

# TERMS OF REFERENCE

## CONSULTANCY SERVICES – INDIVIDUAL CONSULTANT

### FUND MANAGER: FUND MANAGEMENT OFFICE

#### 1. Project Overview

<b>Project Name</b>	<b>Community Benefits Sharing Project - Phase 2 (CBSP-2)</b>
<b>STEP Reference</b>	<b>C1-CS-001</b>
<b>Agency Name</b>	<b>Ministry of Mines, Energy and Rural Electrification (MMERE)</b>
<b>Country</b>	<b>Solomon Islands</b>
<b>Activity Description</b>	<b>CBS Fund Manager</b>
<b>National</b>	<input checked="" type="checkbox"/>

#### 2. Project Background

<b>Project Development Objective (PDO)</b>	<p>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).</p> <p>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' or 'Fund').</p>
<b>Assignment Length</b>	August 2025-December 2028
<b>Assignment Location</b>	Malango Ward, Garivera (THL Campsite), Central Guadalcanal, Solomon Islands
<b>Project Components</b>	<p>CBSP-2 has four components:</p> <ol style="list-style-type: none"> <li><u>Operationalize the Community Benefit Sharing Fund</u>, of which there are two subcomponents: (a) Institutional Support to the CBSF; and (b) Community Sub-projects;</li> <li><u>Improve Access to Basic Services</u> of which there are three subcomponents: (a) Rural Water Supply; (b) Rural Road Improvements; and (c) Rural Electrification;</li> <li><u>Enhance Skills of Community Members</u>; and</li> <li><u>Project Management, Monitoring and Evaluation</u></li> </ol>
<p><b>Project Description:</b></p> <p>The CBSF was formally registered under the 'Charitable Trusts Act' in 2023 under Phase 1 of the CBSP. A Constitution of the Association<sup>1</sup> draft Fund Operations Manual (FOM) and an interim Board of Trustee (BoT) were established as part of the registration process. In December 2024, a permanent BoT and Community Advisory Committee – the Fund's governance organs – were selected by the association members. The Fund's administrative/executive organ – the Fund Management Office (FMO), is to be manned by a Fund Manager, Finance Officer and Secretary. The</p>	

<sup>1</sup> Bahomea and Malango Community Benefit Sharing Trust Association

FMO is responsible for the daily operation and management of the Fund. The FMO responsibilities include project cycle management, community engagement and communications, disbursement of grants, liaison with relevant stakeholders on planned investments in the CBS area, Human Resource management, administration and accounting of Fund financials, amongst others. The FMO will operate for the entire concessional period (30 years) overseeing the funds eventually redistributed from the Hydropower facility as per the agreed revenue sharing arrangements.

### 3. Contract Details

<b>Assignment Scope</b>	<ol style="list-style-type: none"> <li>1. Fund Manager is responsible for the administration of the Fund and implementation of its funding program, public relations and communications, and general representation</li> <li>2. The Fund manager keeps the Board of Trustees informed of important measures and events on an ongoing basis.</li> </ol>
<b>Duration</b>	August 2025-December 2028
<b>Reporting</b>	The Fund Manager reports to the CBSF Association Board of Trustees and CBSP-2 Project Manager

### 4. Contract Scope/Responsibilities

The Fund Manager will be responsible for leading the FMO so that the Fund operates effectively and efficiently, in line with the Board's vision, Fund objectives and in accordance with the FOM. The Fund Manager is responsible for the selection and management of the employees and service providers, public relations and communications, general representation, administration of the Fund and implementation of its funding program.

The Fund Manager will be responsible for the day-to-day operations and management of the CBSF, which include.

#### 4.1 Governance

- Ensure compliance with the CBSF Constitution and Operations Manual
- Serve as Board Secretary and Chair Annual General Meeting/Special Meetings
- Maintain strategic communication with BOTs on key developments
- Facilitate BOTs-Community Advisory Committee (CAC) coordination and trustee selection processes
- Oversee Code of Conduct and Conflict of Interest Management
- Manage compliance framework and anti-fraud measures
- Manage risk management and conflict resolution frameworks

#### 4.2 Financial Management and Compliance

- Prepare and approve annual budgets for Board submission
- Oversee coordination with Tina Hydro Limited for accounting and financial services
- Manage the Benefit Share Allocation process
- Manage the CBSF's assets and maintain the asset register
- Develop the reserve fund strategy and oversee its use
- Oversee audit preparation
- Oversee project-level and fund level financial reporting

#### 4.3 Community Project Cycle Management

- Oversee community project cycle
- Technical appraisal of sub-project proposals
- Selection of proposals to be submitted to the Board of Trustees for approval
- Monitoring of CBSF-funded projects' performance
- Procurement of project goods and service

#### **4.3 Human Resource Management and Administration**

- Develop employee policies and procedures
- Lead FMO recruitment and onboarding
- Lead staff capacity building and succession planning
- Oversee performance management

#### **4.5 Health, Safety, Environmental and Social Risk Management**

- Oversee Occupation, Health and Safety (OHS) and Environmental and Social (E&S) policies, procedures, systems and performance
- Oversee training and capacity building for OHS and E&S
- Manage OHS incident response and E&S mitigation measures
- Ensure climate resilience and social impact processes

#### **4.6 Community Engagement and Communications**

- Develop and approve communications strategy
- Lead stakeholder engagement and database management
- Oversee website, social media, and media engagement
- Guide community consultation and participatory planning processes
- Ensure Beneficiary Feedback and Grievance Redress Mechanism implementation

#### **4.7 Systems, Organizational Learning and Reporting**

- Guide information systems, data security, and document management
- Oversee the continuous improvement of all policies, procedures and manuals
- Implement the Monitoring, Evaluation and Learning (MEL) framework and monitor performance metrics
- Oversee project and fund level evaluations and impact assessments
- Oversee preparation of quarterly and annual reports

## 5. Contract Deliverables

Deliverables	Description	Timing
<b>1. Strategic Vision</b>	<ul style="list-style-type: none"> <li>Ensure the plan of the Fund BoT/strategic plan is implemented and followed</li> </ul>	Ongoing
<b>2. Financial Management</b>	<ul style="list-style-type: none"> <li>Ensure the timely preparation of Monthly, quarterly, and annual financial statements, budget variance reports, cash flow statements and forecasts for the BoT and as requirements for AGM</li> <li>Ensure timely payments of the benefit share revenue into Fund account from THL</li> <li>Ensure the timely readiness of documents for internal and external audits</li> </ul>	Ongoing/As required
<b>3. Budget</b>	<ul style="list-style-type: none"> <li>Planning and Preparation of annual budget and workplan, budget adjustments based on financial performance, or BoT recommendations</li> </ul>	Annually
<b>4. Compliance and Audit</b>	<ul style="list-style-type: none"> <li>Ensure the timely readiness of documents for internal and external audits</li> </ul>	Annually
<b>5. Stakeholder Engagement and Communication</b>	<ul style="list-style-type: none"> <li>Regular updates to management and board members on status of Fund and the FMO</li> <li>Represent the FMO in stakeholder meetings</li> <li>Liase with relevant stakeholders in the CBS area</li> <li></li> </ul>	Quarterly Board meetings  When required
<b>6. Grant management</b>	<ul style="list-style-type: none"> <li></li> </ul>	

## 6. Qualification and Skills

Mandatory Criteria	Description
<b>Education</b>	A bachelor's or master's degree in a relevant field, e.g. economics, finance, social sciences, business administration, public policy etc.
<b>Experience</b>	At least 5 years of supervisory and management experience, in a senior role or in a managerial position, either in public or public sector.
<b>Governance and Management</b>	Demonstrated experience with reporting to Boards, familiar with preparation of annual progress reports and financial statements, audit reports, and annual budgets.
<b>Language skills</b>	Full oral and written fluency in English and Pidgin.
<b>Selection Criteria</b>	

<b>Organization Leadership &amp; Vision</b>	I. Proven experience in developing profitable strategies and implementing vision
<b>Organizational Skills</b>	II. Familiarity with diverse administrative such as Human Resource management, finance, organizational learning, communication, etc.
<b>Community Development</b>	I. Knowledge and experience in community development projects planning and implementation, including Environmental and Social Risk Management. II. Good knowledge of customary land rights and ownership issues, and formal and traditional decision-making processes in the Solomon Islands.
<b>Communication Skills</b>	III. Excellent written and verbal communication skills IV. Ability to interact professionally with colleagues, clients, and stakeholders
<b>Office Tools</b>	V. Proficiency in office software (e.g., Microsoft Office Suite: Word, Excel, PowerPoint, Outlook)

## 6. Remuneration

>SBD260,000.00-SBD300,000.00/Annually incl NPF, taxes

## 8. Submission

Interested applicants should submit:

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

Address to:

### **Procurement**

### **Fund manager, FMO**

Monica Parsad

CBSP2, Anthony Saru Bld, Lvl 2

E: [monica.parsad@tina-hydro.com](mailto:monica.parsad@tina-hydro.com), Tel: +677-25133

E-applications via email OR hard copies are acceptable.