

# REQUEST FOR EXPRESSIONS OF INTEREST(REOI)

## (CONSULTING SERVICES – INDIVIDUAL SELECTION)

### UNITED REPUBLIC OF TANZANIA ZANZIBAR ENERGY SECTOR TRANSFORMATION AND ACCESS PROJECT

CREDIT NUMBER: 68970-TZ  
CTF LOAN NUMBER: TF0B5747-TZ  
CTF GRANT NUMBER: TF0B5660-TZ

**Assignment Title: Assistant Project Manager**  
**Reference No: P169561**

The Revolutionary Government of Zanzibar through The United Republic of Tanzania, intends to implement the Zanzibar Energy Sector Transformation and Access Project (ZESTA) with financing from the World Bank. The Revolutionary Government of Zanzibar intends to apply part of the proceeds for consulting services of Assistant Project Manager.

#### **Objective**

The primary purpose of the **Assistant Project Manager** will be to support the Project Manager of the Zanzibar Electricity Corporation Implementation Unit (ZECO-IU) to ensure that all project activities under Component and relevant task are implemented in an effective and timely manner, in accordance with key project documents and agreements, and with due regard to relevant Government and World Bank policies, regulations and procedures. He will be required to provide project management and technical/engineering support to the project, and to support the Project Manager to oversee the activities of the ZECO-IU Staff.

Zanzibar Electricity Corporation seeks to engage the consultant services of an **Assistant Project Manager**, on a full-time basis, to oversee the planning and management of activities under the proposed project.

The consulting services include but not limited to

The Assistant Project Manager will support the Project Manager (PM) in all aspects of project management, including planning, design review, implementation, and monitoring, to ensure achievement of the project development objective. The specific scope of work will include, but not be limited to, the following:

- a) Lead the preparation and monitoring of implementation of the project annual Work Plans, with input from all the ZECO-IU Staff.

- b) Undertake review of technical design reports and support preparation of bidding documents, requests for proposals, terms of reference, social and environmental safeguard reports and project implementation plans to ensure the delivery of technically sound, complete, and timely submissions in accordance with World Bank requirements.
- c) Ensure preparation and implementation of relevant safeguards instruments, procurement processes and financial management processes as per World Bank guidelines and as stipulated in the Project Implementation Manual.
- d) Prepare comprehensive monthly, quarterly, and annual project progress reports highlighting implementation performance vis-à-vis agreed milestones and disbursement targets, key challenges and remedial actions, and submit the reports to the Project Manager, ZECO Management, the World Bank and other relevant stakeholders.
- e) Undertake periodic field visits to the project sites to verify implementation progress and address emerging issues. This will include inspecting the records of the Contractors' site activities to ensure compliance to Government and World Bank guidelines, including social and environmental safeguards requirements.
- f) Organize progress review meetings with both internal stakeholders (ZECO Management and IU Staff) and external stakeholders (Contractors, Consultants, and other service providers) involved in the implementation of various project activities.
- g) Support the Monitoring and Evaluation Officer to establish a robust project monitoring framework, including development of appropriate monitoring and evaluation tools and methods.
- h) Lead the preparation and regular update of the project risk management plan, including identifying, assessing, responding to, monitoring, and reporting risks affecting implementation of project activities.
- i) Liaise with ZECO Management to develop and implement a comprehensive capacity building plan for the efficient management and operation of the power system on the island.
- j) Organize capacity building and training of IU Staff on World Bank financial management procedures and disbursement guidelines, procurement procedures and processes and procurement data management, and social and environmental safeguards implementation and monitoring.
- k) Participate in World Bank implementation support missions, mid-term and full-term reviews and provide the necessary progress reports prior to the missions.
- l) Support the PM to oversee implementation of day-to-day project activities by the IU Staff to ensure timely delivery of high-quality outputs as per their ToRs. This will include supporting the PM to supervise and appraise IU staff.

- m) Participate in public information activities such as consumer awareness campaigns.
- n) Carry out any other duties to support successful project implementation, as may be assigned by the Project Manager.

The assignment shall be on full term basis for a period of three (3) years, subject to a probation period of six (6) months and satisfactory performance. The contract may be extended subject to satisfactory performance and depending on need. The manager will obtain his/her own insurance during the contract period.

The Zanzibar Electricity Corporation now invites eligible Consultants to indicate his interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The minimum shortlisting criteria are:

- a) Master's Degree in Engineering, Power Systems, Renewable Energy, Management or Business Administration with Bachelor's Degree in Electrical Engineering.
- b) Project Management Certification from a recognized institution such as PRINCE2, CSPM, PMP will be an added advantage.
- c) At least eight (8) years of relevant professional experience in project planning, management, and supervision of works related to design and construction of transmission infrastructure including substations, electricity distribution networks, renewable energy generation and/or utility operations and management.
- d) Experience with World Bank-funded projects or similar international financial institutions will be an added advantage.
- e) High level of interpersonal and management skills and ability to work with teams within and outside the organization at all levels.
- f) Computer knowledge and skills in document processing, spreadsheets, project scheduling and internet/email is a mandatory requirement.
- g) Excellent communication, analytical, report writing and presentation skills, and fluent in English.
- h) Proven integrity and confidentiality in handling public resources and in executing duties.
- i) The consultant should be eligible and have no conflict of interest as per Bank's Procurement Regulations

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" November 2020, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the individual Selection method set out in the Bank's Procurement Regulations.

The detailed Terms of Reference (TOR) for the assignment *can be found at the following website:*  
[www.zeco.co.tz/index.php/en/](http://www.zeco.co.tz/index.php/en/)

Further information can be obtained at the address below during office hours, 08:00 am to 5:00 pm (EAT). Expressions of interest must be delivered in a written form to the address below in person (hard copy along with an USB drive), or e-mail by 28<sup>th</sup> September 2021, by 02:00 pm

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