

**TERMS OF REFERENCE  
CONSULTING SERVICES – INDIVIDUAL SELECTION**

**Project Overview**

<b>Project Overview</b>	
<b>Project Name</b>	Community Benefit Sharing Project -- Phase 2 (CBSP-2)
<b>Activity Reference Number (STEP)</b>	<b>C4-CS-002B</b>
<b>Agency Name</b>	Ministry of Mines, Energy and Rural Electrification
<b>Country</b>	Honiara, Guadalcanal, Solomon Islands
<b>Position Title/ Activity Description</b>	<b>Project Officer</b>
<b>National</b>	Solomon Islander

**Project Background**

<b>Project Details</b>	
<b>Project Aim (PDO Statement)</b>	<p>The Project Development Objective 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).</p> <p>Community Benefits Sharing Project – Phase 2 (CBSP-2) is a follow-on project to CBSP Pilot (P153986) which was implemented by the Solomon Islands Government (SIG) from 2018 to 2023 with the support of the World Bank through a US\$2.8 million Japan Social Development Fund grant. The CBSP Pilot aimed to establish a benefit sharing scheme between Tina River Hydropower Development Project (TRHDP) and the project area communities. The benefits to be shared with these communities are based on an agreed-upon formula between SIG and the dam operator--Tina Hydro Limited (THL)--that will allocate a portion of the annual revenues from the power generated by the dam for an estimated 30 years after the hydropower facility comes into operation.</p> <p>The CBSP Pilot established the Community Benefit Sharing Fund (CBSF) institutional arrangements and improved access to electricity and water for selected benefit sharing communities. The CBSP-2 Project will build on and carry forward the results of the Pilot Project by extending basic services equitably to the target communities and fully operationalizing the CBSF. The Ministry of Mines, Energy and Rural Electrification (MMERE) is the implementing agency of the CBSP-2 and the Project Management Unit (PMU) will be closely linked with the Project Office (PO) of TRHDP.</p>
<b>Project Length</b>	January 2024 – December 2028
<b>Project Location</b>	Malango Ward, Guadalcanal Province
<b>Components</b>	<p>CBSP-2 has four components as follows:</p> <ul style="list-style-type: none"> <li>• Component 1: to operationalize the CBSF or “Fund” by establishing the institutional arrangements for the Fund, building the capacity for the oversight and management of the Fund, supporting updates to the Fund Operation Manual and financing community subprojects supporting basic services.</li> </ul>

## CBSP-2 Terms of Reference – Project Officer

	<ul style="list-style-type: none"> <li>• Component 2: to improve access to and use of basic infrastructure and services for the project's target communities, including investments in water and electricity access, and one road improvement.</li> <li>• Component 3: to enhance skills of CBSP community members to increase their knowledge and confidence to participate in the CBSF processes and local economic development activities, and to provide knowledge and skills aimed at income-generating opportunities in both the formal and informal sectors.</li> <li>• Component 4: to support project management, monitoring and evaluation (M&amp;E).</li> </ul> <p>The CBSP-2 is estimated to cost US\$ 5 million, will run from five years from 2023 to 2028 and will be implemented by a Project Management Unit (PMU) within the MMERE and by Solomon Islands Electricity Authority (Solomon Power) for Component 2(c), rural electrification.</p>
--	--

### Contract Details

Details	
<b>Objective</b>	To assist the Project Manager of the CBSP-2 in the successful implementation of the project by ensuring that: (i) accurate data are available in a timely manner to monitor and evaluate the results of the project, and (ii) the environmental and social commitment plan of the project is carried out.
<b>Duration</b>	National Fulltime contract (24 months). Estimated start date: 1 <sup>st</sup> April 2026.  This term may be renewed based on Project needs and performance of the Officer. The Project Officer will be on probation for the first six months of the assignment.
<b>Reporting</b>	The CBSP-2 Project Officer will report to the CBSP-2 Project Manager (PM).

### Contract Scope

The Project Officer will support the Project Manager (PM) in managing the overall implementation of CBSP-2, and will serve as the focal point on Monitoring and Evaluation (M&E) and Environmental and Social Standards (ESS) compliance. S/he will support the PM to ensure all required activities, collaboration, training and developing of protocol systems for the timely implementation of the project, including:

#### Overall Project Management Support:

- Help coordinate, manage & monitor the overall implementation of the Project.
- Assist with the drafting of the annual work plan and budget (consolidate annual work programs if relevant and budget prepared by the other PMU staff if relevant) and ensure their timely submission to the TRHDP Office/MMERE and to the World Bank.
- Support the collaboration and coordination with all relevant MMERE technical departments, TRHDP Office and implementing agencies to facilitate project implementation.
- Assist with monitoring progress with procurement and financial management activities with support from relevant specialists to avoid any bottleneck or delay at project level.
- Assist with external communication about the project at all stakeholder levels.
- Support the coordination and communication flows between the PMU, MMERE and Bank team.
- Assist with coordination, facilitation and provision of relevant support as required to the Bank's regular and interim implementation support missions, mid-term review and project completion missions and/or visits.

#### Monitoring and Evaluation:

- Lead the establishment, maintenance and continuous refinement of the CBSP-2 M&E system. In coordination with the Project Manager, review and assign M&E responsibilities to CBSP-2 PMU staff, contractors and stakeholders in accordance with the CBSP-2 Financing Agreement, Project Appraisal Document (PAD) , Project Operations Manual (POM) and any other operational documentation.

## **CBSP-2 Terms of Reference – Project Officer**

- Develop data collection, aggregation, storage and visualization tools. Oversee piloting and refinement of deployed tools and systems across all CBSP-2 components.
- Develop relevant procedures and guidelines to ensure smooth operation of the M&E system.
- Plan, devise and lead M&E skills development of project staff, contractors and stakeholders. Prepare or review relevant training manuals and organizational arrangements for smooth implementation of M&E capacity building activities.
- Oversee the overall M&E budget, assets and contractors of CBSP-2. Develop TORs of any external parties tasked with the implementation of M&E functions and ensure contract management.
- Update the M&E framework for the Community Benefit Sharing Fund (CBSF).
- Conduct quality control on relevant M&E outputs. Conduct or supervise data validation efforts throughout project implementation. Ensure timely data aggregation and entry into the Centralized database.
- Oversee the preparation of PMU quarterly progress reports. Prepare or review any relevant progress reports, activity reports or fulfill any other reporting requirements, as assigned. Ensure continuous updating of the CBSP-2 Results Framework.
- Oversee the design and application of the CBSP-2 Management Information System. Supervise the work of external service providers during the development stage. Ensure maintenance of established systems.

### **Environmental and Social Safeguards**

- Become familiar with and ensure that all project activities are implemented in line with the E&S requirements of the Project as provided in the Environmental and Social Management Framework (ESMF), Stakeholder Engagement Plan, and Environmental and Social Commitment Plan (ESCP).
- Review and approve all site assessments, impact screenings and mitigation measure of all sub-components.
- As needed, screen/oversee the screenings of all project activities following the screening procedures set in the project's ESMF,
- Ensure that all required site specific E&S instruments are prepared, implemented and monitored in accordance with the ESMF, SEP and ESCP.
- Ensure environmental and social safeguards are incorporated into the benefit share fund design and documentation wherever required.
- Prepare/oversee the preparation of Environmental and Social Risk Management Plans (ESMP) or Environmental and Social Codes of Conduct of all subprojects as required according to the screening procedures outlined in the ESMF.
- Ensure that all E&S requirements and statements are well integrated into the bidding documents and contracts.
- Advise the formulation of Contractor-ESMPs for all contractors to be part of their legal contracts.
- Contribute to building the capacity of the FMO on E&S compliance and reporting.
- Prepare and retain records of the land and community approval process as set out in the POM.
- Work closely with the CLO to gain input into E&S consultations to feed into E&S instrument documentation.
- Support the CLO in investigating and resolving grievances in accordance with the GRM and refer any unresolved grievances to the PM.
- Train Community Liaison Officer (CLO) on beneficiary consultation requirements and grievance redress procedures of the project in accordance with the ESMF, SEP and ESCP.
- Assist the CLO to raise awareness and conduct consultations about CBSP-2 activities in the benefit sharing communities with an emphasis on the Environmental & Social (E&S) obligations of the Project.
- Prepare and submit quarterly monitoring reports on the environmental, social, health and safety (ESHS) performance of the Project, including but not limited to the implementation of the ESCP, status of preparation and implementation of E&S instruments required under the ESCP, stakeholder engagement activities, and functioning of the grievance mechanism(s).
- Provide administrative support to the PMU or TRHDP office where requested, and other relevant duties as may be assigned by the PM.

### Specific Deliverables of Contract

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

The Project Officer will be on probation for the first 6 months of the assignment. The Project Manager will undertake a performance evaluation as per the deliverables listed below.

Key Deliverables	Timing
Data collection forms, Performance Indicator Framework, Staff M&E capacity building workplan, training materials and Administer community surveys (as per project results framework)	ongoing
Relevant M&E procedures and indicator protocols, staff and FMO M&E trainings	3 months after start
Terms of References for Project and FMO-level MIS	1 month after start
Quarterly progress reports, and semi-annual presentations.	Quarterly/as needed
MIS updated to correctly reflect the latest Project results and progress data.	Ongoing

### Qualifications

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

**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	Pass or Fail
<b>Education</b>	Bachelor's or Master's Degree in international development, anthropology, statistics or any other relevant field (e.g. engineering, social sciences, etc).	Pass or Fail
<b>Computer Skills</b>	Proficient at all aspects of computer skills including Word, Excel, PowerPoint, Internet research, Project Management Software and Data Entry.	Pass or Fail
<b>Fluency</b>	Good writing skills with the ability to support preparation of reports and presentations; fluency (oral and written) in English is essential. Fluency in local dialect is a plus.	Pass or Fail

**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)
<b>Experience relevant to the Project</b> <b>45 Points</b>	<ul style="list-style-type: none"> <li>Five years' proven experience in a project team role with similar responsibilities.</li> <li>Familiarity with public administration, and ability to work with a range of agencies at national, provincial and local level.</li> </ul>	<b>25</b>
	<ul style="list-style-type: none"> <li>Operational / implementation experience with projects funded by international donors (WB, ADB, EU, DFAT, etc) is preferred.</li> </ul>	<b>20</b>

## CBSP-2 Terms of Reference – Project Officer

	<ul style="list-style-type: none"> <li>Experience in progress tracking and reporting, preferably to Government entities and/or international donors.</li> </ul>	
<b>Experience relevant to the Terms of Reference</b> <b>55 Points</b>	<ul style="list-style-type: none"> <li>Experience working in a collaborative team environment with technical team members, local and international consultants, and government officials.</li> <li>Experience with community development work, including community engagement, capacity building and infrastructure/service delivery.</li> </ul>	<b>25</b>
	<ul style="list-style-type: none"> <li>Experience with M&amp;E systems development, including developing M&amp;E tools and methodologies, data collection, analysis and quality assurance.</li> <li>Experience with developing or using tablet-based data collection systems, and establishment of Management Information Systems</li> <li>Experience with project and program evaluations</li> </ul>	<b>20</b>
	<ul style="list-style-type: none"> <li>Experience with supporting/overseeing project environmental &amp; social standards compliance (World Bank, ADB, DFAT procedures desirable).</li> <li>Experience with community grievance management.</li> </ul>	<b>10</b>
<b>Other</b>	Be willing to and able to travel to project areas as work requires.	

### Resources Provided

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

Resources	
<b>Equipment (IT/Comms etc)</b>	The project will provide access to IT equipment, stationery, internet, communications, and related utilities. The Consultant is responsible for the cost of local transportation (to/from the office).
<b>Office Space</b>	The will provide the office space, including office furniture.
<b>Documents</b>	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 individuals<sup>1</sup>. Interviews will assess the strengths and weaknesses of candidates.

---

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

