF PROJECT GRANT APPLICATION FORM

The Standards and Trade Development Facility (STDF) offers grants for projects that promote compliance with international sanitary and phytosanitary (SPS) requirements. Eligible organizations can apply for STDF project funding using this form. Applicants can request up to a maximum of US\$1,000,000 for projects that have duration of three years or less.

The STDF Working Group makes decisions on requests for STDF funding. The following types of projects are given favourable consideration:

- Projects relevant to the identification, development and dissemination of good practice in SPS-related technical cooperation, including projects that develop and apply innovative and replicable approaches;
- Projects linked to STDF work on cross-cutting topics of common interest;
- Projects that address SPS constraints through regional approaches; and
- Collaborative and inter-disciplinary projects focused on the interface / linkages between human, animal and plant health and trade, and benefiting from the involvement of two or more partners or other relevant organizations.

Complete details on eligibility criteria and other requirements are available in the *Guidance Note for Applicants* on the STDF website (www.standardsfacility.org). Please read the *Guidance Note* before completing this form. Completed applications should be sent by email (as Word documents) to STDFSecretariat@wto.org.

Project Title	Strengthening the capacity of the National Public Health Laboratory to provide services in support of market access for Solomon Islands fish exporters
Objective	Develop capacity of the National Public Health Laboratory to conduct microbiological testing on water and food products in compliance with international standards
Budget requested from STDF	355,408 USD
Total project budget	508,336 USD
Project Duration	1 June 2017 – 31 May 2020
Full name and contact details of the requesting organization(s)	National Public Health Laboratory, Ministry of Health and Medical Services Honiara, Solomon Islands
Full name and contact details of contact person for follow-up	Dickson Manongi, Director National Public Health Laboratory Ministry of Health & Medical Services Honiara, Solomon Islands Phone; 677 38871 Email: Dickson.Manongi@sig.gov.sb

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ACRONYMS

AFAOR	Assistant FAO Representative
CA	Competent Authority
DTIS	Diagnostic Trade Integration Study
EU	European Union
FAO	Food and Agriculture Organization of the United Nations
FAO SAP	FAO Sub-regional Office for the Pacific
FFA	Pacific Islands Forum Fisheries Agency
FSNO	FAO Food Safety and Nutrition Officer
IANZ	International Accreditation New Zealand
IFC	International Finance Corporation
IWG	Industry Working Group
LDCs	Least Developed Countries
MHMS	Ministry of Health and Medical Services
MTDS	Medium Term Development Strategy
NERRDP	National Economic Recovery, Reform and Development Plan
NGO	Non-governmental Organisation
NPHL	National Public Health Laboratory
NZ Aid	New Zealand Foreign Affairs and Trade Aid Programme
QMS	Quality Management Systems
PFPT	Pacific Fisheries Training Programme
PHAMA	Pacific Horticultural & Agricultural Market Access
RAMSI	Regional Assistance Mission to the Solomon Islands
RWSS	Rural Water Supply and Sanitation
SDGs	Sustainable Development Goals
SIWA Act	Solomon Islands Water Authority Act
SOPs	Standard Operating Procedures
SP	Service Provider
SPC	Secretariat of the Pacific Community
SPS	Sanitary and Phytosanitary measures
STDF	Standards and Trade Development Facility
TOR	Terms of Reference
UN	United Nations
UNDP	United Nations Development Programme
USP	University of the South Pacific
WHO	World Health Organization

I. BACKGROUND & RATIONALE

1. Relevance for the STDF

Processed fish ranks among the top three export earners for the Solomon Islands and the industry is also an important provider of employment. The Solomon Islands has been approved for export to the European Union (EU) market, which means that the Competent Authority (CA) in the Solomon Islands is responsible for providing the official guarantee to the EU regarding compliance and conformity with all the requirements of EU legislation. The CA is responsible to approve and list facilities AND certify products for exports into the EU Markets. Some operational criteria certified by the CA require access to adequate laboratory capacity, including adequate facilities and equipment; continual training of staff. Given the onerous hygienic and cold chain requirements in fish processing, a key criterion is the ability to monitor water quality (and thus the ice manufactured therefrom).

The project aims to develop the capacity of the National Public Health Laboratory (NPHL) to conduct microbiological testing on water and food products in compliance with international standards, so testing results will be accepted by trading partners, in particular the EU. The project addresses technical knowledge gaps of the NPHL staff and provides improvements to the facility systems and procedures to ensure compliance with SPS import requirements of the EU and other trade partners, to gain and importantly maintain access to those markets.

The technical focus for the project is microbiological testing, specifically aimed at the requirements of the Solomon Tuna industry to maintain their market access for exports to the EU. The Solomon Islands currently have access to the EU for their fish exports, utilising the non-accredited NPHL under an interim agreement for a grace period. However, the Solomon Islands need to demonstrate that significant efforts are being made to use an accredited laboratory for microbiological testing. Due to the nature of microbiological testing, this must be done in-country. Demonstrating a strategy to achieve this accreditation by the NPHL within a reasonable timeframe will be critical during the next audit by the EU. Failure to do so may pose a risk to continued market access.

The proposed approach offers an inter-disciplinary benefit which is primarily aimed at assisting Solomon Islands maintain access to key export markets and also has beneficial side effects including inter alia, an improved capacity to support public health work relating to quality assurance of public water supply, assist local water bottling companies, hotels and other enterprises as well as environmental monitoring of water quality in watersheds.

2. SPS context and specific issue/problem to be addressed

The Solomon Islands is one of four Oceania nations still remaining on the UN Least Developed Countries list. Due to ethnic tensions and violent internal conflict in 1999, many public authorities lost control of effective governance, causing the government to become insolvent by 2002. When tensions diffused in 2003, the Solomon Islands Government sought assistance to re-build the nation. The Australian-led Regional Assistance Mission to the Solomon Islands (RAMSI) was created to re-develop the necessary government systems and institutions. RAMSI proved successful, and resulted in considerable economic recovery. To date, significant strides have been made to boost economic development through participation in trade, including the establishment of the Competent Authority for Food Safety. However, further capacity development is needed to support the local fishery exporters to comply with sanitary and phytosanitary measures (SPS) and maintain trade partnerships.

With the goal of building capacity to support the productive sector and facilitate trade, the government recognizes the need to develop the national capacity to comply with SPS requirements, both in the public and private sector. Currently, the Solomon Islands is under considerable risk of losing the EU market for fishery products, due to the lack of an accredited national laboratory for microbiological testing, which is able to guarantee the safety of fish exports. Tuna products represent the largest portion of trade between the Solomon Islands and the EU. The Pacific Islands Forum Fisheries Agency (FFA) reports:

In 2012 commercial fish exports from the Solomon Islands earned a total of US\$44.7 million, of which US\$ 29.5 million was from the export of canned tuna and cooked tuna loins. The EU is a very

*important market to the Solomon Islands, with sales of cooked loins for the EU canning market worth US\$ 15.9 million in 2012. Continued access for the Solomon Islands is important. An estimated 85% of Sol Tuna's product heads to the European Community, which is the world's second largest market in volume terms and the highest value market for canned tuna.*¹

The government of the Solomon Islands recognizes the importance of maintaining the market access of fishery products into the EU for the protection of the domestic economy, employment earnings and government revenue. To this end, providing support to the Competent Authority and its subsidiary organizations will remain a priority, prior to and beyond the closure of this project.

Preparing for the European Commission Audit of Fishery Products

The safety and quality of food in the Solomon Islands is governed by the Pure Food Act 1996 and the associated Pure Food (Fish & Fishery Products) Regulation 2005 and Pure Food (Food Control) Regulations 2010. While this provides a sound legislative basis for food control, there is a need to strengthen the capacity of the implementing agencies in enforcing critical aspects of these regulations, both for the protection of consumer health in the Solomon Islands and in order to maintain the countries market access for vital fish exports.

In order to sustain EU market access for fish exports, the Solomon Island Competent Authority must ensure that all products intended for the market are compliant with EU food safety regulations and SPS requirements. This requires the local testing of fishery products performed by internationally accredited laboratories, including analyses of water supplies used in the processing facilities. Sending microbiological samples to overseas reference laboratories is not feasible due to the time required (unlike chemical samples, microbiological samples need rapid processing as changes occur) and associated quarantine issues with international shipments.

The Ministry of Health and Medical Services (MHMS) is recognized by the EU as the Competent Authority charged with enforcing food safety policy for exports. MHMS created the National Public Health Laboratory (NPHL) to serve as the facility to perform the necessary microbiological tests for exported goods. The NPHL has not yet received accreditation by an internationally recognized certifying body and thus is currently operating under the allotted grace period of EU trade regulations. While the Competent Authority operates during this grace period, the CA should demonstrate considerable effort and progress towards building capacity to earn accreditation. Further, it should operate at a capacity that leaves auditors reasonably secure in the lab's ability to reliably test products and ensure that only products safe for human consumption are exported.

The competent authority is currently not using the NPHL for all its official testing and compliance certification because NPHL is not yet accredited to ISO 17025, the standard requested by the EU. As an interim solution, samples are currently shipped to accredited overseas laboratories for testing. However, the submission of water and product samples for required microbiological tests is problematic, especially due to lengthy transport times (which affects microbiologic composition²), but also with regards to cross border entry requirements, as well as associated costs. However, in certain instances, the time factor is limiting the Competent Authority to send its samples overseas and then NPHL is used and the results are deemed as not official but kept on file for records. Microbiological samples are also sent to Fiji Institute of Applied Science but encounter customs clearance delays resulting at times for samples to be discarded which is a financial loss.

The last European Commission audit of Solomon Islands Fishery Product was conducted in 2008.³ The date of next audit by EU DG Santé is not yet made known. The audit will cover requirements under the seafood safety National Control Plan, of which laboratory testing in accredited laboratories is a key component. Fortunately, the laboratory has not gone ignored since 2008. The Australian Aid funded Pacific Horticultural & Agricultural Market Access programme (PHAMA) published an initial assessment report of the testing capacity of the laboratory in 2012, and following this, carried out

¹ "Solomon's Fisheries Training Takes A Close Up Look At Tuna Industry." *Pacific Islands Forum Fisheries Agency*. Pacific Islands Forum Fisheries Agency. Web. 19 Jan. 2015. <<https://www.fifa.int/node/823>>.

² Microbiological analysis for fishery products and food contact surfaces is best done locally due to the need to have samples analysed within six hours of collection

³ "Archives." *Europa Food Safety*. European Commission, 1 Jan. 2015. Web. 20 Jan. 2015. http://ec.europa.eu/food/dyna/whatsnew/whatsnew_archive_food.cfm.

initial training on microbiological methods and QMS systems. However indications are that the lab is currently operating at a level below the international accreditation standards and would likely fail an EU Commission Audit at this point.

From a trade-facilitation perspective, it is therefore important for the CA to provide EU auditors with a clear plan for accreditation of the NPHL, which describes its path and commitment by stakeholders towards being able to provide the required testing services for export industries, particularly the fishing industry. Without the support of STDF, FAO and PHAMA, it will not be possible for the NPHL to demonstrate the effort and a systematic approach to gaining accreditation. Failing to do so, risks jeopardizing the impending EU country audit. This could result in the nation's delisting as an approved trade partner, effectively terminating the trade of fishery products with Europe.

NPHL Role in Public Health Protection from Water Contamination

There are two water quality testing laboratories in the Solomon Islands: Solomon Islands Water Authority's (SIWA) laboratories undertake water testing for E. coli and the Ministry of Health's NPHL is designated to execute microbiological and water chemistry analysis.

Water quality monitoring and urban water and wastewater services are governed by the Solomon Islands Water Authority Act (SIWA Act), while The Environmental Health Act governs rural water supplies and sanitation services. The Water Resources Division carries out policy planning and formulation functions with regard to the water resources sector in the Solomon Islands. The Solomon Islands Water Authority is responsible for providing safe drinking water and sewage services to the urban centres. Rural Water Supply and Sanitation (RWSS) provides safe water and sanitation services to rural populations, while the Environmental Health Division ensures that water supplies are fit for human consumption and free of contaminants and pollutants.

Currently, the NPHL has limited capacity for large scale water testing and is ill prepared to provide testing support to government agencies and international organizations delivering local water management interventions. In a recent engagement with WHO, the NPHL was forced to turn away the organization in response to a request of assistance in testing 1000 samples of water for interventions linked to the king floods in 2014. NPHL deemed its capacity of staff, procedures and the facility to be inadequate for the successful delivery of the 1000 tests.

Increased access to clean water and safe food remain priority development goals for public health in the Solomon Islands. With a benchmark of 84% of the population using an improved drinking water source,⁴ water authorities remain dedicated to increasing access to clean water in un-serviced communities, as well as maintaining current access for those already receiving services.

Improved capacity to test water for monitoring purposes is crucial to maintaining good water governance in the Solomon Islands. As the NPHL is the only laboratory in country with the existing experience and infrastructure needed to accommodate these tests, it is well situated to participate in this project's planned interventions to develop capacity and improve the quality of service.

3. Links with national/regional development plans, policies, strategies, etc.

The project upholds the Paris Principles on Aid Effectiveness through the project design, which builds upon past aid efforts and focuses interventions on existing government systems and institutions, and promotes the effective enforcement of existing food safety policy and relevant trade regulations.⁵ The work of the Ministry of Health, the Forum Fisheries Agency (FFA) and World Health Organization (WHO) in establishing the Competent Authority for Food Safety is the foundation of this project. Follow-up work by PHAMA, including needs assessments and technical trainings in NPHL, have

⁴ WHO, *Solomon Islands Country Health Information Profile*, Western Pacific Region Health Databank, Manila, WHO Office for the Western Pacific Region, 2011 <http://www.wpro.who.int/countries/slb/31SQLtab2011_finaldraft.pdf?ua=1>

⁵ Referring directly to Paris Principles on Aid Effectiveness paragraph 17: "Using a country's own institutions and systems, where these provide assurance that aid will be used for agreed purposes, increases aid effectiveness by strengthening the partner country's sustainable capacity to develop, implement and account for its policies to its citizens and parliament. Country systems and procedures typically include, but are not restricted to, national arrangements and procedures for public financial management, accounting, auditing, procurement, results frameworks and monitoring." <http://www.oecd.org/dac/effectiveness/34428351.pdf>

informed the formulation of this project by providing current information on the laboratory's technical capacity need for microbiological testing.

Sustainable Development Goals (SDGs) 1, 2, 9 and 17 are directly related to the project. The project supports SDGs 1 and 2 through its support of job creation in the private sector. SolTuna is the only tuna cannery in the Solomon Islands and is the largest employer in Noro, Western Province. It employs roughly half of the population of Noro, with 1,500 employees. SolTuna is expected to add an additional 500 jobs in the coming years.⁶ This project's goal of supporting the Solomon Islands to maintain market access to the EU will sustain the ability of SolTuna and other fishery companies in the private sector to continue create jobs and retain employees, thus contributing to national employment rates and poverty reduction.

As NPHL capacity will be developed to promote testing of water samples for microbiological contamination. A well-functioning NPHL will serve environmental organizations and government agencies by providing water monitoring services and will support the development of water projects. Finally, SDG 17: Sustainable development through global partnerships is supported as the project is directly concerned with maintaining market access for the Solomon Islands and fostering trade between developed and least developed nations.

In 2003-2006 The National Economic Recovery, Reform and Development Plan (NERRDP) was adopted, and posed a heavy focus on revitalizing the productive sector and rebuilding essential infrastructure to support economic development. The Solomon Islands Medium Term Development Strategy (MTDS) 2008-2010 supports the agricultural sector to promote rural livelihood development. MTDS sets strategic goals to increase food production and food safety standards for economic development and food security. To this end, the strategy aims to enhance the production and productivity of the fisheries sectors through the support of infrastructure maintenance and develop partnerships to support of food production, processing capacities and value addition. The Diagnostic Trade Integration Study (DTIS), coordinated by UNDP in 2009, identifies key areas for support in the trade sectors and identifies supporting the Competent Authority as an important means of supporting market access.

4. Past, on-going or planned programmes and projects

Past

The National Public Health Laboratory (NPHL) was built in 2007 with funding from the Australian Government and the European Union. Its function is to provide testing services to support the public health work of the Ministry of Health and Medical Services, and to support testing requirements for export and domestic food processing industries.

The establishment of the Competent Authority and Food Safety Unit (the direct counterpart for the project) was supported by WHO and FFA. There have been substantial investments by the EU and Australia into establishing the national public health laboratory infrastructure (building and equipment), as well as initial capacity development of NPHL staff supported by PHAMA.

On-going

PHAMA has established a private/public partnership group called the Industry Working Group, which is made up of representatives from the Environmental Health Division (Food Safety Unit) and the fishing industry (SolTuna and National Fisheries Development). The Industry Working Group provides a forum for addressing market access related issues, including coordination of donor activities.

⁶IFC and SolTuna Help Solomon Islands Retain More Tuna Revenues and Create Jobs. *International Finance Corporation*. IFC Pacific Office. Web.
<<http://www.ifc.org/wps/wcm/connect/74525c004123710f899bb9df0d0e71af/IFC+and+SolTuna+Help+Solomon+Islands+Retain+More+Tuna+Revenues+and+Create+Jobs.pdf?MOD=AJPERES>>

The International Finance Corporation (IFC) has granted SolTuna, the only cannery in the Solomon Islands, with a loan of USD \$10 Million, to support a USD \$27 Million upgrade and expansion project.⁷ The project is expected to increase the factory's output from 90 tonnes of product per day to 150 tonnes per day. The improvements to the wharf facilities, cannery infrastructure and cold storage facility aim to improve product quality and secure more income for exports.

Planned

A new course on Seafood Safety Training has been proposed to be implemented under the Pacific Fisheries Training Programme (PFTP), a program funded by The New Zealand Foreign Affairs and Trade Aid Programme (NZ Aid) and jointly implemented by the Pacific Islands Forum Fisheries Agencies (FFA) and the Secretariat of the Pacific Community (SPC). The purpose of the course is to train seafood processing laboratory technicians in carrying out simple laboratory analysis to determine the health standard of fishery products. The intended target groups are industry quality control/quality assurance workers from Pacific States, including the Solomon Islands, that process seafood, and pursue export to the EU currently, or are aspiring to do so.

Two institutes will jointly implement the Seafood Safety Training course. The specifics of this partnership have yet to be formally confirmed, however, one of the institutes is likely to provide logistical support to trainees and technical support to curriculum development, while the other will deliver the trainings at its laboratories.

The proposed interventions in PG521 implemented alongside the NZ Aid PFTP offer a valuable opportunity for synergy within the sector. These complimentary efforts support the development of a pro-active food control environment, in which government and private industry each receive capacity development support simultaneously, using the same qualification standards (ISO 17025).

FAO has, *inter alia*, been requested to assist the strengthening of the National Public Health Laboratory by supporting its international accreditation and is committed to doing as part of its technical assistance under the Solomon Islands Country Programming Framework. The assistance pertains to the accreditation by an internationally recognized accreditation body. However, in pursuance of applying for accreditation, the laboratory needs to build its capacity further, as identified in a 2012 PHAMA supported assessment of the capacity of NPHL to provide testing services for export industries, particularly the fishing industry.

In order to reach this point, the support by STDF is an essential part of a joint undertaking and a co-funding arrangement between FAO, PHAMA and the STDF. Under this partnership, it is envisaged that the support by STDF and PHAMA will assist the laboratory in obtaining the pre-requisite capacity required prior to the formal application to International Accreditation New Zealand (IANZ) for accreditation, which will be supported by FAO.

5. Public-public or public-private cooperation

Capacity development of the NPHL will provide the private sector with the government support needed to sustain trade relations with the EU. The increased capacity to test food products domestically will ensure Solomon Island Exporters can comply with SPS requirements of tuna imports into the EU. As microbiology food testing cannot be outsourced overseas, due to the nature of bacterial growth in samples, it is essential for Solomon Island Exporters to receive these testing services in country. Further, the interventions assist to promote the enforcement of the Solomon Islands national food safety plans as testing for microbiological contamination in food domestically will support public consumption of safe foods.

The interventions promote further collaboration between the governing bodies responsible for water monitoring and quality assurance for the protection of public health. As the laboratory has experience and available resources to accomplish microbiological testing of water samples, capacity

⁷ International Finance Corporation World Bank Group, *SolTuna Expansion Summary of Investment Information*. IFC Project Database, accessed January 11, 2015.
<http://ifcextapps.ifc.org/ifcext/spiwebsite1.nsf/651aeb16abd09c1f8525797d006976ba/82f0596586e244cf85257b4100665c3f?opendocument>

development interventions will ensure that the lab is able to execute reliable tests in large sample sizes that the agencies require.

In 2012 PHAMA established a public/private partnership Industry Working Group (IWG) made up of representatives of key departments and fishing industry reps to discuss and coordinate actions on market access issues. This group identified the need for assistance to NPHL and prioritized the PHAMA inputs to date. This group has worked with PHAMA, FFA and the NZ funded fisheries programme in Solomon Islands to coordinate donor and government actions to address capacity building needs of the competent authorities. The intervention is in alignment with their recognized areas for assistance.

6. Ownership and stakeholder commitment

The target groups directly concerned with the project are:

- i. National Public Health Laboratory staff
- ii. Government agencies responsible for food safety, trade, public health and water services, specifically: the Ministry of Health and water authorities: Solomon Islands Water Authority, the Water Resources Division, the Rural Water Supply and Sanitation and the Environmental Health division.
- iii. Food traders, fish processors and exporters and any other private sector enterprises that will benefit from more consistent and technically robust food testing laboratory

II. PROJECT GOAL, OBJECTIVE, OUTPUTS & ACTIVITIES (LOGICAL FRAMEWORK)

7. Project Goal / Impact

The project aims to develop the capacity of the National Public Health Laboratory to conduct microbiological testing on water and food products in compliance with international standards.

Developing the Solomon Islands NPHL capacity to conduct SPS research and provide SPS related tests to exporters of their products will increase the competitiveness of Solomon Island fishery products and sustain access to overseas markets including the EU. The increased capacity will contribute towards greater protection of Solomon Islanders from water and food contamination through an increased capacity to monitor and evaluate contamination risks associated with water and food.

Maintaining market access to EU through these measures will protect approximately 2000 jobs in the Solomon Islands and sustain USD \$45 million in export returns and service related income. This industry is an increasingly important source of export income as the Solomon Islands face the significant economic challenges from the likely decline in revenues from its current main export industry of whole logs (USD \$ 200 million/annual exports).

8. Target Beneficiaries

Beneficiaries

The NPHL Facility and staff are the primary beneficiaries as the recipients of capacity development and technical inputs for the project. The Facility will benefit from expert technical support and the development of systems and training to support an efficient and effective workflow. The staff will receive high quality technical trainings to promote their professional development and increase the quality of their work in this field.

Government agencies, especially the Ministry of Health and Medical Services (MHMS) as the supervisory body of the laboratory, will benefit from a facility certified for carrying out microbiological testing of water and food products to ISO17025 for certain tests, better functioning microbiological testing facility and more competent staff. The increased capacity of the facility will serve the

government as a reliable resource for food contamination testing, water monitoring and quality assurance and interdisciplinary environmental / public health studies relating to microbiology water contamination.

Fish processors and exporters will benefit from having ready access to an ISO17025 certified testing facility and minimise time delays associated with the use of overseas test facilities. The private sector's access to the EU market is dependent on their cooperation with the Competent Authority, which includes soliciting the services of NHPL to confirm product safety. Initiating this project at the NPHL prior to the EU Commission Audit of Fishery Products allows for the Solomon Islands to develop the necessary systems and capacities to comply with EU standards and provides tinned tuna exporters the benefit of uninterrupted trade.

Tuna fishing companies and tuna fishermen, as the canned tuna exporters benefit from uninterrupted trade and compliance with EU trade regulations, so too do the tuna fishing companies. Fishing companies and fisherman will see an uninterrupted flow of product from their vessels to the processing facilities and subsequently, the export market.

Consumers of exports will benefit from the consumption of safe products, avoiding illness from contaminants and spoilage. They will have peace of mind that a competent facility is testing their tinned tuna to ensure it is safe and sanitary.

Local consumers will benefit from the consumption of safe products, avoiding illness from contaminants and spoilage. They will have peace of mind that a competent facility is testing their tinned tuna to ensure it is safe and sanitary.

9. Project objective, outputs and activities (including logical framework and work plan)

The project intends to build the capacity of the National Public Health Laboratory (NPHL) in Honiara, so that it operates in compliance with international standards and can provide accurate and reliable microbiological testing services to local businesses and public institutions.

Below is a description of the project's three outputs and corresponding activities:

- i. NPHL facility is equipped and organized according to international standards.
 - o To achieve this output, a rapid, focused needs assessment will be conducted by the Specialist on Microbiological Laboratory Capacity Development⁸ to inform the specifics of the activity plan. The assessment will also serve as a baseline for monitoring and evaluation. While this will build upon the initial assessment work supported by PHAMA (which looked at broader range of issues), the scope will be narrowed down and specifically focused on the capacity needed to achieve international accreditation for micro-biology. This will form the basis for a detailed activity plan, including the specific nature of capacity development required, as well supportive measures such as equipment maintenance, calibration and registration.
- ii. NPHL staff are trained to ISO 17025 standard for certification.
 - o The Specialist on Microbiological Laboratory Capacity Development will perform the capacity assessment of the NPHL staff to establish a baseline and inform the training plan. The Specialist will train lab aids in support responsibilities. The NPHL micro technician and two trainees will participate in training programs at accredited and well regarded labs in New Zealand. This will build directly upon the initial assessment work completed in 2014 by PHAMA and NPHL management. The Specialist will develop a training schedule to ensure laboratory operations go uninterrupted. The Specialist will provide trainings for NPHL staff and management on the Quality Management Systems (QMS), Standard Operating Procedures (SOPs), and the Environmental Monitoring and new procurement system which the Specialist has

⁸ To be provided by selected Specialised Institution (selection and contracting will be done in the project inception stage).

developed and documented. The Specialist will monitor progress and will perform a midterm capacity assessment of the staff.

- iii. Essential NPHL systems are developed and or amended to comply with international standards and promote efficient workflow in the lab.
 - o The Specialist on Microbiological Laboratory Capacity Development will review all existing manuals, documents and systems relating to the lab. Next the Specialist will develop laboratory standard operating procedures manual (SOPs) in line with international standards, in particular ISO 17025 (General requirements for the competence of testing and calibration laboratories), as the international standard for which the lab must hold accreditation in order to be deemed technically competent. He or she will also amend NPHL procurement system to ensure the efficient provision of goods and services. The Specialist will then engage with government to facilitate the adoption of the amended procurement system and other areas uncovered in needs assessments. In preparation for the trainings, the Specialist will 1) develop and document Quality Management Systems (QMS) in line with international standard, 2) establish and put into place necessary record keeping systems to demonstrate a history of best practices 3) Develop and put into place Environmental Monitoring systems and procedures. The Specialist will monitor the NPHL staff's adoption and utilization of the systems.

10. Risks

Figure 1: Risk Matrix

Risk	Impact	Probability	Mitigation
1. Movement of trained government officials	Trained government officials leave the organization after capacity development trainings; food safety standards are no longer enforced.	Little likelihood	Integrate the training into HR practices to facilitate the continued training of new hires and ensure compliance of export requirements, policies and national food safety standards.
2. Ability of NPHL to hire additional laboratory staff	The laboratory suffers from being under staffed affecting work flow and lab efficiency.	Somewhat likely	Steering committee engages with MHMS to develop contingency plan (fund raising).
3. Weaknesses in procurement procedures	Procurement issues create a block in work flow.	Somewhat likely	Specialist on Microbiological Laboratory Capacity Development engages with MHMS to add efficiency to procurement policies (see Output 3).
4. Adverse climatic events such as cyclones could disrupt the work programme	Progress made towards achieving outputs is lost.	Somewhat likely	Schedule work programme activities outside of cyclone season. Develop NPHL laboratory disaster resiliency plan in standard operating procedures manual, with contingency planning for loss of utilities.

11. Sustainability

Project Outcome:	Follow-up action to ensure sustainability of each Output	Institution responsible for this follow-up action and the resources it will provide (human, physical and financial)	Contribution of each Output to the sustainability of project Outcome	Contribution of each Output to the impact and the catalytic effects expected to be generated
Capacity of National Public Health Laboratory strengthened to attain international accreditation for microbiology (for water analysis)	Once the lab gains accreditation its use by companies such as SolTuna Cannery will be assured. However, in order to sustain accreditation, the laboratory will need to conduct additional tests to achieve the required volume of testing. The laboratory therefore needs to continue to be utilised by the private and public sectors and actively promotes its capability to do so. This will be enhanced by attaining accreditation. The development and implementation of a business plan ⁹ is fundamental to sustainability and the project will provide the necessary technical support for this.	NPHL as service provider Private sector as user of services: SolTuna, Water Bottling Companies, Food Industries, Water Supply Authority, Individuals and Government Agencies and Educational/research Institutions such as USP, UN agencies conducting assessments of water quality (e.g. WHO)	Critical to supporting food export industry	The output builds the export capacity of the Solomon Islands and leads to increased domestic food testing and safe food consumption.

III. BUDGET

12. Estimated budget

(a) See Appendix 3

13. Cost-effectiveness

The project presents a cost effective scope in that it builds upon existing International Aid work and utilizes existing infrastructure and human resources. The project design employs existing primary research and organizational knowledge taken from the recent work and technical recommendations of partner organizations in the region. The activities were developed with consideration of the most cost effective recommendations from the following two reports: the PHAMA 2012 report, *Technical Report*

⁹ A business plan for the NPHL was developed with PHAMA's support in 2012

39: *Improved diagnostic services for processed fish exports (SOLS12 Stage 1)*¹⁰, and the 2014 PHAMA report (in draft), *Report on the Status of the National Public Health Laboratory (SOLS12 Stage 2)*¹¹.

Overseas trainings for laboratory staff are planned to take place in New Zealand facilities, as these locations provide high quality services while being more economical, in terms of travel costs and tuition, than other overseas facilities such as those in the United States. Finally, the alternative of no action, in which the NPHL receives no further capacity development interventions, presents a true threat to trade partnerships between the EU and the Solomon Islands as the Solomon Islands Fishery Product is due for an audit by the European Commission. The reports by PHAMA both advise that the NPHL is ill equipped to pass an EU inspection in it's the current state.

IV. PROJECT IMPLEMENTATION & MANAGEMENT

14. Implementing organization

FAO will implement the project in close collaboration with the National Public Health Laboratory of the Ministry of Health and Medical Services (MHMS), and a Specialized Institute / Service Provider¹² who will provide a Specialist on Microbiological Laboratory Capacity Development (see TORs in Appendix 6). The FAO Sub-regional Office for the Pacific Islands in Samoa will take the lead on project implementation, with support from the Assistant FAO Representative Office in the Solomon Islands, and the technical and operational guidance and supervision of the FAO Sub-regional Office for the Pacific in Samoa.

Members of the FAO Task Force overseeing implementing will include the Budget Holder (FAO Sub-regional Coordinator for the Pacific Islands), Assistant FAO Representative Solomon Islands (AFAOR), Technical lead (Food Safety and Nutrition Officer), Operational lead, and the FAO Funding Liaison Officer.

15. Project management

A Project Steering Committee (PSC) will be established to oversee implementation and management of the project and provide guidance as needed. The PSC will be made up of a subgroup of the PHAMA established Industry Working Group, which includes representatives of: The Ministry of Health and Medical Services, the Environmental Health Division (Food Safety Unit), and private sector fishing industry (SolTuna and National Fisheries Development). A representative of PHAMA will provide secretariat support to the PSC.

The key role of the PSC is to ensure good communication and cooperation between the organizations involved in project implementation (notably FAO, represented by Food Safety and Nutrition Officer and AFAOR), the beneficiary (NPHL, represented by the Director), the Specialist responsible for microbiological lab capacity building and project management and other relevant government agencies and private sector stakeholders, and propel project activities forward. The committee will meet once a month. PHAMA has two in-country coordinators who will be able to provide secretariat support to the project steering committee and assistance with logistics and project coordination. The PSC Terms of Reference (ToR) and membership including NPHL, FAO, PHAMA, the Specialised Institute /Service provider and other relevant government agencies and private sector stakeholders will be determined at the time of the first PSC meeting.

Recruitment and procurement for the project will be carried out by FAO in close consultation with and the agreement of NPHL/MHMS. FAO will assist the NPHL/MHMS in providing technical supervision,

¹⁰ PHAMA, *Technical Report 39: Improved diagnostic services for processed fish exports (SOLS12 Stage 1)*. Canberra, 7 November 2012.

¹¹ PHAMA, *Report on the Status of the National Public Health Laboratory, Honiara, Solomon Islands.*, August 2014

¹² To be selected and contracted in the project inception phase.

quality assurance and monitor project progress to ensure timely and technically sound implementation.

V. REPORTING, MONITORING & EVALUATION

16. Project reporting

- (a) The project will provide mandatory six-monthly reports on progress in accordance with STDF reporting requirements. Additionally, several key reports will be produced to coincide with or complement the six-monthly reports.
- (b) The initial technical report will set the baseline status of the NPHL facility and staff, in terms of their capacity to comply with international microbiology food testing standards. It will outline the results of the capacity assessments and present a detailed work plan aimed at developing the capacity to conform to international standards. The Specialist from the Specialised Institute / Service Provider is responsible for implementing the assessment activities and the drafting of the report; he or she will submit the report to FAO by mid Y1Q2. FAO will review the report and submit to STDF by the end of Y1Q2.
- (c) The midterm-progress report will describe the midterm progress of the project. Midterm capacity assessments will be carried-out by the Service Provider Specialist. The midterm report will identify and outline plans for further intervention to ensure the successful completion of the project and will measure the level of capacity developed to date by utilizing the baseline data. The Specialist is responsible for drafting the report; he/she will submit the report to FAO by mid Y2Q1. FAO will review the report and submit to STDF by the end of Y2Q1.
- (d) The final/terminal report will be drafted by the Service Provider Specialist with inputs from FAO and will summarize the work completed and goals achieved. The report will be prepared in accordance with established FAO guidelines and including the components advised by the STDF and submitted as per date agreed in the signed Implementation Assignment. Accompanying the final report will be the IANZ assessment which will confirm the successful completion of project outputs and goals.

17. Monitoring and evaluation, including performance indicators

The Specialist on Microbiological Laboratory Capacity Development will establish a baseline of systems/facility and staff capacity at the first mission during Year 1 Q1, by conducting capacity and needs assessments at the National Public Health Laboratory. A needs assessment will be conducted for the NPHL facility to determine the baseline from which to compare achievements. Next a capacity assessment of NPHL staff will be carried out to inform the development of the training plan and to set a baseline from which to monitor and evaluate progress.

At Year 2 Q1, the Specialist will conduct a midterm assessment of the facility need and the staff capacity. The midterm assessment results will be compared to the baseline to quantify progress to date. Both the baseline and midterm assessments will be submitted to FAO and STDF for monitoring.

Project monitoring will be conducted by the Specialist on Microbiological Laboratory Capacity Development. Record keeping systems (for testing procedures and maintenance etc.) will provide evidence of staff capacity to run the facility in line with lessons learned in the provided trainings. The Specialist will report back to the NPHL and FAO with progress reports every second quarter (every 6 months). NPHL will forward the reports to STDF.

The FAO SAP Food Safety and Nutrition Officer will complete two technical backstopping missions, during which, he/she will monitor project implementation and provide technical support to the Service Provider Specialist. His/her monitoring will contribute to the bi-annual reports to STDF.

The successful delivery of project outputs will be evaluated just prior to closure. An ISO/IEC 17025 assessment, facilitated by International Accreditation New Zealand (IANZ), is proposed to represent the gold standard for quality and SPS requirements. FAO will liaise with IANZ to facilitate the

assessment activities and will report to NPHL and STDF with the final assessment report to mark project closure. IANZ advises that most facilities require three assessments before receiving full compliance for accreditation.

Output	Indicator	Means of Verification
NPHL facility is equipped and organized according to international standards for microbiological tests.	# of facility violations of international standards for microbiological testing facilities	ISO/IEC 17025 compliance assessment
NPHL staff is trained according to international standards for microbiological testing.	# of staff violations of international standards for microbiological testing facilities	ISO/IEC 17025 compliance assessment
Essential NPHL systems are developed and or amended to comply with international testing for microbiological testing.	Systems are utilized to support efficient laboratory management. # of systems violations of international standards for microbiological testing facilities	Systems records ISO/IEC 17025 compliance assessment

An independent end-of-project assessment, will be organized by FAO and carried out by an external evaluator at the end of the project. The project evaluation will be carried out in accordance with the STDF Evaluation Guidelines.

18. Dissemination of the projects results

Upon the completion of the final assessment of the NPHL, a public version of the final report will be prepared by MHMS and disseminated to government agencies concerned with water management and public health, in addition to the private sector stakeholders and relevant NGOs and international organizations working in public health and water contamination control. The report will notify the reader of improvements made at the NPHL, as well as the services available and corresponding prices. FAO will work with the Ministry of Health and WHO to facilitate the distribution of the public report to the relevant organizations.

A case story will be prepared by the FAO SAP Communications Officer to document the process of getting the NPHL to the point where it is assessed as ready for ISO17025 certification. The case story will describe the activities carried out under the project and the role of the different stakeholders involved. It will also analyse the challenges faced (if any) and how they were addressed, as well as the overall results, experiences, lessons learned and relevant recommendations in a way that they can be used to inform and guide efforts to help laboratories in other least developed countries (LDCs) gain international laboratory accreditation. The case story will present information clearly and concisely, and include quotations and other content to illustrate and convey the key messages in a user-friendly way.

FAO will disseminate the case story widely in the Pacific Region and globally, making use of the Internet, distribution at relevant meetings, etc. The case story will also be disseminated by the STDF Secretariat through the STDF website and as an electronic news story, etc.

LIST OF APPENDICES

- Appendix 1:** Logical framework
- Appendix 2:** Work Plan
- Appendix 3:** Project Budget (donor and FAO formats)
- Appendix 4:** Letters of support from organizations that support the project request - PHAMA and MHMS
- Appendix 5:** Written consent from an STDF partner that agrees to implement the project **OR** evidence of the technical and professional capacity of another organization proposed to implement the project.
- Appendix 6:** Terms of Reference for service provider and key consultants and staff involved in project implementation

APPENDIX 1: Logical Framework¹³

	Project Description ¹⁴¹⁵	Measurable indicators / targets	Sources of verification	Assumptions and risks
Goal	The National Public Health laboratory is providing analytical services in microbiology to support market access of fish exports to the EU through accreditation to ISO17025 international standards	<p>Target: Necessary microbiological analysis for market access is accepted by trading partner (EU)</p> <p>The NPHL achieves ISO17025 certification for microbiology required for market access of fish exports to the EU</p>	<p>Information from authorities in major trading countries about rejections of products</p> <p>Microbiology analysis provided by the NPHL is accepted by trading partner (EU)</p>	<p>There is no deterioration in "Terms of Trade" for the Solomon Islands</p> <p>Technical regulations and standards are issued and implemented in conformity with international regulations and practices</p>
Immediate objective (purpose)	The laboratory (comprising staff, procedures and facilities) is assessed as ready for ISO 17025 certification by relevant international accreditation body	<p>Target: Pre-assessment mission confirms readiness to apply for accreditation</p> <p>Target: Cross laboratory testing by reference laboratory validates analytical findings by NPHL</p>	<p>Pre-assessment report by international accreditation body</p> <p>Reference testing results</p>	<p>Core staff remains at NPHL</p> <p>Necessary budgetary support by MOH for consumables continued</p>
Expected results (outputs)	<p>1. NPHL facility is equipped and organized according to international standards.</p> <p>2. NPHL staff are trained, certified and competent to comply with international standards for microbiological testing</p> <p>Essential NPHL systems are developed and or amended to comply with international standards for microbiological testing, and promote efficient workflow in the lab.</p>	<p>Indicator: # of facility violations of international standards for microbiological testing facilities</p> <p>Indicator: # of staff violations of international standards for microbiological testing facilities</p> <p>Indicator: # of systems violations of international standards for microbiological testing facilities</p> <p>Indicator: Systems are utilized to support efficient laboratory management.</p>	<p>- ISO/IEC 17025 compliance assessment</p> <p>- Laboratory assessment reports by Specialist on Microbiological Laboratory Capacity Development</p> <p>- ISO/IEC 17025 compliance assessment</p> <p>- ISO/IEC 17025 compliance assessment</p> <p>- Systems records and procedural manuals</p>	

¹³ See the CIDT Handbook on Project Identification, Formulation and Design, available on the STDF website, for guidance on the preparation of logical frameworks.

¹⁴ http://www.economy.gov.lb/public/uploads/files/7624_2099_6698.pdf

¹⁵ <http://www.esteri.it/mae/Gemellagqi/Tacis/Azerbaijan/3Annexes-TwinningFiche-Standards.pdf>

Activities	Project Description	Targets/ Milestones (timing to be confirmed during project inception)	Sources of verification	Assumptions and Risks
Activity 1.1	Assess Facility, including staff resourcing baseline and needs at start and midterm of project	Target: Baseline facility and staff resource baseline and need established in early Y1Q3	Needs assessment report	NPHL / Ministry of Health agree to hire 2 part time lab assistants
Activity 1.2	Perform equipment maintenance, calibration and registration	Target: 50% of equipment is registered/calibrated in accordance to intl. standards by Y2Q3 Target: 50% of equipment in need of repair is in working order by Y2Q1	Calibration records Maintenance records	
Activity 2.1	Perform capacity assessment of the NPHL staff at start and midterm of project	Target: Baseline of staff training needs established in early Y1Q3 Target: Midterm capacity assessment is completed by Y2Q3	Staff training needs assessment baseline report Midterm staff capacity assessment baseline report Midterm staff capacity assessment report and baseline report	
Activity 2.2	Train lab aids in support responsibilities	Target: Both lab aids are able to independently facilitate testing set up and breakdown of 50% of microbiological tests by Y2Q3	Training Certificate Midterm staff capacity assessment report and baseline report	
Activity 2.3	Provide overseas training to lab micro technician and 2 trainee staff	Target: All staff graduate from training course to the level required by international standards for ISO17025 certification by Y3Q1	Midterm capacity assessment report	
Activity 2.4	Provide trainings for NPHL staff and management on QMS, SOPs, Environmental Monitoring and new procurement system to all	Target: All staff have improved testing capacity by 50% at Y2Q3 – compared to baseline Indicator: All staff have improved	Midterm capacity assessment report	

	relevant staff (at facility)	laboratory management capacity by 50% at Y2Q3 – compared to baseline		
Activity 3.1	Review NPHL manuals and systems	Target: Review completed by Y1Q3	Specialist on Microbiological Laboratory Capacity Development to confirm with FAO	
Activity 3.2	Develop laboratory standard operating procedures manual (SOPs) in line with intl. standard ISO 17025	Target: Draft manual submitted - by Y1Q3	SOPs manual draft	
Activity 3.3	Amend NPHL procurement system to ensure the efficient provision of goods and services	Indicator: Draft procurement concept note by Y1Q3	Procurement procedural manual draft	
Activity 3.4	Engage with government to facilitate the adoption of the amended procurement system and other areas uncovered in needs assessments	Indicator: Specialist on Microbiological Laboratory Capacity Development engages with government to facilitate the adoption of new procurement system Y1Q3	Confirmation by Specialist on Microbiological Laboratory Capacity Development	
Activity 3.5	Develop and document Quality Management Systems (QMS) in line with ISO 17025 standards	Target: Draft of QMS to the level required by international standards for ISO17025 certification submitted Y2Q2	QMS Draft	
Activity 3.6	Establish and put into place necessary record keeping systems to demonstrate a history of good practices	Target: Record keeping system manual draft submitted Y2Q1	Records manual draft	
Activity 3.7	Develop and put into place Environmental Monitoring systems and procedures	Target: Environmental monitoring procedural manual draft submitted Y2Q1	Environmental monitoring manual draft	

Work Plan¹⁶

Activity	Responsibility	Year 1				Year 2				Year 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Recruit Team	NPHL/FAO												
Output 1	NPHL facility is equipped and organized according to IOS 17025 standards.												
Activity 1.1	Perform baseline and needs assessment of the NPHL, including facility and staff resources, at start and midterm of project												
Activity 1.2	Perform equipment maintenance, calibration and registration												
Output 2	NPHL staff are trained according to ISO/IEC 17025 standards												
Activity 2.1	Perform capacity assessment of the NPHL staff												
Activity 2.2	Train lab aids in support responsibilities												
Activity 2.3	Provide overseas training to NPHL micro technician and trainee staff												
Activity 2.4	Provide trainings for NPHL staff and management on QMS, SOPs, Environmental Monitoring and new procurement system to all relevant staff (at facility)												
Activity 2.5	Assess the progress towards developing staff capacity												
Output 3	Essential NPHL systems are developed and or amended to comply with ISO/IEC 17025 standards and promote efficient workflow in the lab.												
Activity 3.1	Review laboratory manuals and systems												
Activity 3.2	Develop laboratory standard operating procedures manual (SOPs) in line with ISO17025.												
Activity 3.3	Amend NPHL procurement system to ensure the efficient provision of goods and services and develop concept note to present to government; follow up												
Activity 3.4	Engage with government to facilitate the adoption of the amended procurement system and other areas uncovered in needs assessments such as staffing												
Activity 3.5	Develop and document Quality Management Systems (QMS) in line with ISO17025												
Activity 3.6	Establish and put into place necessary record keeping systems to demonstrate a history of IOS compliance												

¹⁶ Indicative plan subject to detailed planning during project inception.

Activity 3.7	Develop and put into place Environmental Monitoring systems and procedures												
	IANZ Assessment I (exact timing subject to internal review to ensure all requirements are in place)												
	IANZ Assessment II												
	IANZ Assessment III												
Output 4 Documented case story	Document the efforts taken, experiences, lessons and recommendations in a case story targeted at stakeholders in other Least Developed Countries (LDCs) interested in working towards international laboratory accreditation.												
Output 5 Independent end-of-project assessment	Independent end-of project evaluation organized by FAO and carried out by an external evaluator												

APPENDIX 3: Budget (US\$)

STDF Contribution					
Output Details					
Project Team	Honorarium	# People	Days	Rate	Cost
	Specialist on Microbiological Laboratory Capacity Development (from Specialized Institute / SP)	1	198	\$ 450	\$ 89,100
	FAO Technical Support	1	14	\$ 855	\$ 11,970
	FAO National Project Operations Officer	1	10	\$ 350	\$ 3,500
	FAO SAP Communication Officer:	1	23	\$ 855	\$ 19,665
	End-of project Evaluation Specialist	1	30	\$ 568	\$ 17,040
	Travel	Flight	Travel Days	DSA	Cost
	SP Specialist Mission 1	\$ 1,000	7	\$ 267	\$ 2,869
	SP Specialist Mission 2	\$ 1,000	57	\$ 267	\$ 16,219
	SP Specialist Mission 3	\$ 1,000	57	\$ 267	\$ 16,219
	SP Specialist Mission 4	\$ 1,000	57	\$ 267	\$ 16,219
	FAO Technical Support Mission 1	\$2,000	5	\$ 267	\$ 3,335
	FAO Technical Support Mission 2	\$2,000	5	\$ 267	\$ 3,335
	FAO SAP Communication Officer – country project visit	\$ 2,000	5	\$ 267	\$ 3,335
	End-of project Evaluation Specialist	\$2,000	30	\$ 267	\$ 10,010
Output 1	NPHL facility is equipped and organized according to IOS 17025 standards.				
		Flight	Days	Rate	Cost
Activity 1.1	Perform a needs assessment of the NPHL to establish a baseline				
	Office supplies				\$ 50
Activity 1.2	Perform equipment maintenance, calibration and registration				
	Calibration of equipment			\$ 9,500	\$ 9,500
	Maintenance of equipment			\$ 5,000	\$ 5,000
Output 2	NPHL staff are trained according to ISO/IEC 17025 standards				
		# People	Weeks	Rate	Cost
Activity 2.1	Perform capacity assessment of the NPHL staff to establish a baseline				
	Office supplies				\$ 50
Activity 2.2	Train lab aids in support responsibilities (at NPHL facility)				
	Expendable bench equipment			\$ 5,000	\$ 5,000
	Consumables			\$ 5,000	\$ 5,000
	Office supplies			\$ 50	\$ 50

	Refreshments	2	1	\$ 50	\$ 100
Activity 2.3	Provide overseas training and certification to three full-time lab staff ¹⁷				
	SP Training #1	1	4	\$ 3,000	\$ 12,000
	SP Training #2	1	4	\$ 3,000	\$ 12,000
	SP Training #3	1	4	\$ 3,000	\$ 12,000
	Training Travel (arranged by SP)	Days	DSA	Flight	Cost
	Trainee 1	30	\$ 255	\$ 1,000	\$ 8,650
	Trainee 2	30	\$ 255	\$ 1,000	\$ 8,650
	Trainee 3	30	\$ 255	\$ 1,000	\$ 8,650
Activity 2.4	Provide theoretical and hands-on training for NPHL staff and management on QMS, SOPs, Environmental Monitoring and new procurement system to all relevant staff (at NPHL facility) ¹⁸				
	Consumables to test lab SOPs ¹⁹				\$ 4,000
	Office supplies/printing of manuals, documentation				\$ 500
	Refreshments			\$ 50	\$ 50
	Assess the progress towards developing staff capacity	5	2	\$ 50	\$ 500
Activity 2.5	Assess the progress towards developing staff capacity				
	Office supplies				\$ 50
Output 3	Essential NPHL systems are developed and or amended to comply with ISO/IEC 17025 standards and promote efficient workflow in the lab.	# Items	Days	Rate	Cost
Activity 3.1	Develop laboratory standard operating procedures manual (SOPs) in line with ISO17025.				
	Consumables for testing verification ²⁰				\$ 5,000
Activity 3.2	Amend NPHL procurement system to ensure the efficient provision of goods and services				
	Office supplies				\$ 50
Activity 3.3	Engage with government to facilitate the adoption of the amended procurement system and other areas uncovered in needs assessments				
	Local transport				\$ 50

¹⁷ Note: This training in New Zealand runs for four weeks and covers the costs for three people (i.e. USD 3,000 per person per week). This includes full use of laboratory and equipment, costs of lab consumables, and dedicated one on one tutoring by senior staff. This is the standard fee for such intense dedicated laboratory training.

¹⁸ Note: in-country training, capacity development and other technical assistance is provided through the services of the Appendix 6 international service provider

¹⁹ The practical application of SOPs requires laboratory analysts to demonstrate their competence in complying with designated standard operating procedures for the spectrum of tests aimed for accreditation – hence expendables are required to build the capacity of lab analysts.

²⁰ In order to ensure that lab results are accurate, a series of analysis will be performed by national staff and verified for accuracy by the international service provider specialist in duplicates

Activity 3.4	Develop and document Quality Management Systems (QMS) in line with ISO17025	
	Office supplies	\$ 50
Activity 3.5	Establish and put into place necessary record keeping systems to demonstrate a history of IOS compliance	
	Office supplies	\$ 50
Activity 3.6	Develop and put into place Environmental Monitoring systems and procedures	
	Office supplies	\$ 50
General project operating expenses and reporting costs		\$ 7,463
TOTAL CONTRIBUTION		\$ 317,329
Overheads 12%		\$ 38,079
TOTAL		\$ 355,408

Joint Contribution - Food and Agriculture Organization (FAO) and Pacific Horticultural & Agricultural Market Access Programme (PHAMA)		
IANZ Accreditation to facilitate international standards for microbiology testing		
IANZ Pre-assessment visit (Advisory Visit)		Cost
Advisor Travel Expenses including DSA		\$ 2,500
Advisors Time (travel, on-site and reporting)		\$ 5,500
Initial assessment visit		Cost
IANZ Application fee		\$ 1,000
Advisor Travel Expenses including DSA		\$ 5,000
Advisors Time (travel, on-site and reporting)		\$ 8,100
Final		Cost
Advisor Travel Expenses including DSA		\$ 5,000
Advisor Travel Expenses including DSA		\$ 8,100
Subtotal		\$ 35,200
Overhead	7%	\$ 2,464
Contingency	7%	\$ 2,464
Total Cost of Accreditation		\$ 40,128
FAO Contribution		\$ 20,128
Contribution from donor partners to be confirmed prior to assessment.		\$ 20,000

In-Kind Contribution				
Solomon Islands Government - Ministry of Health and Medical Services (MHMS)				
	# People	Months	Rate	Cost
Full-time laboratory staff	3	24	\$1,000	\$ 72,000
Trainee laboratory staff	2	24	\$350	\$ 16,800
Maintenance of NPHL Facility		24	\$1,000	\$ 24,000
Total:				\$112,800

Total Project Budget**\$508,336****STDF Contribution in FAO budget format**

Parent Account	Parent Account Description	Account	Account description	Org	Total Original Budget
5012	Salaries General Service	5500	Salaries General Service Budget	FASOI	3,500
5013	Consultants	5570	Consultants Budget	FASOI	17,040
5014	Contracts	5650	Contracts Budget	FASOI	204,176
5021	Travel	5900	Travel - Duty Budget	FASOI	20,015
5024	Expendable Procurement	6000	Expendable Procurement Budget	FASOI	33,500
5027	Technical Support Services	6111	Report Costs	FASOI	6,550
5027	Technical Support Services	6150	Technical Support Services Budget	FASOI	31,635
5029	Support Costs	6130	Support Costs Budget	FASOI	38,079
5040	General Operating Expenses - external common services	6400	General Overhead Expenses Budget	FASOI	913
Grand Total					355,408

Appendix 4: Letters of support from organizations that support the project request

Letter of support from PHAMA

PHAMA
Pacific Horticultural & Agricultural
Market Access Program
 An Australian Government initiative

c/- Secretariat of the Pacific Community (SPC), 3 Luke Street, Nabua • Private Mail Bag, Suva, Fiji Islands
 T: 679 3379 357 • M: 679 995 7590 • E: g.redding@phama.com.au

13 July 2016

STDF Secretariat

SUBJECT: STDF Grant Application for Strengthening the capacity of the National Public Health Laboratory to provide services in support of market access for Solomon Island fish exporters

Dear STDF Secretariat,

The Project Management Office of the Pacific Horticultural Agricultural Market Access program (PHAMA) confirms its support of the Solomon Islands' application for STDF grant funding to strengthen capacity of the National Public Health Laboratory (NPHL) in order to enhance market access for Solomon Islands fish export industry.

Improvement in testing capacity was an area identified by the Solomon Islands Seafood Industry Working Group, consisting of key public and private sector stakeholders for the fisheries export sector, as requiring assistance to improve capacity to strengthen market access, particularly for tuna exports to the European Union. Between 2012-2014 PHAMA conducted a series of assessments of the NPHL to ascertain capacity building needs and likely costs of interventions. As a result in 2015 PHAMA supported some preliminary training of NPHL staff on microbiology testing methods while exploring opportunities for partnerships with other development agencies to progress the broader capacity measures that had been identified in the assessments as being required.

PHAMA is willing to provide in-kind support for the proposed project via provision of in-country coordination and logistics support via its two coordinators located in the Honiara office. These two staff will also provide secretariat support to the Seafood Industry Working Group in any steering committee role required to support and guide implementation of the project. That support can be provided until the PHAMA program concludes which is currently scheduled to occur June 30 2017.

Yours sincerely


 Dale Hamilton,
 Acting Team leader

AECOM KALANG

Letter of support from MHMS

SOLOMON ISLANDS GOVERNMENT
Ministry of Health and Medical Services
P O Box 349
HONIARA
Solomon Islands

Your Ref:
 Our Ref:

Tel: (677) 20831
 Fax: [677] 20085

12/07/16

Dear STDF Secretariat,

RE: Project Submission to STDF for Strengthening the Capacity of the National Public Health Laboratory (NPHL) in support of the Competent Authority, Solomon Islands

It is critical for the Solomon Islands Fish export industry to improve the capacity for microbiological testing of water and food (fishery products). In this regard, the Solomon Islands require technical support to strengthen the National Public Health Laboratory of the Ministry of Health and Medical Services (MHMS) in its role to support the National Fisheries Industry to gain and maintain market access for fishery exports to the EU. This will also have a beneficial side effect to enhance its capacity to safeguard public health, in particular to protect Solomon Islanders from water and food contamination through the increased ability to monitor and evaluate the level of safety of water and food. .

We fully support the proposed project (Strengthened capacity of the National Public Health Laboratory to provide services in support of Market Access for Solomon Islands Fish Exporters) submitted to the STDF. Its rationale and objectives are responding to our needs and are directly in line with the National Development Strategy 2011 to 2020 (Objective 5 Increase Economic Growth and Equitably Distribute Employment and Income Benefits - Enabling Environment for Private Sector Led Growth and Increase Opportunities for Trade; Objective 6: Develop Physical Infrastructure and Utilities to Ensure all Solomon Islanders have Access to Essential Services and Markets - Water Supply & Sanitation).

Improved capacity to test microbiological quality of water is critical for the Solomon Islands fish export industry, as it is a fundamental requirement for access to the EU and other markets. The NPHL is the only laboratory in country with the existing experience and infrastructure needed to accommodate these tests, and the project's planned interventions will develop capacity and improve the quality of service, leading to the international accreditation and therefore recognition of the test results.

2

The proposed interventions by this project will fast track meeting the burden on the NPHL for accreditations, complimenting efforts to support the development of a pro-active food control environment, in which government and private industry each receive capacity development support simultaneously, using international quality standards (ISO 17025).

We are pleased to note support by STDF is an essential part of a joint undertaking between the Solomon Islands Government, FAO, PHAMA and the STDF. Under this partnership, it is envisaged that the support by STDF, PHAMA and FAO will assist the laboratory in obtaining the pre-requisite capacity required prior to the formal assessments for ISO 17025 accreditation. These assessments will be supported by FAO and PHAMA.

The estimated budget support from the Solomon Islands Government Ministry of Health and Medical Services towards this project is an in-kind contribution of USD 112,800 for laboratory staff, training and laboratory operation and maintenance.

The government of the Solomon Islands fully supports the attached application to the STDF for the strengthening of the NPHL as an integral component of our efforts to achieve economic development and employment through increased trade opportunities.

We thank you for your kind consideration of this very important project for the Solomon Islands.

Yours faithfully



Dr Tenneth Dalipanda
Permanent Secretary
Ministry of Health and Medical Services

CC: Dickson Manongi, Director, NPHL

Appendix 5: Written consent from an STDF partner that agrees to implement the project **OR** evidence of the technical and professional capacity of another organization proposed to implement the project.



联合国
粮食及
农业组织

FOOD AND
AGRICULTURE
ORGANIZATION
OF THE
UNITED NATIONS

ORGANISATION
DES NATIONS
UNIES POUR
L'ALIMENTATION
ET L'AGRICULTURE

ORGANIZACION
DE LAS NACIONES
UNIDAS PARA
LA AGRICULTURA
Y LA ALIMENTACION

منظمة
الأمم المتحدة
للزراعة
والغذاء

OFFICE OF THE SUB-REGIONAL COORDINATOR FOR THE PACIFIC

MAILING ADDRESS:
Private Mail Bag
Apia, SAMOA

TELEPHONE:
(685) 20710; 22127

FACSIMILE:
(685) 22126

EMAIL:
FAO-SAP@fao.org

01 July, 2016

Dear STDF Secretariat,

**Subject: Project for Strengthening the Capacity of the National Public Health
Laboratory to provide services in support of market access
for Solomon Islands fish exporters**

The FAO Subregional Office of the Pacific expresses its support to the Government of the Solomon Islands in its application for grant funds from STDF to strengthen the capacity of the National Public Health Laboratory in order to enhance market access for Solomon Island fish exporters. An explanatory note is attached.

Yours faithfully,

Gavin L. Wall
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Ms Ann Hayman, FAOSAP
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Attached: Explanatory Note

Explanatory Note: FAO support to the Government of Solomon Islands

Developing the Solomon Islands NPHL capacity to conduct SPS research and provide SPS related tests to exporters of their products will increase the competitiveness of Solomon Island fishery products and sustain access to trade partners such as the EU. The increased capacity will also protect Solomon Islanders from water and food contamination through the increased ability to monitor and evaluate the level of safety of water and food.

This project is in line with the FAO-Solomon Islands Country Programming Framework Output 1.3 - Strengthened capacity to review, revise and implement effective safe food control systems (including fish) and FAO's Strategic Objective 4 – Enable more inclusive and efficient agricultural and food systems. Accordingly, FAO can support the GOVSOL actions to strengthen the capacity of the National Public Health Laboratory to be accredited with International Standard ISO 17025. In this regard, FAO will provide technical support services for the cost of \$15,738 (Appendix 3 Project Grant Budget) and provide a cash and in-kind contribution for the amount of \$20,128 towards ISO 17025 accreditation.

The FAO technical support services include two missions to Honiara to assist with implementation of the project, recruitment and support of the International Consultant, project monitoring, review of reports, and liaising with IANZ to facilitate the ISO 17025 assessment. The funds for the technical support will be made available from the grant. The funds for the FAO contribution towards the IANZ assessment will be under the Country Programming Framework (2018-2022) when the laboratory is ready for the IANZ pre-assessment at the end of year 2 of the project, through year 3 for the initial and final assessments for accreditation.

Appendix 6: Terms of Reference for service provider and key consultants and staff involved in project implementation

Contract/Letter of Agreement with a Specialized Institution / Service Provider

(Detailed contract/LOA will be developed in the inception stage)

The Service Provider will:

- (1) Provide a Specialist on Microbiological Laboratory Capacity Development for 198 days in total. The Specialist, under the technical supervision of the FAO SAP Food Safety and Nutrition Officer and in close cooperation with national officials, will undertake four missions to oversee and manage the assessment and capacity development activities of the Solomon Island's National Public Health Laboratory (NPHL). Specifically, the Specialist will:

Mission 1 (7 days)

- Consult with the NPHL Director and FAO Food Safety and Nutrition Officer to clarify the planning and preparation of activities in the framework of this project;
- Perform a needs assessment of the NPHL facility to establish a baseline;
- Perform capacity assessment of the NPHL staff to establish a baseline;
- Review NPHL systems, manuals and documents;

Institute /work location based (10 days)

- Using data from the above mentioned assessments, identify key focus areas for capacity development of NPHL staff, facility and systems, and prepare a detailed activities plan of project activities;
- Develop and document NPHL Quality Management Systems (QMS) Manual;
- Draft the NPHL Standard Operating Procedures (SOPs) Manual;
- Amend the NPHL procurement plan to improve efficiency;
- Draft a concept note to address the capacity needs of the NPHL including: 1) human resources limitations 2) contingency plan for utility outages (water and electricity) 3) procurement system limitations for prompt recovery of consumables and expendable equipment and maintenance for utility services;
- Develop Environmental Monitoring systems and procedures manual;

Mission 2 (57 days)

- Oversee the implementation of the activities plan;
- Engage relevant government officials regarding the above mentioned concept note, ensure key capacity barriers are addressed;
- Develop and regularly monitor a record keeping system to demonstrate a history of good practices in SOPs;
- Facilitate the development and adoption of the new QMS, SOPs, and Environmental Monitoring systems by NPHL staff and relevant government bodies;
- Continue to assist with drafting SOPs as necessary;
- Provide trainings for NPHL staff and management on QMS, SOPs, Environmental Monitoring and new procurement system;
- Train lab aids in support responsibilities;
- Monitor, evaluate and report with recommendations on project activities;

Mission 3 (57 days)

- Continue to oversee the implementation of the activities plan;
- Monitor the record keeping system to demonstrate a history of good practices in SOPs;
- Provide follow up trainings for NPHL staff and management on QMS, SOPs and Environmental Monitoring;
- Assess the progress towards developing staff and facility capacity;
- Continue to assist with drafting SOPs as necessary;

- Draft and submit for review the initial and mid-term report;
- Follow up on the delivery of the activities plan as necessary;
- Monitor, evaluate and report with recommendations on project activities;

Mission 4 (57 days)

- Implement follow-up trainings for NPHL staff on QMS, SOPs and Environmental Monitoring;
- Continue to assist with drafting SOPs as necessary;
- Monitor, evaluate and report with recommendations on project activities;

Institute / work location based (10 days)

- At end of assignment, write and submit an end-of-assignment report on work completed, outputs and recommendations for any follow-up actions;
- Draft and submit to FAO the six-month progress reports and project factsheets;
- Draft and submit a final project report and factsheet to FAO
- Develop a public version of the Final Report, for dissemination to relevant government, non-government and international agencies.

- (2) Provide training of NPHL staff to the level required for ISO 17025 certification in microbiological analysis. This will include;

- Training of three NPHL staff for up to 30 days at the Service Provider's facilities
- Training of NPHL staff at the NPHL during missions by the Specialist in Honiara as necessary
- Assessments and training to the level of competencies required for ISO 17025

Expected deliverables:

	Required Completion Date
1. Project management	1. Throughout
2. Facility Needs Assessment Report	2. Year 1 Q1
3. Staff Capacity Assessment Report	3. Year 1 Q1
4. Review of NPHL documents and manuals	4. Year 1 Q1
5. Activities plan to support raising the capacity of the NPHL to international standards	5. Year 1 Q1
6. Initial technical STDF report	6. Mid-Year 1 Q2
7. Lab aids trained in support responsibilities	7. e.g.Y1Q4,Y2Q2,Y3Q1
8. Lab Tech and Lab aids trained overseas	8. at appropriate time
9. All staff trained in QMS, SOPs, Environmental monitoring and procurement	9. Year 2 Q2
10. Midterm Capacity Assessment Report (midterm monitoring report)	10. Year 2 Q2
11. NPHL Laboratory Standard Operating Procedures (SOPs) Manual	11. Year 2 Q1
12. NPHL procurement plan document	12. Year 1 Q2
13. NPHL Quality Management Systems (QMS) Manual	13. Year 1 Q3
14. Necessary record keeping systems	14. Year 1 Q2
15. Environmental Monitoring systems and procedures Manual	15. Year 1 Q3
16. Two NPHL facility capacity assessments (midterm)	16. Year 2 Q4
17. Terminal Statement	17. Year 2 Q4
18. End of assignment report	18. Year 3 Q2
19. Public version of Final Report	19. Year 3 Q3

TOR for SAP National Project Operations Officer (N2)

Job Title: SAP National Project Operations Officer (N2)	
Location: SAP	
Expected Start Date of Assignment:	Duration: 10 days

B. GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the FAO Sub-regional Coordinator for the Pacific, in coordination with FAO SAP Food Safety and Nutrition Officer and other project staff, the National Project Operations Officer will perform the following tasks:

- Monitor the project work plan, budget, procurement plan and milestones to ensure best use of project resources, recommend actions to avoid project slippage and propose mid-term corrective action as the case necessitates
- Liaise with project staff and partners (FAO units/Specialists/Contractors) for the successful conduct of activities envisioned under the project
- Provide expertise for the development and formalisation of contracts for training and capacity building
- Support project review and monitoring to assess progress at regular intervals and communicate with relevant stakeholders to address project implementation bottlenecks
- Recruitment of personnel, procurement, equipment, preparation of budgets and monitoring of project expenditures, and financial reporting
- Provide inputs to project reports and prepare the final financial report

Terms of Reference for FAO Technical Support Services

Job Title: SAP Food Safety and Nutrition Officer	
Location: SAP based plus two missions to Honiara	
Expected Start Date of Assignment:	Duration: 14 days

C. GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the FAO Sub-regional Coordinator for the Pacific, the SAP Food Safety and Nutrition Officer will undertake two missions to Honiara to provide technical support services for implementation of project activities at the National Public Health Laboratory (NPHL).

Specifically the Officer will:

Mission 1 (5 days)

- Consult with the Specialist from the Specialized Institute/ Service Provider on Microbiological Laboratory Capacity Development to clarify the planning and preparation of activities in the framework of this project;
- Liaise with representatives of necessary government bodies and partnering NGOs to facilitate the clarification of roles and responsibilities for the completion of the activities plan;

- Contribute to development of a concept note detailing next steps in the project;

Mission 2 (5 days)

- Engage with the Specialist from the Specialized Institute/Service Provider regarding the progress towards developing NPHL staff and facility capacity;
- Provide technical backstopping to support the continuation of project activities.
- Provide input to a monitoring report detailing next steps in the project;

Subregional office for the Pacific Islands based 4 days

- Selection and contracting of the Specialized/Service Provider
- Liaising with the Specialist/Service Provider between six monthly reports
- Reviewing six monthly reports prior to submission to STDF
- Monitor project implementation during technical support missions and contribute to the monitoring report prepared by the Specialist (Microbiological Laboratory Capacity Development)
- Reviewing monitoring reports prepared by the Specialist/Service Provider
- Liaising with IANZ and facilitate the ISO 17025 assessment
- Providing technical advice as required

D. KEY PERFORMANCE INDICATORS

Expected Outputs:	Required Completion Date
Input to selection and contracting of the Specialized Institute /Service Provider	Year 1 Q1
Input to Concept note	Year 1 Q1
Input to Monitoring report	Year 2 Q1
Submission of initial STDF report	Year 1 Q2
Submission of Mid-term STDF report	Year 2 Q1
Facilitation of IANZ assessments I, II and III	Year 2 Q4 to Year 3 Q3

TOR for FAO SAP Communication Officer - Case Study Documentation

Job Title: FAO SAP Communication Officer - Case Study Documentation			
Location:	Desk based plus 1 country visit		
Expected Start Date of Assignment:	July 2017	Duration:	23 days (18 days desk based + 5 day country project visit)

E. GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the FAO Sub-regional Coordinator for the Pacific, in coordination with FAO SAP Food Safety and Nutrition Officer, Service Provider and other project staff, the Communication Officer will perform the following tasks:

- Document the efforts taken, experiences, lessons and recommendations in a case story targeted at stakeholders in other LDCs interested in working towards international laboratory accreditation.
- Produce a case study report suitable for stakeholders.
- Produce a case study report suitable for FAO publication and if appropriate.

F. KEY PERFORMANCE INDICATORS

Expected Outputs:

- 1.Documentation of Y1 efforts taken, experiences, lessons and recommendations of interest
- 2.Documentation of Y2 efforts taken, experiences, lessons and recommendations of interest
- 3.Documentation of Y3 efforts taken, experiences, lessons and recommendations of interest, including lessons learnt from IANZ Assessments

Required Completion Date:

- 1.Y1Q4
- 2.Y2Q4
- 3.End of project Y3Q4

TOR for International Specialist - End-of Project Evaluation

Job Title: International Specialist - End-of Project Evaluation

Location: Honiara, Solomon Islands

Expected Start Date of Assignment: Y3Q3/Q4

Duration: 30 days

G. GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Under the overall supervision of the FAO Sub-regional Coordinator for the Pacific, in coordination with FAO SAP Food Safety and Nutrition Officer, Service Provider and other project staff, the Specialist will carry out an evaluation and report according to the STDF Guidelines for the Evaluation of Projects Funded by STDF 214 (rev. 210915))

KEY EVALUATION QUESTIONS (reference STDF 214 (rev. 210915))

Relevance

1. Was the project the right answer to the needs of the beneficiary?
2. What was the value added of this project, compared to other support programmes?
3. To what extent do the needs which gave rise to the project still exist?

Effectiveness

4. To what extent were the project objectives achieved or are likely to be achieved (based on the indicators for expected outputs and outcomes identified in the project's log frame)?
5. What were the major factors influencing the achievement or non-achievement of the project objectives, outcomes and outputs?

Efficiency

6. Were the activities and outputs delivered according to the project document (i.e. on time and within the budget)?
7. What changes, if any, were made during project implementation?
8. Was the project a cost-effective contribution to addressing the needs of the beneficiary?

Impact

9. To what extent did the project contribute to higher level objectives of the STDF programme such as a measurable impact on market access, improved domestic, and where applicable regional, SPS situations, and/or poverty reduction?

10. What real difference (expected and/or unexpected) has the project made or is likely to have on the final beneficiaries?

Sustainability

11. To what extent will the benefits of the project continue after the end of STDF funding?
12. Do the recipients of the project have the necessary capacity to sustain the results?
13. What follow-up activities, if any, are planned and/or required to sustain these results over time?
14. What are the major factors which influenced sustainability of the project?
15. Was sustainability adequately considered at the project design phase?

Lessons learned

16. What lessons can be learned from the project regarding the process of project design and implementation?
17. To what extent were horizontal issues (particularly related to gender and environment) adequately addressed in the project?
18. What lessons can be learned from the project, which may be of importance to the broader donor community and which should be disseminated more widely?

H. KEY PERFORMANCE INDICATORS

Expected Outputs:
Final evaluation report in line with STDF guidelines and prescribed structure

Required Completion Date:
End of consultancy