**Project Implementation Unit Coordinator**

A. Background

The CREWS Project is a multi-phase initiative aimed at enhancing energy infrastructure across various islands within the Federated States of Micronesia (FSM). Phase 1 involves a coordinated co-financing approach with local and international stakeholders to implement solar photovoltaic systems, energy storage solutions, and other necessary infrastructure for improved electrification. Chuuk State, comprising several island groups, is prioritized for infrastructure upgrades due to significant gaps in electricity and water services.

B. Objectives

The Project Implementation Unit (PIU) Coordinator will play a crucial role in ensuring that the CREWS project is executed according to plan by coordinating daily activities, facilitating communication between key stakeholders, and addressing any logistical and coordination issues to aid seamless project implementation.

C. Scope of Work

The PIU Coordinator will undertake the following tasks:

1. Coordination and Communication

1. Serve as the primary point of contact for day-to-day communication between state utility, Executing Agency (EA)/Implementing Agency (IA), Project Implementation Consultants (PIC), contractors, and other stakeholders.
2. Maintain efficient and clear communication channels to ensure the project's objectives, timelines, and deliverables are communicated and understood by all parties involved.

2. Project Management and Reporting

1. Develop schedules for regular meetings, manage workflows, organize project documents, and ensure all project activities are in conformance with established requirements.
2. Prepare and submit periodic progress reports as mandated by the PMU, detailing the project status, issues encountered, and steps taken to resolve them.

3. Community and Stakeholder Engagement

* 1. Facilitate coordination with local island communities for outreach activities, fostering ongoing communication to support project objectives.
  2. Assist in logistics planning and execution for community engagement activities and public relations during project rollouts.

4. Permitting and Approvals

1. Support the securing of required permits and regulatory approvals necessary for project execution.
2. Oversee and coordinate any additional studies and surveys required for final project designs.

5. Financial Oversight

1. Develop and monitor project budgets, track expenses against budget allocations, and highlight variances with potential impacts.
2. Provide regular financial updates to the utility management and PMU Coordinator.

6. Supportive Duties

1. Participate in and contribute to project presentations, representing the project to stakeholders as needed.
2. Undertake any additional tasks as identified by utility management or PMU Coordinator that fall within the scope of the project coordination and management.

D. Qualifications and Experience

1. A degree in business administration, project management, or a related field.
2. At least 5 years of experience in project coordination at a state or national level, involving multi-stakeholder project environments.
3. Demonstrated experience in project management, community engagement, and coordination between multiple stakeholder groups.

E. Reporting and Deliverables

1. Monthly progress reports detailing the coordination efforts, project status, and any notable issues requiring resolution.
2. Regular updates on budget with detailed financial reconciliation reports.
3. Documentation of meetings, decisions, and plans for future actions.

F. Duration and Location

This is a 60-person-month assignment, primarily based in Chuuk State with responsibilities extending as needed to additional islands or states as the CREWS Project expands.

G. Application Submission

Interested candidates should submit their CV, cover letter, and references demonstrating relevant experience and qualifications addressed to Leola Primo, Program Manager, Energy & Water Division, Development of Resources and Development (DoRD), Palikir, FSM. Email: [crews@gov.fm](mailto:crews@gov.fm) and to the Asian Development Bank (ADB), Energy Sector Office, Jeffrey Almer at [jalmera@adb.org](mailto:jalmera@adb.org).

1. **Social Safeguards Expert (Involuntary Resettlement, Gender, and Community Development)**
   * + 1. Background

The CREWS Project is a vital initiative focused on developing and enhancing the energy infrastructure across the Federated States of Micronesia (FSM), with a particular emphasis on the diverse island groups within Chuuk State. This project, in partnership with international development agencies, necessitates comprehensive social safeguards to ensure equitable community participation and mitigate any adverse impacts on affected populations during its implementation.

B. Objectives

The Social Safeguards Expert will ensure that the project complies with international standards on social safeguards, focusing on involuntary resettlement, gender equity, and community development. The expert will operationalize these dimensions while respecting local customs and norms, facilitating beneficial project outcomes across the islands.

C. Scope of Work

The Social Safeguards Expert will perform the following tasks:

1. Documentation Review and Assessment

1. Review existing Asian Development Bank (ADB) documentation and related project reports to identify social, gender, land acquisition, and resettlement issues identified during preliminary project assessments (PPTA).
2. Conduct tailored site visits and stakeholder consultations to gather relevant updates and refine these assessments.

2. Resettlement Planning and Implementation

1. Categorize each subproject based on Involuntary Resettlement (IR) Screening criteria.
2. Prepare, update, or revise resettlement plans in alignment with the established resettlement framework.
3. Guide and assist in the resettlement plan implementation, preparing corrective action plans when necessary.

3. Gender Action Plan (GAP) Activities

1. Collaborate with the Implementing Agency (IA) to design and implement phase-specific Gender Action Plans.
2. Develop strategies to ensure substantial female participation in all project activities, supported by detailed implementation activities and training.

4. Monitoring and Evaluation

1. Review and evaluate the project's achievement of key indicators concerning gender equality, social inclusion, and poverty alleviation.
2. Create and maintain a comprehensive, gender-disaggregated database to track the participation of women, low-income, and disadvantaged groups across training and project activities.

5. Compliance and Rights Advocacy

1. Work through the Project Management Unit (PMU), Project Implementation Unit (PIU), and community channels to ensure compliance with labor laws and core labor standards by project contractors.
2. Advocate for gender target implementation throughout the project lifespan.

6. Training and Capacity Building

1. Design and execute training plans and modules, setting clear objectives for knowledge, skills, and attitudes for male and female trainees.
2. Assess training activities and ensure gender targets are met within project communities.

7. Community Engagement and Information Disclosure

1. Effectively disclose relevant project information, including entitlements and grievance redress mechanisms, to affected persons (APs) and stakeholders.
2. Conduct meaningful, gender-sensitive consultations with communities throughout the project cycle.

8. Grievance Redress

1. Assist in addressing and resolving grievances raised by persons affected by the project swiftly and equitably.

9. Project Document Support

* 1. Recommend inputs for integration of social safeguard considerations into other project implementation documents, such as bidding documents.

D. Qualifications and Experience

1. A degree in social science, sociology, anthropology, or a related field.
2. Substantial demonstrated experience working in social safeguard roles within the country, particularly in projects funded by the international development community.
3. Proven expertise in involuntary resettlement, gender-inclusiveness, and community development.

E. Deliverables and Reporting

1. Regular update reports on the progress of social safeguard measures.
2. Updated resettlement plans and Gender Action Plans.
3. Gender-disaggregated database and periodic evaluations of participation metrics.
4. Training modules, plans, and outcomes of capacity-building efforts.

F. Duration and Location

The position is for a period of 24 person-months, concentrating on Chuuk State with potential expansion to further states as the project's coverage broadens to include other island groups.

G. Application Process

Interested candidates should submit their CV, cover letter, and references demonstrating relevant experience and qualifications addressed to Leola Primo, Program Manager, Energy & Water Division, Development of Resources and Development (DoRD), Palikir, FSM. Email: [crews@gov.fm](mailto:crews@gov.fm) and to the Asian Development Bank (ADB), Energy Sector Office, Jeffrey Almer at [jalmera@adb.org](mailto:jalmera@adb.org)

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