



# Solomon Islands Electricity Authority

## Trading as SOLOMON POWER

### Terms of Reference (TOR)

#### Procurement Specialist - SOLOMON POWER

### 1. Background and Sector Context

The Solomon Islands Electricity Authority (SIEA) now trading as Solomon Power (SP) is a vertically integrated state owned enterprise that owns, maintains and operates the national electricity grid in the Solomon Islands. We're currently experiencing an exciting time of capital infrastructure development, network expansion and transformational change, undertaking SBD \$1bn capital works program to building a world-class electricity network model that allows us to better service our customers and future proof SP's network.

The majority of SP's assets are located in Honiara on the island of Guadalcanal, the capital of the Solomon Islands. Its 33/11/0.4kV electricity networks are largely concentrated in twelve town centres serving the main urban/industrial areas on each of the eight major provinces. They include Guadalcanal Province (Honiara) as noted above, Western Province (Noro, Munda, Gizo and Seghe), Malaita Province (Auki and Malu'u), Central Province (Tulagi), Makira Province (Kirakira), Temotu Province (Lata), Isabel Province (Buala) and Choiseul Province (Taro).

The largest electricity network in the Solomon Islands (both in terms of geographical coverage and in electricity sales) is in Honiara, with a maximum demand of approximately 15.5 MW. The main generation plant for Honiara is located at Lungga, about 10km from the Honiara CBD. The Honiara network consists of

- Diesel power stations at Lungga and Honiara (34.2MW installed capacity)
- Five 33kV feeders interconnecting the power stations and substations
- 33/11kV substations at Lungga, Honiara, Ranadi, Honiara East and White River.
- Thirteen 11kV distribution feeders

SP has dramatically improved its operational and financial performance since 2011 via a commercialization program. SP requires services of Procurement Specialist to manage all procurement of Goods, Works and Consulting Service for the Special Projects and Planning Team overseeing Component 3 of Tina River Hydropower Development Project which is Transmission Line from Tina Hydropower Facility to existing Lungga diesel power station. This project will have funded by Australian Infrastructure Financing Facility for the Pacific (AIFFP), and is termed as Tina River Hydropower Transmission System (TRHTS, the 'Project') Project.

This role will report to the PMU<sup>1</sup> Project Manager and General Manager Special Projects and Planning. The person will take the lead for conducting all procurement activities alongside the PMU.

## **2. Objectives**

The key objectives of this engagement are to:

- Procure the goods, works and services in consultation and approval from SP as listed in the procurement plans and other projects as may be necessary,
- Provide procurement support to SP for preparing new projects, especially the preparation of documents such as procurement strategy, procurement plan, etc.
- Assist reporting for AIFFP and other projects as may be necessary

## **3. Tasks and responsibilities**

The Procurement Specialist will be responsible for advising the Project Management Unit (PMU) on procuring Consultant Contracts and Infrastructure Works Contracts in accordance with the World Bank's Procurement Framework. Duties will include:

- Devise a Procurement Strategy that gives effect to the Procurement Plan included in the Project Administration Manual (PAM).
- Liaise with Solomon Power teams for preparation of terms of reference and technical specifications for the contracts to be procured,
- Preparing and managing initial approach to market in Infrastructure Works Contracts.
- Monitor implementation of procurement activities on the procurement plan, identify any delays and alert PMU to take action, update the procurement plan as necessary,
- Prepare expressions of interest and request for proposals (RFPs) for procurement of consulting services; evaluate EOIs and proposals and to prepare the evaluation reports all with SP input; and assist SP to run the selection process including negotiations with the selected consultant, response to consultants and the AIFFP, as well as preparation of contract,
- Prepare bidding document or request for quotations/proposals for procurement of Goods and Works to ensure compliance with the Project Procurement Plan, including identification of appropriate standard World Bank Procurement Framework documentation suite; assist SP to evaluate Quotations, Bids or Proposals and prepare evaluation reports, and assist SP to run the procurement process including pre-bid meeting, site visit, clarifications, contracts and communications with the AIFFP,
- Coordinate with the Project financier on the Prior Review Process and ensure the provision of no-objection notices for different stages of each procurement.
- Coordinate input from SP on various procurements,

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<sup>1</sup> Project Management Unit – SIEA internal team

- Identify training requirements for the SP staff responsible for procurement following the AIFFP Guidelines/Regulations, or other international financing institutions
- Manage the approach to market process in a manner compliant with the World Bank Procurement Framework.
- Manage bid evaluation on all contracts, ensuring that all evaluations are conducted and documented, and selections made, in accordance with the World Bank Procurement Framework.
- Managing any disputes that may arise at the point of contracting for the Infrastructure Works Contracts.
- Contribute to and support for preparing new projects,
- Prepare quarterly reports for reporting to financiers or other entities.

### **3. Procurement Specialist Qualifications and Experience**

#### **Essential**

- At least Ten (10) years' experience in the procurement of goods, works and consulting services through the AIFFP/World Bank procurement processes and procedures, or similar international financing institutions.
- Electricity or similar Engineering Utility working experience.
- Demonstrated experience to produce progress reports.
- Extensive experience in Procurement/Project Management.
- Demonstrated good written and oral communication skills.
- Demonstrated experience to deliver outcomes within tight timeframes.

#### **Desirable**

- Experience working in the Pacific Region or similar context

### **5. Duration of engagement**

The estimated level of effort is for 5-persons-month over a Nine (9) -months period commencing October 2021<sup>2</sup> and up to July, 2022<sup>3</sup>. The services are expected to be delivered remotely from the Consultant's home office. In the event the Consultant is already located in Honiara, inputs are expected to be delivered in the SP offices. The Consultant is to provide the estimated level of effort based on the scope of services required as detailed in this TOR, and will be required to be available during SP working hours. The Consultant will be required to deliver the services in a collaborative manner, and give careful consideration to effectively delivering the scope of the assignment particularly if the Consultant is remotely based.

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<sup>2</sup> Will be revised upon award of Contract

<sup>3</sup> Will be revised upon award of Contract

Furthermore, there is a possibility of additional and follow on work if required by SP.

## **6. Travel**

It is anticipated that international travel will not be required to Honiara during the contract period, as agreed with the SP's designated Responsible Manager to deliver critical stages of the project.

[The contract will be financed out of the Tina River Hydropower Transmission System Project for the contract duration]