



TERMS OF REFERENCE

Name of the project	GEF/LFCD/MOF/UNEP project “Ecosystem based adaptation for improved livelihoods in Tuvalu”
Job Title:	National Procurement, Administration and Finance Officer (full-time)
Duty station	Funafuti, Tuvalu
Duration:	Four years
Annual Salary	USD\$10,400 (Approx. AUD\$17,700)

I. Background

Climate change has had a detrimental impact on Tuvalu's subsistence farmers over the past 30 years. The agricultural sector has been severely affected by increasing temperatures, sea-level rise, persistent droughts, and more intense tropical cyclones. These extreme weather conditions have further amplified storm surges, wave energy, and surface runoff during the wet season. High temperatures will also reduce agricultural productivity and damage crops, leading to food shortages and economic losses for island residents. Moreover, an increase in the number of dry days will exacerbate freshwater scarcity, already a considerable challenge in Tuvalu. Water shortages will impact local communities' livelihoods, particularly those related to agriculture, while dry conditions will increase the risk of wildfires, damaging crucial infrastructure, ecosystems and crops. In addition, the climate threats are exacerbated by baseline drivers of degradation related to unsustainable agriculture and poor land use planning. Rising temperatures leading to droughts exacerbate saltwater intrusion into groundwater resources, contaminating the water supply. Contaminated water increases the likelihood of waterborne diseases, adversely affecting human health. To address these challenges, the Government of Tuvalu has successfully obtained a grant of USD 4.4 Million from the Least Developed Country's Fund of Global Environment Facility (GEF) for a five-year project. The project entitled “Ecosystem based adaptation for improved livelihoods in Tuvalu” will be implemented by a Project Management Unit (PMU) led by a National Project Manager.

II. Functions / Key Results Expected

The Procurement, Administration and Finance Officer will be nationally recruited and report to the PM. The Procurement, Administration and Finance Officer will be familiar with UNEP and national procurement procedures and requirements and will be responsible for the procurement of staff and materials throughout project implementation and will produce the necessary financial reports for the Government and UNEP.

Duties and responsibilities as Procurement Officer:

- Assist in the timely issuance of contracts and assurance of other eligible entitlements of the project personnel and experts by preparing annual recruitment plans;
- Ensure compliance of procurement activities with UN/UNEP rules, regulations, policies and strategies; implementation of the effective internal control;
- Prepare procurement plans and implement their monitoring;
- Organise procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNEP rules and regulations;
- Preparation of Purchase Orders (PO) and contracts;
- Implement the internal control system which ensures that purchase orders are duly prepared and dispatched;
- Ensure timely corrective actions on POs with budget check errors and other problems.
- Present reports on procurement;
- Ensure implementation of sourcing strategy; and
- Ensure organisation of logistical services focusing on achievement of: i) organisation of travel including purchase of tickets, DSA calculation, PO preparation; and iii) conference facilities arrangements.

Duties and responsibilities as Administration and Finance Officer:

- Ensure the production of accurate and timely financial information for the project, including reviewing financial transactions, journal entries, account reconciliations, financial analysis, and reports.
- Standardise the finance and accounting systems of the project while maintaining compatibility with the government and UNEP's financial accounting procedures;
- Prepare revisions of the budget and assist in the preparation of the Annual Work Plans (AWPs);
- Comply and verify budget and accounting data by calculating costs and estimating anticipated expenditures from readily available information sources;
- Ensure to prepare Purchase Orders of selected firm/individual consultants.
- Monitor the Financial expenditures and prepare financial expenditure reports of the project per Financial Compliances, including that of the Progress Reports to donor. This will also include those expenditure reports requested by the Government.
- Ensure and verify all payments are processed timely in accordance with approved allocated budget and ensure to prepare Payment Vouchers and Journal Vouchers together with complete supporting documentation in support to every financial transaction. Prepare and maintain financial disbursement ledger for monitoring and controlling of expenditures in line with the financial management procedures.
- Keep records of Non-Expendable Equipment (NEE), effective documentation and management of all assets and conduct physical verification at least once a year and prepare report on annual physical verification of NEE;
- Effective management of PMU staff salaries, including calculations and timely payment, in line with national labour law, tax and social insurance payments.
- Ensure annual financial audits are undertaken through an independent professional entity and submitted to UNEP within the first quarter of each calendar year.
- Assist in preparation of annual procurement plans; and
- Support to organize seminar and workshops and other training programmes for functional group, and professional group;

- Undertake financial evaluation of partners and individual consultants' proposals as and when required.
- Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final revisions, and support professional staff in preparing the terminal assessment reports;
- Ensure compliance with all statutory obligations in the country.
- Liaise with MoF and UNEP on all matters relating to payments and financial reporting.

III. Qualifications for recruitment

Academic: Diploma in Accounting, Financial management, Finance, Economics, Business/ Public Administration, Project Management or a related discipline from an educational institution approved by Tuvalu Qualification Authority.

Experience:

Minimum of two years' experience in a procurement of administration position;

At least two (2) years of relevant experience in areas including financial accounting, financial monitoring and reporting, procurement of goods and services, event organisation, assets management; document and information management; operating IT systems;

Previous similar experiences working for international organisations; working for a UN agency would be an advantage;

Experience with procurement processes would be an advantage;

At least one previous position in admin and finance that is successfully completed.

Languages: Fluency in spoken and written English and Tuvaluan is required.

Competencies

Knowledge and Skills:

- Solid knowledge of generally acceptable, preferably both UN and Government, accounting practices, financial systems, budget and cash flow monitoring and accounting controls;
- Ability to maintain a high level of accuracy, confidentiality concerning financial and employee files;
- Understanding of procurement processes and policies of the Government of Tuvalu and UN;
- Strong ethics, inter personal skills and a collaborative attitude;
- Good communication and computer skills;
- Strong negotiation skills and good relationship management
- Solid inventory management skills

Functional Competencies:

- Strong analytical skills and critical thinking skills;
- Well organized with good time management
- Consistently approaches work with energy and a positive, constructive attitude;

- Demonstrates openness to change and ability to manage complexities.
- Responds positively to feedback and take corrective actions
- Demonstrates excellent oral and written communication skills;
- Ability to work effectively in teams and assume leadership wherever necessary
- Ability to cope with high pressure and stress in an effective manner
- Ability to deal with and effectively manage risk

IV. Institutional Arrangements

The Procurement, Administration and Finance Officer will be reporting to the Project Manager and work under overall guidance of National Project Director and UNEP Task Manager based in its Regional office in Bangkok. The PAFO will be required to attend the office on a daily basis as per government official timing.

V. Duration of the assignment

The incumbent will start from the date of signing of the contract for one year. The contract will be renewed on annual basis upon a good outcome of performance review till the closure of the project.

VI. Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by interview.