

PACIFIC AVIATION INVESTMENT PROGRAM (PAIP)
Consulting Services
TERMS OF REFERENCE AND SCOPE OF SERVICES
TFSU TECHNICAL ADVISER – PAVEMENT SPECIALIST
(TAL/ICS/D10.5)



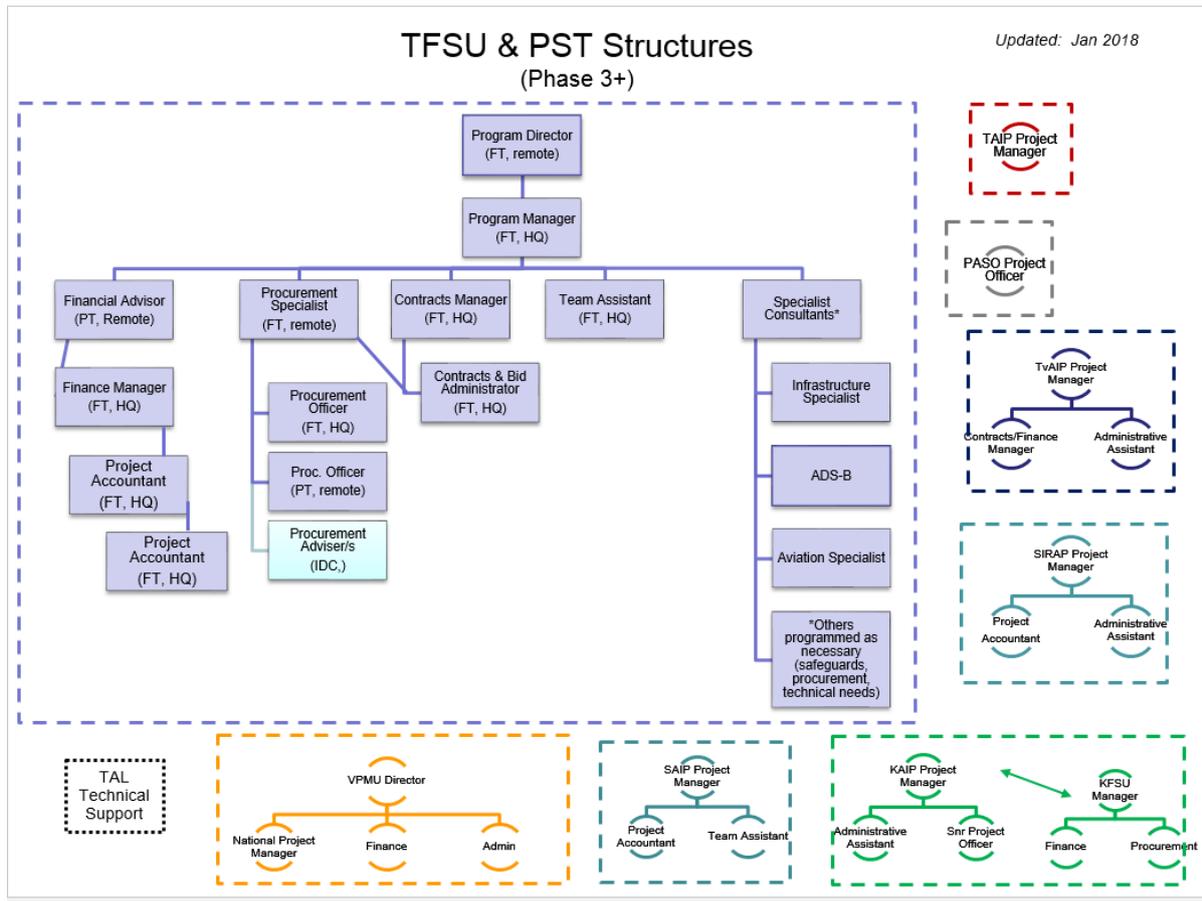
1. BACKGROUND

- 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, Tuvalu, Samoa, Tonga (Phase 1), Samoa (Phase 2), and Tuvalu; Vanuatu (Phase 3) is currently also under preparation, and other countries may join in future phases (for instance Solomon Islands is expected to join in 2018). 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:** During Phase 1 of the Program, this project will coordinate regional studies: (i) Options for Regional Aviation Supply; (ii) Long-Term Sustainability of Aviation Infrastructure; and (iii) Analysis of Flight Information Region (FIR).
- 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 Day to day implementation of PAIP is led by the '**Technical and Fiduciary Services Unit (TFSU)**', and supported by Tonga Airports Ltd. Each country have 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 team, supporting the Tonga Project Manager.

1.5 Figure 1 shows the Phase 3 implementation arrangements.

Figure 1: TFSU and PST Staffing (from Phase 3 onwards)



1.6 Investments in each country vary according to specific requirements and these are reflected in the table below. These may change according to specific requirements of project implementation:

Planned Phase 1 & 2 Major Infrastructure Investments by Airport – Updated March 2015

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							
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							

* Investments in Vanuatu are expected to involve the 3 main airports in Vanuatu (Bauerfield, Tanna and Pekoa); not all investments will be required in each location.

- 1.7 TFSU also provides project implementation support to the Pacific Aviation Safety Office (PASO) Reform Project. This is also governed by a Service Agreement for TFSU services. Technical support may also be required at times to support this Project as part of the broader TFSU implementation support.
- 1.8 The implementation mechanisms for PAIP include the following: (i) a Program Steering Committee (PSC) with representatives from each participating Government is responsible for high level project direction and coordination; (ii) each country has established a National Steering Committee (NSC) to provide project specific oversight and direction; (iii) day to day implementation of PAIP is led by the 'Technical and Fiduciary Services Unit (TFSU)', and supported by Tonga Airports Ltd (TAL); (iv) each country provides in-country project management through its own Project Support Team (PST) who work in close liaison with TFSU.
- 1.9 A Service Agreement between TAL and each participating PAIP country (and PASO) has been signed identifying the roles and responsibilities of the TFSU and each Implementing Agency (IA), through their PST.
- 1.10 A Program Operations Manual (POM) has been adopted by each country and will guide day to day implementation and covers all aspects such as program/project

management, procurement, financial management, contract management, and other aspects.

- 1.11 Successful program implementation requires robust, collaborative relationships to ensure smooth and timely implementation.
- 1.12 As part of the TFSU team and a pool of the Program's technical experts, a **Pavement Specialist** is required to provide technical support to the TFSU and to each participating country to support effective project implementation.
- 1.13 The consultant will be part of the TFSU team and responsible to the PAIP Program Manager. The consultants will also be required to work closely with each implementing agency and project teams (Kiribati: Ministry of Information, Communications, Transport and Tourism Development (MICTTD); Samoa: Samoa Airport Authority (SAA); Tonga Airports Limited (TAL); Tuvalu: Ministry of Communications and Transport (MCT), Vanuatu: Vanuatu Project Management Unit (VPMU, Ministry of Infrastructure and Public Utilities (MIPU) and Airports Vanuatu Limited (AVL)). The Consultant will also be expected to work closely with The World Bank and other key stakeholders.

2. OBJECTIVE

The main objective of this consultancy is to provide technical advice and support as part of the team of TFSU technical advisers on an as needed basis to support implementation of runway pavement rehabilitations under the Program.

This will involve a variety of tasks such as developing / reviewing technical specifications to support procurement processes, reviewing contractor progress/deliverables, and technical advisory on the progress of design and implementation of civil works (runway rehabilitations) both within the TFSU as well as to PAIP implementing agencies.

3. SCOPE OF SERVICES

The detailed scope of services to be provided may include, but not limited to:-

- i. Providing technical and operational advice to the TFSU project team and Implementing Agencies on matters relating to the design and implementation of the pavement rehabilitations (civil works) under the Program;
- ii. Supporting each IA/PST in the management of the pavement rehabilitation investments projects, through the provision of timely and appropriate advice for both management and technical issues. This will involve development of specifications/Terms of Reference, as well as review of various technical documents (e.g. reviewing Methods of Work Plans, etc.). This is expected to consider:
 - a) Practical understanding of the physical, operational and contextual environments in Pacific Island countries and the participating countries specifically;
 - b) Specialist and current knowledge of airport pavement design and technologies appropriate for Pacific / Small Island developing states;
 - c) Participation in Bid Evaluation Committees/Panels, as needed.
- iii. Supporting the monitoring of the technical performance of pavement design consultants / civil works contractors contracted under the Program to ensure high-quality and timely production of the contracted services;
- iv. Supporting each IA/PST/TFSU in evaluation of tenders against required technical specifications;
- v. Providing capacity-building and professional development opportunities to PSTs and IAs through collaborative approaches in this role.
- vi. Support to the TFSU team in all aspects of runway / pavement investment implementation as required;

- vii. Regular reports on work undertaken each month, as well as inputs to other TFSU or IA reports as required to support their respective project implementation;
- viii. Any other work as directed by the Program Manager to support the technical/civil works investments across the Program.

This assignment is essentially focused on the provision of short term intensive in-country support on a day to day basis to project teams and Implementing Agencies to address challenges that arise in progressing project implementation and provide remote assistance to continue agreed actions in consideration of both efficiency and capacity building.

In this sense, the Consultant will need to be prepared to mobilise in-country to participating states for several weeks at a time, and within relatively short notice periods (e.g. within 2 weeks or earlier). The Consultant will be part of the TFSU and will be expected to liaise closely with the broader TFSU team whilst in country.

As noted above, some home office inputs may be required to achieve optimum use of support and capacity building, but it is expected that most inputs will be undertaken in-country.

The Consultant's ability to build relationships effectively and collaboratively will be of critical importance, as will cultural sensitivities and a personal style which affirms and respects the project teams and IAs and the operational context.

4. EXPERTISE REQUIREMENTS

Essential

The Consultant shall have the following experience and qualifications:

- i. Tertiary qualifications in civil engineering, at an advanced professional or educational level;
- ii. Demonstrated experience of at least (10) years' professional work experience in civil engineering in runway and pavement construction and design;
- iii. Demonstrated ability to work independently, with initiative and at high quality levels, whilst working independently being a team player through clear concise communications is important;
- iv. Excellent verbal, written and presentation communication skills in English, networking and coordination skills, including high-level report-writing skills;
- v. Willingness to travel as required to support Program implementation;

Desirable

- i. Experience with donor funded projects;
- ii. Demonstrated work experience in small island developing states;
- iii. Experience and knowledge of local conditions and culture

5. INSTITUTIONAL ARRANGEMENTS

The **TFSU Technical Adviser – Pavement Specialist** shall be directly responsible to the PAIP Program Manager and will be expected to coordinate closely with the TFSU senior management team, particularly the TFSU Contracts Manager, and will be part of the broader TFSU team and a pool of technical experts which includes a current TFSU Technical Adviser – Pavement Specialist who is contracted in a similar manner to this assignment. The **TFSU Technical Adviser – Pavement Specialist** will be required to work pro-actively, collaboratively and supportively as a TFSU team member and with each Implementing Agency and their Project Support Team.

A high degree of initiative, timeliness, attention to detail, pro-active and diligence in delivering high quality and supportive outcomes will be essential to successfully delivering the role. In addition, the TFSU provides support to a multinational program and team; the Consultant will require skills in working within a multinational team environment.

6. LEVEL OF EFFORT, SCHEDULE & REPORTING REQUIREMENTS

It is anticipated that the consultant will commence as soon as possible o/a May/June 2018 over seven (7) months period, on a periodic input basis using a Task Order system.

Flexibility on the part of the Consultant will be required to support program implementation, particularly during periods of heavy workloads, or when traveling for program requirements where full-time inputs may be required for short periods of time.

Travel to program countries will be essential to undertake this assignment as most of the inputs are expected to be on the ground in PAIP countries to support and drive project implementation during challenging or peak implementation periods.

Work inputs and any travel will be agreed between the Consultant and the Program Manager through issuance of individual Task Order, i.e. an order for the performance of a particular task as required by the Program. An estimated level of overall input is approximately equivalent to 0.3FTE however work is expected to be 'lumpy' at times particularly relating to project travel. Estimated working days will be included in the final contract but this may vary and is not a guarantee of work inputs.

It is anticipated that support will be required across all PAIP countries with Tonga, Kiribati and Tuvalu in DLP supervision stages and requiring support to monitor this period and respond to identified remedial measures (this is particularly acute in Tuvalu and Kiribati), and with Samoa and Vanuatu expected to commence civil works in Q2/Q3 2018. It is also expected that the inputs will 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.**

A **Time Based Contract** will be signed in which both parties will agree on a unit daily fee rate fixed for the duration of the contract.

As TFSU is leading the PAIP program, an understanding of the team's vision and values follows:

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
