



TERMS OF REFERENCE

PROJECT MANAGER

1. Introduction

The Otjiwarongo Municipality wish to explore the feasibility of implementing this project as a Public Private Partnership (PPP) in accordance with Public Private Partnership (PPP) Guidance Manual, 2013; Public Private Partnership Act, 2017 (Act No.4 of 2017) (PPP Act); and Public Private Partnership Regulations, 2017. The Municipality of Otjiwarongo requires the Consultancy Services of a Transaction Advisor to assist, advise and facilitate on behalf of the Public Entity with the procurement, management, and implementation of this Project, in the most economically beneficial approach. The purpose of these Terms of Reference is to invite capable consultants who shall form part of the Project Implementation Team providing support to the Municipality and MOF PPP Unit with expert advice and opinion and support to review the outputs of the Transactional Advisor as well as those of the Environmental and Social Impact Assessment Consultant from Inception until signing of the Concession Agreement.

2. Scope of Work

The Municipality of Otjiwarongo requires the Consultancy Services of consultants/experts to form part of the Project Implementation Team in order to assist the Implementing Agency to review outputs of the Transactional Advisor as well as those of the Environmental and Social Impact Assessment Consultant. The Project Implementation Team shall also play a supervisory role throughout the Project Implementation process.

Preparatory work conducted to date by the municipality will be availed to the members of the Project Implementation Team to assist them on being on par with the level at which the project is currently on. The preparatory work to be provided is as follows:

- Otjiwarongo Sewer Master Plan, 2016.

- PPP Concept Note for development of Wastewater Treatment Works, 2019.
- The Otjiwarongo Structure Plan, 2015 (Volume 1).
- Environmental Management Plan for existing Otjiwarongo Dump Site, 2019; and
- Namibia BioMass Industrial Park Concept Note, 2019.
- Terms of Reference for Consultancy Services for Environmental and Social Impact Assessment and Their Associated Plans For The Development Of A Wastewater Treatment Plant & Waste To Energy Plant Through A Public Private Partnership For The Municipality Of Otjiwarongo.
- Transaction Advisory Services for the Development of a Wastewater Treatment Plant & Waste to Energy Plant through a Public Private Partnership (PPP) for Otjiwarongo municipality.

The Project Implementation Team is to be embedded with the Municipality team and MOF PPP Unit. Outputs stipulated in the consultant's respective Terms of Reference (ToR) are those that are to be reviewed alongside the rest of the Project Implementation Team.

3. Job Purpose

The Project Manager (PM), acting as Team leader, will provide leadership, management and technical support to the Municipality of Otjiwarongo (the Executing Agency) in the coordination and execution of project. The PM will coordinate and oversee all the activities of the Project Implementation Team (PIT) and ensure team cohesion for the smooth implementation of the assignment. The candidate will have experience in being part of transaction advisory/bid advisory services for infrastructure projects

Key responsibilities

- Perform the day-to-day management of the project implementation activities and coordinate, supervise, monitor the planning and implementation of all the activities under the project and ensure that they are executed in accordance with the Grant Agreements with AfDB and Project Appraisal Report.
- Participate in project launching and acquisition process for the Main Consulting Firm(s).
- Provide an oversight role on the management and implementation of all project-related activities and prepare work and procurement plans for the project period.
- Provide all monthly and quarterly progress reports, and other project related documentation to the MoF PPP Unit and Bank (MICTAF/AWF) on administrative, financial, accounting, contracting, implementation and monitoring issues, and ensure liaison with the Bank

- Ensure close collaboration with the project consultants' team, and coordinate and monitor Consultants' performance, and facilitate capacity-building activities.
- Liaise with MURD, PPP Unit, Municipalities, and other local stakeholders on project related activities, including meetings/workshops required by the project consultants.
- Assist in needs identification and development of options for project intervention.
- Ensure that senior staff of relevant public institutions are fully involved and informed of project progress.
- Organize investment promotion working with the PPP unit and the Transaction Advisor to present the project results for funding consideration.
- Lead the preparation of a detailed Project Implementation Manual (PIM) for all activities, including detailed information on the project framework and components, implementation master plan, implementation frameworks (including procurement, financial management, monitoring and evaluation, governance and accountability, risk management, communications/consulting), capacity building arrangements, activity phasing, and information management and reporting.
- Coordinate the development of annual work-plan for coordination activities linked to all PIT staff work plans and updated quarterly.
- Coordinate the process of procurement and financial management of the Project.
- Set global objectives for the PIT staff in line with the PAR and ensure they are reflected in their work plans.
- Attend all co-ordination meetings with the consultants to discuss progress, and to contribute to deriving suitable remedial action where necessary to address issues arising.
- Attend all steering committee meetings and act as secretary for the Project Steering Committee (PSC).
- Ensure that the procurement procedures are consistent with AfDB and Government of Namibia procedures and requirements and the necessary approvals are received from the Bank and GRN in accordance with the agreed procedures, etc.
- Ensure that proper financial records of the project activities are maintained, audited annually and are available for review by the Bank at any point in time during the implementation of the project.
- Ensure that an information and filing system is developed and maintained, comprising all correspondence between the PIT and external parties, Meeting Minutes, and financial records. The system

must be maintained and available for review by the Bank at any point in time during the implementation of the project.

- Anticipate possible problems that might be encountered during implementation and recommend appropriate solutions (in particular identify possible sources of delays, cost overruns, and propose measures to overcome them) to the OM
- Verify all Consultant's claims for payment.
- Review disbursement schedules as well as commitment of funds by component.
- Prepare the Completion Report at the end of activities for submission to the Government and the Bank.
- Any other duties assigned by the Chief Executive of the Municipality of Otjiwarongo through the Project Coordinator.

4. Qualifications

- Post Graduate Degree in Construction Management, Management/Economics, or any related field, and a minimum of 10 years with extensive experience and a strong track record in the management and coordination of large infrastructure projects / programs
- Demonstrable experience in the Experience with the Public Private Partnerships and Procurement and be well versed with PPP its associated Guidelines and Regulations
- He/ She should have advised for transaction advisory/bid advisory services for at least five (5) projects, including at least two (2) related to infrastructure such as in the water and sanitation sector.
- Must have been involved in at least three (3) PPP transactions and participation in similar role in at least one (1) multi-lateral funded projects in the last 5 years
- Experience in Planning, design and construction of water and sanitation infrastructure
- Working experience in SADC countries, working experience in Namibia is an advantage Excellent computer skills in Office tools; knowledge of Project Management and Planning software is a plus
- Excellent computer skills for Microsoft Office tools (Word, Excel, project and PowerPoint) and Internet use.
- Excellent writing, presentation, and interpersonal skills; and g. excellent analytical skills and ability to effectively communicate with key stakeholders

5. Implementation Arrangements

Otjiwarongo Municipality is the Executing Agency of the AWF and MICTAF grants and will be responsible for the Financial Management (FM) functions of

the project. The project will be managed within the existing structures of the Municipality. The Project Manager will report to the Strategic Executive in charge of Engineering through the Project Coordinator.

The PM will be part of a Project Implementation Team in charge of overall coordination will be based in OM and cover overall project activities. The PIT will comprise a Project Manager, Procurement Specialist, Project Accountant, Environmental and Social Expert and Independent Reviewer/PPP Expert as per AWF and MICTAF grant agreements.

The core functions of the PIT will be coordination and facilitation, fiduciary (procurement and financial management), environmental and social development including land acquisition related activities' supervision, monitoring and evaluation (M&E) and impact evaluation (IE), annual work programming and budgeting, and reporting. The PIT will provide technical support to the MOFSE and OM and will assist developing the required capacities for procurement, financial management, monitoring and evaluation, environmental and social safeguards implementation, and investment and activity implementation.

Technical Assistance to the program will be provided by (two experienced firms for Transaction Advisory Services and preparation of the environmental Social Impact Assessment, Resettlement Action Plan and Environmental Social Management Plans.

6. Reporting

The PM will be a full-time member of the Project Implementation Team (PIT) and will report to the Strategic Executive in charge of Engineering through the Project Coordinator.

7. Duration

This is a position requiring 24 months input spread over for a 30-month duration, subject to satisfactory performance and budget availability.

8. Duty Station

The position will be based in OM and will require frequent travel. The employee is expected to display a high degree of robustness and adaptability to their surroundings.

9. Deliverables

The PM is expected achieve the following key deliverables at the minimal (list not exhaustive):

Duration(days)/ month	Key Deliverable
Daily, Monthly	Lead the preparation of a detailed Project Implementation Manual (PIM) for all activities, including detailed information on the project framework and components, implementation master plan, implementation frameworks (including procurement, financial management, monitoring and evaluation, governance and accountability, risk management, communications/consulting), climate change, capacity building arrangements, activity phasing, and information management and reporting
End of 30 working days after commencement of contract	Approved annual work-plan, Procurement plan, Disbursement Projection and Budgets.
Monthly, quarterly	supervise, monitor the planning and implementation of all the activities under the project and report accordingly to the OM
September 2023	Lead the Commencement of Transaction advisory services
End of project	Lead the preparation of the Completion Report at the end of activities for submission to the Government for clearance and onward submission to African Development Bank.
Monthly, quarterly	Responsible for the whole PIT team performance
Monthly, quarterly	Engage with Project Coordinator – OM / on the running of the project.
Daily, Monthly	Effectively supervise the PIT on their deliverables.
As per work program	Transaction Approval: Request for Qualification
As per work program	Notice of Prequalification approved by MOF PPPU

As per work program	Transaction Approval: Request for Proposal (RFP)
As per work program	Approved draft PPP Agreement
As per work program	Transaction Approval: Selection of Preferred Bidder
As per work program	Transaction Approval: Concluding the PPP Agreement
As per work program	Financial Close