

## Terms of Reference (ToR)

### 1. Introduction

This Terms of Reference (ToR) outlines the roles, responsibilities, and expectations for the Site Supervisor assigned to the solar project. The Site Supervisor will play a critical role in ensuring the successful execution of the project.

### 2. Objectives

- To ensure the solar project is completed on time, within budget, and to the required quality standards.
- To maintain a safe working environment for all personnel involved in the project.

### 3. Scope of Work

The Site Supervisor will be responsible for the following tasks:

#### - Project Oversight:

- Supervise daily operations on the construction site.
- Ensure adherence to project timelines and milestones.

#### - Team Management:

- Coordinate and supervise site personnel, including subcontractors and laborers.
- Conduct regular team meetings to discuss progress and address any issues.

#### - Safety Management:

- Implement and enforce safety protocols and regulations.
- Conduct safety briefings and training sessions for all site personnel.

#### - Quality Assurance:

- Monitor the quality of work performed and ensure compliance with project specifications.
- Conduct regular inspections and audits of the work being done.

#### - Reporting:

- Prepare and submit daily, weekly, and monthly progress reports to project management.
- Document any issues or delays and propose solutions.

#### - Communication:

- Serve as the primary point of contact between the project management team and site personnel.
- Facilitate communication with stakeholders, including local authorities and community members.

### 4. Qualifications

- VTI I, II or III
- Experience: Minimum of 1 years of experience in site supervision, preferably in solar or renewable energy projects.

## - Skills:

- Strong leadership and interpersonal skills.
- Excellent problem-solving abilities.
- Proficient in project management software and tools.

## 5. Deliverables

- Regular progress reports detailing work completed, challenges faced, and proposed solutions.
- Documentation of safety incidents and resolutions.
- Final project completion report summarizing the overall performance and outcomes of the project.

## 7. Compensation

- Compensation will be based on qualifications and experience, to be discussed during the hiring process.

