

TERMS OF REFERENCE

KIRIBATI OUTER ISLANDS RESILIENCE AND ADAPTATION PROJECT (KOIRAP)

PROCUREMENT ACTIVITY NO. 006, 7, 8, 9, 10 & 11

Position Title:	Skilled Technician Support Officer 1,2,3 & 4 (Individual Consultant)
Location:	Tarawa, but to travel extensively to the outer islands
Hiring agency:	Ministry of Internal Affairs (MIA), Government of Kiribati
Reporting to:	PMU Project Manager
Duration:	The initial duration will be twenty-four (24) months, which may be extended up to seventy-two (72) months based on the Client's needs and satisfactory performance of the Consultant
Expected start date:	October 2023
Contract type:	Time-based

1. Background

The Government of the Republic of Kiribati (GOK), through the Ministry of Internal Affairs (MIA), is implementing the World Bank-funded 'Kiribati Outer Islands Resilience and Adaptation Project' (KOIRAP) (the Project). The Project Development Objectives are to: (i) strengthen the capabilities of island councils for risk-informed land development planning and basic infrastructure and service delivery; and (ii) strengthen the climate resilience of vulnerable communities.

A Project Management Unit (PMU) housed in MIA is supporting project implementation and consists of a Project Manager and various technical consultants including a Fund Manager, Environmental/Social Risk Specialist, and a Media & Communications Specialist. The PMU works closely with all Divisions within MIA and with other agencies including the Ministry of Infrastructure and Sustainable Energy (MISE) and the Lands and Environment Divisions of the Ministry of Environment, Lands and Agriculture Development (MELAD), to support MIA to deliver the Project. Procurement, financial management, and environmental and social risk management aspects of the project are also supported by the Kiribati Fiduciary Support Unit (KFSU) under the Ministry of Finance and Economic Development (MFED).

The Project components and subcomponents are as follows:

Component 1: Expansion of basic infrastructure and services on outer islands

1.1 Local government investments in water supply and drainage improvements

1.2 Local government investments for resilient infrastructure and services

Component 2: Strengthening risk-informed spatial planning and asset management.

Component 3: Project management and monitoring

Further details about the project can be found in the Project Appraisal Document (PAD), Project Operations Manual (POM), the Subprojects Manual, and the various E&S risk management, financial, and procurement plans prepared for the Project.

2. Implementation Arrangements

Institutional and implementation arrangements are shown diagrammatically in Figure 1 below:

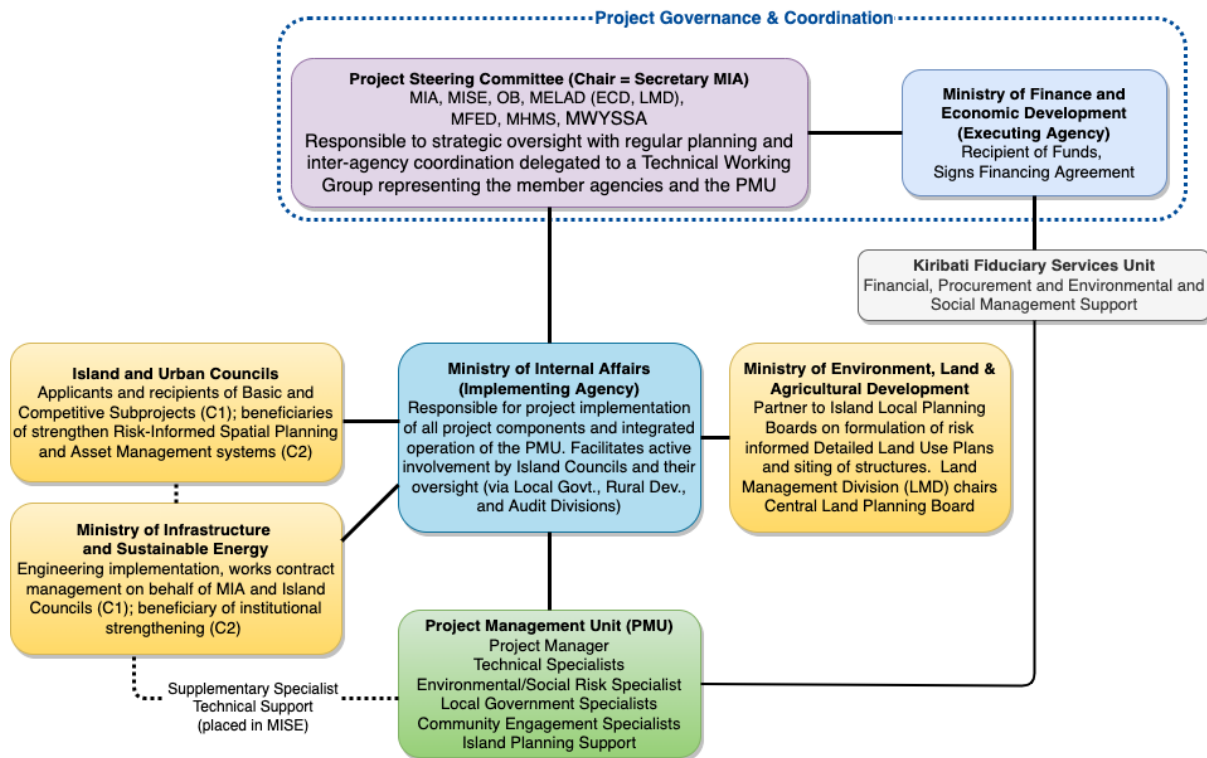


Figure 1: Institutional and Implementation Arrangements

3. Purpose of the Assignment

The consultant will assist the Ministry of Infrastructure and Sustainable Energy (MISA) implement small infrastructure subprojects on behalf of MIA and Island Councils through hands-on direction and quality control of construction and work crews. The consultant will be part of implementation teams lead by subproject Works Coordinators assigned by MISE.

4. Scope of Services

The Consultant will assist subproject Works Coordinators and the Engineering technologist plan works activities at Outer Islands, and act as the lead foreman, ensuring that infrastructures work crews carrying out their tasks well, to a satisfactory quality, and everything goes according to plan. In some cases, this will involve helping oversee the day-to-day activities of Works

contractors, and in other cases, helping direct the activities of Community workers and showing them how to undertake construction tasks as required.

Duties and Responsibilities:

Subprojects lead by MISE and Island Councils using Community Labour (Force Account):

- Checking/confirming with the Works Coordinator and/or Engineering Technologist the day's work schedule.
- Assist in checking the quantity and quality of project materials shipped and delivered to the sites.
- Assessing job priorities and assigning workers to appropriate job tasks.
- Ensuring workers have tools and equipment needed for the job and are productive.
- Overseeing the work and making sure it runs smoothly and per the plan.
- Ensuring safety precautions are followed, including replenishing safety kits in case of any emergencies during the work.
- Communicating with the Works Coordinator/Engineering Technologist regarding the work crew attitudes and behaviours, both positive and negative.
- Helping train new workers as they learn new tasks.
- Giving clear directions to workers as to what needs to be done to avoid repetitive mistakes by the workers.
- Making sure Project rules are followed by work crew, including timeliness and health and safety compliance.
- Ensure jobs are completed on time.
- Ensure tools and plant are brought back from job sites and are maintained.
- Evaluate the quickest and easiest way to a job without sacrificing quality of the work being done.
- Hold the weekly job site safety meetings and maintain safety records.

Subprojects lead by MISE and Island Councils using Works Contracts:

- Review and confirm contractor workplans and ensure these are aligned with the contract document requirements. Advise the Works Coordinator/Engineering Technologist of any deviations and act of instructions received from them.
- Ensure contractors abide to the approved construction drawings, work methods, environmental and social requirements, and specifications for subprojects that have been selected for funding.
- Assist in checking the quantity and quality of project materials before and during shipment, and where possible in the offloading, transportation to and storage of materials at the project sites on the outer islands.
- Supervise and monitor the implementation of civil works selected under Component 1 for basic and competitive subprojects, under the general oversight of the Engineering Technologist.
- Undertake scheduled quality checks/inspections on ongoing works under component 1 of the project.

- Take proper record of issues, defects, and non-compliant actions performed by contractors undertaking works on Council subprojects, and report these to the Engineering Technologist for further appropriate action.

Generally:

- Meet/liaise regularly with the Engineering Technologist/Works Coordinators to keep track of all ongoing activities, and to discuss issues and agreed solutions.
- Ensure compliance with environmental and social risk management requirements under the Project, including compliance with labour laws and health and safety requirements, as defined in the Project ESMF.
- Share knowledge and skills with the project beneficiaries and counterparts to strengthen future operation, repair, and maintenance.
- Assist where necessary in the planning and conduct of meetings, trainings and workshops organised for relevant project stakeholders including government officials, contractors, outer island water technicians, and others,
- Establish good working relations with project stakeholders and beneficiaries including Island Councils, village and community members, and other concerned bodies.
- Assist to organise and keep records of meetings of the project's beneficiaries to discuss and resolve issues relating to the projects under implementation.
- Liaising with government officials who, respectively, will carry out regulatory inspections, or otherwise play some role supporting implementation of the work contracts.
- Ensure effective coordination of works to ensure that all subprojects meet the agreed timeline specified in the contract.
- Undertake assessment of the completed project to verify conformance to agreed work plan, specifications, costs, and materials.
- Carefully record successful actions to resolve obstacles and setbacks to the subprojects.
- Perform other tasks and duties as may be reasonably delegated from time to time by the Engineering Technologist.

5. Reporting Obligations

The Consultant will support the Engineering Technologist to prepare monthly reports for the MISE and the PMU. The Consultant will report to the Engineering Technologist and prepare monthly summary reports that include among other things the following:

- 1) Status of all subprojects for islands assigned to the Consultant.
- 2) List of successes achieved, and issues faced by each subproject.
- 3) Obtain photos/images that capture the status of each project under his supervision and attach to the monthly reports.

6. Duration of the Assignment

The initial duration will be twenty-four (24) months, which may be extended up to seventy-two (72) months based on the Client's needs and satisfactory performance of the Consultant. It is anticipated the Consultant will commence by October 2023 on a full-time basis. A Time-Based Contract will be signed under which both parties (MIA and the Consultant) will agree on a monthly

rate based on the requirements of the TOR and past salary history as well as any employer contributions to the Kiribati Provident Fund (KPF) if applicable.

The position would be subject to a probationary period of three months, with a performance review by MIA to determine whether the Consultant will continue to be engaged beyond the probationary period.

The position will be based on South Tarawa and will require travel between the islands to supervise subprojects of the Island Councils assigned to the consultant. Each Skilled Technician will be expected to efficiently and adequately provide services to no less than one and up to three Island Councils at any given time.

7. Data, Services, and Facilities to be Provided to the Consultant

MIA will provide to the Consultant all relevant documents for the KOIRAP project including the latest "Island Vulnerability Assessment" and (if available) "Island Strategic Plan", and e-copies of the "2018 Rapid Coastal Risk Assessment, Long-term coastal security strategy for Kiribati¹", and "The Kiribati Joint Implementation Plan (KJIP) for Climate Change and Disaster Risk Management 2019-2028."².

The Consultant is fully responsible for the cost of housing and local transportation. If the consultant is required to travel to other outer islands as part of project implementation, approved travel related costs would be funded by the Project.

8. Qualifications, Experience, and Skills Required

CVs of all applicants will be evaluated as follows: all CVs will be scrutinized against the assignment's minimum requirements (below). The CVs of candidates that meet the minimum requirements (qualifications, experience and capability, and skills and competencies) will then be scored according to a set scoring criteria. The candidate with the highest score will be invited to discuss the contract. Referees of the preferred candidate will be contacted to verify prior experience, performance, and character traits.

Minimum qualifications

Certificate in any of Civil Engineering, Construction, Carpentry, or Plumbing from a recognised tertiary institution with at least three (3) years' experience in applied work in relevant construction and operations. In lieu of formal qualifications, candidates must have relevant applied continuous work experience of at least five (5) years with at least 6th form secondary school education.

Minimum experience and capability:

- At least 3 years' applied, post-training experience in buildings and small infrastructure construction, and supervision roles in civil engineering, water, or building, projects

¹ 2018 "Rapid Coastal Risk Assessment, Long-term coastal security strategy for Kiribati", Prepared for Office of Te Beretitenti, Government of Kiribati.

² <https://unfccc.int/sites/default/files/resource/Kiribati-NAP.pdf>

- Competent in reading specifications, drawings, construction standards, taking-off quantities, and measurements, and overseeing quality control in construction contracts.
- Experience in undertaking and overseeing basic building/engineering construction, quality control, and testing (e.g., concrete slump testing).
- A clean police record, clean medical certificate and valid driver's license.

Minimum Skills and competencies:

- Fluency and good written skills in English and te taetae ni Kiribati.
- Communication skills: Excellent professional oral and written communication, including via email, audio/video conference, and face-to-face with Government officials and multilateral/bilateral partners.
- Organizational skills: Ability to work independently, to plan and complete assignments in a timely manner, and report effectively on the work performed.
- Computer skills: Ability to effectively use email and Microsoft Office applications (Word and Excel).
- Willingness to travel within Kiribati (including to the Outer Islands) to visit project sites, monitor and report on ongoing works.

Scoring Criteria

<i>Criteria</i>	<i>Maximum Score</i>
<i>1. General qualifications: general education, recent training, and experience.</i>	<i>20</i>
<i>2. Adequacy for the Assignment: relevant education, training, experience in the context of infrastructure projects in remote locations.</i>	<i>60</i>
<i>3. Experience in the Pacific Region / Kiribati.</i>	<i>20</i>
Total	100

Referees of the preferred candidate will be contacted to verify prior experience, performance, and character traits.