

TERMS OF REFERENCE
CONSULTING SERVICES – INDIVIDUAL SELECTION

Project Overview

Project Overview	
Project Name	Community Benefit Sharing Project -- Phase 2
Activity Reference Number (STEP)	C4-CS-003
Agency Name	Ministry of Mines, Energy and Rural Electrification
Country	Honiara, Guadalcanal, Solomon Islands
Position Title/ Activity Description	Procurement Officer
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 CBSP-2 is estimated to cost US\$ 5 million, and will run for 5 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>
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.

	<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).
--	--

Contract Details

Details	
Objective	The CBSP-2 Procurement Officer (PO) is responsible for undertaking all procurement functions that collectively ensure efficient and timely procurement of goods, works and services related to project implementation.
Duration	National Fulltime contract (24 months). Estimated start date: 30th April 2024 The may be renewed based on Project needs (up to 5 years) and performance of the Consultant. The PO will be on probation for the first six months of the assignment.
Reporting	The PO will report to the CBSP-2 Project Manager (PM).

Contract Scope

The CBSP-2 PO reports to the CBSP-2 PM; and liaise and work with other staff on procurement concerns and issues. The PO is responsible for Procurement Planning, Procurement of Goods, Works and Non-Consulting Services/Selections of Consultants and Supplier Management, following World Bank Procurement Regulations 4th Edition November 2020 and the Pacific Procurement Implementation Guidance, 2023, and for maintaining all procurement reporting using the World Bank system- Systematic Tracking of Exchanges in Procurement (STEP).

The PO will be required to monitor the whole procurement process including contract administration and to manage record keeping and compliance documentation STEP. The Project Manager will undertake a performance evaluation as per the deliverables listed below.

Essential Duties and Responsibilities

a. Procurement Process Management

- Prepare procurement plan and relevant documents for PM’s review and World Bank’s approval;
- Establish a contract management system, oversee contracts and regularly report on contract status;
- Help prepare procurement packages as appropriate;
- Review technical specifications, refine Terms of Reference (ToR) and prepare Request for Proposals (RFP) or Request for Quotations (RFQ) as applicable and bidding documents using standard World Bank templates, or any standard bidding documents specifically designated for the project;
- Review and evaluate procurement documents received and assist CBSP-2 PMU in the process of engaging consultants and bidders;
- Prepare and follow up requirements needed for the World Bank’s issuance of its no-objection in cases where the Bank’s prior-review is needed or as indicated in the approved procurement plan;
- Manage the advertisement process involved in procurement, procurement correspondence, bid receipt, and bid opening in strict compliance with agreed procurement procedures;
- Organize the CBSP-2’s procurement filing system in an orderly and systematic manner, assist the PMU to upload procurement related documents in the WB’s Systematic Tracking of Exchanges in Procurement (STEP) in timely manner;

- Facilitate procurement post reviews by the Bank and by annual independent auditor;
 - Participate in contract negotiations on behalf of CBSP-2 where needed; and
 - Prepare and execute purchase orders and requisitions;
 - Undertake other duties as delegated by the PM.
- b. Vendor Management
- Maintain list of vendors supplying the various items;
 - Develop and execute measurement tools to accurately gauge vendors’ performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
 - Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and endorse invoices for approval and payment; and
 - Maintain procurement records such as items or services purchased costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.
- c. Procurement Reporting and Outputs
- prepare and review evaluation reports to submit to CBPS-2 PM for approval;
 - monitor and report the procurement implementation status and progress to MMERE and the World Bank as required;
 - follow up with the concerned government departments and the World Bank to obtain the approval of the procurement plan and documents in a timely manner;
 - assist in the preparation, reviewing and clearing of procurement plan for the subsequent years of the project;
 - produce a quarterly procurement status report; and
 - perform other task as assigned by the Project Manager in support of achieving the highest level of compliance, and client satisfaction at an optimum cost.

Specific Deliverables of contract

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

Key Deliverables	Timing
Procurement packages prepared on time to meet the Project workplan	Ongoing
Contribute to Quarterly Progress Reports	30 days after the end of each calendar quarter
STEP system maintained and up to date	Ongoing
Contract Registry is maintained and up to date	Ongoing
Procurement documentation maintained and filed according to standard operating procedures	Ongoing
Provide inputs to Project Mid-Term Report	September 2025
Project Completion Report	3 months prior to Project closure

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.

CBSP-2 Terms of Reference – Procurement Officer

Mandatory Criteria	Description	Pass or Fail
Education	A Diploma or undergraduate degree in a relevant discipline (e.g., engineering, procurement, law, finance, business administration, economics)	Pass/Fail
Procurement Experience	Minimum 2 years' practical experience in procurement for SIG and/or DONOR Funded Projects.	Pass/Fail
Computer Skills	Proficient at all aspects of computer skills including Word, Excel, PowerPoint, Internet research and Data Entry	Pass/Fail
Fluency	Good writing skills with the ability to support preparation of reports; fluency (oral and written) in English is essential.	Pass/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	1. Working knowledge and experience with World Bank (WB) or Asian Development Bank (ADB) or similar financing institution's procurement regulations/guidelines and procedures	30
	2. Previous experience in market research (internet based – sourcing information on Suppliers)	15
	3. Previous working experience with budgets	15
Experience relevant to the Terms of Reference	1. Previous working experience with a data management system either financial, contractual or for procurement	15
	2. Ability to establish and maintain effective working relationships with colleagues, other departments, suppliers, and the public.	5
	3. Proactive and organized and ability to manage own workload and work independently.	5
	4. Previous demonstrable experience in contributing to and formatting and preparing Reports.	5
	5. Experience of working in central or local government in Solomon Islands.	5
		10

Other	Be willing to and be 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	
Equipment (IT/Comms etc)	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).
Office Space	The project 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.

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.