

PACIFIC AVIATION INVESTMENT PROGRAM (PAIP)
Consulting Services
TERMS OF REFERENCE AND SCOPE OF SERVICES
PROCUREMENT SPECIALIST - PERIODIC
(TAL/TFSU/D44.4)



1. BACKGROUND

- 1.1 The Government of Tonga is currently implementing the Pacific Aviation Investment Program (PAIP), supported by the World Bank. PAIP is a regional aviation program with the development objective to provide safe and secure air transport operations and environmentally sustainable and efficient airports. PAIP is currently implementing key aviation investments in five (5) Pacific Island countries: Kiribati, Samoa, Tonga, Tuvalu and Vanuatu; and other countries may join in future phases. The program's Implementing Entity is Tonga Airports Ltd (TAL), who leads the program via the TFSU "Technical and Fiduciary Services Unit". The PAIP TFSU also provides project implementation support to the related Pacific Aviation Safety Office (PASO) Reform Project supported by The World Bank.
- 1.2 PAIP is being implemented in recognition of the key place of transport in the economic and social development of each participating country and the need to strengthen the efficiency and viability of this sector. Reviews of the transport sectors in each country point to the need to mainstream disaster risk reduction and climate change adaptation into infrastructure planning and management. Addressing climate change by providing carbon-neutral airport facilities are part of this investment program, as are investments in alternative and sustainable energy efficient technologies. This will help ensure that the airports are operated in an environmentally sustainable manner.
- 1.3 Investments under PAIP fall under four main components:-

Component A: Aviation Infrastructure Improvements: This component will invest in the aviation infrastructure at the three project airports so that they are able to meet ICAO standards, while preserving and extending the service life of existing airport assets.

Component B: Aviation Sector Reform: This component will support aviation sector reform through the provision of support to the Civil Aviation Departments/Authorities of each country. These investments will be targeted to (i) support the strengthening of each State's civil aviation system (through the adoption and implementation of new Civil Aviation Regulations; agreed corrective action plans following ICAO safety and security audits of each State and targeted capacity building and training of each CAA); and (ii) to assist in the capacity and efficiency of the regional safety oversight agency, the Pacific Aviation Safety Office (PASO).

Component C: Strengthening Airport Operations and Management Capacity: This component will assist the countries to manage and operate their airports, given domestic capacity constraints. With financing from the GoA through PRIF, it will also undertake regional studies into: (i) aviation supply; (ii) how to sustain regional aviation infrastructure; and, (iii) managing revenue from the upper air space.

Component D: Program Support and Training: (i) Support to the Technical and Fiduciary Services Unit (TFSU) to implement the Program and Implementing Agent (Tonga Airports Limited) to support the project as necessary.

Note: The Vanuatu Project also has a fifth Component E relating to Project Support aligning with Component D of other PAIP countries. Component D for VAIP concerns repairs to transport infrastructure in response to Cyclone PAM, with activities to be confirmed on a case by case basis.

- 1.4 Investments in each country vary according to specific requirements and these are reflected in the table below:

Phase 1, 2 & 3 Investments According to Component and Airport

Description	Kiribati		Tonga		Tuvalu	Samoa	Vanuatu
	TRW	CXI	TBU	VAV	FUN	APW	*
Navigation Aids							
Automatic weather station (AWS)							
Automatic dependent surveillance-broadcast (ADS-B)							
Terminal building improvements							
Security screening equipment							
Airfield lighting and cabling							
Air Traffic Control Equipment							
Obstacle Limitation Survey							
Rehabilitation of Runways							
Rehabilitation of airport roads							
Fire Tender Vehicle Shelter							
Resurfacing Road CXI-London							
Maintenance Equipment Building							
Airfield Maintenance Equipment							
Improved Power Supply							
Security Fence							
Fire Tender Vehicle							
Fire Safety Equipment for Fire Crews							
Emergency Infrastructure Repairs							
Very Small Aperture Technology Network (VSAT)							
Design and Supervision of CXI-London Road							
Design and Supervision Aviation Investments							
Laboratory/Testing Equipment							
Fuelling Equipment							
Airport Seawall and Construction of Bonriki Village Facilities							
Land Acquisition and Resettlement**							
Solid Waste Removal							
Flight Service Office Tower							

Multipurpose Courts & Toilet Blocks							
Water Tanks							

- Notes:
- 1/ The highlighted cells show which activities are to be done in each country or the region.
 - 2/ Although shown against individual airports for Kiribati and Tonga, these costs are for the country.
 - 3/ These regional activities will be managed by the TFSU on behalf of the Program.
 - 4/ Component D not shown as these largely relate to project support contracts
 - 5/ Vanuatu Aviation Investment Project is currently under preparation and is expected to follow similar types of investments.

- 1.5 In addition the PAIP TFSU is contracted to provide project implementation support to the Pacific Aviation Safety Office (PASO), a regional organisation based in Vanuatu. The PASO Reform Project is designed around three main components that will support the PASO reform agenda, build institutional capacity to meet international aviation safety regulations across the region, and modernize information systems for enhancing quality control:-

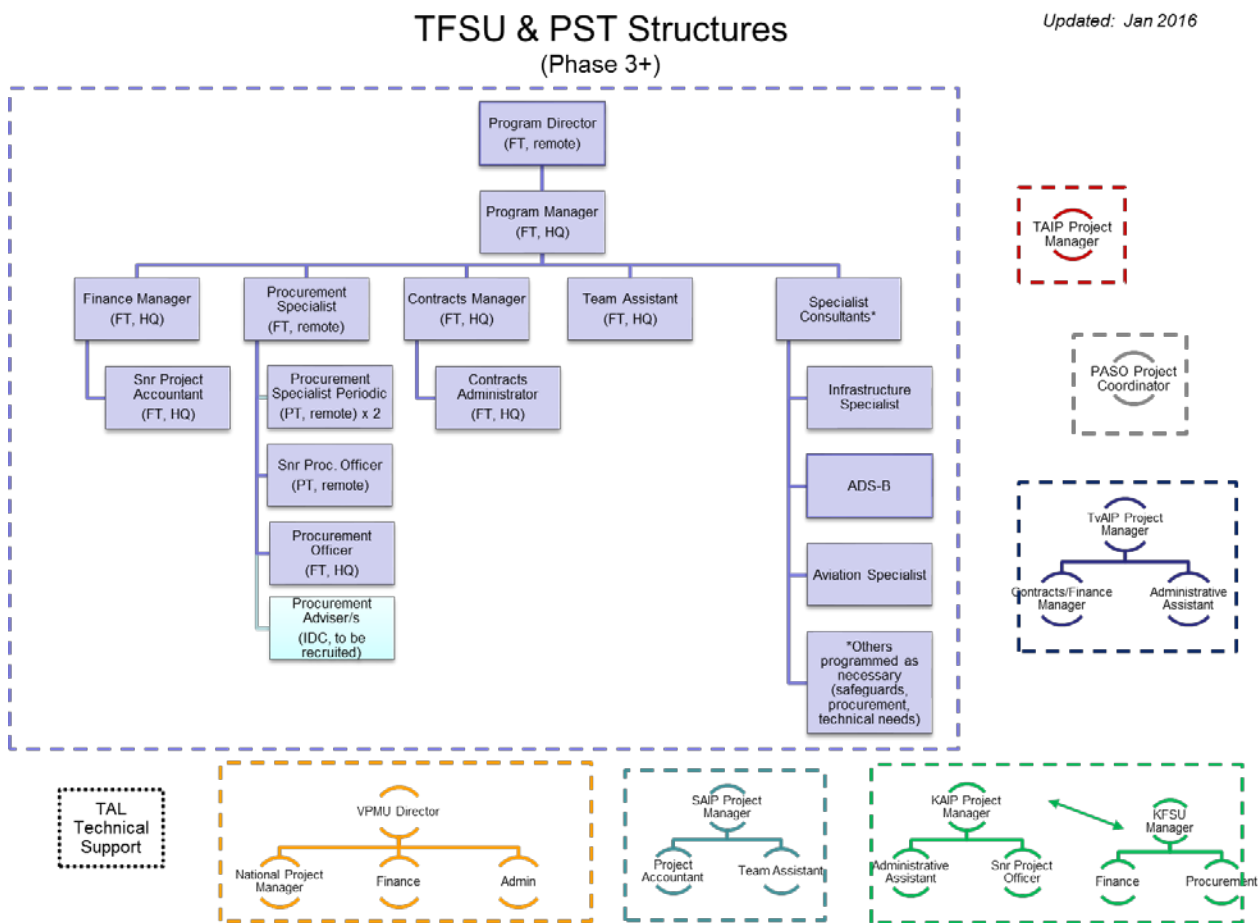
Component A: Transitional Management and Support (approximately US\$ 1.645 million including contingencies): Activities to assist PASO through the restructuring process including, financing the costs associated with: (i) implementing a new organizational framework and staff changes, including financing of severance packages for termination of existing contracts of staff; (ii) conducting legal reviews for strengthening its governance and management; (iii) evaluating the PASO funding approach, including finding new revenue sources; (iv) conducting workshops and seminars for PASO Council members; (v) developing a communications strategy; (vi) transitional support to implement the new Business Plan, including engagement of TFSU for provision of support to PASO as per terms of a Service Agreement; and (vii) carrying out annual financial audits of the Project as agreed with the Association.

Component B: Establishment of a Pool of Regional Aviation Inspectors (approximately US\$0.269 million including contingencies): Activities to assist PASO in establishing a pool of inspectors to be used by PASO to oversee aviation safety and security, including: (i) establishing a comprehensive Register of Inspectors for the region available for PASO-related services; (ii) establishing a Regional Program of Inspectors to build and assess the capacity of inspectors from Member States; (iii) provision of necessary training for inspectors to ensure they meet skill levels necessary to provide PASO services; (iv) provision of training to PASO staff to develop the human resources to deliver the necessary services.

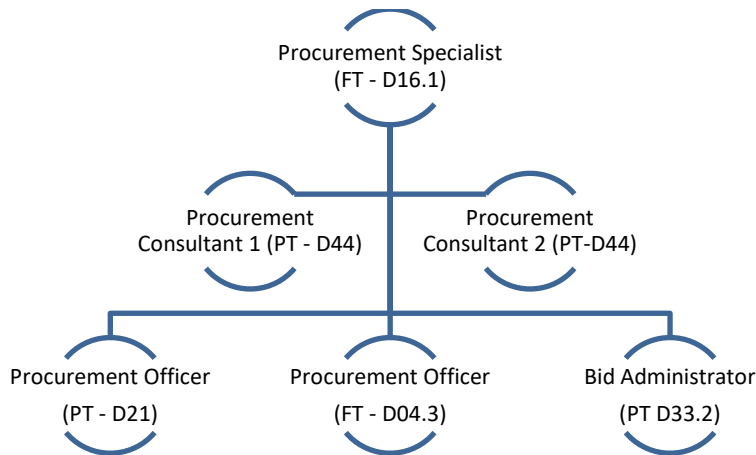
Component C: Quality Management (approximately US\$0.236 million including contingencies): Including: (i) establishing a quality assurance system for PASO to ensure that all operations meet an appropriate standard; and (ii) implementing a PASO Management Information System with an appropriate IT network, including a document management system.

- 1.6 Day-to-day implementation of PAIP and PASO is led by the ‘**Technical and Fiduciary Services Unit (TFSU)**’, and supported by Tonga Airports Ltd. Each country has a Project Support Team (PST) who drive in-country project implementation and work closely with the TFSU. The TFSU also acts as the Tonga Project Support Team. This project team structures are reflected in Figure 1 below.

Figure 1. TFSU & PST Structures



- 1.7 The TFSU requires the services a **Procurement Specialist – Periodic** (hereafter referred as to the Consultants) to work as part of the TFSU procurement team in undertaking procurement activities for all countries for PAIP and PASO goods, works and services, as specified in the Procurement Plan updated and agreed from time to time with the World Bank and in accordance with the procedures and timetables agreed with the Bank.
- 1.8 The TFSU procurement team is currently staffed with a Procurement Specialist (full time and remotely based), a Senior Procurement Officer (remote/part-time) and a full-time Procurement Officer based in the TFSU office in Tonga. In response to workload demands, the TFSU is currently revising its organisational structure, including that of the procurement team. The planned TFSU procurement structure is reflected in the figure below. (Note not all roles are full time).



2. OBJECTIVE

The main objective of this consultancy is:

To provide operational procurement services, advice, and support to the TFSU and PAIP/PASO stakeholders, and to undertake procurement of all facets of PAIP/PASO investments, following World Bank Procurement Guidelines for Goods, Works, Services and Non-Consulting Services.

3. SCOPE OF SERVICES

3.1 At the direction and supervision of the Procurement Specialist (FT – D16.1) and/or Program Manager, the Consultant will be required to manage all aspects of the procurement of designated PAIP investments. This will include:

a) **Undertaking Procurement Activities** – The Consultant will be required to undertake actual procurement with a focus on complex or strategically important procurements; the work program will be agreed with the Procurement Specialist in association with the Program Manager. For activities being undertaken by the Consultant directly, this will involve managing the entire procurement process, including:

- preparation in accordance with the World Bank Procurement Guidelines, of procurement documents (e.g., GPN, SPN, REOs, invitations to bid, standard bid documents, technical specifications, bid clarification, bid evaluation reports, etc.);
- development of bid documentation, including advice in preparation of TORs and specifications;
- organization and management of bid conferences;
- support to Evaluation Committee activities, including ensuring proper documentation of Evaluation Committees' meeting minutes. This may include in country facilitation of Evaluations, or coordinating evaluation committees in conjunction with Project Managers and other key stakeholders.
- assisting with the evaluation of offers, preparation of evaluation reports and recommendations for contract awards, including providing necessary supporting documentation / justification to obtain WB "no-objection";
- preparation of all necessary documents for relevant government approval of evaluation committees' decisions and prospective contracts' awards.
- preparation of procurement reports and handover to IAs/PSTs and other members of the TFSU team as required.

Procurement operations shall be conducted in accordance with the approved Procurement Plan for the Program/Project and in close collaboration with each implementing agency (Kiribati: Ministry of Communications, Transport and Tourism Development (MCTTD); Tonga: Tonga Airports Limited (TAL); Tuvalu: Ministry of Transport and Communications (MTC); Samoa: Samoa Airports Authority (SAA)); Vanuatu: Vanuatu Project Management Unit (VPMU); PASO: Pacific Aviation Safety Office (PASO).

b) Procurement Capacity Building and Training:

At times, and at the direction of the Procurement Specialist (FT-D16.1), the Consultant will also be required to provide oversight and support to the TFSU Senior Procurement Officer and TFSU Procurement Officer in the management of their assigned procurement activities. This will be undertaken through on the job mentoring and mentoring on a daily operational basis, and providing oversight of all aspects of the procurement process to ensure that procurement is undertaken in accordance the Program and WB Guidelines. This shall be undertaken at the direction of the Procurement Specialist (FT D16.1).

- c) Support to the Development/Updating of Procurement Support tools and Reporting:** support to the Procurement Specialist (FT-D16.1) in the management, development and updating of various procurement support tools such as procurement manuals, evaluation material, and other guidance material as may be required. In addition, the Consultant may be tasked to support the development of various procurement reports (e.g. inputs to Project / Program Quarterly Reports etc.) at the direction of the Procurement Specialist (FT-D16.1).

In undertaking this assignment, the Consultant will be required to adopt a highly consultative approach and to drive the procurement process through pro-active and considered coordination and collaboration. The Consultant will be part of the TFSU team and will be expected to work as part of the TFSU structure, to deliver the required procurement support and to achieve tangible outcomes in terms of procurement progress. In that respect, the Consultant will be required to work in a pro-active and independent manner, and to functionally deliver procurement outcomes as well as provide advice.

4. SELECTION CRITERIA/EXPERTISE REQUIREMENTS

4.1 The Consultant shall have the following experience and qualifications:

- i. Tertiary qualifications from a recognized institution in a relevant discipline, for example, law, procurement, engineering, architecture, commerce;
- ii. Minimum 5 years of demonstrated previous experience in the Procurement of Goods, Works and Services following World Bank guidelines in at least 3 developing countries.
- iii. Current knowledge in concepts, principles and practices which govern international procurement, the contracting of consultant services, technical specifications in design, engineering and construction of facilities, etc
- iv. Knowledge of developing country conditions generally and of procurement-related legislation, systems and practices. Good understanding of critical linkages and relationships among clients' business drivers, business operations and objectives and Procurement processes;
- v. Demonstrated experience in a developing country context, including experience in training and on-the-job mentoring.
- vi. Strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues, both orally and in writing;
- vii. Ability to deal sensitively in multi-cultural environments and build effective working relations with clients and colleagues;

- viii. Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects;
- ix. Fluency in written and verbal English.

4.2 The selected applicant will be interviewed.

5. INSTITUTIONAL ARRANGEMENTS

5.1 The Consultant shall be directly responsible to the Procurement Specialist (FT-D16.1), and indirectly to the PAIP Program Manager. The Consultant will also be expected to work closely with the full TFSU team, and Implementing Agencies of each participating PAIP/PASO country.

6. Reporting

6.1 The Consultant will be required to prepare the following reports, in addition to those procurement-specific reports (e.g. bid evaluation reports etc) as part of this assignment:

- Inception Report and Work Plan within 2 weeks of commencement. This should cover all activities under the scope of this assignment with a particular focus on strategies to advance open contracting and capacity building;
- Monthly reports for TFSU management;
- Final report on completion of this assignment.

7. LEVEL OF INPUT AND SCHEDULE

7.1 It is anticipated that this role require up to 100 days input starting as soon as possible March 2017 over a 12 month period, with renewal as may be mutually agreed and subject to performance. Work inputs are expected to vary according to particular program requirements; hence there is no guarantee on the actual level of effort to be used for the duration of the contract. The Consultant will be expected to ensure for maximum alignment with the TFSU working hours (based in Tonga).

7.2 Travel may be required to TFSU and PAIP participating countries to support procurement activities and an Inception visit to the TFSU offices at the commencement (or closely thereafter) of the assignment is expected.

7.3 A monthly workplan will be developed and agreed with the Procurement Specialist (FT-D16.1) and Program Manager in advance and will indicate anticipated working days, allocated tasks and any non-working days or agreed travel. Flexibility will be required by the Consultant to respond to changing program needs.

7.4 A Time-Based Contract will be signed in which both parties will agree on a daily fee rate for services fixed for the duration of the contract. Work inputs and any travel requirements will be agreed between the Consultant and the Procurement Specialist (FT-D16.1) in consultation with the Program Manager each month through agreement on the monthly workplan. Flexibility on the part of the Consultant will be required to respond to changes in implementation requirements.

7.5 As TFSU is leading program implementation, an understanding of the team's vision and values is following.

Technical and Fiduciary Services Unit (TFSU)

**“Gateway to Excellence through our People working in true partnership,
communicating and delivering high quality and innovative technical and fiduciary
development solutions”**

Values

Respect	Courtesy
Fun & Enjoyment	Openness
Teamwork	Fair
Responsibility	Confidence
