



**Tina River Hydropower Development Project Ministry of Mines, Energy and Rural Electrification Solomon Islands**

**TERMS OF REFERENCE**

**CONSULTING SERVICES – INDIVIDUAL SELECTION**

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

PART I:		
Position	Communications 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 November 2024

**Tina River Hydropower Development Project**

Project Details	
<b>Background</b>	<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 5<sup>th</sup> 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.

## Tina River Hydropower Development Project Ministry of Mines, Energy and Rural Electrification Solomon Islands

	<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>
--	--

### Contract Details

Details	
<b>Objective</b>	The TRHDP Communications Officer shall support the Deputy Project Manager and the Communications Advisor in the identification of key communication opportunities by engaging with stakeholders, in the preparation and revision of the Communications Plan for the Project Office including CBSP 2 for the construction phase of the Project.
<b>Duration</b>	National Fulltime contract ( <b>24 months</b> ). Estimated start-date: 1 November 2024 This may be renewed, based on Project needs, for another 3 years and based on the performance of the Consultant. The Communications Officer will be on probation for the first six months of the assignment.
<b>Reporting</b>	The Communications Officer will report to the Deputy Project Manager (DPM) in the Project Office.

### Contract Scope



## **Tina River Hydropower Development Project Ministry of Mines, Energy and Rural Electrification Solomon Islands**

The Communications Officer shall liaise with the Communications Advisor and work with other staff on communications and media issues. The Communications Officer will support the Communications Advisor in the review, preparation and revision of the Communications Plan for the Project Office including CBSP 2 for the construction phase of the Project.

The Communications Officer is responsible for liaising with Stakeholders such as Tina Hydropower Limited, Hyundai Engineering Company, Concessional Financing Parties (ADB, WB, DFAT etc), Solomon Islands Government Ministries (MMERE, MOFT, MID, MECDM, MNPDC and others) in relation to communications and media.

### **Scope of Services for Communications Officer**

The tasks and responsibilities allocated to the Communications Officer include, but are not limited to the following:

Together with the Communications Advisor and other staff in the PO carry out the implementation of all communication requirements and activities for the project during the construction, testing, and commissioning phase.

Support the Communications Advisor to prepare a communications strategy for the project.

Think outside the box with connecting the Project activity to the bigger picture for the Solomon Islands. Be the 'eyes and ears' for the Project on the ground, identifying ways to connect outside opportunities to the Project.

Keep in close contact with communications counterparts from the Solomon Islands Government for collaboration on story ideas and in relation to communication and media activities, ceremonies and launches.

Understand, execute and pivot, where necessary, the Communications Strategy which should highlight the communication needs of all project implementing partners and identify the strategies, methods, tools, and resources needed to address them.

Support the Communications Advisor to identify key communications events, opportunities, and risks (real or perceived) to the project and prepare a communication activity plan which is to be a part of, or an annex to, the communications strategy. The Communication Plan is subject to periodical updates as well as on an as-needed basis.

Support the Communications Advisor in developing a risk response plan, highlighting response processes and key spokesperson/s during crisis or emergency situations. Work with stakeholders on the ground to build their support and trust to be a part of the risk response space as the Project progresses during the construction phase

Support the costing and identification of a relevant budget for the implementation of the Communications Strategy and Communications Plan.

Support the mapping and identification of key project stakeholders, generating and maintaining a 'stakeholder list' of organizations, persons' names, contact details, and addresses.

Understand, execute and update the requirements of the Stakeholder Engagement Plan (SEP) as necessary and report on activities as required.



## Tina River Hydropower Development Project Ministry of Mines, Energy and Rural Electrification Solomon Islands

Develop relevant communications material to ensure effective dissemination of information about the project to the Solomon Islands public, government, and project stakeholders through various communication platforms, including local and international mainstream media.

Organise and/or support regular briefings to local media leaders, so that the media is well informed of the projects progress, as well as building their support for the overall development objectives of the projects.

Work closely with the Deputy Project Manager and other key Project Office team members to plan key messages for briefing events to relevant Project stakeholders and audiences.

Respond to media enquiries in a timely manner, including the provision of internal advice to Project Office management on responses, as well as other project stakeholders where appropriate.

Conduct daily media monitoring, ensuring that management are made aware of current media, social media, and other public discussions regarding the project.

Work closely with the Community Liaison Team to monitor community and stakeholder positions and emerging risks, and to advise management on appropriate communication measures.

Work with the Communications Advisor and Deputy Project Manager to prepare up to date project articles and press releases.

Ensure that the project website is accurate and regularly updated, working with local and international designers to brief and review necessary materials for online mediums.

Work with the Communications Advisor and Deputy Project Manager to manage social media channels/content through a strategic content plan.

Work closely with Tina Hydropower Limited (THL) and other donors/partners to support project communications coordination, including joint initiatives, announcements, stories, events, ceremonies and launches.

Work closely with the THL counterpart to ensure THL is briefed regularly of relationship and stakeholder engagement risks and opportunities.

Attend regular meetings of all concessional funding parties to keep them informed of project progress.

Work with the Communications Advisor to manage project exposure risk, develop and regularly update 'Talking Points' that contain suggested responses to potentially challenging questions related to sensitive or challenging issues.

### Specific Deliverables of contract and Key Dates

<b>Deliverables/Outcome</b>	<b>Timing/Date/Frequency</b>
With the support of the Communications Advisor revise and update the Communications Strategy, Communications Plan, and Stakeholder Engagement Plan	January 2025 with updates on a periodic and as-needed basis
Provide a budget breakdown for implementation of the Communications Strategy and Communications Plan for 2025-2028	January 2025
Update the project website regularly	Ongoing
Support the execution of the Communications Strategy with the support of the	Ongoing



## Tina River Hydropower Development Project Ministry of Mines, Energy and Rural Electrification Solomon Islands

Communications Advisor and under leadership of the DPM	
Review and revise the Key Stakeholders List	December 2024 with updates on an as-needed basis
Support and deliver key media campaigns using media articles, stories, or blogs for dissemination across multiple platforms (web, social media, videos) that positively promote the project and provide updates on project progress	Six (6) per year
Organise briefings on project progress for the Solomon Islands media	Quarterly or on an as-needed basis
Organise/provide support to high level communication events with civil society groups/parliament to provide updates on project progress and maintain support for the project	Four (4) per year
Organise/ provide support to DPM for high level communication to Cabinet	Six (6) per year
Support work with other key partners on news releases and activities to announce key project milestones, including agreement signings and construction milestones	Six (6) per year
Support the development of a database of high-quality photos of key project events, locations, and developments. This includes construction photos of the access road, dam site, coffer dams, intake structure, tunnel, surge shaft, penstock and the power house	Ongoing
Lead production of project 'off-line' materials, including brochures, flyers, updates, and bulletins	Ongoing basis
Manage content for the Project Office (PO) social media platforms	A minimum of one post per fortnight
Draft and update key project talking points to ensure an accurate and timely response to difficult questions and issues	Ongoing / as required
Respond to local media enquiries, working with PO management and DPM when needed, to plan strategies to respond	Ongoing/As required
Participate in and contribute to regular meetings with communications counterparts from the Solomon Islands Government (SIG) and concessional financing counterparts, providing updates on key communications issues	Quarterly
Daily media and social media monitoring	Ongoing - Daily
Support the Community Liaison Team during community consultations and take records of meetings	Ongoing

Support briefings to the PO team on the latest media, social media, and public discussions surrounding the project	Fortnightly and as needed
Assist in updating and maintaining the Grievance Redress Mechanism	Ongoing
Work with local media to build understanding and support for the TRHDP	On-going
Plan and organise a media training event for key staff in the PO and other implementing agencies	One (1) in 2025
Oversee website content to ensure that it is current, relevant, and regularly updated	Ongoing
Support Tina Hydro Limited (THL) and the Solomon Islands Electrical Authority (SIEA) with media and communications activities, providing advice on communications risks and opportunities	Ongoing
Save all media and communication activities, documents, videos, media releases etc in SharePoint	Ongoing

### 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 including sense of urgency and attention to detail.

<b>Mandatory Criteria</b>	<b>Description</b>
<b>Education</b>	A Diploma or undergraduate degree in a relevant discipline (e.g., Journalism, Management, Public/Business Administration, Marketing)
<b>Communications and Media Experience</b>	<b>Minimum 3</b> years' practical experience in communications and media especially in preparing media/press releases, website updates
<b>Computer Skills</b>	Proficient at all aspects of computer skills including, Design Software, Word, PowerPoint, Website Apps, Word Press, Internet research
<b>Fluency</b>	Good writing skills with the ability to support preparation of reports; media release; 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.

<b>Other Criteria</b>		<b>Evaluation Points Allocated (x/100)</b>
<b>Experience relevant to the Project</b> <b>60 Points</b>	1. Knowledge of the Tina River Hydropower Project	<b>20</b>
	2. Previous experience in media, communication, website, press releases	<b>25</b>
	3. Previous working experience with budgets,	<b>15</b>
<b>Experience relevant to the Terms of Reference</b> <b>40 Points</b>	1. Previous working experience with stakeholders example the Solomon Islands Government, Media and others	<b>15</b>
	2. Ability to establish and maintain effective working relationships with colleagues, SIG, Media establishments, and the public.	<b>5</b>
	3. Proactive and organized and ability to manage own workload and work independently.	<b>5</b>
	4. Previous demonstrable experience in contributing to and formatting and preparing Reports/Media releases, speeches.	<b>15</b>
<b>Other</b>	A clean police record and a valid driver's licence	<b>PASS/FAIL</b>

### Resources Provided

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

<b>Resources</b>	
<b>Equipment (IT/Comms etc)</b>	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).
<b>Office Space</b>	The project will provide the office space, including office furniture.





**Tina River Hydropower Development Project Ministry of Mines, Energy and Rural Electrification Solomon Islands**

<b>Documents</b>	MMERE will provide to the Consultant all the previous media releases, videos, Project Operations Manual, World Bank Mission Reports, 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 individuals<sup>1</sup>. Interviews will assess the strengths and weaknesses of candidates.

<b>APPROVAL (Business use only)</b>	
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
.....	.....
<b>Permanent Secretary/Responsible Officer</b>	<b>Date Approved</b>
Additional Comments:	

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