TERMS OF REFERENCE

CONSULTANCY SERVICES – INDIVIDUAL CONSULTANT

SECRETARY: FUND MANAGEMENT OFFICE

1. Project Overview

Project Name	**Community Benefits Sharing Project-Phase 2**
STEP Reference	**C1-CS-003A**
Agency Name	**Ministry of Mines, Energy and Rural Electrification (MMERE)**
Country	**Solomon Islands**
Activity Description	**CBS Fund Secretary**
National	☑

2. Project Background

Project Development Objective (PDO)	CBSP-2 is financed through an IDA Grant of US$5 million. It is designed to be implemented over a period of 5 years (2023-2028). The Project Development Objective (PDO) is to enable Target Communities to benefit from improved access to and use of basic infrastructure and services, and to operationalize the Community Benefit Sharing Fund (CBSF)
Project Length	August 2025-December 2028
Project Location	Honiara, Guadalcanal, SI
Project Components	CBSP-2 has four components: 1. Operationalize the Community Benefit Sharing Fund, of which there are two subcomponents: (a) Institutional Support to the CBSF; and (b) Community Sub-projects; **2.** Improve Access to Basic Services of which there are three subcomponents: (a) Rural Water Supply; (b) Rural Road Improvements; and (c) Rural Electrification. **3.** Enhance Skills of Community Members; and **4.** Project Management, Monitoring and Evaluation
Project Component Description: The CBS Fund was legalized in 2023 under Phase -1 of the CBSP. A constitution, operations manual and interim Board of Trustee (BoT) was put together as requirement for the registration process under the 'Charitable Trusts Act'. As part of the operationalization of the fund, a Fund management office (FMO) was suggested and recommended, to be manned by a Fund manager, Finance officer and Secretary. The FMO would be fully responsible for the day-to -day management of the fund, including reporting to the BoT, preparation of communities to apply for sub-projects for FMO funding, and administration and fund financials. The FMO will operate at for the entire concessional period of 30years from 2028 overseeing funds generated from the dam and going into the fund account.	

3. Contract Details

Objective	1. The secretary's duty is to assist the Fund manager and Finance officer in their work, which include: to write and keep minutes of all the general meetings and committee meetings of the Association; conducting all correspondence, including the sending of notices, necessary for the efficient running of the business of the Association. 2. To handle inward and outward correspondence; to arrange meetings, including booking for venues and sending out invitations for meetings; to maintain all files. 3. To maintain membership records of the Association, duty rosters, and similar documents; to issue written notices and other circulars
Duration	August 2025 – December 2028
Reporting	The Secretary will report to the FMO Fund Manager and CBSP-2 Project Manager

4. Contract Scope/Responsibilities

The Fund Secretary will be responsible for supporting the functions of the Fund Management Office especially in assisting the Fund Manager and Finance Officer in their work, which will include;

4.1 Administrative Support

- Assist the Fund Manager in their role as Secretary to the Board
- Support correspondence including emails, letters, and phone calls
- Support office systems and databases
- Schedule appointments and maintain calendars
- Prepare and distribute routine communications
- Provide logistical and administrative assistance
- Assist in the preparation of reports, presentations, and other documents
- Facilitate effective internal communication within the office

4.2 Meeting Management

- Arrange meetings, including booking venues and sending invitations
- Support the preparation of meeting materials and presentations
- Support AGM and special meeting logistics
- Write and keep meetings minutes, including annual and special meetings of the Association

4.3 Record Management

- Maintain accurate and up-to-date records of fund-related activities
- Maintain membership records of the Association
- Process and file correspondence
- Organize and maintain document management system
- Update contact information for stakeholders in stakeholder database

4.4 Stakeholder and Community Engagement

- Support implementation of the Beneficiary Feedback Mechanism
- Support the coordination of the CAC
- Act as a point of contact between the FMO and external stakeholders
- Provide support in the organization of fund-related activities and events
- Help maintain website and other communications content

5. Contract Deliverables

- Timely and accurate meeting agendas and minutes.
- Well-maintained and organized office records and documentation.
- Effective communication and coordination within the office and with external stakeholders.
- Support in the preparation of reports and other documents.

6. Qualifications and Skills

mandatory Criteria	Description
Education	A diploma/degree in Business Administration, Management, or a related field
Experience	At least 3 years of experience in administrative or program support service role, including supporting a senior official.
Office Tools	Proficiency in office softwires (e.g., Microsoft Office Suite: Word, Excel, PowerPoint, Outlook)
Language	Proficient in English, Pidgin
Selection Criteria	
Office Skills	• Experience with data entry, scheduling, and document preparation. • Strong written and verbal communication skills.
Organizational Skills	• Ability to manage multiple tasks and prioritize effectively. • Strong attention to detail and accuracy
Communication Skills	• Excellent written and verbal communication skills • Ability to interact professionally with colleagues, clients, and stakeholders
Time Management	• Ability to manage time efficiently and meet deadlines.
Problem-Solving Skills	• Ability to handle unexpected situations and find solutions. • Strong decision-making abilities
Confidentiality	• Ability to handle sensitive information with discretion and maintain confidentiality

7. Remuneration

>SBD79,000.00-SBD89,000.00/Annually incl NPF, taxes

8. Submission

Interested applicants should submit:

- Updated CV responding to the qualification requirements with 2 contactable referees

Address to:

Procurement
Secretary, FMO
Monica Parsad
CBSP2, Anthony Saru Bld, Lvl 2
E: monica.parsad@tina-hydro.com, Tel: +677-25133

E-applications via email OR hard copies are acceptable.