



REPUBLIC OF VANUATU
NATIONAL ADVISORY COMMITTEE
ON CLIMATE CHANGE
C/- VANUATU METEOROLOGY AND GEO-HAZARDS
DEPARTMENT
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Increasing Resilience to Climate Change and Natural Hazards Project – Vanuatu

TERMS OF REFERENCE
Project Management Advisor

Position:	Project Management Advisor
Location:	Vanuatu Meteorology and Geo-hazard Department (VMGD)
Duration:	3 year contract
Remuneration:	Commensurate with skills and experience
Expected date of Start:	January 2013

Background

The Republic of Vanuatu is being provided with grants from the Global Environment Facility, the European Union and the GFDRR to implement a project with the objective of increasing the resilience of communities in Vanuatu to the impacts of climate variability and change and national hazards on food and water security as well as livelihoods.

The Project comprises the following components:

Component 1: Institutional Strengthening for Climate Change Adaptation and Disaster Risk Management

Supporting the Recipient to operationalize Project management functions. Activities may include: (i) strengthening of the NAB-Secretariat/Project Management Unit (PMU); (ii) strengthening of the National Disaster Management Office; and (iii) strengthening of the Early Warning Systems in Vanuatu.

Component 2: Increasing Community Resilience

Increasing the ability of stakeholders at national, regional and community levels to work together to enhance disaster and climate resilience in rural communities. Activities may address: (i) development of strengthening of methods, processes and protocols for adaptation and disaster risk management; and (ii) carrying out of integrated community and ecosystem-based adaptation and disaster risk management in coastal areas and on active volcanic islands.

Component 3: Promotion of Improved Technologies for Food Crop Production and Resilience to Climate Change

Developing approaches for helping farmers have access to, and improved knowledge of, strategies and technologies for adapting to climate change, and responding to food security requirements and market demands. Activities may address: (i) production and distribution of improved plant genetic material; and (ii) distribution of improved agricultural technologies to support on-farm production and resilience to climate change.

Component 4: Rural Water Security: Increased Access to Secure Water Supply

Supporting the increase of access to secure water supply in rural areas of Vanuatu. Activities may include: (i) completing the national inventory of rural water systems, updating Rural Water Supply standards and guidelines for rural water supply provision, and improving outreach to partners working in the sector; and (ii) installing rainwater catchment and storage systems to supply safe water to people in rural communities.

Base and Line of Reporting

The project would be managed by a PMU located in the VMGD. Although responsibility for some individual components and sub-components would rest with other sector agencies, the PMU would be responsible for overall planning, budgeting, supervision, and maintenance of the project account. The Director of the VMGD is the Project Director principally responsible for relationships between the Government of Vanuatu and the World Bank.

The PMU Manager, responsible for day-to-day project management, would be a suitably qualified national with responsibility for broader project management under the National Advisory Board for Climate Change and Disaster Risk Management (NAB). The Project Management Advisor will be an international advisor contracted to assist and mentor the PMU Manager and build capacity of the PMU and sectoral implementing agencies for further responsibilities.

Key tasks and responsibilities

- Under the supervision of the Director of VMGD, the consultant would assist the PMU Manager in strengthening the core function and service provision of the Project Management Unit and in coordinating the implementation of the project.
- Provide oversight and guidance to PMU staff, staff of government implementing agencies and staff located in the provinces on all matters pertaining to the smooth operation of the Project in accordance with procedures and obligations specified in the GEF Grant Agreement and implementation arrangements detailed in the Project Operational Manual
- Provide technical oversight and support particularly in VMGD-implemented project components and liaise with other government sector agencies in the implementation of their project activities.
- Identify opportunities for coordination and collaboration between this project and other CC & DRR projects being implemented in Vanuatu, including those implemented by government, NGOs, and regional agencies.
- Support the mainstreaming of community resilience lessons learned from this project into national and sectoral policy and planning documents.
- Support preparation of the Annual Work Plan and Budget (AWPB) in relation to the Project design and available financing, and oversee the implementation of the activities as per the approved AWPB.

- Assist the PMU Manager in staff recruitment particularly in the hiring of consultants for the project and in the supervision of staff assigned to the PMU.
- Liaise with the procurement specialist in preparing procurement plans and in ensuring that the World Bank Procurement Guidelines are followed.
- Liaise with the M&E consultant in establishing a project M&E system that suits both national and development partner requirements, and be responsible for the preparation of regular monitoring reports as described in the Project Operations Manual.
- Liaise with project staff to develop an effective Public Relations (PR) and awareness building initiative on programme outputs, including web-based and social-media communication.
- Participate, if required, in national, regional and international fora to disseminate programme results, and seek additional collaborative opportunities.
- Provide regular training and capacity building to staff of the PMU, VMGD and sector implementing agencies.

Reporting

The consultant would prepare an inception report due one month after mobilization. This should summarize activities since startup of the assignment and present the detailed work plan. It should also present the findings of the first task identified above. An interim report would be prepared at the end of each year with a final report at the end of the third year.

Duration

- 3 years

Required qualifications

- A post-graduate degree in a development related discipline such as agriculture, environment, natural resources management, climate science, development studies etc.;
- Minimum of 5 years experience in a senior position in project management in developing countries;
- Technical experience in an area of focus for the project;
- Experience in office procedures, particularly record keeping;
- Experience with management of donor financed programs, including general knowledge of procurement, financial management and disbursement procedures;
- Experience in the Pacific Region;
- Fluency in Bislama and experiential knowledge of development issues in Vanuatu would be an advantage;
- Willingness to travel frequently to the Provinces.

Interested applicants should send their application letter along with their resume and name and current contact details of three referees by 4pm, Monday 19 November to the following address:

Kathy Kanas
Vanuatu Meteorological and Geo-hazard Department
PMB 9054, Port Vila, Vanuatu
Or email: kkanas@meteo.gov.vu