



TERMS OF REFERENCE (ToR)

Environmental Impact Assessment (EIA) for Proposed 4-Storey Office Building

Project Site Area: 0.17 hectares

Location: Auki Town, Malaita Province

Date: 8/10/2025

Client: Ministry of Lands, Housing & Survey



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1. Background

The Ministry of Lands, Housing & Survey proposes to construct a 4-storey office building on a 0.17-hectare site located at Auki town. The project aims to provide modern, safe, and climate-resilient office space to support institutional operations and service delivery.

Under the Environment Act 1998 and its subsidiary regulations, the proposed development requires an Environmental Impact Assessment (EIA) to assess and manage potential environmental and social impacts associated with construction and operation.

This Terms of Reference (ToR) outlines the scope, objectives, and methodology for conducting the EIA study in accordance with the Environmental and Conservation Division (ECD) of MECDM requirements.



2. Objectives

The main objectives of this Environmental Impact Assessment are to:

1. Identify and assess potential **environmental and social impacts** associated with the construction and operation of the proposed 4-storey building.
2. Evaluate **alternatives** to the proposed development, including site, design, and technology options.
3. Propose **mitigation and management measures** to minimize adverse effects on the environment and community.

4. Develop an **Environmental Management and Monitoring Plan (EMMP)** to guide implementation and compliance.
5. Support the **EIA submission and approval process** in accordance with national environmental laws and standards.

3. Scope of Work

The Consultant shall undertake the following tasks:

3.1 Scoping and Baseline Study

- Conduct a **scoping exercise** to determine key issues, stakeholders, and study boundaries.
- Review relevant legal and policy frameworks, including:
 - Environment Act 1998
 - Environment Regulations 2008
 - Town and Country Planning Act
 - Building Code of the Solomon Islands
 - Relevant provincial ordinances and by-laws
- Gather **baseline data** on:
 - Physical environment (topography, soil, hydrology, drainage, geology)
 - Biological environment (flora, fauna, ecosystem characteristics)
 - Socio-economic environment (land use, livelihoods, community, cultural and heritage aspects)
 - Climate and natural hazard risks (flooding, sea level rise, earthquake, cyclone exposure)

3.2 Impact Identification and Assessment

- Identify potential **positive and negative impacts** of the project during:
 - Construction phase
 - Operational phase
 - Decommissioning phase (if applicable)
- Evaluate each impact in terms of:
 - Magnitude and duration

- Spatial extent and reversibility
- Likelihood and significance
- Pay special attention to potential issues such as:
 - Noise, vibration, and dust generation
 - Waste generation and management
 - Surface water runoff and pollution
 - Visual and landscape impact
 - Energy and resource consumption
 - Occupational health and safety risks
 - Effects on nearby communities and public access

3.3 Analysis of Alternatives

- Assess feasible alternatives to the proposed project, including:
 - “No development” option
 - Alternative sites or layouts
 - Design and technology options
- Justify the selection of the preferred option based on environmental, technical, and social criteria.

3.4 Mitigation Measures and Environmental Management

- Recommend practical measures to avoid, reduce, or offset identified impacts.
- Develop an **Environmental Management and Monitoring Plan (EMMP)** that includes:
 - Specific mitigation actions
 - Roles and responsibilities
 - Implementation schedule
 - Monitoring indicators and frequency
 - Reporting and review mechanisms

3.5 Stakeholder Consultation

- Conduct **public consultations and key stakeholder meetings**, including:
 - Local community representatives and landowners

- Relevant government agencies (e.g., MECDM, MLHS, MID, Provincial Government)
- Utility providers and nearby business owners
- Record and integrate stakeholder views and concerns into the EIA report.

3.6 Reporting

The Consultant shall prepare and submit an **EIA Report** containing:

- Executive Summary
- Description of the Project and Alternatives
- Policy, Legal, and Administrative Framework
- Environmental and Social Baseline
- Impact Assessment and Mitigation Measures
- Environmental Management and Monitoring Plan (EMMP)
- Summary of Public Consultations
- Conclusion and Recommendations

4. Standards and References

The EIA shall comply with the following standards and guidelines:

- Environment Act 1998 and Environment Regulations 2008 (Solomon Islands)
- MECDM Environmental Impact Assessment Guidelines (latest edition)
- Solomon Islands National Building Code
- World Bank / IFC Environmental, Health, and Safety Guidelines (as reference)
- Pacific Regional Environment Programme (SPREP) Environmental Assessment Guidelines
- Relevant ISO environmental management standards (ISO 14001 where applicable)

5. Deliverables

Deliverable	Description	Format	Timeline
Inception Report	Study approach, methodology, and schedule	1 soft + 1 hard copy	Week 1
Draft EIA Report	Full draft for client and ECD review	1 soft copy	Week 5

Stakeholder Consultation Report	Summary of public engagement outcomes	Appendix to Draft EIA	Week 5
Final EIA Report	Revised report with EMMP and final recommendations	3 hard copies + 1 soft (PDF)	Week 7

6. Duration and Schedule

The total duration for the EIA study is estimated at **7 weeks**, as follows:

Phase	Duration
Scoping and Baseline Data Collection	2 weeks
Impact Assessment and Analysis	2 weeks
Stakeholder Consultations	1 week
Draft Report Preparation	1 week
Finalization and Submission	1 week

7. Consultant Qualifications

The Consultant must:

- Be a registered environmental consulting firm in the Solomon Islands or regionally accredited.
- Have a qualified Environmental Specialist (EIA Practitioner) registered with MECDM.
- Demonstrate experience in similar EIA projects, particularly for buildings or urban developments.
- Ensure the involvement of multidisciplinary experts (e.g., ecology, hydrology, socio-economics, engineering).

8. Client's Responsibilities

The Client shall:

- Provide relevant project documents and site access.
- Facilitate coordination with provincial authorities and stakeholders.
- Cover costs associated with stakeholder meetings and logistics.
- Review draft reports and provide timely feedback.

9. Budget and Payment Schedule

Milestone	Deliverable	Payment (%)
Mobilization & Inception Report	Approved by Client	20%
Submission of Draft EIA Report	Accepted by Client	40%
Stakeholder Consultation Report	Completed and documented	20%
Submission and Approval of Final EIA	Approved by MECDM	20%

10. Confidentiality and Ownership

All data, maps, and reports generated under this assignment shall remain the property of the Client. The Consultant shall not release or disclose any information to third parties without prior written consent.
