



Government of Vanuatu
Ministry of Lands and Natural Resources
Vanuatu Affordable and Resilient Settlements Project

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Individual Selection of Consultant

Country:	Government of Vanuatu
Name of the Project:	Vanuatu Affordable and Resilient Settlements Project
Consulting Service:	Contracts Manager
Individual/Firm:	Individual
Duty Station:	PMU, Ministry of Lands and Natural Resources, Port Vila, Vanuatu
Date of Publication	15 th February, 2023
Deadline for submission:	25 th April 2023
Reference Number:	VU-MLNR-009-CS-INDV

1. BACKGROUND OF THE PROJECT

A long-term vision of the Government of Vanuatu (GoV) is to provide potable water, sanitation, roads, drainage and electricity to low-income households for the largest number of citizens. To address this, the International Development Agency of the World Bank Group is supporting the GoV with the Vanuatu Affordable and Resilient Settlements Project (VARs). Aims of the Project include developing a phased, 10-year, risk-informed Land Development and Investment Strategy (LDIS) for the Greater Port Vila area with an estimated population of 114,000 people, almost 40 percent of the country's population. VARs also will support GoV to prepare a five-year action plan to implement phased settlement upgrading (SURP) of the 23 existing informal settlements in the Greater Port Vila area. To build towards these two interdependent medium-term platforms, the Project will implement on-the ground selected investments and associated institutional, and policy strengthening measures to pilot and set policy precedents for new land development and in situ settlement upgrading. This includes: (a) basic area upgrading of four informal settlements (Ohlen Mataso, Seaside, Tokyo and portion of Anamburu); (b) developing a 10 ha 'sites-and-services' (greenfield) lower-middle income residential area subdivision; (c) expansion or rehabilitation (as required) of off-site infrastructure focusing on flood management and mitigation; and (d) implementing measures for transformative institutional capacity strengthening of responsible Government of Vanuatu and sub-national agencies for planning, financing, and implementing the 10-year LDIS and 5-year SURP in partnerships with communities and the private sector.

The Project is being implemented by the Ministry of Lands and Natural Resources (MoLNR), supported by the Ministry of Internal Affairs (MIA), Ministry of Infrastructure and Public Utilities (MIPU), the Department of Environmental Protection and Conservation, Shefa Provincial Council, and Port Vila City Council.

The Ministry of Lands and Natural Resources is seeking to use a portion of the Vanuatu Affordable and Resilient Settlements Project grant to finance the recruitment of a Contracts Manager.

2. SCOPE OF WORK AND RESPONSIBILITIES

The Consultant will work closely with other PMU team members, staff from MoLNR, and other Project team members. The Consultant among others will be responsible for:



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- Assist with the preparation of terms of reference, specifications, drawings, bill of quantities/schedule of activities and cost estimates.
- Liaise with design consultants for scoping, packaging and costing of works.
- Assist with the preparation of bidding and contract documents.
- Responsible for the total administration and management of contract implementation.
- Maintain close liaison with Client agencies, including Port Vila City Council (PVCC), Ministry of Internal Affairs (MoIA) and Ministry of Lands and Natural Resources (MoLNR) to ensure that the project is proceeding to their satisfaction.
- Carry out frequent reviews of works programme, schedule and payment status and keep informed through site staff on performance deficiencies.
- Oversee, by review and interpretation of the documents, the contract administration activities of all activities.
- Attend initial coordination meetings with the consultant and contractor to review the terms of reference, scope of work and terms and conditions of the contract;
- Ensure that all submittals required by the contract (Insurances, Securities, program, etc.) are adequate;
- Establish with the consultant and contractor requirements for conduct and standards of performance, methods of invoicing and payment, administration and lines of authority and communication on the site within the limits set by the contract;
- Ensure that all necessary contract documentation is safely filed and stored;
- Attend selected meetings with the consultant and contractor and other site staff on costs, scheduled progress and contractual and technical problems that may affect the consultant's/contractor's performance or ability to meet the contract objectives;
- Review the consultant and contractor's initial and updated work plan/construction programs for compliance with contract completion dates and ensure that the updated plan/program properly reflect actual delays and awarded extensions of time;
- Provide controls for the proper authorization of variation orders;
- Review reports, requests for payment (consultants) and interim payment applications (contractors);
- Conduct quality, system, safety and technical audits, as required.
- Advise and seek direction from PVCC, MoIA and MoLNR on technical matters;
- Advise the Project Manager with respect to contractual matters;
- Provide training to Consultant, Contractors and PWD staff, based on a capacity development plan approved by the Project Steering Committee;
- Coordinate final inspection/acceptance of the services/work and prepare Completion Certificates for issue;
- Assist with collection of monitoring and evaluation data from consultants and contractors; and

S/he will undertake all the other specific tasks detailed in the **Terms of Reference** (TOR) that can be found at this [link: OR](#)

<https://www.dropbox.com/scl/fo/mq85ih3hxx80jkfsdxu9/h?dl=0&rlkey=cuwhqqc78ocqy2rxghqxttrt>

In addition, consultants are required to use a **template provided by VARS** in preparing their applications. The template can be found at the same link above.



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3) SELECTION CRITERIA

The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The Contracts Manager will possess the following qualifications:

- Bachelor's degree in civil engineering, construction, or a related discipline (conforming to the Washington Accord or equivalent)
- Must be currently registered with a professional engineering body (e.g., PE, CEng, CPEng).
- A minimum of ten (10) years of relevant post-graduate experience in leading and managing complex, civil engineering projects as a government employee, consultant, or contractor
- Experience in briefing and supervising consulting firms and other advisors
- Significant post-graduate public or private sector experience in civil engineering design, preparing specifications, construction contracts, schedules of quantities, administering and supervising construction works
- Experience in design and works contracts for land development
- Experience as Engineer to the Contract for complex, heavy civil engineering works contracts valued at US\$5 million or more
- Knowledge of FIDIC forms of contracts for works
- Experience in risk management
- Fluent in written and spoken English

3. REPORTING

The Consultant will report to the Project Manager-VARS Project.

4. DURATION OF ASSIGNMENT:

The Consultant will initially be recruited for two (2) years, with a possible extension subject to performance appraisal. It is anticipated the Consultant will commence by April 2023 on a full-time basis. A Time-Based Contract will be signed under which both parties (MoLNR and the Consultant) will agree on a monthly rate.

5. DUTY STATION

The Contracts Manager will be based in the Project Management Unit, Ministry of Lands and Natural Resources, Port Vila, Vanuatu. The consultant may be required to travel to outer islands or other countries.

The Ministry of Lands and Natural Resources now invites eligible Individual Consultants to indicate their interest in providing the above-mentioned services. Interested consultants must provide information indicating that they are qualified to perform the Services and furnish the Curriculum Vitae (CV).

6. SUBMISSION REQUIREMENTS

The attention of interested Consultants is drawn to section III, para 3.14, 3.16 & 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers: Procurement in Investment Projects Financing Goods, Works, Non -Consulting and Consulting Services, July 2016, revised November 2017 August 2018 and November 2020* ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant method set out in the World Bank Procurement Regulations.



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Interested applicants may obtain further information including a detailed Terms of Reference from the Ministry in person or by e-mail to the address given below during office hours from 8.00 a.m.– 5.00 p.m. Monday to Friday.

Deadline: Expressions of interest and CV must be delivered to the address below by hand, mail, courier or email on or before **25th April 2023 at 11:00 Hours Vanuatu Time.**

6.1: Address:

The Project Manager
Vanuatu Affordable and Resilient Settlements Project
Government of Vanuatu
George Pompidou Complex, Port Vila
Email Address: procurement.varsproject@gmail.com
with copies to: lawrie@csdengineering.com.au;

Submit your application with the following as your subject: **Contracts Manager - VU-MLNR-009-CS-INDV**