**TERMS OF REFERENCE**

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| **Position Title**: | **Project Implementation Support Staff- Catering**  |
| **Accountable to**: | Project Manager |
| **Type of Appointment** | Employment Contract |
| **Reference No** | **GFRS/ICT/ 2018-19/C25** |
| **Duration** | 1 year |
| **Duty Station** | Mogadishu  |

1. **Context:**

The ICT Sector Unit of the World Bank Group is working with the Ministry of Posts and Telecommunications (MPTT) and the Ministry of Finance of the Federal Government of Somalia to provide a program of ICT Sector Support, 2014-2018. The Federal Government of Somalia is the Recipient of the ICT Sector Support in Somalia program endorsed by the Somalia Development and Reconstruction Facility (SDRF) and funded under the Somalia Multi-Partner Fund (MPF) administered by the World Bank.

Under the second phase of the program, the Federal Government of Somalia in conjunction with the Ministry of Finance and The Ministry of Posts and Telecommunication is seeking to employ an individual consultant for the post of **Caterer** for the Project Implementation Unit (PIU). The employee will be under the supervision of the Project Manager.

**Background**

The project development objective is ***“to contribute towards the process of developing a regulatory framework for the telecommunications sector and building an ICT infrastructure in Somalia”.*** The second phase of the project has three components:

1. Enabling Environment, focusing on supporting the regulatory and governance framework for the sector, following the anticipated passage of the new Communications Law. This will provide for ongoing support to the Ministry and new regulator and will facilitate a new activity on support for the implementation of an effective mobile-money framework.
2. Efficiency and equity in access to connectivity, which will support:
3. The establishment of a framework for SIM card registration;
4. The establishment of communications rooms in key ministries across different economic zones, including Puntland;
5. Supporting the Somali Research and Education Network (SomaliREN), including through provision of advance purchase of internet bandwidth and capacity-building
6. Support and Capacity-Building for the Project Implementation Unit within the MPTT, and a Project Coordination Unit for local implementation in Puntland.
7. **Overall Objective:**

The Employee serves as the catering of ICT Sector Support Somalia with the responsibility for catering.

The employee shall report to the Project Manager.

1. **Tasks:**

The employee will carry out the following tasks:

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| * Responsible for the daily preparation and delivery of office refreshments (tea, coffee, water, etc)
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| * Cleans the office premises, rooms, furniture, carpet and windows
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| * Ensures the availability of supplies in all lavatories
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| * Runs errands, e.g. buys lunch for office staff if and as required
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| * Assists in and/or carries out other activities and tasks, as assigned
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| * Undertakes orientation to rules, policies and standards (with relevance to the job responsibility), if required.
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| * Carry out any other periodic duties that may be assigned by the Project
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| * Any other duties assigned by the supervisor
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1. **Duration of the Assignment:**

The offer is 1 year contract, subject to review after the first year, with possibility of extension dependent on performance and funds. The duty station is Mogadishu, Somalia, but some travel to the different economic zones of Somalia will be expected.

1. **Reporting:**

The Caterer will report to the Project Manager. He/ She will work closely with PIU Consultants.

1. **Qualifications, Experience and knowledge:**
* Good knowledge catering and cleaning.
* Two years of experience as catering and cleaning.