



Terms of Reference

Handyman/Gardner, Te Tau Papa o Avarua Phase 1 Project (TTPA^{P1})

About this document

This document specifies the terms of reference for the services of a Handyman/Gardner to the Cook Islands Investment Corporation (CIIC) for the Te Tau Papa o Avarua Phase 1 Project (TTPA^{P1}).

Background and purpose

The Te Tau Papa o Avarua Phase 1 Project Outputs include:

1. *Beautification of Avarua Town and Panama Reserve*
2. *Improved walk and cycle ways between Avarua Harbour and the Airport*
3. *Improved public toilets and recreational facilities in central Avarua and Panama*
4. *Restructured and future-proofed Punanga Nui Market*

CIIC is seeking a motivated Handyman/Gardner with a keen interest in horticulture. The successful applicant will have good attention to detail, is a good listener and is eager to learn and be a team player.

Scope of Services

The scope of works will generally include but not be limited to one or a combination of, the following:

- Nursery work and mass plant production
- Garden setout, preparations and planting.
- Tree trimming, replanting and removals
- Garden and grounds maintenance

The Contractor will provide landscaping, gardening and maintenance support services to the project under the TTPA^{P1} Chief Gardner.

Minimum qualifications/experience required

- Minimum 2 years gardening and handyman experience
- Desirable: Good knowledge of local Cook Islands plant species.

Outputs

- Gardening and maintenance activities are carried out competently and in a timely manner

Timeframes

The following timeframe is proposed for these services:

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| Indicative Contract Term* | From April 2023 / 12 months |
| Standard work hours per week* | 8am to 4pm Monday to Friday |
| Note: *Contract Term and Standard work hours per week are Negotiable | |

Performance Standards

The Handyman/Gardener will be expected to maintain professional standards in its conduct with objectivity and integrity. All external consultations whether one-on-one or in group settings shall be conducted in a meaningful and engaging manner.



The Handyman/Gardener will draw on existing policies, research analysis and reports as appropriate to the assignment, including but not limited to the Cook Islands Building Code, relevant laws, regulations, standards and policies.

All sensitive information made available to the Handyman/Gardener in relation to the project shall be held in-confidence.

Delays in Delivery of Services and Outputs

If delays are anticipated the CIIC must be informed at the earliest opportunity