

FINAL DRAFT
Terms of Reference

Assignment: Engineer/ Contract Management Specialist

Employer: Central Services Unit of the Ministry of Finance and National Planning

Location: Nuku'alofa, Tonga

Duration: Full time for 2 years, may be extended based upon need

Expected Start Date: April 2019 or earlier

1. Background

Tonga is a small, archipelagic Kingdom located in the South Pacific. Tonga's population is 106,000. The main island is Tongatapu, and other major islands are 'Eua, Ha'apai, Vava'u and Niuaotoputapu. Tonga has an International Airport at Nuku'alofa with flight connections from Fiji, Australia and New Zealand. Tongan and English are the official languages.

Tonga is preparing 5 projects to be financed by the World Bank under the IDA 18 cycle. The total funding envelope is around US\$70 million. All 5 projects are anticipated to be effective by the FY 2019. To help the preparation and implementation of these 5 projects, the Ministry of Finance and National Planning (MFNP) is setting up a Central Services Unit (CSU). Under the overall responsibility of the MFNP, the CSU will provide services related to: (i) project preparation and implementation, and (ii) capacity building. For project preparation and implementation, the role of the CSU will provide both implementation and advisory services in the common fiduciary functions such as Procurement, Financial Management (FM), Safeguards, Monitoring and Evaluation (M&E) and contract management. The CSU will provide such services to all World Bank financed projects, particularly IDA financed projects prepared under IDA 18 and IDA 19. For the capacity building function, the CSU will play a significant role in capacity building of national staff and consultants in the different ministries/agencies involved in World Bank projects in Tonga.

The CSU is staffed with full-time experts in procurement (one Procurement Specialist and one Procurement Officer), financial management, monitoring and evaluation, and safeguards. In addition, a Program Manager is contracted to assist overall coordination of the CSU's activities, performance management of CSU staff, facilitate coordination with the various implementing agencies, and ministries of World Bank financed projects. Additional consultants may be recruited by the CSU to provide surge support as needed to maintain service quality during peak times. To ensure capacity building, nationally recruited staff undertaking fiduciary and monitoring and evaluation functions from each project management unit/ team will be twinned with the relevant specialist from the CSU.

The CSU staff would report to the Deputy Chief Executive Officer (CEO) of the MFNP through the CSU Program Manager/ Coordinator. The CSU staff and consultants would be contracted by the MFNP. Regular performance evaluation of the CSU staff will be carried out by the MFNP with input from the CSU manager and project managers in the relevant implementing agencies. The CSU/MFNP will report to the Bank on a semi-annual basis on progress, performance, and capacity building targets and achievements.

This Terms of Reference is for the Engineer position under the CSU.

2. Objectives of the assignment

As a member of the CSU, the Engineer is required to proactively work with all relevant Implementing Agencies (IAs) in following three areas: (i) provide technical advice and support as part of the project teams in various tasks such as developing/ reviewing technical specifications to support procurement processes, reviewing contractor progress/ deliverables, and technical advisory on the progress of civil works/ technical investments so that the projects deliver Value for Money (VfM) in achieving the different Project Development Objectives; (ii) develop a systemic contract management tool for the project and capacity of projects' engineering staffs.

3. Scope of Services

To achieve the above objective, the Engineer is required to undertake any reasonable task to ensure the effective preparation and implementation of the investment projects, including the following tasks:

- 3.1 To Providing technical and operational advice to the projects' teams and Implementing Agencies (IA) on matters relating to the implementation. This will include technical advice relating to planned investments, those currently being implemented, as well as those already in place;
- 3.2 Supporting each IA in the management of their projects, through the provision of timely and appropriate advice for both management and technical issues. This will involve development of specifications/Terms of Reference with the PIUs, as well as review of various technical documents (e.g. reviewing Methods of Work Plans, etc.). This is expected to consider:
 - a) practical understanding of the physical, operational and contextual environments in Tonga;
 - b) awareness of Tonga's EIA, Building Permits, Building Code and development consent processes and requirements
 - c) harmonization of technical specifications consistent with World Bank procurement requirements;
 - d) develop methodology for preparing realistic estimated cost of Works contract;
 - e) Participation in Bid/ Tender preparation, as needed.
- 3.3 Supporting the monitoring of the technical performance of consultants/contractors contracted under the Program to ensure high-quality and timely production of the contracted services;
- 3.4 Supporting each IA in evaluation of tenders against required technical specifications, as required;
- 3.5 Providing capacity-building and professional development opportunities to PMU's, technical staffs and consultants of the IAs through collaborative approaches in this role;
- 3.6 Support to the IAs' Contract Management team as required.
- 3.7 Review justification and verify the Variation Order of Contracts, especially the civil works contracts, if required by the PIUs;
- 3.8 Conduct site visit as required to review work progress, as required by the PIUs;
- 3.9 Prepare format of Work Progress Report/ contract management tool for the projects;

3.10 Any other work as directed by the Program Manager to support the technical/civil works investments across the Program;

3.11 Play back up role of the Program Manager as and when required;

4. Institutional and Organization Arrangements

The Engineer will be hired by MNFP and will be posted in the MFNP's CSU, where office space and facilities will be provided. While the Engineer ultimately reports to MNFP's Assistant CEO, the direct oversight will be done by the CSU's Program Manager. The Engineer is required to work closely with other Projects' relevant departments. The Engineer is required to follow MNFP's working hours, but depending on the business needs, the PS may be requested to work extended hours.

In a process to be coordinated by the Program Manager, the performance of the Engineer will be formally assessed at month 6, month 12 and month 24 by the Deputy CEO, MFNP with formal inputs from the Program Manager, and relevant representative of all Implementing Agencies.

5. Section Criteria

EXPERTISE REQUIREMENTS

Essential

The Consultant shall have the following experience and qualifications:

- i. Tertiary qualifications in engineering (Civil Engineering preferred) , or other relevant discipline from a recognized institution;
- ii. Proven experience in contract management in projects;
- iii. Demonstrated experience in managing engineering projects and/or providing civil works technical support;
- iv. Minimum of Ten (10) years' work experience in a civil engineering and/or infrastructure project with responsibilities as mentioned in the Scope of Service above;
- v. Demonstrated high level computer literacy (e.g. MS Office, for operations using Microsoft Word, Microsoft Excel, Microsoft Powerpoint and Microsoft Outlook applications;
- vi. Demonstrated ability to work independently, with initiative and at high quality levels, whilst working independently being a team player through clear concise communications is important;
- vii. Excellent verbal, written and presentation communication skills in English, networking and coordination skills, including high-level report-writing skills;
- viii. Willingness to travel to remote islands and stay there for days as required to support projects implementation;
- ix. Demonstrated ability to build effective relationships and communicate effectively with stakeholders, with people of different cultural backgrounds, and varying technical skill levels.

Desirable

- I. Experience with donor funded projects;

6. Remuneration

Attractive Package. Please contract 22379 or 28550 for details.