

## TEMPLATE FOR CURRICULUM VITAE (CV)

<b>Name of Expert:</b>	{ Insert full name }
<b>Date of Birth:</b>	{ day/month/year }
<b>Country of Citizenship/Residence</b>	Insert Country

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included. }

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Country</b>	<b>Summary of activities performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

**Membership in Professional Associations and Publications:**

Insert Details

**Language Skills (indicate only languages in which you can work):**

Insert Details

**Adequacy for the Assignment:**

**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**

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**Expert's contact information:** (e-mail **Insert Email** phone **Insert Phone**)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{ day/month/year}

Name of Expert

Signature

Date

# **TERMS OF REFERENCE (TOR)**

## **Main sections of the TOR include:**

1. BACKGROUND INFORMATION ON THE PROJECT
2. OBJECTIVE (S) OF THE ASSIGNMENT
3. SCOPE OF WORK & DESCRIPTION OF TASKS
4. EXPECTED OUTCOMES/DELIVERABLES WITH TIMELINES
5. DURATION OF THE ASSIGNMENT AND ESTIMATED EXPERT-TIME INPUT
6. REPORTING REQUIREMENTS
7. CLIENT'S INPUTS

## TERMS OF REFERENCE

### CONSULTING SERVICES (Open National, Individual)

**Position: Operations Officer**

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#### Project Overview

**Project Name:** Community Access & Urban Services Enhancement Project II (CAUSE II)

**Activity Reference Number (STEP):** SB-HCC-459095-CS-INDV

**Agency Name:** Honiara City Council (HCC)

**Country:** Solomon Islands

**Position Title/Activity Description:** Operations Officer

**National/International:** National

#### Project Background

##### Project Details:

- **Project Aim:** The Community Access and Urban Services Enhancement Project II (CAUSE II) aims to improve access to climate-resilient infrastructure and services, enhance economic inclusion, and strengthen the capacity of national and local authorities to deliver services in targeted urban centers. Funded by the World Bank and co-financed by the Australian Government through the Papua New Guinea and Pacific Islands Umbrella Facility (PPIUF).
- **Project Length:** The project is expected to commence in November 2024 and conclude by September 2030.
- **Project Location:** The project will be delivered in selected urban centers across the Solomon Islands, including Honiara, Gizo, Noro/Munda and Auki.
- **Other Relevant Information:** The project consists of five components: (i) Resilient Township Development; (ii) Safe and Inclusive Communities; (iii) Enhanced Urban Productivity; (iv) Urban Management and Maintenance; and (v) Project Management. This assignment is undertaken under Component 4 of the project and focuses on institutional strengthening and capacity building to support sustainable urban development. Sub-component 4a targets capacity building for land administration and policy while Sub-component 4b focuses on enhancing revenue mobilization systems. Key stakeholders include the Ministry of Lands, Housing and Survey (MLHS), Honiara City Council (HCC), and Guadalcanal Provincial Government (GPG).

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#### Contract Details

**Objective:** The Operations Officer will be responsible for coordinating and liaising activities under Sub-component 4a and Sub-component 4b, ensuring smooth operations, effective communication, and timely delivery of project outputs.

**Duration:** This position is full-time and will last for the duration of the CAUSE II Project, initially set at 12 months with the possibility of extension based on project needs and performance.

**Reporting:** The Operations Officer will report to the Project Manager and work closely with the Project Management Unit (PMU), Ministry of Lands, Housing and Survey (MLHS), Honiara City Council (HCC), Guadalcanal Provincial Government (GPG), and other relevant stakeholders to ensure the effective implementation of Component 4 activities.

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#### Contract Scope

##### Contract Goals and Outcomes:

1. Ensure effective coordination and liaison for Sub-component 4a and Sub-component 4b activities.
2. Support the implementation of capacity building for land administration and policy.

3. Assist in the enhancement of revenue mobilization systems.

## **Scope of Work:**

The consultant will undertake the following tasks:

1. **Liaison and Communication:**

- Act as the primary liaison between the Project Management Unit (PMU), Ministry of Lands, Housing and Survey (MLHS), Honiara City Council (HCC), Guadalcanal Provincial Government (GPG), and other relevant stakeholders.
- Facilitate effective communication and collaboration between all parties involved in Sub-component 4a and Sub-component 4b activities.

2. **Stakeholder Coordination:**

- Coordinate meetings, workshops, and consultations to ensure active engagement and participation from all stakeholders involved in land administration, policy development, and revenue mobilization activities.
- Assist in organizing and coordinating activities related to land administration and policy capacity building, ensuring alignment with project goals and objectives.

3. **Implementation Support:**

- Support the implementation of recommendations arising from technical assessments and policy reviews, ensuring that all recommendations are actionable and appropriately integrated into the project.
- Ensure the timely delivery of key project outputs, including baseline maps, computer systems, and surveying equipment.

4. **Revenue Mobilization Support:**

- Assist in assessing and improving revenue mobilization systems for MLHS, HCC, and GPG, ensuring that the systems meet local needs and operational requirements.
- Coordinate activities related to the development and implementation of an Integrated Revenue Mobilization System.
- Facilitate stakeholder consultations and feedback sessions to ensure the system meets local needs and requirements.

5. **Work Plan and Reporting:**

- Support the preparation of work plans, budgets, and progress reports for Component 4 activities.
- Monitor and report on the progress of Sub-component 4a and 4b activities, ensuring that they align with project timelines and objectives.
- Prepare regular progress reports, highlighting achievements, challenges, and recommendations for improvement.

6. **Procurement Support:**

- Assist in the procurement of goods and services required for Component 4 activities, ensuring compliance with World Bank and Solomon Islands Government (SIG) procurement guidelines.
- Ensure all procurement processes are documented and transparent.

7. **Record Keeping:**

- Maintain comprehensive records of meetings, workshops, consultations, and all project-related documentation, ensuring all key decisions and action points are documented and accessible.
- Ensure proper filing and accessibility of project documentation for audit and review purposes.

8. **Capacity Building and Training:**

- Support capacity building and training initiatives for PMU, MLHS, HCC, and GPG staff involved in Component 4 activities.

- Assist in the development and delivery of training programs aimed at enhancing the skills and knowledge of stakeholders in land administration policy, revenue mobilization, and related fields.

#### **Specific Deliverables of Contract:**

<b>Key Deliverables</b>	<b>Timing</b>	<b>KPI</b>
Act as the primary liaison between the PMU, MLHS, HCC, GPG, and other relevant stakeholders	Ongoing	Stakeholder satisfaction rating
Facilitate effective communication and collaboration between all parties involved in Sub-component 4a and Sub-component 4b activities	Ongoing	Communication effectiveness rating
Coordinate meetings, workshops, and consultations to ensure active stakeholder engagement and participation	Ongoing	100% of meetings/workshops held on schedule
Assist in organizing and coordinating activities related to land administration and policy capacity building	Ongoing	80% of activities organized on schedule
Support the implementation of recommendations from the technical assessments and policy reviews	Ongoing	100% of recommendations implemented
Ensure timely delivery of outputs such as baseline maps, computer systems, and surveying equipment	Ongoing	Timeliness and completeness of deliverables
Assist in the assessment and improvement of revenue mobilization systems for MLHS, HCC, and GPG	Ongoing	100% of systems improved
Coordinate activities related to the development and implementation of an Integrated Revenue Mobilization System	Ongoing	100% of system development milestones achieved
Facilitate stakeholder consultations and feedback sessions to ensure the system meets local needs and requirements	Ongoing	Stakeholder satisfaction rating
Support the preparation of work plans, budgets, and progress reports for Component 4 activities	Monthly	Timeliness and accuracy of reports
Monitor and report on the progress of Sub-component 4a and Sub-component 4b activities, ensuring alignment with project timelines and objectives	Monthly	Timeliness and comprehensiveness of monitoring reports
Assist in the procurement of goods and services required for Component 4 activities, ensuring compliance with World Bank and SIG procurement guidelines	As required	Compliance with procurement guidelines
Maintain comprehensive records of meetings, workshops, and consultations, ensuring all key decisions and action points are documented	Ongoing	Completeness and accuracy of records
Prepare regular progress reports on Component 4 activities, highlighting achievements, challenges, and recommendations for improvement	Monthly	Timeliness and comprehensiveness of reports
Ensure all project documentation is properly filed and accessible for audit and review purposes	Ongoing	Accessibility and completeness of documentation
Support capacity building and training initiatives for PMU, MLHS, HCC, and GPG staff involved in Component 4 activities	Ongoing	100% of staff trained

Key Deliverables	Timing	KPI
Assist in the development and delivery of training programs to enhance the skills and knowledge of stakeholders in land administration policy and revenue mobilization	As required	Training effectiveness rating

## Evaluation Requirements

### Mandatory Criteria:

- **Education:** A bachelor's degree in Public Administration, Urban Planning, Land Management, Business Administration, or a related field.
- **Experience:** Minimum of 5 years of experience in project coordination, administration, or a related role; experience working on development projects, preferably with international donors such as the World Bank.
- **Skills:** Strong coordination and liaison skills with the ability to manage multiple stakeholders and activities; excellent organizational and administrative skills with attention to detail; strong communication and interpersonal skills with the ability to facilitate effective stakeholder engagement.

### Desirable Criteria:

- **Knowledge:** Familiarity with land administration and policy, urban planning, and revenue mobilization systems of Solomon Islands; understanding of World Bank and SIG procedures and requirements.
- **Additional Skills:** Proficiency in using relevant software and tools for project management and coordination.

### Other Criteria:

- **Outcome-Oriented:** Focused and flexible.
- **Communication Skills:** Ability to communicate effectively in English, both orally and in writing.
- **Cultural Sensitivity:** Ability to work effectively in a diverse cultural environment.

## Resources Provided

**Equipment (IT/Comms, etc.):** Necessary IT equipment and communication tools will be provided.

**Office Space:** An office will be provided within the CAUSE II PMU premises.

## Selection Process

The selection process will include an initial review of qualifications and experience, followed by interviews with shortlisted candidates. The final selection will be based on the candidate's ability to meet the mandatory and desirable criteria outlined above. The expected timeline for the selection process is as follows:

- **Application Deadline:** 17 March 2025
- **Shortlisting:** 24 March 2025
- **Interviews:** 1 April 2025
- **Final Selection:** 5 April 2025

## Application Procedure

Interested candidates should submit the following documents:

- A cover letter outlining their suitability for the position.
- Detailed CV highlighting relevant qualifications and experience.
- Contact information for three professional references.

Applications should be submitted by 3:00pm 17<sup>th</sup> March 2025.

For any further information or queries, please contact CAUSE Procurement at +677-21173/21178.