

ZANZIBAR ELECTRICITY CORPORATION (ZECO)

ZANZIBAR ENERGY SECTOR TRANSFORMATION AND ACCESS PROJECT (P169561)

Terms of Reference for Assistant Project Manager

1) Background

The United Republic of Tanzania, through the Ministry of Water, Energy and Minerals (MoWEM) of Zanzibar, is implementing the Zanzibar Energy Sector Transformation and Access Project (ZESTA) with financing from the World Bank. The objective of the proposed project is to expand access to reliable and efficient electricity services and to scale up renewable energy generation in Zanzibar. The project will be implemented over a period of six years and will comprise of three components:

Component 1: Renewable Energy and Storage Infrastructure Development

This component will support development of Zanzibar island's first grid-scale solar PV generation plant and battery storage infrastructure. The investment will improve security of supply in Unguja and help to meet the growing electricity demand in the near term, while paving the way for future scale-up of renewable energy.

Component 2: Grid Modernization and Access Scale-up

This will include construction of the first 132kV high voltage transmission backbone infrastructure to meet the growing power demand, evacuate power from the proposed solar PV power plant and improve power supply quality and reliability across Unguja. In addition, the proposed project will finance investments for distribution network strengthening and electricity access scale-up.

Component 3: Sector Institutional Strengthening and Project Implementation Support

This component will support project implementation, sector institutional strengthening, and design and implementation of key planning, strategy, and regulatory frameworks, including those on energy efficiency and gender.

The project will be implemented by Zanzibar Electricity Corporation (ZECO) and the Ministry of Water, Energy and Minerals (MoWEM) of Zanzibar. ZECO will implement Component 1, Component 2, and relevant parts of Component 3, while MoWEM will implement the bulk of Component 3. ZECO and MoWEM will each establish a dedicated Project Implementation Unit (PIU) headed by a Project Manager and a Project Coordinator respectively, and supported by staff with requisite technical, fiduciary, and social and environmental safeguards skills.

To ensure effective and efficient implementation of the proposed project, ZECO seeks to engage the services of an experienced **Assistant Project Manager** to support the planning, management, and implementation of project activities to ensure that the project development objective is achieved.

2) Objective

The primary purpose of the **Assistant Project Manager** will be to support the Project Manager of the ZECO Implementation Unit (ZECO-IU) to ensure that all project activities under Component 1, Component 2 and relevant parts of Component 3 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/She 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.

3) Scope of Work

The Assistant Project Manager will support the Project Manager (PM) in all aspects of project management, including planning, design review, implementation, and monitoring, and reporting to ensure achievement of the project development objective. The Assistant Project Manager's primary duties, amongst others, are to:

- a) Familiarize themselves with the ZESTA project activities, work plan, budgets, institutional and implementation arrangements, and relevant World Bank procedures and policies that apply to project implementation
- b) Support the project manager in managing day-to-day project activities and leading implementation supervision of the project annual Work Plans, with input from all the ZECO-IU Staff.
- c) 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 Procurement Regulation.
- d) 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.
- e) Ensure preparation of regular 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.
- f) Participate, as needed, in procurement of consultants and contractors undertaking project related activities, including drafting ToRs, evaluation of proposal, contract negotiations, etc.
- g) Manage consultants and contractors hired under the project including regular supervision, and monitoring meetings, receiving and reviewing regular updates and deliverables to ensure timely completion of project activities.

- h) 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.
- i) 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.
- j) Support the Monitoring and Evaluation Officer to establish a robust project monitoring framework, including development of appropriate monitoring and evaluation tools and methods.
- k) 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.
- l) Preparation of a project management plan and identification of activities on the critical path and their monitoring.
- m) 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.
- n) Participate in World Bank implementation support missions, mid-term and full-term reviews and provide the necessary progress reports prior to the missions.
- o) 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 the ZECO-IU staff.
- p) Participate in public information activities such as consumer awareness campaigns.
- q) Carry out any other duties to support successful project implementation, as may be assigned by the Project Manager.

4) Qualifications and Experience

- a) A Bachelor's Degree in Electrical Engineering or a related field from a recognized university
- b) Master's Degree or Postgraduate degree in Engineering, Power Systems, Renewable Energy, Management or Business Administration will be an added advantage.
- c) Project Management Certification from a recognized institution will be an added advantage.
- d) 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.
- e) Experience with World Bank-funded projects or similar international financial institutions will be an added advantage.

- f) The consultant should be eligible and have no conflict of interest as per Bank's Procurement Regulations
- g) High level of interpersonal and management skills and ability to work with teams within and outside the organization at all levels.
- h) Computer knowledge and skills in document processing, spreadsheets, project scheduling and internet/email is a mandatory requirement.
- i) Excellent communication, analytical, report writing and presentation skills, and fluent in English.
- j) Proven integrity and confidentiality in handling public resources and in executing duties.

5) Reporting

The Assistant Project Manager will report to the Project Manager of the ZECO-IU and will be required to work very closely with all the IU Staff.

6) Duration of Assignment

The assignment shall be on full-term basis for an initial 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 the budget and need and the consultant should obtain his/her insurance during the contract period.

7) Duty Station

The Assistant Project Manager will be based in Zanzibar City, Unguja, with frequent travel to the project sites during implementation.