**Terms of Reference for**

**Climate Resilient Energy & Water Sector (CREWS) Project**

1. **Project Management Unit Coordinator**

A. Background

The Climate Resilient Energy and water Sector (CREWS) Project is a sector initiative aimed at enhancing the electric power infrastructure in the FSM, focusing initially on the islands of Fefen, Etten, and Piis Paneu under Phase1. Phase 1 involves co-financing efforts alongside SPC (Pacific Community) and other partners to deliver solar photovoltaic systems, rooftop canopies, energy storage, low voltage grid extensions, and household connections. The Asian Development Bank (ADB) will specifically support grid development in Fefen, integrating mini-grids and offering productive energy solutions for essential services like water and food storage.

FSM presents a unique challenge with its diverse island geography, each with different degrees of electrification and water access. State-specific electrification strategies are thus necessary, with Chuuk state being a key focus area due to its complex island formations and limited utility services.

B. Objectives

The Project Management Unit (PMU) Coordinator will lead the coordination of PMU activities, ensure timely project execution, and act as a vital link between various stakeholders including the Project Implementation Consultants (PIC), local utilities, and financial partners including ADB.

C. Scope of Work

The PMU Coordinator will:

1. Project Coordination and Management

1. Oversee day-to-day PMU activities and maintain efficient communication between the PMU, Implementing Agency (IA-Department of Resources and Development [DoRD] through the PMU), Executing Agency (EA - Department of Finance and Administration [DoFA]), steering groups, and ADB.
2. Ensure timely preparation and submission of periodic reports and documentation required by stakeholders.

2. Technical Support in Design and Implementation

1. Collaborate with PICs, state utilities, and contractors to verify the technical designs and oversee the implementation phases against approved plans.
2. Provide support in finalizing bid documents, evaluating bidder responses, and securing necessary clearances from PMU, IA, and EA.

3. Construction Supervision

1. Work with PIC and stay involved during the construction activities to guarantee adherence to specified standards and goals.
2. Aid in the receipt and inspection of materials upon delivery to ensure compliance with order specifications and assess any shipping damage.
3. Assist contractors in processing of tax waiver from Department of Finance and Administration and Bureau of Customs.

4. Testing and Commissioning

1. Assist in planning and overseeing system commissioning, testing, and operational acceptance, liaising closely with contractors to resolve any emerging issues.

5. Documentation and Compliance

1. Organize and update “as-built” drawings, operation and maintenance manuals, and other key documentation as the project progresses in each of the outer islands.
2. Ensure safeguard documents are kept updated following ADB safeguard missions.
3. Compile all ADB Missions Review Reports for CREWS Project Manager and help draft responses to queries raised from ADB, IAs and SPC.

6. Training and Capacity Building

1. Conduct training sessions and establish capacity-building initiatives aimed at elevating local utility staff skills in managing, maintaining, and operating newly established or upgraded systems.

D. Qualifications and Experience

1. A graduate degree in electrical engineering or a related field.
2. At least 10 years of experience in the renewable energy sector, with specific expertise in grid management and diesel generation.
3. Proficiency in English is essential.

E. Reporting and Deliverables

1. Prepare an Inception Report detailing project understanding and approach within the first month.
2. Prepare Quarterly progress reports highlighting activities, challenges, and mitigations actions taken by the PMU.
3. Prepare a draft completion report summarizing achievements, lessons learned, and recommendations for future phases for ADB and DoRD’s review.

F. Duration and Location

This role is a 30-person-month engagement primarily based in Department of Resources and Development (DoRD) in Pohnpei, FSM, with expected travel to project sites particularly in Chuuk State initially and later in the outer islands of Pohnpei and Yap.

G. Application Submission

Interested candidates should submit their CV, cover lettr, and references demonstrating relevant experience and qualifications addressed to Acting Assistant Secretary Leola Primo, 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 Alm, er at [jalmera@adb.org](mailto:jalmera@adb.org).

Open until August 18, 2025