

TERMS OF REFERENCE

CONSULTING SERVICES – INDIVIDUAL SELECTION

Fulltime, Time Based

Project Overview

Project Overview	
Project Name	Building Capacity in Statistics and Audit Project
Activity Reference Number (STEP)	SB-NSO-412649-NC-RFQ
Agency Name	Solomon Islands National Statistics Office (NSO) and the Office of Auditor General (OAG)
Country	Solomon Islands
Position Title/ Activity Description	Out Board Motor (OBM) Small Boat Driver(s)
National	<input checked="" type="checkbox"/>

Project Background

Project Details	
Project Aim (PDO Statement)	The objective of the project is to improve the availability and quality of official statistics and audits in Solomon Islands
Project Length	January 19, 2024 to December 28, 2028
Project Location	The position(s) will be based in the allocated field enumerated areas across the 10 provinces of Solomon Islands.
Components	Component 1: Strengthening statistical capacity Component 2: Strengthening audit capacity Component 3: Project and portfolio management

Contract Details

Details	
Objective	The OBM Small Boat Driver is responsible for providing driving services in operating the small boats or canoes in transporting teams of enumerators and supplies into assigned enumerated areas and villages during the conduct of the Household Income and Expenditure Survey (HIES) 2024-25 in the Solomon Islands.
Duration	This will be a 12-month contract (1 months' probation period). The expected start date is September 2024 or earlier.
Reporting	The OBM Small Boat Driver will report to the Provincial Coordinator (through his/her immediate field Supervisor

	(who is also the Team Supervisor of Enumerators) in the HIES 2024-25 Project.
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Contract Scope

Component 1 of the CAPSA Project involves the strengthening of statistical capacity implemented by the NSO and includes under Component 1.1 the financing and conduct of the Household Income and Expenditure Survey (HIES) 2024-25 with improved methodologies. According to the HIES sampling strategy, a sample of slightly over four thousand households will be selected for enumeration spread across the ten provinces of Solomon Islands. There will be about two enumerators in a team led by a team supervisor and the number and size of teams involved will depend on the geography, population and costs involved of the each of the provinces where households will be selected and enumerated.

The HIES OBM Small Boat Driver will work under the direct supervision of his/her immediate field Supervisor (Team Supervisor of Enumerators) and will be expected to provide efficient and effective driving and transport services to assist in the overall implementation of the HIES 2024-25 Project activities. This person will also be expected to assist in providing other limited field logistics support including overall security of the OBM/boat during occasions that do not involve driving services.

Major Duties

- Performs efficient driving services of OBM Small Boats and canoes to transport HIES Project Enumerators and Supervisors, and NSO Staff, including transporting field supplies to and from various designated enumerated areas and other logistical areas.
- Ensure that the allocated HIES OBM and Small Boat are generally maintained, tidy, in good order and safe on a daily basis.
- Liaise with your immediate Supervisor/Provincial Coordinator to plan and consider timely and efficient routes in line with the field work-plan by studying various schedules or ad-hoc requests for field interventions.
- Prepare and ensure safety and proper parking of all OBM & Small Boats and canoes at all times.
- Ensure completing and updating the record of log books at all times in ensuring a proper record of movement and attendance.
- Report all OBM and Small Boat damages and related issues to your immediate Supervisor/Provincial Coordinator and assist, in any practical way necessary, to resolve the damages and related issues accordingly.
- Assist your immediate Supervisor and Enumerators during periods of non-driving services in proving basic and limited logistical support such as caring supplies, providing information about the local area (if known) etc.
- Assist in other basic duties related to the above as directed by your immediate Supervisor/Provincial Coordinator.

Specific Deliverables of contract

List the specific deliverables or milestones of this contract in the table below.

The OBM Small Boat Driver will be on probation for the one month of the assignment. The respective HIES Provincial Coordinator with the assistance of the CAPSA Project Manager will undertake a performance evaluation as per the deliverables listed below.

Key Deliverables	Timing
Transportation of HIES Supervisors/Enumerators and NSO Staff to and from designated enumerated areas and logistical areas	Weekly
OBM and Small Boat are generally maintained, tidy, in good order and safe	Ongoing
Record of log books of movement and attendance	Weekly
Providing support to the HIES Supervisor/Provincial Coordinator when required	Ongoing

Evaluation Requirements

This section details the basis upon which selection of the successful candidate will be based.

Mandatory Criteria – These criteria must be met in order to be considered for this contract. The candidate will possess high levels of personal and working integrity and ethics.

Mandatory Criteria	Description
Education	Minimum primary education or other equivalent qualifications
Physical Fitness	Must be physically fit and healthy
Age Requirement	Must be between the ages of 18-55 years
Religious Obligations	Must not be religiously or culturally obligated not to work in the weekends (both Saturday and Sunday)
Pregnancy	If the candidate is a female, than the candidate must not be currently pregnant at the time of interview

Desirable Criteria – These criteria are requirements or qualities that are not mandatory but would be considered beneficial if they are met and will be scored as outlined.

Other Criteria	
Experience relevant to the Project	<ul style="list-style-type: none"> Minimum 3-year experience in operating an OBM Small Boat, canoe, dingy or similar vessels Ability to maintain confidentiality and high ethical standard to build effective working relations with colleagues
Experience relevant to the Terms of Reference	<ul style="list-style-type: none"> Must have clean driving history Residency in current place of residence is the same as usual (or permanent) place of residence in the province of enumeration Must have a very sober habit and attitude during work Self-motivated with demonstrated ability to work with colleagues in a team environment Process good communication skills, especially good public speaking skills in English or Pidgin, or in local language

	<ul style="list-style-type: none"> • Good local knowledge of your area (boundaries/wards and villages) • Demonstrate ability to complete task and meeting deadlines.
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Resources Provided

Provide an outline of items/resources the client will provide to enable delivery of the contract outcomes.

INPUTS	
Equipment (IT/Comms etc)	A OBM and Small Boat/Canoe will be assigned to the Driver under the Supervision of a Team Supervisor (consisting of Enumerators)
Field Supplies and Materials	Basic field supplies such as raincoats, torch batteries, safety gear etc. Maps and field schedule will also be provided
Office Space	A central common area/space within the HIES Project Office/NSO in Honiara will be available for all Project Staff including enumerators to attend to administrative issues and logistics. There are no office space allocations in the provinces.

Selection Process

Applicants will be assessed on (their) Resume as submitted and any supporting documentation.

Applicants who do not pass **Mandatory criteria** requirement will not be evaluated further.

Applicants passing mandatory criteria requirements will be assigned points on presented **desirable criteria**.

The HIES Project/NSO and the Project Management Unit will then interview highest ranked individuals¹. Interviews will assess the strengths and weaknesses of candidates.

¹ This number of candidates to be interviewed will be determined on an as required basis.