

## 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

**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 (Individual Selection)

**Position: PIU Resident Works Supervisor**

---

#### Project Overview

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

**Activity Reference Number (STEP):** SB-HCC-451255-CS-INDV

**Agency Name:** Honiara City Council (HCC) & Ministry of Infrastructure Development (MID)

**Country:** Solomon Islands (Auki, Noro/Munda, and Gizo CAUSE II Provincial Implementation Unit (PIU))

**Position Title/Activity Description:** PIU Resident Works Supervisor (Gizo)

**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. CAUSE II is funded by the World Bank-IDA and co-financed by the Australian Government through the Papua New Guinea and Pacific Islands Umbrella Facility (PPIUF).
  - **Scope:** This TOR outlines the role of the PIU Resident Works Supervisor who will oversee the implementation of community access subprojects and road maintenance/improvement works in Gizo. The scope includes managing and supervising the execution of Double Bituminous Surface Treatment (DBST) roads, box culvert drainage structures, conventional and Bailey bridges, public parks, open spaces, and seawalls, coastal protection measures and other related infrastructures. The project aim to enhance accessibility, promote economic development, and increase resilience to environmental impacts.
- 

#### Contract Details

**Objective:** To manage and supervise the implementation of community access subprojects and road maintenance/improvement works within the project areas, ensuring that all works are executed to the required standards and within the set timelines. The task of the Resident Works Supervisor will include coordination of all component activities at the PIU level.

**Duration:** 1 year (12 months) starting from March, 2024, with a possible extension based on satisfactory performance evaluation and recommendations from peers and supervisors.

**Reporting:** The PIU Resident Works Supervisor will report to the Project Manager/Lead Works Engineer and work closely with the Lead Infrastructure Engineer, Senior Design and Supervision Engineer, TSS Team Leader, Environmental and Social Risk Officer.

---

#### Contract Scope

##### Contract Goals and Outcomes:

1. Lead a small team within the PIU and represent the project in liaising and collaborating with Provincial Governments, government agencies and stakeholders.
2. Conduct site investigations and prepare Bill of Quantities (BOQ) in accordance with approved engineering designs and specifications.
3. Assist in packaging of road work contracts and pipeline of community access subprojects.
4. Supervise and monitor contractors and community groups during the execution of works.

##### Scope of Work:

- **Planning and Management:**
  - Take on the leadership role of a small team comprising the PIU.
  - Represent the project in liaising with other government agencies and stakeholders.
  - Update the provincial/local government through regular (at least monthly) project progress reports.
- **Site Investigations and BOQ Preparation:**
  - Perform inventories and site investigation of proposed community access subprojects and road maintenance/improvement works.
  - Prepare BOQs utilizing data derived from survey works.
- **Contract Packaging and Subproject Management:**
  - Assist the Works Engineer in packaging road work contracts and pipeline of community access subprojects.
  - Prepare annual implementation plans for such works.
  - Screen subproject proposals and prepare requirements under the project's Environmental & Social Management Framework (ESMF).
  - Assist in preparing tender documents and contracts.
- **Supervision and Monitoring:**
  - Supervise and monitor road repairs and maintenance works performed by contractors and community access subprojects undertaken by community groups.
  - Assist contractors and community groups in setting out and control of works.
  - Review the Works program before the end of each quarter and integrate with the overall CAUSE works program.
  - Ensure compliance of the Environmental Code of Practice (ESCP)
  - Attend regular Technical Coordination Committee (TCC) meetings with other CAUSE staff.
- **Reporting and Record-Keeping:**
  - Prepare and submit monthly progress reports for works performed by contractors and community groups.
  - Maintain an accurate record-keeping system for contractor's/community groups' performance with adequate internal controls.

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

<b>Key Deliverables</b>	<b>Timing</b>	<b>KPI</b>
Subprojects (roads and community access infrastructure) inventory and condition data in agreed formats	Initial 3 months	Accuracy and completeness
Regular project progress reports	Monthly	Timeliness and detail
BOQ preparation	As needed	Accuracy and adherence to standards
Supervision of contractors and community groups	Ongoing	Compliance with contract specifications and ESCOP
Quarterly review of project reports	Quarterly	Thoroughness and insights provided
Accurate record-keeping system for contractor's/community groups' performance	Ongoing	System integrity and reliability

#### **Evaluation Requirements**

##### **Mandatory Criteria:**

## **Mandatory Criteria Description**

<b>Experience</b>	Minimum of 5 years' experience in the programming and supervision of labor-based road repair and maintenance works, and community access infrastructure.
<b>Skills</b>	Basic technical and administrative skills, ability to lead a small team, computer literacy.
<b>Education</b>	At least a diploma related to the work applied.
<b>Licenses</b>	Valid driving license.
<b>Communication</b>	Effective communication in English and Pidgin, both orally and in writing.

## **Desirable Criteria:**

<b>Other Criteria</b>	<b>Evaluation Points Allocated (x/100)</b>
<b>Experience relevant to the Project</b>	Experience working with communities in public works or road work schemes, familiarity with MID operations. Previous experience of similar position working for donor-funded projects like CAUSE II an advantage.
<b>Skills and Competencies</b>	Ability to establish and maintain effective working relationships, understanding of youth, poverty, and development issues.
<b>Outcome Orientation</b>	Demonstrated focus and flexibility in achieving project outcomes.

---

## **Resources Provided**

### **Resources:**

<b>Resources</b>	<b>Description</b>
<b>Equipment (IT/Comms, etc.)</b>	Access to IT equipment, software, stationery, internet, communications, and related utilities.
<b>Office Space</b>	Office space and furniture.
<b>Documents</b>	World Bank Mission Reports, previous communications strategies and products, the Project Operations Manual, and existing reports and materials related to the Project.

---

## **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 17th March 2025.

---

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