



GRANT-1007 SOL: Urban Water Supply and Sanitation Sector Project - 32 Head of Project Management Unit (51271-001)

Terms of Reference (Individual Consultant)

Expertise: Project management, project planning, monitoring, evaluation and reporting, financial management and resource oversight, governance

Expertise Group: Project Management/ Institutional Development

TOR Keywords: Project management, strategic leadership, governance, risk and compliance, financial management and resource oversight

Objective and Purpose of the Assignment

The Solomon Islands Water Authority (trading as Solomon Water – "SW"), was established under the Solomon Islands Water Act 1993, and commenced operations in May 1993.

The Act sets out the functions of SW with respect to the proper management and development of urban water supply and sewerage services in Solomon Islands. SW currently provides water supply services to over 65,000 people in 4 urban centers (Auki, Honiara, Noro, and Tulagi) of which approximately 58,000 live in the greater Honiara area.

In 2017, SW developed and commenced implementation of its 30 Year Strategic Plan and 5 Year Infrastructure Action Plan aimed at ensuring the ongoing sustainable development of SW's water and waste water services throughout Solomon Islands.

To improve access to safe water and sanitation services, SW's comprehensive strategic plan, and 5-Year Action Plan details the infrastructure development and works required to meet the growing demand for water and sanitation services throughout Solomon Islands.



Scope of Work

The Head of the Project Management Unit (PMU) provides strategic leadership and overall management of the Solomon Water Project Management Unit, ensuring the effective planning, delivery, governance, and reporting of the Urban Water Supply and Sanitation Sector Project (UWSSSP) and other capital investment programs.

Reporting to the Chief Executive Officer, the role oversees project implementation, financial and risk management, procurement, stakeholder and donor engagement, and compliance with Solomon Water and donor requirements while leading multidisciplinary teams and supporting the achievement of Solomon Water's strategic objectives.

Detailed Tasks and/or Expected Output

The tasks and expected outputs of the Head of PMU include but are not limited to:

1. Strategic Leadership and Program Management
 - a. Lead and manage the PMU, providing strategic direction for the successful delivery of UWSSSP and other capital investment projects.
 - b. Provide overall program management to ensure projects are delivered on time, within budget, and in accordance with approved objectives and donor requirements.
 - c. Serve as a member of Solomon Water's Executive Leadership Team, contributing to organizational strategy and decision-making.
 - d. Provide leadership, coaching, mentoring, and knowledge transfer to PMU staff to strengthen local project management capability and promote best practice.
 - e. Maintain strong relationships with donor organizations and key stakeholders, through the development and implementation of a stakeholder engagement and management plan.
2. Project Planning and Delivery
 - a. Develop, implement, and regularly update the Project Implement and regularly update the project implementation

Deliverables

1. PMU coordination, planning, monitoring, and reporting work
 - includes financial management, donor and internal coordination, planning, report preparation (including quarterly and annual progress reports, monthly PMU progress reports, Annual PMU Performance Report donor compliance reports, DMF / Results Framework / KPI Monitoring Reports, Project Financial and Disbursement Monitoring Report, Stakeholder and Donor Engagement Reports, Project Completion, Commissioning and Handover Reports, Procurement Plan and Procurement Progress Report) for project and donor compliance, consultant recruitment and contract management (including variations for consultant, works and goods contracts), preparation of PMU performance report, budget preparation and monitoring, preparation of Board Papers and Management Briefings, preparation of Project Risk Register and Mitigation Plan.
2. Project Implementation Plan (UWSSSP and other major capital projects)
3. Integrated Capital Projects Program and Schedule
 - key milestones, dependencies and delivery status
4. Consultant and Contractor Performance Assessments
5. Quality Assurance and Compliance Reviews (Project documentation and implementation)
6. PMU Staff Capacity Building and Knowledge Transfer Plan (Evidence of implementation)
7. Capital Investment/Future Funding Pipeline Others
 - Identifying potential donor and investment opportunities

Minimum Qualification Requirements

Essential

- Bachelor's degree in Engineering, Project Management, or a related discipline.
- Minimum of 10 years' experience managing major infrastructure projects, preferably within the water, energy, or transport sectors.
- Demonstrated experience leading multidisciplinary project teams and delivering complex capital works programs.
- Strong leadership, stakeholder engagement, communication, and people management skills.
- Sound knowledge of project governance, procurement, contract management, and donor-funded project implementation, including ADB procurement and reporting requirements.
- Possess initiative, strong leader skills, and good verbal communication skills in managing infrastructure contracts.

Desirable

- Experience working with Government Agencies and Public Sector organizations.
- Experience delivering Donor-funded infrastructure projects in Small Island Developing States (SIDS).
- Experience in the Pacific Islands

Minimum General Experience

- 10 Years
- Regional/Country Experience