



**SHORT-TERM CONSULTANCY
HUMAN CAPACITY BUILDING
PACIFIC POWER ASSOCIATION**

The Pacific Islands Forum Secretariat is seeking to engage a suitable qualified and experienced power utility electrical utility engineer on a short-term consultancy to conduct an assessment of the human resource development needs of each South Pacific ACP electrical utility within a plan to then initiate capacity building programmes.

Minimum Requirement

As a minimum requirement interested engineers must be an ACP country national and also hold a Bachelor Degree in Electrical Engineering. He/she must have proven experience working in Pacific Islands power utilities.

In the submission it is crucial to address clearly the requirement provided in the terms of reference (TOR) and most importantly how to achieve the expected results. All submissions must be submitted in the form of technical and financial bids. To ensure that your submission is considered, you are to provide (a) technical bid addressing the TOR (b) financial bid – giving a detailed break-down of your fees, per diems using the EU per diem rates and airfares and other costs. It is important to ensure that your proposed financial bid is sealed separately as this will be evaluated separately according to EDF requirement. The maximum numbers of days to be spent in small utilities will three (3) full workings and for large utilities will be five (5) working days. The large utilities that will require the five (5) full working days will be as follows:

Fiji Electricity Authority, Fiji
PNG Power Ltd, Papua New Guinea
Electric Power Corporation, Samoa
Solomon Islands Electric Authority, Solomon Islands

Timing of submissions:

Application closes on **28 December 2008**. All submissions will be opened and evaluated during the second week on January while the short-term consultant is expected to be awarded a contract by the end of January 2009. Late submissions and those that do not comply with the requirements above or do not meet other EU requirement of nationality will not be considered.

Applications:

All submissions must be clearly marked Executive Director, Pacific Power Association, Private Mail Bag, Suva, Fiji Islands. Submissions can also be emailed to Pacific Power Association on this email address: ppa@ppa.org.fj Closing date for submissions is 28 December, 2008. Late submissions will not be considered.

**SHORT-TERM CONSULTANT
TERMS OF REFERENCE
HUMAN CPACITY BUILDING**

1. Position Identification

Position Title: Short-Term Power Utility Electrical utility Engineer

Based: Secretariat of the Pacific Power Association, Suva, Fiji

Reporting to: Executive Director or his equivalent

2. Context of Position:

The power utility electrical engineer will conduct the assessment of the training requirements in each of the Southern ACP country utilities that will assist in the development of appropriate training modules required for these utilities staff. This consultancy term will take 3-4 months for the successful engineer to complete his/her consultancy. The electrical utilities that are to be visited and assessed are as follows:

Fiji Electricity Authority, Fiji
Electric Power Corporation, Samoa
Nauru Utilities Authority, Nauru
Niue Power Corporation, Niue
PNG Power Ltd, Papua New Guinea
Public Utilities Board, Kiribati
Tonga Power Limited, Tonga
Solomon Islands Electric Authority, Solomon Islands
Te Aponga Uira O Tumu-Te-VaroVaro, Cook Islands
Tuvalu Electricity Corporation, Tuvalu

The engineer will be based at the Secretariat of the Pacific Power Association located in Suva, Fiji and will work under the direct supervision of the Executive Director or his equivalent.

3. Accountabilities

The Short Term Power Utility Electrical Engineer will be accountable to the Executive Director, Pacific Power Association and his equivalent. The short term power utility electrical engineer is expected to assist the Executive Director in finalising the workshop training modules which is the initial process adopted by the Pacific Power Association for the training needs of the utilities.

4. Expected Outcomes

At the end of the consultancy the following expected outcomes/results are to be completed and achieved:

- i) Human Capacity Building Needs Report for each ACP country power utility to be completed identifying their training needs with the concurrence of the CEOs of the utilities assessed. The format for this report will be provided by the Pacific Power Association's Executive Director
- ii) A summary of the Workshop modules for each utility to be completed with the approval of the Pacific Power Association's Executive Director
- iii) Produce an overall report on his Human Capacity Building consultancy for approval by the Pacific Power Association's executive Director before this is to be submitted to the Regional Authoring Officer, Pacific Islands Forum Secretariat.

5. Duration of the Short-term Consultancy

The consultancy period will initially be three to four months from the date of signing the short term consultancy contract.

6. Total cost of consultancy

The total cost of the consultancy inclusive of all costs shall not be more than EURO\$35,000.00. Applicants will be evaluated according to their technical proposal and fees which must be submitted separately from the technical component.