

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

Project Overview

Project Overview	
Project Name	Community Benefit Sharing Project -- Phase 2 (CBSP-2)
Activity Reference Number (STEP)	C4-CS-005
Agency Name	Ministry of Mines, Energy and Rural Electrification
Country	Honiara, Guadalcanal, Solomon Islands
Position Title/ Activity Description	Community Liaison Officer (CLO)
National	<input checked="" type="checkbox"/>

Project Background

Project Details	
Project Aim (PDO Statement)	<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>
Project Length	September 2023 – November 2028
Project Location	Malango Ward, Guadalcanal Province
Components	<p>CBSP-2 has four components as follows:</p> <ul style="list-style-type: none"> • 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.

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	<ul style="list-style-type: none"> • 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. • 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. • Component 4: to support project management, monitoring and evaluation (M&E). <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>
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Contract Details

Details	
Objective	The CLO will build and maintain relationship with the TRHDP benefit sharing communities. S/he will be responsible for designing culturally appropriate engagement channels, recording the engagement outcomes, and managing grievances related to the project.
Duration	National Fulltime contract (24 months). Estimated start date: 30 th April 2024. The may be renewed based on project needs and performance of the Consultant. The Community Liaison Officer (CLO) will be on probation for the first six months of the assignment.
Reporting	The CBSP-2 CLO will report to the CBSP-2 Project Manager (PM).

Contract Scope

The CLO will be responsible for timely awareness raising about CBSP-2 activities, regular community consultations to inform/adapt Project activities, and manage the Project’s grievance mechanism. Assignment responsibilities and tasks include:

- Update the project Stakeholder Engagement Plan as consultation engagement take place throughout the project implementation phase.
- Prepare a simple Project Communication Plan, including annual publication targets, together with the TRHDP Communications Officer.
- Disseminate project information in culturally appropriate and accessible way (using Solomon Pijin) to the benefit sharing communities.
- Facilitate/conduct consultations with benefit sharing communities to ensure their views are reflected in delivery of CBSP-2 activities.
- Engage with communities around the use of and access to customary lands for installing, maintaining, and operating the infrastructure aspects of Components 2 and 1(b).
- Support the establishment of gender and age balanced community Water Committees in line Ministry of Health’s Rural WASH Community Engagement guidelines.
- Support PMU technical members/service providers/contractors to prepare effective communication/awareness raising material to explain technical issues (e.g., water system infographic). Include as an annex to SEP
- Facilitate community consultations on Environmental and Social Risk Management Plans (ESMPs), including C-ESMPs.
- Ensure that discussion and feedback with community stakeholders is appropriately documented/recorded and responded to through the Project’s Grievance Redress Mechanism (GRM), which is linked with the TRHDP GRM.
- Facilitate and manage community resolution of grievances and refer any unresolved grievances to the CBSP-2 Project Manager and TRHDP Deputy Project Manager.
- Prepare GRM status updates as input to the Project’s Quarterly Progress Reports.

- Assist the Project Manager and Project Officer to monitor and assist contractors in implementing their contractual obligations related to community engagement, and environmental and social risk management.
- Assist and support the Project Officer, Training and Jobs Officer and service providers/consultants in conducting technical consultations/studies in the benefit sharing communities.
- Facilitate CBSF Board and Fund Management Office (FMO) meetings, including developing templates and procedures for documenting outcomes of such meetings.
- Build the capacity of the FMO on community engagement and consultations to support the implementation of the subcomponent 1(b) subproject cycle.
- Prepare quarterly reports of communication activities and community consultations to serve as inputs to quarterly progress reports, semi-annual project presentations, mid-term review and the Project completion report and include into the SEP updated instrument.
- Support TRHDP Communication Officer to gather field/success stories and photographs for regular (social) media project updates.
- 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 Accountant will be on probation for the first six months of the assignment. The Project Manager will undertake a performance evaluation as per the deliverables listed below.

Key Deliverables	Timing
Communication Plan with annual targets	2 months after start
Update the Stakeholder Engagement Plan (SEP)	Ongoing
Implement the Project’s Grievance Redress Mechanism, including updating of grievance log and grievance reporting.	Quarterly
Report on completed communication and community engagement activities (disaggregated by gender) to inform quarterly progress reports	Quarterly
Conduct monthly community awareness visits; and facilitate technical studies/consultations conducted by PMU staff and/or service providers	Monthly/as needed
Provide regular inputs to Project media releases	Ongoing
Provide inputs on community engagement/consultation procedures in the Fund Operations Manual.	Year 2

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
Education	Bachelor’s or master’s Degree in international development, public administration, media, or any other relevant field (e.g. social sciences, etc).	Pass or Fail
Computer Skills	Proficient at all aspects of computer skills including Word, Excel, PowerPoint, Internet research, Graphic Design, etc.	Pass or Fail
Fluency	Good writing skills with the ability to support preparation of reports, presentations and communication/media material; 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)
Experience relevant to the Project 45 Points	<ul style="list-style-type: none"> • Five years’ proven experience in a project team role with similar responsibilities. • Familiarity with public administration, and ability to work with a range of agencies at national, provincial and local level. • Operational / implementation experience with projects funded by international donors (WB, ADB, EU, DFAT, etc) is preferred. • Experience with donor reporting. 	25
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Experience relevant to the Terms of Reference 55 Points	<ul style="list-style-type: none"> • Experience working in a collaborative team environment with technical team members, local and international consultants, and government officials. • Five years’ demonstrated experience in community engagement/consultations. • Experience in capacity building/training on community engagement/consultations. • Experience preparing and/or implementing Communication Plans • Experience with community development work, including community engagement, capacity building and infrastructure/service delivery. • Experience with community grievance management. 	15
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Other	<ul style="list-style-type: none"> • Be willing to and able to travel to project areas as work requires. • Have a valid driving license. 	

Resources Provided

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

Resources	
Equipment (IT/Comms etc)	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).
Office Space	The 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.

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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.

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