



The Government of the Kingdom of Tonga (GoT)

Ministry of Education and Training

Tonga Safe and Resilient Schools Project (TSRSP)-P174434

PROCUREMENT ACTIVITY: TO-MET-521686-CS-INDV & TO-MET-521687-CS-INDV

TERMS OF REFERENCE

Position: Asset Technical Officer (s) (**2 roles**)

Location: Ministry of Education and Training (MET), Tofoa, Tongatapu **Duration:** 24 months;
may be extended based upon needs and performance of the consultant.

Expected date of Start: May 2026

1. BACKGROUND

The Government of the Kingdom of Tonga (GoT), through the Ministry of Education and Training (MET) is currently implementing a Tonga Safe and Resilient Schools Project (TSRSP), financed by the World Bank. The total funding envelope is approximately US\$50.52 million. The project development objectives are:

- a) To enhance the safety and resilience of selected education facilities, and b) To improve the quality of data-driven education management, curricula and assessments in the selected educational programs.
- c) In case of an Eligible Crisis or Emergency, respond promptly and effectively to it.

The Project components are as follows:

- 1) Component 1: Improving Safety and Resilience of Education Facilities
- 2) Component 2: Improving Learning and Teaching Conditions in Early Childhood, Primary and Secondary Education
- 3) Component 3: Contingency Emergency Response Component
- 4) Component 4: Project Management

This role will provide support under Component 1 with specific emphasis on the asset management, asset maintenance and capacity building of the project. The consultant will provide an asset maintenance role for existing assets that are retrofitted under this project as well as other funding sources to MET and the associated school community. The consultant will provide a bridging role for newly constructed assets to ensure they are properly inspected and handed over to MET to a standard that minimize future maintenance needs. The consultant will provide dedicated technical support to ensure the effective maintenance performance, and lifecycle management of education infrastructure assets. The role will strengthen the MET capacity to manage both retrofitting and newly constructed assets to resilient, safe and sustainable standards.

2. Implementation Arrangements

The Implementing Agency (IA) for the Project is the Ministry of Education and Training (MET). A Project Management Unit (PMU) has been established within MET to effectively support the Ministry to manage and implement key project-related tasks including project planning, coordination, financial management, procurement and contract management, environmental and social risk management, and monitoring and reporting throughout the project implementation period. The Ministry of Finance (MOF) has established the Central Services Unit (CSU) that provide oversight and supporting roles to the IA and the PMU in the management of Fiduciary functions including Procurement, Financial Management, Environmental and Social Safeguard as well as other technical functions such as Engineering, Contract Management, Project Management and Monitoring & Evaluation.

The PMU is entrusted with the overall coordination functions for the TSRSP. The PMU is headed by a Project Manager and includes (among others) an Engineer(s), Accounting Officer, Safeguards Officer, Contracts Manager, Education Coordinator, Procurement Officer and Project Assistant.

The Consultant will be part of the TSRSP PMU and report directly to the TSRSP Project Manager. The Consultant will work in close liaison with the Project Engineers, Contract Manager, Building Inspector and with MET counter staff on school construction and maintenance programs.

3. Objectives of the Assignment

The objective of this assignment is for the consultant to provide technical support to the MET to deliver the project activities. The consultant will; (i) provide onsite and offsite technical support to the MET on matters relating to building construction and maintenance works, including compliance with approved drawings, specifications, and applicable standards; (ii) provide support to MET in the preparation, coordination and implementation of school maintenance program including the implementation of the school maintenance manual documentation and asset condition inspection as well as monitoring.

4. Scope of Services

The Consultant is to provide the following services (but not limited to):

Asset maintenance support:

- i. Asset maintenance and condition monitoring through regular inspections and condition assessments of school buildings and associated infrastructure retrofitted. Identify defects, structural issues and early signs of deterioration and prepare technical reports with prioritised recommendations.
- ii. Inspect, coordinate, monitor and provide technical input during maintenance activities carried out by skilled workers, contractors, or those engaged to carry out work under MET.
- iii. Assist school users and relevant stakeholders in understanding recommended maintenance procedures and practices including the use of standard approved school facility designs. This includes the maintenance and update to standard or specific drawings using AutoCAD or equivalent software as required for asset facilities.
- iv. Develop annual maintenance programs for selected schools including corrective and routine maintenance needs as well as coordinate of local contractors on school maintenance teams to ensure timely action when funds are available and approved.
- v. Support other roles including the implementation of school maintenance manual and

maintaining records related to building condition and maintenance activities.

Asset construction support

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- vi. Support the monitoring and supervision of construction and retrofit works to ensure compliance with approved drawings, technical specifications, and applicable standards. Prepare, revise, and update architectural, structural, and related technical drawings using AutoCAD or equivalent software.
- vii. Support the development, improvement, and standardization of technical drawing templates and documentation systems including prepare, updating and maintaining technical drawings to meet minimum level of service requirements. Prepare drawings and technical layouts to support new works, rehabilitation, maintenance, and asset documentation activities. Prepare and update as-built drawings reflecting verified site conditions. Maintain and manage drawing registers, revisions, and digital archives of project drawings.
- viii. Provide drafting and graphical support for technical reports and project documentation. ix. Assist in the preparation, review, and updating of technical construction documentation related to inspection and drafting functions.
- x. Provide technical support to PMU in matters relating to building construction, quality assurance, and documentation control.

Perform any other technical duties reasonably related to construction supervision, building inspection, and drafting functions, consistent with the objectives of this assignment and as directed by the Project Manager.

The Consultant will require frequent travel to outer islands for extended periods of time during the construction works.

5. REPORTING OBLIGATION AND KEY PERFORMANCE INDICATORS

The consultant will undertake the following reporting and will be assessed against the key indicators;

Expected Deliverables	Timeline
1. Completed new officer induction/orientation training	Six months of probation
2. Monthly Work Plan – in advance to be submitted to the Project Manager outlining key requirements and details needing attention and action from PMU or MET.	Monthly
3. Progress Reports – addressing status of activities including reflections and recommendations for improving the construction work.	Monthly
4. Design Review (Constructability) Report – review of design and input to the constructability requirements of designs.	As required
5. Quality Assurance Reports – update of materials approval and testing of materials in accordance with specification.	As required

6. Technical Drawing and Documentation Outputs – preparation, revision, and updating of architectural, structural, and related technical drawings, including as-built drawings, construction details, and maintenance drawings prepared under this assignment.	As required
7. Final Handover and Completion Documentation Report (including verified as-built drawings) – Submission of consolidated inspection findings, confirmation of completion	As required

Expected Deliverables	Timeline
status, and final approved as-built drawings in alignment with specification requirements.	

6. DURATION OF ASSIGNMENT

The consultant will initially be recruited for **two (2) years**, with a possible extension subject to performance appraisal. It is anticipated that the consultant will commence by May 2026 on a full time basis. A Time-Based Contract will be signed in which both parties will agree on a monthly rate.

The position would be subject to a probationary period of **six months**, with an annual performance review by the Project Manager to determine whether the contract would be renewed.

The position is based at MET Office, Tofoa, Tongatapu but may require visit to other related government office/ministries.

7. PERFORMANCE OF THE CONSULTANT

During the term of engagement, the consultant shall work during office hours (8.30 am to 4.30 pm Monday to Friday) and shall diligently and effectively perform required duties to highest acceptable standard. Extra hours may need to work during site visits and any urgent situations.

MET reserves the right to evaluate the consultant performance and to maintain a record of the performance evaluation to refer to if the consultant is considered for re-engagement.

The consultant will be required to keep detailed time sheets showing inputs and deliverables resulting from each input. In evaluating the consultant’s invoices for payment, the PM will pay particular attention to whether time claimed for each input matches the level and quality of deliverable.

8. INSTITUTIONAL AND ORGANISATIONAL ARRANGEMENT

The consultant will be hired by the MET and will be posted to the MET, where office space and facilities including office furniture, access to ICT equipment, stationaries, internet, communications and related utilities will be provided. The consultant is required to follow MET’s working hours, but depending on the business needs of MET may be requested to work extended hours. MET will provide to the consultant the World Bank Mission Reports, Project Procurement Strategy for Development (PPSD) document, World Bank Guidelines and all the existing reports

and materials related to the TSRSP.

The consultant will report to the MET Director for Project Management and Coordination Division via the Project Manager.

The remuneration for the selected individual consultant will be negotiated and guided by the Remuneration Parameters approved by the MOF and the World Bank for local consultants working with Donor Funded Projects in Tonga.

This is a full-time assignment, so that the consultant agrees not to undertake any other employment, consulting, or business activities that may conflict with its obligations to the Client or that may adversely affect their ability to perform the services.

The consultant is fully responsible for the cost of local transportation (to/from the office). If required to travel to outer islands or other countries, this would be funded by the project.

9. SELECTION AND SCORING CRITERIA

Candidates will be assessed against the requirements mentioned below:

Qualification/Education (20 points)	i. Qualification in Architectural Technology, Engineering or related fields. a. Diploma level (10 points) b. Bachelor level (15 points) ii. Membership of a professional bodies (5 points)
Experience Requirements (40 points)	iii. Relevant experience in the field of Maintenance and Construction in infrastructure projects a. 1 to 3 years experience (10 points) b. 3 to 5 years experience (20 points) iv. Demonstrated experience in developing countries and similar assignments in the region, particularly working in Tonga. (10 points) v. Demonstrated ability to train and build capacity of others in the team (10 points)

<p>Experience Desirable Requirements <i>(30 points)</i></p>	<p>vi. Knowledge and understanding of the Design, Construction and Management of Building Infrastructure. Must have general knowledge of Tonga Building Code, Tonga legislation associated with infrastructure construction. <i>(10 points)</i></p> <p>vii. Software & Computer skills: Skill in any recognized Plan, Estimate and Design software in addition of ability to effectively use email and Microsoft Office applications (Word, Excel, PowerPoint, Outlook). The Consultant must have the knowledge of using at least auto-CAD software or other similar design software of equivalent. <i>(10 points)</i></p> <p>viii. Fluency in English and demonstrated ability to be able to write and present succinct reports which clearly articulate identified issues. <i>(5 points)</i></p> <p>ix. Health and Safety: Knowledge in occupational health and safety in design as well as in construction sites including stop works notices if required <i>(5 points)</i></p>
<p>Other Knowledge and Skills <i>(10 points)</i></p>	<p>x. Completion of the World Bank or any professional training modules related to FM, CM & Procurement. <i>(5 points)</i> xi. Any other relevant areas of expertise. <i>(5 points)</i></p>

10. SELECTION METHOD

This position is for a National Consultant and applicants must have the legal right to work in Tonga at the time of application.

Public servants wishing to apply must follow Government of Tonga (GoT) Civil Service policies and guidance.

The consultant will be selected through the “Individual Consultant Selection method” in accordance with the latest World Bank Procurement Regulations for IPF Borrowers.

Advance Contracting of the Procurement Regulations (Clause 5.1) will be applicable to this contract.