

TERMS OF REFERENCE
CONSULTING SERVICES – INDIVIDUAL SELECTION

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

| PART I: | | |
|-------------------------|---|------------------|
| Position | Level 2- Procurement Officer | |
| Category of Consultancy | Local | |
| Contract type | Individual Consultant | |
| Hiring Entity | TRHDP Project Office | |
| Location | Honiara, Solomon Islands | |
| Duration | 2 years with an extension possible for an additional 3 years subject to performance and project needs | |
| Start date | As soon as possible upon agreement | 1 September 2024 |

Tina River Hydropower Development Project

| Project Details | |
|------------------------|---|
| Background | <p>The Solomon Islands Government (SIG) is delivering the Tina River Hydropower Development Project (TRHDP), located 35km south east of Honiara at the upstream end of the Ngalimbiu River Basin in Central Guadalcanal. The TRHDP, the first major hydropower project in Solomon Islands, will reduce the average cost of electricity generation in Solomon Islands and hope to improve the reliability of its supply. The key benefits of the project are reduced dependency on imported fossil fuel products for power generation, stimulus to growth from lower cost and more reliable power supply, increased private sector investment flows into the sector and diversification of energy mix with the introduction of sustainable and cleaner renewable hydro energy sources.</p> <p>Solomon Islands Electricity Authority (SIEA; operating as Solomon Power) (as the Offtaker signed a Power Purchase Agreement (PPA) on 6 December 2018 with Tina Hydropower Limited (THL), owned by Korea Water Resources Corporation (K-water) and Hyundai Engineering Company Limited (HEC). THL will build and operate the hydropower plant for 30 years as a Build Own Operate and Transfer (BOOT) model of operation. SIG and THL have also executed an Implementation Agreement (IA) and Government Guarantee Agreement (GGA) establishing rights and responsibilities between SIG and THL. The Project reached financial close on 12 December 2019, on which date the PPA, IA and GGA became fully effective.</p> <p>Financing for the project is provided through a series of multilateral and bilateral loan agreements entered into by SIG, which have been on-lent by SIG to THL under the terms of a Facility Agreement (On-Lending Agreement), signed on 27 September 2019. The Concessional Finance Parties include the Asian Development Bank (ADB), International Development Association (IDA), Government of Australia’s Australia-Pacific Islands Partnership (APIP) Fund, Green Climate Fund (GCF), Abu Dhabi Fund for Development (ADFD) and Economic Development Cooperation Fund (EDCF) managed by the Export-Import Bank of Korea.</p> |

The Concessional Finance Parties require SIG and THL to adhere to a number of environmental and social safeguard obligations. SIG has developed, and the Concessional Finance Parties have approved, the overarching safeguard documents to meet the safeguard policies and requirements of the Concessional Finance Parties including an Environmental and Social Impact Assessment (ESIA), a Land Acquisition and Livelihood Restoration Plan (LALRP), Community Development Plan (CDP) and a Gender Action Plan (GAP). Safeguard measures are to be further detailed in the Environmental and Social Management Plans (ESMPs) the majority of which are under preparation by THL and HEC, and will be approved by SIG and the Concessional Finance Parties. A small number of plans are to be prepared by SIG and approved by the Concessional Finance Parties. Together these documents form the Safeguard Documents. SIG is responsible for implementing certain components of the Safeguard Documents and for overseeing THL's implementation of the remaining components.

THL has engaged HEC as the Engineering Procurement Construction (EPC) Contractor to design and construct the Project. THL issued a notice to proceed to HEC under the EPC Contract on 12 December 2019. Preliminary works such as access road construction has progressed, installation of batching and crushing plant, office site and workers camp has been completed. Main works is expected to commence in quarter 3, 2024 THL has engaged Stantec as the Owner's Engineer to oversee the work of HEC, including overseeing HEC's compliance with environmental and social safeguards.

SIG has engaged the international hydropower consultancy firm, Norconsult, as the Lender's Technical Advisor (LTA) under the On-Lending Agreement to monitor construction against THL's project agreement obligations. Norconsult is also acting as the Independent Environment and Social Monitoring Agent required under SIG's agreements with certain Concessional Finance Parties. In this role, Norconsult will prepare quarterly audits of THL, SP and SIG's compliance with the Safeguard Documents, and undertake quarterly technical site visits and twice annual safeguard site visits.

SIG through the Project Office, acquired the land for the main Project site in August 2014 from five (5) customary landowning tribes. The Project Office assisted each of the tribes to establish a co-operative society under the *Co-operative Societies Act* to manage project related payments to the tribes. The Project Office continues to play an active role in the corporate administration of the tribal co-operatives, including financing of an independent accounting firm to act as an Administrator of the co-operative accounts, and supporting executive committee and in ensuring they are complying to the requirements of the Coop By-Laws.

The land acquisition also involved a partnership arrangement under which the perpetual estate in the Project land was returned to a joint venture company owned equally by SIG and the five (5) tribal co-operative societies known as the Tina Core Land Company Pty Ltd (TCLC). The TCLC has leased the Project land to THL through a Land lease Agreement signed on 5th December 2019. In addition to the original purchase price, the tribal co-operatives will also receive a percentage of the power purchase price as a royalty payment and the benefits of rental payments under the Land Lease.

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| | <p>The Project also includes the design and implementation of a community benefit share program (CBSP). Funding was secured from the Japanese Social Development Fund (JSDF) for a three-year community benefit share pilot (CBSP) program during construction. The pilot fund focused on water supplies and electricity grid extension to schools, as well as providing pre-employment training to local community members. The pilot also oversaw the establishment of the long-term community benefit share fund entity for the operations period. The community benefit share pilot is managed by a dedicated team within the Project Office and the environmental and social safeguards for the pilot are set out in the CBSP Environment and Social Management Framework. The CBSP first phase (the Pilot) 3 years program has been completed. CBSP 2 commenced in 2023 and shall run for 5 years up to 2028.</p> <p>The Project Office, which was the main entity for preparing the Project, is now working on the construction phase. The Project Office is part of the Ministry of Mines, Energy and Rural Electrification (MMERE) and is in charge of coordinating and monitoring the Project's implementation. The Project Office is responsible for coordinating and monitoring the implementation of the Project. In particular, the Project Office will ensure that SIG's obligations are met (as provided in the IA, GGA, financing agreements with Concessional Finance Parties, etc.), monitor THL to ensure fulfillment of its obligations (as provided in the PPA, IA, GGA, On-lending Agreement, direct agreements with Concessional Finance Parties, Safeguard Documents, etc.), and monitor SIEA to ensure fulfillment of its obligations (as provided in its direct agreements with Concessional Finance Parties, Safeguard Documents, and a Side Letter agreement between SIG and SIEA signed on 30 January 2020).</p> |
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Contract Details

| Details | |
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| Objective | The TRHDP Procurement Officer is responsible for undertaking all procurement functions that collectively ensure efficient and timely procurement of goods, works and services related to project implementation. |
| Duration | National Fulltime contract (24 months). Estimated start-date: 1 September 2024 This may be renewed, based on Project needs, for another 3 years and based on the performance of the Consultant. The Procurement Officer will be on probation for the first six months of the assignment. |
| Reporting | The Procurement Officer will report to the Deputy Project Manager (DPM) in the Project Office. |

Contract Scope

The Procurement Officer will report to the Deputy Project Manager; and shall liaise and work with other staff on procurement concerns and issues. The Procurement Officer is responsible for Procurement Planning, Procurement of Goods, Works and Non-Consulting Services/Selections of Consultants and Supplier



Tina River Hydropower Development Project

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Management, following World Bank Procurement Regulations 4th Edition November 2020 and the Pacific Procurement Implementation Guidance, 2023, and for maintaining all procurement reporting using the World Bank system- Systematic Tracking of Exchanges in Procurement (STEP).

The Procurement Officer will be required to monitor the whole procurement process including contract administration and to manage record keeping and compliance documentation STEP. The Deputy Project Manager (DPM) will undertake a performance evaluation of the Procurement Officer as per the deliverables listed below.

Essential Duties and Responsibilities

a. Procurement Process Management

- Prepare procurement plan and relevant documents for DPM's review and World Bank's approval;
- Establish a contract management system, oversee contracts and regularly report on contract status;
- Help prepare procurement packages as appropriate;
- Review technical specifications, refine Terms of Reference (ToR) and prepare Request for Proposals (RFP) or Request for Quotations (RFQ) as applicable and bidding documents using standard World Bank templates, or any standard bidding documents specifically designated for the project;
- Review and evaluate procurement documents received and assist the Project Office in the process of engaging consultants and bidders;
- Prepare and follow up requirements needed for the World Bank's issuance of its no-objection in cases where the Bank's prior-review is needed or as indicated in the approved procurement plan;
- Manage the advertisement process involved in procurement, procurement correspondence, bid receipt, and bid opening in strict compliance with agreed procurement procedures;
- Organize the Project Office's procurement filing system in an orderly and systematic manner, assist the Project Office to upload procurement related documents in the WB's Systematic Tracking of Exchanges in Procurement (STEP) in timely manner;
- Facilitate procurement post reviews by the Bank and by annual independent auditor;
- Participate in contract negotiations on behalf of the project office where needed;
- Prepare and execute purchase orders and requisitions; and
- Undertake other duties as delegated by the DPM.

b. Vendor Management

- Maintain list of vendors supplying the various items;
- Develop and execute measurement tools to accurately gauge vendors' performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and endorse invoices for approval and payment; and
- Maintain procurement records such as items or services purchased costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.

c. Procurement Reporting and Outputs

- prepare and review evaluation reports to submit to DPM for approval;

- monitor and report the procurement implementation status and progress to MMERE and the World Bank as required;
- follow up with the concerned government departments and the World Bank to obtain the approval of the procurement plan and documents in a timely manner;
- assist in the preparation, reviewing and clearing of procurement plan for the subsequent years of the project;
- produce a quarterly procurement status report; and
- perform other tasks as assigned by the DPM in support of achieving the highest level of compliance, and client satisfaction at an optimum cost.

Specific Deliverables of contract

The specific deliverables and milestones of this contract are listed in the table below.

| Key Deliverables | Timing |
|---|--|
| Procurement packages prepared on time to meet the Project workplan | Ongoing |
| Contribute to Quarterly Progress Reports | 30 days after the end of each calendar quarter |
| STEP system maintained and up to date | Ongoing |
| Contract Registry is maintained and up to date | Ongoing |
| Procurement documentation maintained and filed according to standard operating procedures | Ongoing |
| Provide inputs to Quarterly Consolidated Reports | Ongoing |
| Project Completion Report | 3 months prior to Project closure |

Qualifications

This section details the basis upon which selection of the successful candidate will be made.

Mandatory Criteria – These criteria must be met in order to be considered for this contract. The candidate will possess high levels of personal and working integrity and ethics.

| Mandatory Criteria | Description |
|-------------------------------|---|
| Education | A Diploma or undergraduate degree in a relevant discipline (e.g., engineering, procurement, law, finance, business administration, economics) |
| Procurement Experience | Minimum 2 years' practical experience in procurement for SIG and/or DONOR Funded Projects. |
| Computer Skills | Proficient at all aspects of computer skills including Word, Excel, PowerPoint, Internet research and Data Entry |
| Fluency | Good writing skills with the ability to support preparation of reports; fluency (oral and written) in English is essential. |

Desirable Criteria – These criteria are requirements or qualities that are not mandatory but would be considered beneficial if they are met and will be scored as outlined.

| Other Criteria | | Evaluation Points Allocated (x/100) |
|--|---|--|
| Experience relevant to the Project 60 Points | 1. Working knowledge and experience with World Bank (WB) or Asian Development Bank (ADB) or similar financing institution’s procurement regulations/guidelines and procedures | 30 |
| | 2. Previous experience in market research (internet based – sourcing information on Suppliers) | 15 |
| | 3. Previous working experience with budgets | 15 |
| Experience relevant to the Terms of Reference 40 Points | 1. Previous working experience with a data management system either financial, contractual or for procurement | 15 |
| | 2. Ability to establish and maintain effective working relationships with colleagues, other departments, suppliers, and the public. | 5 |
| | 3. Proactive and organized and ability to manage own workload and work independently. | 5 |
| | 4. Previous demonstrable experience in contributing to and formatting and preparing Reports. | 5 |
| | 5. Experience of working in central or local government in Solomon Islands. | 10 |
| Other | A clean police record and a valid driver’s licence | PASS/FAIL |

Resources Provided

Provide an outline of items/resources the Project Office will provide to enable delivery of the contract outcomes.



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| Resources | |
|---------------------------------|---|
| Equipment (IT/Comms etc) | The project will provide access to IT equipment, stationery, internet, communications, and related utilities. The Consultant is fully responsible for the cost of local transportation (to/from the office). |
| Office Space | The project will provide the office space, including office furniture. |
| Documents | MMERE will provide to the Consultant all the World Bank Mission Reports, Project Procurement Strategy for Development (PPSD) document, Project Operations Manual, and all the existing reports and materials related to the Project |

Selection Process

Applicants will be assessed on (their) Resume as submitted and any supporting documentation. Applicants who do not pass **Mandatory criteria** requirement will not be evaluated further. Applicants passing mandatory criteria requirements will be assigned points on presented **desirable criteria**. The Project Management Unit and other stakeholders will then interview highest ranked individuals¹. Interviews will assess the strengths and weaknesses of candidates.

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| APPROVAL (Business use only) | |
| This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives: | |
| ----- | ----- |
| (For world bank clearance) | Date Approved |
| | |
| Permanent Secretary/Responsible Officer | Date Approved |
| Additional Comments: | |

¹ This number of candidates to be interviewed will be determined on an as required basis.