

Sonoma Adventist College

Student Cafeteria

Concept Proposal



Submitted on September 2022

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1. Foreword

SAC has been established on a strong foundation of input from Christian academic leaders, trades people, community volunteers and sponsors from private and government sectors. The SAC Board of Governors and the SAC administration and teaching faculties are committed to serving the people of Papua New Guinea by ensuring that this college becomes a center of academic excellence, leadership, wellbeing and innovation where students are inspired to serve their country through the learning and skills they have developed here.

This proposal to build a new cafeteria for students directly aligns with the directions of PNG Vision 2050 in relation to **Human Development Gender, Youth and People Empowerment (1.17.2.6 and 2.7)** and is budgeted to cost K1.330m. This cafeteria project will help to expand this institution of higher education by enabling more students to attend with the provision of the facilities required to accommodate their student life. SAC is also committed to 1.17.2.10 in relation to introducing good citizenship, ethics, morality and personal viability in all educational and work programs.

SAC is an excellent example of an institution of Higher Education that demonstrates wealth creation on many levels. Each SAC staff member and student is involved in work projects that utilize the natural resources of the land and environment to ensure that students are fed healthy food every day from the crops produced on the land and that they have a beautiful environment to care for and which nurtures their wellbeing. Staff and students are involved in community service projects through the many ministries of the church. SAC is an excellent example of environmental sustainability. Each new building has energy saving design features such as solar energy systems and water catchment facilities.

SAC is committed to achieving excellence in institution development and service delivery and works with the Adventist Academic Accreditation body and DHERST to ensure ongoing quality improvements are made within the guidelines of the PNG National Quality Framework. As an institution of the wider SDA church in PNG, SAC is committed to spiritual, cultural and community development and therefore shares the values of the SDA Papua New Guinea Union Mission (**PNGUM, Strategic Vision 2017-2020**)

“The SDA church highly values the bible, people and unity among the body of Christ. We believe that every person deserves respect and dignity because of the infinite value God has placed on every individual. Through God’s grace, every person is gifted and needed for the diverse activities of the church in serving humanity”.

“The objective of the” DHERST 2017, “strategic plan is to help as many students as possible to gain entry to universities or colleges, to offer the quality of education and the most important to help them succeed once they have enrolled. That fundamental reorientation in focus is profound. It means that our hardest work needs to involve finding the strategies and tactics that will best enable students to meet their educational goals, whether they are pursuing a degree or striving toward some other educational objective”.

2. Executive Summary

2.1 Summary Information

Project Title	Student Cafeteria
Project Location	Sonoma Adventist College
Originating Organisation	Sonoma Adventist College
Contact and Address	Grace Paulson, Project Manager P O Box 360, Kokopo ENPG, PNG
E-mail	Grace.paulson@sonoma.ac.pg
Phone	+6759821782

2.2 Summary Description

Sonoma Adventist College is a private Christian Tertiary Institution owned by the Papua New Guinea Union Mission. It provides diplomas, advanced diplomas and degrees in the areas of Business, Agriculture, Building, Ministry, Secondary and Early Childhood Education. Our student body is made up of students from across the provinces of PNG who board on campus where possible for the duration of their study.

Founded in 1967 with construction of buildings through 'fly and builds', as it has grown, a few other essential buildings have been added. The current infrastructure is inadequate to meet the student numbers enrolled. It is also aged and requires upgrading. Other proposals have been written to address the additional infrastructure required. The existing cafeteria is being used but requires an upgrade in order to efficiently serve meals to the boarding students.

As a private Institution, Sonoma relies on student fees for its operations which leaves limited funding for projects that are critical to its development.

2.3 Summary Goals and Objectives

This project will provide quality facilities for the current and expected increase of at least 200 students over the forthcoming years who will be able to receive an education and fulfils the DHERST strategic objective, "to provide improved access to education" (Higher and Technical Education Strategic Implementation Plan (2017-2038) in turn enabling a larger population to be educated as per the 2050 Vision "*Vision 2050 will transform our people and our nation by reforming our mind-set and attitudes. It is envisaged that this, will provide the direction to reform and align our institutions and systems to make 'Papua New Guinea become a smart, wise, fair, healthy and happy Society by 2050'*" (PNG Vision 2050, p. 30).

The project will provide adequate seating for at least 750 students at a single time to partake in their three meals while they are boarding at SAC. It will include all the amenities required for the provision of quality meals to the boarding students.

2.4 Funding Summary

The current estimates per square meter are K5500. The size of the cafeteria is approximately 1000m² and the current estimate of the cost for this building is K1,330,000.

2.5 Project Duration

The construction of the project is intended to take a total of six months. It will be initiated once the funding has been obtained.

3. Project Descriptions

3.1 The purpose of the Project

The purpose of this Project Submission is to justify the need for the cafeteria and request for funding for the construction of it as an effort to improving quality education facilities. The skills and education of Kokopo District, East New Britain and Papua New Guineans as a whole will be enhanced further by creating better training facilities and opportunities and providing high level formal education. This is because the higher education institutions in PNG are recognized as playing greater roles for the development of a prosperous PNG and achieving the government 2050 visions through better basic education services.

3.2 The Goal of the Project

This project is in alignment with the Higher Education and Technical Strategic Development Plan (2017-2038) and the 2050 PNG Vision for the empowerment of the people of PNG through Education and opportunities to develop themselves.

3.3 Objective of the Project

This project intends to fulfil the following objectives:

1. Provide quality facilities to current and future students in order to increase opportunities for their education
2. Provide a space for the preparation of quality meals for Sonoma students
3. Increase the intake of boarding students in order to continue with Sonoma's growth plan
4. To work towards developing Sonoma College into a center of excellence

4. Brief History of Sonoma

Sonoma Adventist College (SAC) is a tertiary institution located in a rural setting 17 kms from the township of Kokopo in East New Britain province, Papua New Guinea. The college began in 1968 as a development and extension of the Seventh-day Adventist churches outreach and mission to the people of the Pacific Islands. The Seventh-day Adventist church represents and administers a network of global non-for-profit agencies, services and organizations throughout the world whose vision includes the ongoing mission to provide education, holistic health, spiritual care and physical aid to people in underdeveloped countries.

Since its inception SAC has made significant contributions to the human resource capacity and development of PNG and neighboring Pacific Islands. In the context of PNG and the surrounding Pacific Island Nations the mission of the SDA church envisioned the liberation of Pacific peoples from all forms of bondage (spiritual, mental, social and physical). The mission of SAC has been to develop this mission through the insemination of appropriate knowledge, skills and attitudes by the staff and students. In the context of SAC this mission has been developed, implemented and integrated intentionally through daily practices in both curricular and extracurricular programs facilitated by staff and student leaders. The philosophy, beliefs, and values of the Seventh-day Adventist Church are reflected through the empowered knowledge, skills, values and lifestyles of both staff and students. Graduates from SAC have become leaders in government, public service, education, health, SDA church enterprises, business organizations and private companies serving the people of PNG and the surrounding Pacific Nations.

For many years SAC endeavored to maintain students roll numbers of between 300-450 students. However, as a result of more recent educational directives and national education strategies SAC has needed to expand its student numbers. The introduction of the PNG governments 'Tuition Fee Free' (TFF) initiative subsidizing the cost of education for students along with the increasing number of SDA church members who desire to have their children trained in SDA institutions, has resulted in a rapid expansion of student numbers during the last 7 years (2014-2021).

4.1 Current Activities of the College

During the last seven years (2015-2021) SAC has continued to develop and expand the vision and mission on many levels including the crucial need of accommodating the increase in student numbers. Infrastructure development has been achieved in three areas:

- increased number of general and teaching staff alongside current staff members higher qualifications;
- the development of administration protocols and policies in line with academic program quality assurance and higher education administration responsibilities.
- Additional room in the men's dormitory and additional 4 rooms in the women's dormitory
- Build of a workshop for the Building Department funded by the South Pacific Division of SDA
- Major funding from the Australian Government towards a center of excellence
- Additional office spaces for increased staff
- Employment of a chef and a counselor as per the DHERST plan
- Upgrade of the computer labs

4.2 Need for a student cafeteria

The existing cafeteria is aged and outdated. The facilities are inadequate and insufficient to prepare the quality or the volume of food required for its current and anticipated student population. Repairs, maintenance and minor upgrades have enabled the ongoing provision of food at the best quality possible given the means. Pictures below demonstrate the extreme conditions that SAC cafeteria staff work under.



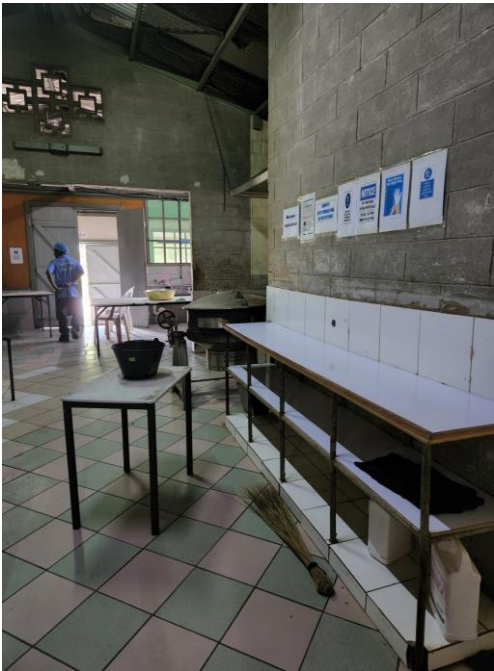
Current used functioning oven to bake bread and buns for students



External cooking and washing area



Food preparation area



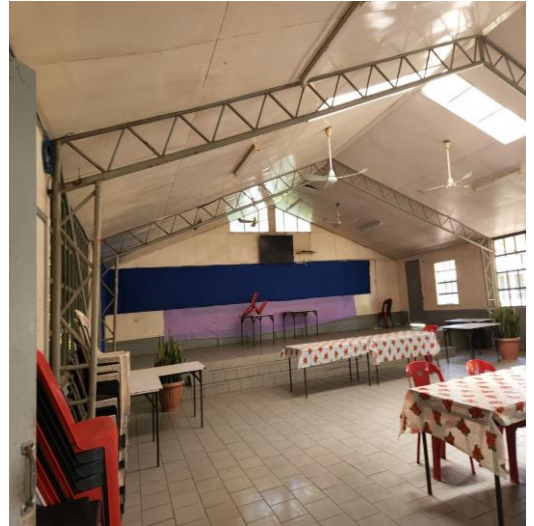
Internal food preparation area



Internal storage and working spaces



Student dining area



Food serving counters



Table 1: Sonoma Adventist College Student Numbers 2019-2022

Year	Total No of Students	Day Students	Boarding Students	Male Boarding Students	Female Boarding Students
2019	600	200	400		
2020	605	199	397	208	189
2021	653	164	480	244	236
2022	659	196	500	248	252

NB: While SAC has experienced a continued increase in student numbers over the last five years, due to lack of adequate infrastructure, SAC has maintained the student numbers at about 650+

4.3 Beneficiaries

Direct Beneficiaries

The direct beneficiaries of this project will be the students who will be enrolling at Sonoma Adventist College to undertake studies in any of the courses that are offered.

Sonoma Adventist College as it grows and expands into an excellent Tertiary Education Provider and eventually into a University.

The stakeholders of Sonoma Adventist College through the infrastructure that will be built on the campus for enhancing its mission to improve the quality of life for the people of PNG and to enable them to become what Jesus wants them to be utilizing their fullest potential.

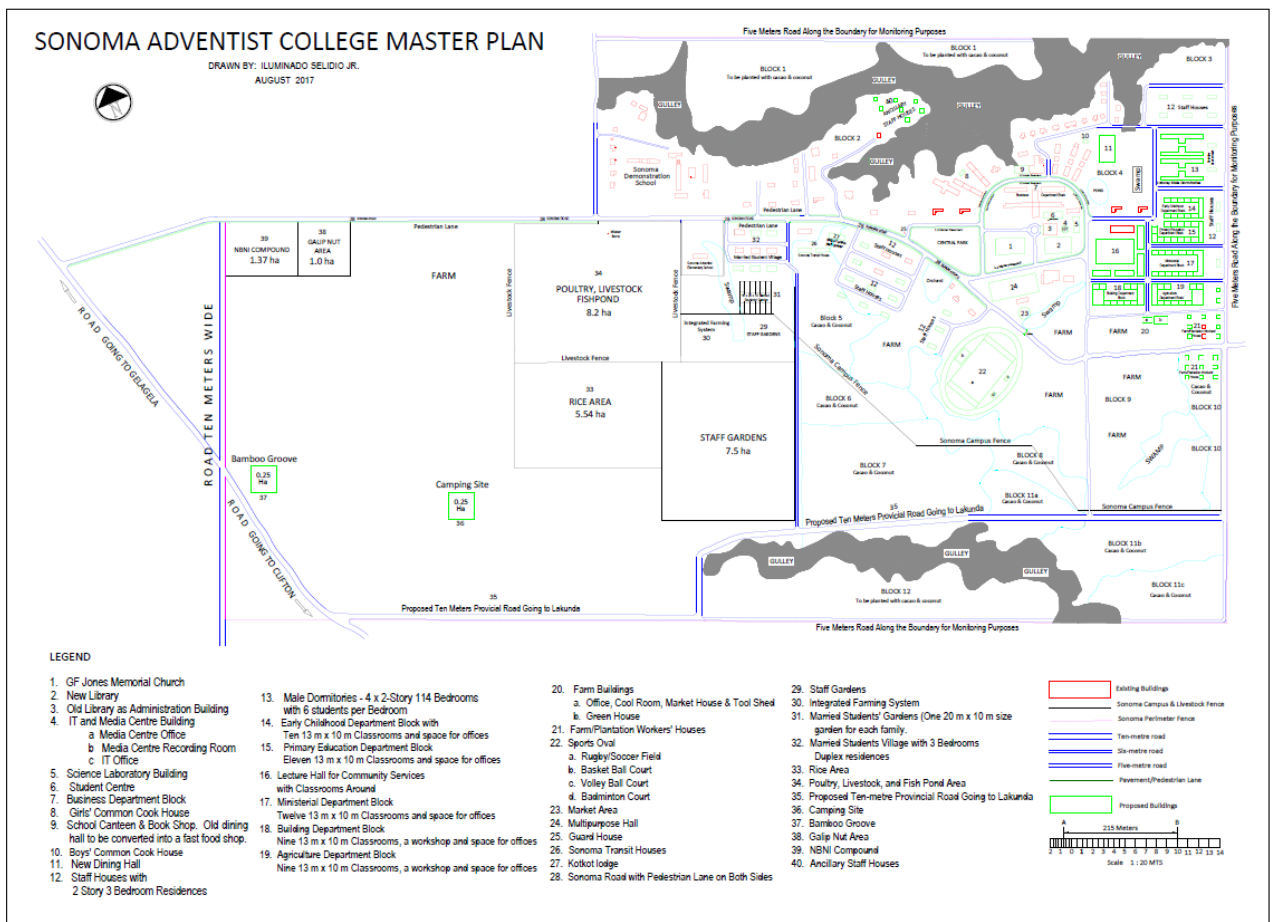
Indirect Beneficiaries

The indirect beneficiaries of this project will be the larger population of PNG. As the educated young people return to their communities, they will be able to raise the standard of living for their families and their wider communities. In addition, they will have better prospects at employment with higher salaries than they would have had prior to being educated.

5. Project Details

5.1 Project Site

The master plan below has been developed as part of our strategy for the growth of the College. The student cafeteria is included in the plan as item number 11.



5.2 Project Management

A professional project manager will oversee the project. The project team will consist of qualified professional who in turn will be governed by a Steering Committee. Reporting to the Project Team will be registered technical and reputable companies and personnel as per the tendering and recruitment processes which will be developed during the mobilization stage. It is also mandatory that monitoring and reporting processes are developed by the Project Management Team to ensure transparency and accountability of public funds. The Project Team will ensure performance assessment is carried out on each specified sub-project. It is envisaged that benchmarks will be used in order to measure how well the Project has performed and achieved its intended objectives.

Alternatively, there are teams of volunteers who will be willing to assist with the construction through a 'fly and build' program with the approval of the Adcom.

5.3 Monitoring and Evaluation

The Project Managers will meet with the building team on a weekly basis to monitor the ongoing construction progress of the building. They will keep the Project Sponsors, The Project Partner (SAC), and the relevant administration committees informed on a monthly basis or as needed in relation to the progress of the contracted work. This reporting will be in relation to financial expenditure and overall building progress and associated issues or concerns.

The project manager will also monitor and evaluate the project progress from start to completion.

5.4 Contracting Procedures

The Project will use the SAC tendering processes and procedures to implement the Project. The College, through its Project Management Office, as part of good governance will obtain quotes and select the quote that will not only be price effective but can deliver quality goods and services efficiently and effectively within the timeframe that is given.

6. Institutional Capacity and Implementation Plan

This is a large project which will require technical and professional project management knowledge and experience. A Project Management Team will be therefore, be appointed and approved by the Sonoma Adventist College Board. The Project Management Team will comprise expertise in civil engineering, buildings, surveyors and overall Project Manager. It is anticipated that once funding is made available, implementation construction will be done in the following manner:

- (a) Detailed project planning will be carried out.
- (b) Construction of a student cafeteria.

Once completed students will be able to experience a better quality service for their meals.

Sonoma Adventist College has previously successfully managed large scale projects. It is also currently working towards a large scale project that has been recently approved. SAC has appointed an expatriate project manager who is qualified and experienced to handle the management of large scale projects.

6.1 Implementation Schedule

Project Deliverables		
Title	Description	Notes
A finalized building plan	Architectural drawings approved by the PNGUM and Sonoma Adventist College Board	Completed and in place
Architectural Drawings	Full set of architectural drawings	completed
Building Board Permit	Obtain a permit for the construction of the building	completed
Resource Consents	Obtain resource constraints for the building	Feb 2023
Tender Process	Request for Tender from at least 3 companies and complete the process	April 2023
Select Contractor	Appoint the winner of the tender process for the construction	May 2023
Successful tender company meets with project managers	Project managers identify terms of communication and reporting for the duration of the project	June 2023 All stakeholders informed of Reporting processes
Project Implementation Plan	Prepare the implementation plan per stage of the project	June 2023
Build	Implementation of the project	July - Dec 2023
Close Project	Post Project Evaluation/Lessons Learned	Jan 2024
Project Acknowledgments	PM prepares reporting and accounting	Feb 2024
Post Project Review	Post implementation Review Lessons Learned	Feb 2024

7. Alignment to Strategic Priorities

7.1 The organization's goals and objectives aligned with PNG Strategic Development Priorities

SAC Strategic Priorities	PNG Strategic Development Priorities	Target of the PNG SDP
<p>Enhance Mission and Ethos to achieve a relevant 21st Century Higher Education Institution</p> <ul style="list-style-type: none"> - A vibrant Christian learning environment - A transformative community engagement program - An integrated approach to the holistic support of students from diverse faiths, cultures and socio- economic backgrounds <p>Promote Sonoma's Christian culture within the context of Papua New Guinea culture. Christian Spirituality is a constant strategic direction and aim for all students and staff members in order to minister to communities through the SAC vision and mission. <i>Spirituality and worship is the foundation of one of Sonoma's research centres.</i></p>	<p>4.5 Develop the higher skills needed for PNG's prosperity with a world class tertiary education sector</p> <p>Inadequate higher education has resulted in one-third of skilled jobs being held by foreigners who drain K780 million out of PNG. Moreover, the PNGDSP will require a surge in tertiary educated skilled labour.</p> <p>SAC intends to contribute to the target set according to this plan by increasing the number of students enrolled each year. Increasing the capacity of boarding students is a manner in which SAC would like to assist with this goal</p>	17,500 a year by 2030
<p>Engaged Learners, work ready graduates, experienced student leaders - A student- engaged and inclusive learning environment</p> <p>Provision of a student cafeteria for the preparation and participation of meals will enable more enrolment.</p>	<p>4.12. Rural development</p> <p>Improving service delivery and income opportunities to the rural population is a key priority of the Government.</p>	

"The objective of" the DHERST 2017 "strategic plan is to help as many students as possible to gain entry to universities or colleges, to offer the quality of education and the most important to help them succeed once they have enrolled. That fundamental reorientation in focus is profound. It means that our hardest work needs to involve finding the strategies and tactics that will best enable students to meet their educational goals, whether they are pursuing a degree or striving toward some other educational objective".

7.2 Project Alignment with the Higher and Technical Education Strategic Implementation Plan

PNG 2050 Vision	HTESIP	DHERST
1. Human Capital Development, Gender, Youth and People Empowerment	1.3. The ultimate outcome of the implementation of NEC Decision 54/1995 will be to increase the number of enrolments and improve quality graduates in our various training colleges that meet industry needs in skills, knowledge and values. It will also develop the ability of the middle classes to contribute to the economic development of the country so as to achieve a middle income economy by 2030 and become a Smart, Wise, Fair, Healthy and Happy society by the year 2050.	<ul style="list-style-type: none"> • Improving access to educational opportunities, including TVET. • Improving equity in higher education. • Improving quality of learning, teaching and output. • Improving management and planning capacities. • Improving educational financing mechanisms. • Improve evidence-based planning.
3. Institutional Development and Service Delivery;	1.7. Strengthening national and regional centres of excellence of higher education in the following selected priority areas: agriculture and livestock, health sciences and health delivery support services , engineering, ICT, business enterprise, training of teachers and educational managers ³ .	<p>Building infrastructure and upgrading equipment for all HEI.</p> <p>Linking HEI with each other, and the Productive Private Sector.</p>

8. Budget

The total cost of this project is anticipated to be 6005,770.00. The impact of covid and supply of materials could change this figure significantly from the time that this proposal is submitted to the time that funding is obtained. A broad breakdown of this figure is below:

No.	Item	Cost in Kina	%
1	Preliminaries	480,461.60	8
2	Siteworks	120,115.40	2
3	Excavation	480,461.60	8
4	Steelworks	780750.10	13
5	Concrete	480,461.60	8
6	Carpentry	480,461.60	8
7	Glazing	480,461.60	8
8	Painting & Finishing	300,288.50	5
9	Plumbing	480,461.60	8
10	Electric Work	480,461.60	8
11	Tiling	300,288.50	5
12	Furniture	480,461.60	8
13	Landscaping	180,173.10	3
14	Equipment	480,461.60	8
	Total	K6005,770.00	

The 2021 cost per m2 has been formally estimated at K5500. The revised cost of this build is K5,555,770.00 for a total floor area of 1010.14. This

In addition, a cost of K450,000 is budgeted for equipment for a full commercial kitchen, oven, dishwashers etc. adequate to serve up to 3,000 meals a day. The total cost of this project is estimated to be a total of **K6005,770.00**

This project has also been submitted to DHERST for funding and we are awaiting an outcome. Due to its urgency, we would like to submit this proposal to further potential sponsors as well.

External audit of SAC for 2020 has been completed and can be provided if required. Sonoma has the capacity to maintain the ongoing costs of this building as a cafeteria through its operational budget.

Reporting

The Project Managers will meet with the building team on a weekly basis to monitor the ongoing construction progress of the building. They will keep the Project Sponsors, The Project Partner (SAC), and the relevant administration committees informed on a monthly basis or as needed in relation to the progress of the contracted work. This reporting will be in relation to financial expenditure and overall building progress and associated issues or concerns.

9. Risks and Issues

Risks	Likelihood (Low, Medium, High)	Consequences (Fatal, Serious, Manageable)	Mitigating Strategies
Weather Events - Rain	High	Manageable	Contract variation will be inserted as a requirement and appropriate extension of a reasonable period to be provided for and project should resume on dry months of the year.
Lack of funds to proceed?	Low	Serious	Project will only be initiated once funds have been obtained
Contractors fail to complete or delay in the completion	High	Manageable	Select only contractors who have a good reference for completing on time Penalty clauses will be included in the contract for delays
Poor quality of work by the contractor	High	Serious	Technical and professional assessors will be part and partial of project management team. Completion of payment to be done only after Certification of satisfactory completion of work. Choose only reputable firms with proven track records.
Theft of materials purchased for the project	High	Serious	Ensure adequate and proper storage facilities are provided for the materials purchased for the project.
Employment disputes from workers	Medium	Manageable	Conditions of casual employment to be clearly spelt out before any engagement. Payment to be at the rate acceptable to the Department of Labour.

10. Project Success Criteria

- Completed building project to a high standard of workmanship by Dec 2023
- SAC increases boarding students to 600 for first semester 2024
- Delivered on time within budget guidelines and met reporting criteria.
- Project deliverables ensured an efficient work process and safe work environment was maintained throughout the project.
- Improved quality of housing for boarding students leading to increased student wellbeing.