

## 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.}

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

Project Overview	
Project Name	Community Access and Urban Services Enhancement Project 2
Activity Reference Number (STEP)	SB-HCC-472287-CS-CDS / TSS Trainer 2 – Auki
Agency Name	Honiara City Council (HCC)
Country	Honiara, Solomon Islands
Position Title/ Activity Description	TSS Trainer (Auki)
National	<input checked="" type="checkbox"/>

#### Project Background

Project Details	
Project Aim (PDO Statement)	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.
Components	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 3 – Enhanced Urban Productivity.

#### Contract Details

Details	
Objective	The TSS Trainer will primarily be responsible for the delivery of Component 3(B) Work Readiness and Skills Training, which includes (3.B1) Work Readiness Training and (3.B2) Income Generation and Money Management Skills, with coordination support for Component 3(A) Literacy and Numeracy Skills Development and 3(C) Support and Referral Services.
Duration	National Full Time contract (24 months).  This may be renewed based on Project needs and performance of the Consultant. The individual will be on probation for the first six months of the assignment.
Reporting	The Consultant will report to the TSS Team Leader, Honiara City Council (HCC)

#### Contract scope

This position is part of the CAUSE Project **Training and Support Services Team (TSS)** implementing **Component 3 (Enhanced Urban Productivity)** of the Project. This component provides Training and Support Services for out-of-school and unemployed project participants in target communities (of which 50% are women and 50% are youth) and priority given to Persons with Disabilities. After training, all participants will receive paid CAUSE work placements in either waste collection or small construction projects within their communities. Training and Support Services will implement the following subcomponents:

- **3A: Literacy and Numeracy Skills Development:** In partnership with the Literacy Association of Solomon Islands (LASI), basic competency training and certification in reading, writing and numeracy skills will be provided to

eligible Project participants, facilitating access to work readiness training and placements.

- **3B: Work Readiness and Skills Training** will enhance basic life and job skills, preparing participants for work placements within the Project and other employment opportunities. Two types of trainings will be delivered:
  1. Work Readiness Training (“Redi4Waka”) As a pre-requisite for work placements, the seven-day work readiness training will strengthen participants’ basic life and job skills and prepare them for work placements in the Project and elsewhere.
  2. Income Generation and Money Management Skills Training: This two-day training emphasizes practical skills for starting and managing income-generating activities.
- **3C: Support and Referral Services** will be provided to Project participants and focus on three areas: (i) Employment and Referral Services will offer support for job/income generation coaching, Curriculum Vitae development, job search assistance, interview and application support, and referrals to further work and training opportunities (ii) Counselling and GBV Referral Services will provide frontline counselling and referrals to further counselling and GBV support services; and (iii) Information Sessions will be provided by external agencies to increase participant awareness of work, training, financial and social services and opportunities.

The TSS Trainer will cover the following tasks and activities:

1. Planning and Management
  - With guidance from the TSS Team Leader, provide inputs in the preparation of the Component 3 work plan and set quarterly targets for Honiara/Guadalcanal training and ensure alignment of training targeting and flow of trained community members to participation works placements.
  - Comply with the directions given by TSS Team Leader and Honiara City Council to achieve project objectives.
  - Review quarterly/annual targets and provide inputs to the TSS Team Leader for the overall review of the Component 3 Work Plan
  - Periodically revise the training timetable as and when required.

**2. Delivery and Management of Work Readiness and Skills Training**

Work Readiness Training (R4W)

- Coordinate with the Community Liaison Officers (CLOs) in the selection of Trainees and verify the list of trainees from CLOs to ensure compliance with the selection criteria with 50% women and 50% youth and with active recruitment of persons with disabilities.
- Schedule and conduct the “Day Zero” for all the training participants for orientation and registration. Facilitate the collection of socio-economic data from the participants and ensure that they are recorded in the online Centralized Information Management System (CIMS)
- Coordinate and arrange the training logistics ensuring that the venue is ready for the training, including printing of participants’ handouts, food/meal arrangements, visual aids/presentation materials and other pre-training arrangements.
- Conduct the training following the updated training curriculum/content and trainer’s manual. Deliver the assigned modules and topics using interactive and participatory training methods as detailed in the manual.
- Manage the engagement of participants during the training and exhibit sensitivity to the needs of the different participants including persons with disabilities.
- Undertake periodic review of training timetable/schedule of modules and sessions and tasking among Trainers.
- Keep track of changes/modifications in the lesson plans/curriculum and session activities.
- Maintain record of daily attendance and assess achievement of learning outcomes through the administration of training evaluation and pre/post test assessment.
- Coordinate with the Community Liaison Officer (CLO) and Works Supervisor for scheduling of work placement for trained participants under the Work Readiness Training and assist in complying with the requirements.

Income Generation and Money Management Skills Training

- Prepare the participants list after each R4W training batch.
- Schedule the training and send notifications to target participants.
- Conduct the training following the training curriculum and trainer's manual. Ensure engagement of participants through hands-on and practical sessions/demonstrations.
- Maintain record of daily attendance and administer training evaluation and pre/post test assessment.
- Coordinate with the Social Services Coach for the follow-up support and mentoring in the implementation of the participant's income-generation ideas/action plans.

### 3. Coordination and Support to other Subcomponents

#### Literacy and Numeracy Training

- Coordinate with LASI and participate together with the CLOs in the conduct of community consultations and awareness for the CAUSE orientation and literacy training's link with the Work Readiness Training and the work placements.
- Together with the CLOs, provide an orientation to eligible participants on CAUSE and pathways from Literacy training to work placements. Administer the baseline survey to collect participants socio-economic data and official registration in CIMS.
- Provide support in the implementation of literacy and numeracy training classes.
- Obtain from LASI the list of Trainees who have passed the certification and schedule them for the next batch of Work Readiness Training.

#### Support and Referral Services

- Provide assistance and coordination to Social Services Coach for the on-going support and referral services to training graduates.

### 4. Monitoring and Reporting

- Monitor the progress against the work plan specific for the Honiara/Guadalcanal training activities and provide inputs to the TSS Team Leader for the monthly/quarterly progress reporting.
- Collect and input the training data into the CIMS immediately after the completion of each training batch and ensure that they are done accurately.
- Provide the summary of training evaluation to the TSS Team Leader for monitoring and providing support as needed.

The PMU management team will put in place a bi-annual staff performance review system. The Project Manager and the TSS Team Leader will carry out the review and assessment of the TSS Trainers to assess their performance.

#### Specific Deliverables

The specific deliverables and milestones of this contract are listed in the table below. The Project Manager and TSS Team Leader will undertake a performance evaluation as per the deliverables listed below and the approved Annual Work Plan and Budget.

Key Deliverables	Timing	
Provide inputs to the Component 3 Work Plan covering all the subcomponents for the duration of the project	First 3 months/Annually	100% of required inputs submitted by specified deadlines with average input quality rating of ≥4 out of 5 by the TSS Team Leader.
Quarterly work plan in coordination with the TSS Team Leader to align training targeting and flow of work placement	Quarterly	Quarterly work plans submitted within 5 days of the quarter's start. Work plan alignment with training targeting and work placement validated at ≥90% by the TSS Team Leader.

## CAUSE 2 Terms of Reference – Trainers

Organization and delivery of training activities as per the work plan/quarterly targets	As per Work Plan/Training Plan	≥90% of planned training sessions conducted as scheduled. ≥80% satisfaction rate based on post-training evaluations.
Up-to-date inputting of training data into the CIMS	Per training batch completion	100% of training data entered into CIMS within 2 days after training session. Maintain a data accuracy rate of ≥100%.
Timely preparation and submission of inputs to TSS Team Leader for the monthly/quarterly reporting as per the M&E framework and Annual Work Plan	Monthly/Quarterly/Annual reporting	100% of reporting inputs submitted on or before the reporting deadlines. Achieve an 80% or higher satisfaction score on the clarity and completeness of inputs as reviewed by the TSS Team Leader.
Participation/inputs in the Onboarding trainings, Annual review of training performance and document lessons learned and areas for improvement with TSS Team Leader and Social Services Coaches	Annually	Submission of comprehensive lessons learned and areas for improvement within 2 weeks post-review meeting. ≥90% of identified improvement actions documented and implemented.

### 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
<b>Education</b>	<p>A university degree at Bachelor's level or higher in the field of education, human resources or related field with 1 year of relevant work experience, OR</p> <p>A college/ university certificate or diploma in the field of education, human resources or related field with 3 years of relevant work experience.</p>
<b>Computer Skills</b>	Good computer skills, including the use of Microsoft Word, Excel and Powerpoint presentation.
<b>Fluency</b>	Good writing skills with the ability to prepare reports and presentations; fluency (oral and written) in English is essential. Fluency in local dialect is a plus.

**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.

<b>Experience relevant to the Project</b>	<ul style="list-style-type: none"> <li>At least 3 years relevant experience in adult or vocational training, employment services and design and conduct/facilitation of non-formal training programs, courses and similar events/activities.</li> </ul>
<b>Experience relevant to the Terms of Reference</b>	<ul style="list-style-type: none"> <li>Strong communication and interpersonal skills. Ability to provide clear, structured presentation and delivery of modules/topics.</li> <li>Demonstrated ability to meet set deadlines, delivery outputs/results and identify/address challenges in training implementation.</li> </ul>

- Demonstrated ability to work in a challenging environment and able to work with others/in a team.
- Demonstrated experience in supporting or working with women, youth and community development projects, and/or supporting vulnerable groups including women, youth, persons with disabilities, low income, and low education and literacy levels.
- Familiar with projects with Microsoft office suite – MS Excel, MS Word, MS Powerpoint, etc.

### 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, software, stationery, internet, communications, and related utilities. The Consultant is fully responsible for the cost of local transportation (to/from the office) in Honiara, however travel to other locations for work will be covered by the Project.
<b>Office Space</b>	The Project will provide the office space, including office furniture.
<b>Documents</b>	The Project will provide to the Consultant all the World Bank Mission Reports, previous communications strategies and products, the Project Operations Manual, and all the 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

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### 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.

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