



## Term of reference

### REQUEST FOR CVs OF PROJECT MANAGER

**Country: State of Palestine**

**Name of Project: Hebron Regional Wastewater Management Project- Phase I**

**Project ID No.: P117449**

**Duration of Contract: 1 year extendable**

#### **Project Background**

The Palestine Liberation Organization (PLO) for the benefit of the Palestine has received financing amount of only US\$4,500,000 equivalent from the World Bank toward the cost of the “Hebron Regional Wastewater Management Project-Phase I”, and it intends to apply part of the proceeds to payments for goods, Works, related services and consulting services to be procured under this project.

The objective of the project is to reduce the environmental pollution from wastewater produced in Hebron Municipality. It contributes to the broader PROJECT DEVELOPMENT OBJECTIVES (PDO) of the HWRMP, which is to improve wastewater management and reuse for the benefit of water users and the environment in the Hebron Governorate.

The Palestinian Water Authority is considering the appointment of a qualified Project Manager (PM) who will be responsible for the below contracts:

1. Design, Supply and Installation of Plant and Equipment for HRWWTP, currently under International bidding processing. This contract is financed by AFD and EU and the Treatment Plant will be of 15000 m3/day capacity based biological processing. The forecasted period is 2.5 years.
2. Consultancy contract for supervision of HRWWTP Contact mentioned in item 1 above. This contract is financed by the World Bank. A Consultant Firm will be contracted to supervise the above contract (DSI) for 2.5 years.
3. Technical Assistance to Hebron Municipality financed by AFD, currently under tendering processing. The forecasted period is 3 years.
4. Master Planning Study for Hebron Region.
5. Any other assignments related to the Program or as may be requested by the Client (PWA)

#### **Main responsibilities**

- The Project Manager (PM) will work in PWA/PMU will be assisted by the procurement and financial specialists already recruited and working in PMU. The PM reports to the Head of the PMU.
- The Project Manager is the primary responsible for the successful implementation of the project to achieve the PDO and the project results indicators.
- The PM is mainly responsible for the management of works and consultancy services for the above-mentioned contracts as detailed but not limited to:



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- Management of fiduciary aspects
  - Management of contracts.
  - Management of staff
  - Management of TA contract and activities in order not to overlap with training activities for the O&M.

The PM will be working in close coordination with Hebron municipality and with other municipalities and village councils in the Hebron Governorate and other water service providers (WSP). The TOR is available on the PWA website: [WWW.PWA.PS](http://WWW.PWA.PS) under advertisements.

### **a. Administrative and legal aspects**

- Monitor administrative and legal aspects as per financing agreements signed between donors and the Palestinian Government.
- Prepare, submit and follow up donor's clearances and no objections.
- Depending on the nature of the authorization needed, and depending on the responsibilities of the financing agreement, applicable MoU and contracts, assist PWA/the Hebron Municipality/the Contractor/the Consultant in requesting/following authorizations from different authorities including: VAT exemptions, registration procedures for international companies, equipment import procedures, Palestinian and Israeli building and works permits, environmental and antiquities authorities approvals, international staff work/stay permits, any other authorization needed for the implementation of the project.
- Follow-up land issues: land allocation procedures, town planning decisions, former owner's compensations, right of way issues on work sites, coordination with other partners when contemporary works create conflicts over access to site issues.

### **b. Procurement process**

- Review, elaborate and endorse tender/bidding documents for consultancy services at all steps of the bidding process including Expression of Interest, Request for proposal, evaluation, Negotiation and Contract Agreement.
- Review, elaborate and endorse tenders/bidding documents for equipment and works at all steps of the bidding process including Prequalification, Request for Proposal (including review of BoQs and technical specifications), bids evaluation and Contract Agreement.
- Participate in Preparing the Contract Documents, Contract Addendums, response to contractual claims and compensations.

### **c. Technical and financial monitoring**

Depending on the provisions of the financing agreements, specific project MOUs and different consultancy, works and equipment contracts, which define roles and responsibilities of the different parties, the PM will be in charge of the following:

- Follow up, monitoring and approval of consultancy assignments, time schedules, work plans and methodologies, deliverables and payment certificates for consultant.
- Follow up, monitoring and approval of time schedules, work plans and methodologies, deliverables inspections, payment certificates for contractors and suppliers.



- Review and approve designs, construction drawings and operation related wastewater treatment plants and sewerage system Conduct technical assessments of maintenance/renovation needs for water and sanitation infrastructure and equipment.
- Follow-up of operations and maintenance of sanitation and water supply facilities.
- Follow up the project field activities and ensure compliance with the quality and accountability standards.

#### **d. Monitoring of works**

For all Contracts mentioned in the portfolio description:

- The PM will be stationed at Hebron Water and Wastewater Department Office and will have an office at the HRWWTP Site.
- The PM will attend monthly progress meetings
- The PM will attend technical meeting on a bi-weekly basis or as deemed necessary by the parties involved.

#### **e. Reporting**

- Keep records of all project documents and prepare monthly overview tables as well as quarterly and annual progress reports in line with World Bank and AFD procedures and financing agreements requirements, including environmental and social management plans provisions.
- Liaise with other agencies/government bodies/donors to ensure coordination and works suitability.

#### **f. Others**

- If the workflow requirements from the portfolio of projects allows, the PM might be asked to work on tasks related to other PWA projects

### **Job Requirements**

#### **Demonstrated experience of successfully leading a team of national and international organizations.**

- A Bachelor degree in Engineering from an accredited university (Water and Sanitation Engineering, Civil, Construction, Mechanical; or Equivalent degree). Master Degree is preferable. The degree has to be endorsed by the MoHE. Also the candidate has to submit a valid registration at the Engineers Association. Specialization in wastewater treatment is an advantage.
- Demonstrated experience of minimum 8 years in the successful design, supervision and management of water and sanitation projects. Experience in management contracts with a value higher than US\$ 20 million and in management of contracts for wastewater treatment plants is an advantage.
- At least 5 years in construction management of water and sanitation infrastructure projects.
- Demonstrated experience of minimum 3 years of management of projects financed by an international donor organization.
- Demonstrated experience of successfully leading a team of national and international organizations.
- Oral and Written English and Arabic language proficiency.
- Good command of Office package including Excel and in maintaining and updating project paperwork and progress reports on a regular basis and as requested by the head of the PMU/PWA.
- Driving license is an advantage. Options will be studied to identify the most suitable option for mobility.



## Personal Skills and Qualifications

- Excellent communication, reporting and coordination skills.
- Excellent planning, follow up & monitoring and administration skills.
- Initiative, self-reliant and cooperative.
- Excellent time and organizational management skills.
- Excellent ability to work under pressure and carry out multiple tasks
- Ability to travel to work in the main PWA Office in Ramallah

## Time Frame and Type of Contract

The duration of the assignment is one year on a full-time basis, extendable to the duration of the contracts to be implemented under the project based on the available funding and satisfactory performance.

**In order to evaluate the most suitable candidate on the same evaluation basis, an individual consultant will be selected on the following criteria that should be demonstrated in the CV:**

- a) General qualifications (studies – diplomas)
- b) Adequacy for the Assignment
- c) Relevant experience

The application should include a Curriculum Vitae (CV) and a cover letter showing the suitability for the position (in English). The application should be submitted to the attention of Mr. Raed Sawaftah (Email:raed\_sf@yahoo.com) and copy to Eng. Sadi Ali (Email:Sali@pwa-gpmu.org) no later than

Date: December 21, 2016

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