



P.O.Box R113. HONIARA. Solomon Islands, Website: [www.sinu.edu.sb](http://www.sinu.edu.sb)

**CONSULTANCY SERVICE AGREEMENT**

**Vice Chancellor's Office**

**Contract Number: C/ACADEMIC/2/22**

**SINU Contact Person:** Dr. Jack Maebuta, Vice Chancellor (Ag.)  
**Phone:** 30684  
**Email:** [pvca@sinu.edu.sb](mailto:pvca@sinu.edu.sb)

**Consultant:** Human Resource Development Alliance  
**Contact Address:** Unit 8.03, 14 Kings Cross Rd,  
Potts Point NSW 2011  
Australia  
**Email:** [Graham.Roberts@hrda.com.au](mailto:Graham.Roberts@hrda.com.au)  
**Phone:** +61404732504

**PROJECT TITLE:** Consultancy to consolidate and deliver Postgraduate Diploma  
in Health Leadership and Management at the Solomon Islands  
National University

This Consultancy Service Contract is made at Honiara this 24th day of August 2022.

**BETWEEN:** Solomon Islands National University (herein after referred to as SINU) of P.O.BOX R113, Kukum Campus, Honiara

**AND:** Human Resources for Development Alliance Pty Ltd (herein after referred to as the Consultant) of Unit 8.03, 14 Kings Cross Rd, Potts Point NSW 2011, Australia.

Both of whom are herein referred to as the "Parties".

**WHEREAS:**

- A. The Solomon Islands National University engage Consultant Ltd to consolidate and deliver Postgraduate Diploma in Health Leadership and Management.
- B. The University agreed to engage the Consultant to carry out the task in the limited manner set out in this agreement and in accordance with the EOI & Proposal (Annex 1), Schedule Payment (Annex 2), which forms part of this agreement.
- C. The Consultant agree to perform the responsibilities to consolidate and deliver Postgraduate Diploma in Health Leadership and Management.
- D. The Parties jointly agree to perform the responsibilities stipulated in this agreement.

**THE PARTIES AGREE AS FOLLOWS:**

**1. OBJECTIVES.**

- 1.1. To engage the Consultant to consolidate and deliver Postgraduate Diploma in Health Leadership and Management.

**2. SCOPE.**

- 2.1. Covers consolidation and deliver Postgraduate Diploma in Health Leadership and Management.

### **3. DURATION.**

3.1. This Consultancy Agreement is valid for a period of One (1) year and will enter into effect on the date of signing by the Parties. The operation of this Agreement may be extended by mutual consent for such period(s) may be considered desirable by the parties, which period shall be set out in writing in letters of exchange signed by both Parties.

### **4. OBLIGATION OF THE CONSULTANT.**

4.1. The Consultant shall perform the following responsibilities:

- a. The consultant shall work closely with the Dean of Faculty of Nursing Medicine & Health Sciences (FNMHS) and shall deliver PGDHLM programme through 'blended' model of brief face- to-face delivery, scheduled on-line class meetings and email exchanges.
- b. The consultant shall commence three (3) visits to SINU commence each semester of 2022 and a visit towards the end of the Semester two to support the completion of Major Assessment Projects.

4.2. The Consultant shall deliver eight unit course for 2 semesters on duration stated in 3 above.

- a. HLM 331 Culture, Social Responsibility and Leadership Ethics
- b. HLM 832 Leadership in the National Context
- c. HLM 833 Communication and Relationship Management
- d. HLM 834 Leading People
- e. HLM 835 Annual Planning and Financial Management
- f. HLM 836 Leading Projects and Managing Time
- g. HLM 837 Quality and Safety in Service Provision
- h. HLM 838 Major Project

### **5. OBLIGATION OF SINU.**

5.1. SINU shall perform the following obligations:

- a. Provide nominee staff at the Faculty of Nursing, Medicine and Health Sciences to teach allocated Units of the Programs.
- b. Provide guest lecturers from the School of Business to teach HLM 837 and HLM 838 units.
- c. Provide classrooms and zoom equipment's to deliver the programs online if necessary.
- d. Register student who paid their school fees in full.
- e. SINU shall provide technical ICT staff for support during tutorials and lectures.
- f. SINU shall provide ICT staff for support on the use of the SINU Moodle Learning Management System (LMS).
- g. SINU to provide printing of course materials to students.



## 6. CONFIDENTIALITY & INTELLECTUAL PROPERTY.

6.1. The Parties shall not disclose or distribute any confidential information, documents, data received or supplied to the other in the course of the implementation of this agreement to any third party except as authorized in writing to do so by the requesting party.

6.2. The Parties further agree to recognize each other's intellectual property rights in relation to the performance of the responsibilities of each party under this agreement.

## 7. PAYMENT.

7.1. The University shall pay the following to the Consultant as per payment schedule in Annex B:

Item	Details		Cost in AUD
Visiting Instructors	Travel Sydney return	4 visits x @ \$1,300 ea.	5,200
	Accommodation and per diem	28 days @ \$350	9,800
	Professional Fees	28 days @ \$700 per day	19,600
<b>Sub Total 1</b>			<b>34,600</b>
On-line instruction via ZOOM	One group session per week	@ \$200 x 25 weeks	5,000
Progressive Assessment	Anticipated 20 students	@ \$60 per students x 2 tasks x 7 units	8,400
MAP	Drafting support for 20 students	@ \$100 AUD per student	2,000
Marking MAP submissions	20 students	@ \$50 AUD per student	1,000
<b>Sub Total 2</b>			<b>51,000</b>
Management Fee	Miscellaneous costs	15% of budget	7,650
<b>Total AUD</b>			<b>58,650 = SBD 341,512</b>

## 8. AMENDMENT.

8.1. Any changes will be made only after consultation and mutual agreement between the two parties.

8.2. This contract is inclusive of the EOI Proposal submitted by the consultant and may be amended in part or in whole only with prior consent of both parties.

**9. CANCELLATION.**

9.1. The University reserves the right to cancel the contract in the event that the University is satisfied that the Consultant does not perform the assigned duties to the expectation of the University;

9.2. Any such cancellation, the Consultant shall be given 30 days written notice.

**10. GOVERN LAW.**

10.1. This agreement shall be governed by the laws of Solomon Islands and shall be binding on both parties as affirmed and witnessed by the signatures herein.

**11. VALIDITY OF THIS AGREEMENT.**

11.1. To remain valid, this offer needs to be accepted by signing and returning the attached copy of this letter.

**12. Agreed on behalf of the Solomon Islands National University**

Employer:                     N300                     Date:                     24/8/22                      
Noelyne Biliki  
Human Resources Director, SINU

Consultant:                     Graham Roberts                     Date: 24<sup>th</sup> August 2022  
Graham Roberts  
Director HRDA

Witness:                     Edward Biku                     Date:                     24/8/22                      
Edward Biku  
Executive Officer Legal and Contracts-SINU

**Attachment 1:** Proposal

**Annex 1: Proposal**

*(Refer to Proposal, 30/05/2022)*

**Annex 2: Payment Schedule**

<b>Payment</b>	<b>Conditions for payment</b>	<b>Percentage of Sum</b>	<b>Amount (SBD)</b>
1	Upon signing of contract on receipt of invoice	20%	68,302.40
2	At the end of Semester in September	30%	102,453.60
3	At the start of Semester Two in October	20%	68,302.40
4	At the completion of Semester Two	30%	102,453.60
<b>TOTAL CONTRACT VALUE (SBD)</b>			<b>341,512.00</b>





HUMAN RESOURCES  
for  
DEVELOPMENT  
ALLIANCE

Unit 8.03, 14 Kings Cross Rd,  
Potts Point NSW 2011  
14<sup>th</sup> March 2022

For correspondence: [Graham.Roberts@hrda.com.au](mailto:Graham.Roberts@hrda.com.au)

30/05/2022

The Dean  
Faculty of Medicine, Nursing and Health Sciences  
Solomon Islands National University  
Honiara

**RE: Proposal to consolidate and deliver the Postgraduate Diploma in Health Leadership and Management at the Solomon Islands National University**

Dear Ms Isom,

HRDA hereby submits the attached proposal for your consideration as requested. I have attempted to rationalise the program and reduce its cost while maintaining its quality. I have not included the costs of re-drafting the program for improved on-line learning.

I have proposed re-arranging the Units sequence to conform to the need to minimise our travel to Honiara. I propose that we use the 'blended' model of brief face- to-face delivery, scheduled on-line class meetings and email exchanges. Program management (materials, assignments, assessment etc) based on SINU's Moodle learning management system. It will be important for participants to have quality on-line access and the ability to attend on-line meetings.

The proposal suggests three visits to Honiara - to commence each Semester and a visit towards the end of the program to support the completion of Major Assessment Projects. For this 'blended' model of instruction to work as proposed, the participants will need to be able to gather periodically in Honiara and weekly on Zoom.

The date of commencement will be dependent on procedural matters at your end. I will be able to commence the program in June or July 2022.

For your consideration,

Dr. Graham J. Roberts, BHA, MHA(R), (UNSW), DTPH (USyd), Cert.H.Ed, (UNSW), Ph.D (Med.UNSW)  
Director, Human Resources for Development Alliance Pty. Ltd. Sydney  
Adjunct Professor, Solomon Islands National University  
Ph. +61404732504  
[graham.roberts@hrda.com.au](mailto:graham.roberts@hrda.com.au)





## **PROPOSAL**

### **To consolidate and deliver the Postgraduate Diploma in Health Leadership and Management at the Solomon Islands National University**

**Submitted** on 30<sup>th</sup> May 2022 by Human Resources *for* Development Alliance  
Pty Ltd, Sydney, Unit 8.03, 14 Kings Cross Rd, Potts Point NSW 2011

ABN 16 169 385 077      Website: [hrda.com.au](http://hrda.com.au)

For correspondence: [Graham.Roberts@hrda.com.au](mailto:Graham.Roberts@hrda.com.au)

HRDA Director Phone +61404732504

#### **VALIDITY OF THIS DOCUMENT:**

This document is valid for a period of 90 days from the latest revision date. If negotiation and agreement is not completed within this time, this document is considered by Human Resource *for* Development Alliance to have been withdrawn.

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## **I. Introduction**

The HLM program has been delivered twice (commencing in second semesters of 2018 and 2019). Delivery to the second cohort was interrupted by COVID19 so the second semester was run over two semesters. All students in the second cohort were able to complete the program through email exchanges with professors and with team spirit and encouragement among themselves. An independent evaluation conducted at the completion of the first cohort was very positive regarding its high standard of delivery and its contextual relevance to the Solomon Islands and to health services in the Pacific.

The course materials for all 8 Units are currently available in text formats comprised of Unit Notes, Readings and Overheads. The materials were placed on SINU's Moodle learning platform in 2020, but they remain text based.

The HLM program is based on practical review of management issues in each of the participants' working environment and is based on a 'learning by doing' approach. It commences with orientation to the national policy context, strategic national health and development policies and system structures, and engages participants in group discussion of problem-based scenarios and in the development of individual major assessment project applying their learning to their working environments.

The opportunity to engage Solomon Islander as academic staff was lost due to COVID19 interrupting delivery. Graduates of the two previous groups have been identified as having the potential to staff the program but have not yet been involved in delivery nor in understudy of the course developers. Accordingly, SINU will continue to be supported by the course developers, Human Resources for Development Alliance, to prepare the on-line materials and deliver the program in the first instance and until local staff are engaged. A period of sustained academic staff development will be needed, particularly in the methods of experiential 'learning by doing'.

## **2. Objective: to prepare the HLM program for blended on-line delivery**

The program materials will be redrafted for improved on-line delivery. It will be essential that participants have good quality on-line access, that SINU technical and production staff are available for support and that tutorials on the use of the SINU Moodle learning management system (LMS) are provided.

The preferred program design is 'blended' comprising introductory short face-to-face inputs by academic staff at the start of each semester, followed by scheduled ZOOM or TEAMS meetings, with WhatsApp and email for backup. (WhatsApp to be used for immediate communication in the event of interrupted ZOOM connections. Email for document exchange and draft assignment submissions). The SINU Moodle LMS will be used for literature references, assignment guides and submission of assessment tasks.



### 3. Programme Delivery in 2022

The PG Diploma course is comprised of 8 Units of study inclusive of a Major Assessment Project (being the eighth Unit). We propose to re-arrange the order of the courses (see below marked in yellow) to reduce the number of visits to three (a total of four weeks over three residential schools), and to rely on the blended model to effectively deliver the program as follows:

1. First Semester - a two-week residential school at the start of the program to orientate the participants to the program, the materials and the methods of communication. (SINU to supplement with orientations and Moodle tutorials).
2. Second Semester - a one-week residential school at the start of the Semester
3. Second Semester Workshop – a one-week residential school two weeks before the end of the second semester.

Unit	Unit Code	Program SEMESTERS	Credit
<b>First Semester</b> Residential School 1 (2 weeks)			
1	PG 83CSRLE	Culture, Social Responsibility and Leadership Ethics	10
2	PG 83LNC	Leadership in the National Context	10
5	PG 83APFB	Annual Planning, Finance and Budgeting	10
6	PG 83LPMT	Leading Projects and Managing Time	10
<b>Second Semester</b> Residential School 2 (1 week)			
3	PG 83CRM	Communication & Relationship Management	10
4	PG 83LP	Leading People	10
7	PG 83QSSP	Quality and Safety in Service Provision	10
MAP Workshop (1 week)			
8**	PG 84MAP	Major Assessment Project	10
<b>Total Credit Value</b>			<b>80</b>

**\*\*Major Assessment Project:** In addition to the 7 HLM Units an individually conducted planning project is completed under academic supervision as Unit 8. This activity is built into the assessment tasks of each Unit and designed to consolidate prior learning and demonstrate



that the candidate can describe a leadership challenge, systematically analyse its cause-and-effect components to identify intervention points and use the approach to address issues and challenges in their own work context.

Ideally, the blended model will be used to allow for group development, peer support and familiarity with the course convenors.

The Program Director will be Dr Graham Roberts PhD who will take the first semester and the MAP workshop (Units 1,2 5,6 and 8) and HRDA Director Mr Lee Ridoutt for Units 3,4 and 7).

#### 4. Proposed Budget in AUD.

Item	Details		Cost in AUD
Visiting Instructors	Travel Sydney return	4 visits x @ \$1,300 ea.	5,200
	Accommodation and per diem	28 days @ \$350	9,800
	Professional Fees	28 days @ \$700 per day	19,600
<b>Sub Total 1</b>			<b>34,600</b>
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<b>Sub Total 2</b>			<b>51,000</b>
Management Fee	Miscellaneous costs	15% of budget	7,650
<b>Total AUD</b>			<b>58,650 = SBD 341,512</b>

Submitted on behalf of HRDA by:



Dr. Graham J. Roberts, BHA, MHA(R), (UNSW), DTPH (USyd), Cert.H. Ed, (UNSW), Ph. D (Med.UNSW)  
 Director, Human Resources for Development Alliance Pty. Ltd. Sydney  
 Adjunct Professor, Solomon Islands National University  
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