

TEMPLATE FOR CURRICULUM VITAE (CV)

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

Position: Works Supervisor (No. 2, PMU)

Project Overview

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

Activity Reference Number (STEP): SB-HCC-459253-CS-INDV

Agency Name: Honiara City Council (HCC)

Country: Solomon Islands

Position Title/Activity Description: Works Supervisor (No. 2, PMU)

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 5 – Project Management.

Contract Details

Objective: The **Works Supervisor** will ensure the efficient planning, execution, and supervision of community access infrastructure works under **Component 2**. This includes conducting site assessments, preparing Bill of Quantities (BOQs), assisting in community contracts preparation, coordinating resources with stakeholders, and ensuring compliance with technical, environmental, and social standards.

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 **Works Supervisor** will report directly to the **Senior Works Supervisor PMU** and will work closely with the **Senior Design and Supervision Engineer PMU**. The **PMU management team** will conduct a **bi-annual staff performance review**, led by the **Senior Design and Supervision Engineer**.

Contract Scope

Contract Goals and Outcomes:

The goal of the **Works Supervisor** under **CAUSE II** is to ensure the effective planning, implementation, and supervision of community access infrastructure projects under **Component 2**. This includes conducting site investigations, preparing Bill of Quantities (BOQs), supporting

contract packaging, and coordinating with contractors, community groups, and engineers to ensure adherence to technical specifications, safety, and environmental standards. Additionally, the Works Supervisor optimizes resource utilization, provides field supervision, and ensures that project milestones are met.

They are also responsible for facilitating the assessment of community workers, recognizing their skills while maintaining strong stakeholder communication throughout the project.

Outcomes for this role: The Works Supervisor will ensure accurate and timely site investigations and BOQs to support effective project planning and execution. They will efficiently package community contracts, ensuring compliance with project guidelines and timelines, while optimizing resource utilization through well-coordinated labour and material plans. The role involves effective field supervision, ensuring adherence to technical specifications, safety, and environmental standards. The Works Supervisor will maintain strong stakeholder coordination, facilitating smooth communication and problem resolution among contractors, community groups, and engineers. Using a skill assessment tool under Component 3, the Works Supervisor will provide skill recognition assistance as part of the component objectives.

Scope of Work and Specific Deliverables of Contract:

Deliverable	Timeline	Key Performance Indicators (KPIs)
1. Accurate and timely site investigations and BOQs	Ongoing, as required for each subproject	- Site investigations completed on time and documented accurately- BOQs prepared within the defined timeline- No discrepancies between field data and BOQs
2. Efficient community contract packaging	As required, typically quarterly	- Contracts packaged on time and in compliance with project guidelines- All necessary technical, environmental, and social criteria met in the contract package
3. Optimized resource utilization (labour and material plans)	Monthly and as required	- Labour and material plans developed with input from contractors and communities- Resources allocated effectively, with no delays or shortages
4. Effective field supervision	Ongoing throughout project	- Regular site visits conducted on schedule- Works adhere to technical specifications, safety standards, and environmental safeguards
5. Strong stakeholder coordination	Ongoing	- Timely resolution of issues raised by contractors, community groups, and engineers- Effective communication maintained with all stakeholders
6. Timely and accurate progress reports	Monthly and as needed	- Progress reports submitted on time- Reports are comprehensive, reflecting actual progress, challenges, and corrective actions taken
7. Community Worker Skills Recognition facilitation	Monthly and as needed	- Percentage of community workers who complete training and successfully gain skills recognition - Stakeholder feedback on the effectiveness of the skills recognition process, with a target satisfaction rating of 80% or higher.

Evaluation Requirements

Mandatory Criteria:

Education: A technical or vocational course diploma, or a related field.

Experience:

- **Proven experience** in a works supervision position for at least 3 years with focus on labour-based community infrastructure.
- **Proficiency in MS Office**, particularly **MS Excel** and **MS Word**

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.
- Ability to communicate effectively both in English and Pidgin, orally and in writing and through electronic mail.

Desirable Criteria:

- **Attention to detail** with strong problem-solving skills. A **person of integrity**, trusted with handling project funds.
- Knows how to drive and has a valid driving license;
- Understanding of youth, women, poverty, and gender issues will be an advantage;

Other Criteria:

- **Outcome-Oriented:** Focused and flexible.
- **Cultural Sensitivity:** Ability to work effectively in a diverse cultural environment.

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:** 18 March 2025
- **Interviews:** 20 March 2025
- **Final Selection:** 22 March 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 03 March to 17 March 2025.

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 PIU premises.

For any further information or queries, please contact CAUSE II Procurement (21173/21178)

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