



Pacific  
Community  
Communauté  
du Pacifique



**NIWA**  
Taihoro Nukurangi



## TERMS OF REFERENCE

**Job Title: Project Coordinator for the *Tuvalu Integrated Water Resource Management (IWRM) Project***

**Reference Number: IWRM-PC032022**

### **Project Description:**

The *Tuvalu Integrated Water Resource Management Project* aims to assist communities in Tuvalu to apply plans and tools that enable improved water security in Tuvalu. The project will focus on the atolls of Funafuti, Niutao, Nanumea and Nanumaga, but will benefit all islands.

This is a 2.5 year project that commenced in 2021, under the joint leadership of The Pacific Community (SPC) and the New Zealand National Institute of Water and Atmospheric Research (NIWA). It is funded by the New Zealand Ministry of Foreign Affairs and Trade (MFAT).

The project activities include further developing drought management plans, creating water and sanitation plans, and collecting data and producing a tool to enable more accurate forecasting of water shortages and drought information. Such outputs will assist community and government stakeholders with planning, preparedness, and response decisions in times of water shortages. Ultimately this project will serve as a demonstration of the usefulness of developing Drought and Water and Sanitation Action Plans for the outer islands.

The main outputs and activities include:

- **Output 1: Current drought management plans in place for selected islands in Tuvalu.**
  - Finalise Funafuti Drought Management Plan.
  - Create Drought Management Plans for outer islands.
  - Develop communications materials and a capacity building programme.
  - Present Drought Management Plans to outer island communities with training.
- **Output 2: Action plans in place for the Water and Sanitation Policy for selected islands in Tuvalu.**
  - Create action plans for Funafuti and selected outer islands, based on National Water and Sanitation Policy, 2012-2021.
  - Island strategic plans for outer islands.
  - Consultations in outer islands, action plans and training presented to communities.

- **Output 3: Assessment of water collection and storage collection and storage capacity is updated and is contributing to drought modelling.**
  - Update rainwater harvesting datasets, by training Tuvalu Public Works Department on data collection using GPS.
  - Use RiskScape hazard modelling software and CliDEsc climate services portal to provide near real time drought forecasting.
  - Develop drought dashboards for government stakeholders and community users.
  - Provide training for understanding and applying the drought dashboards.

### Scope of Services:

The specific objectives or key result areas of the appointment are:

- To provide in-country project management and coordination of in-country activities.
- To help develop and raise awareness on the Drought Management Plans and Action Plans for the Water and Sanitation policy for the different atolls and provide feedback to NIWA and SPC.
- To learn how to use the Tuvalu Drought Forecasting Tool, and to help provide in-country technical assistance, as required.
- To liaise with NIWA and SPC to help support, implement and report on project activities, including project expenditure.
- To collaborate and strengthen partnerships with the Tuvalu Government, National Water and Sanitation Steering Committee, Kaupule, island leaders, community groups and Island Disaster Committees.
- To liaise with other related projects being implemented in Tuvalu.
- To provide effective advocacy and awareness of drought-related issues in Tuvalu.

### Specific Terms of Reference:

The project coordinator will have the following specific responsibilities and duties.

- **Provide in-country management and coordination of in-country activities:**
  - Work closely and organise meetings with the project steering committee and other key staff across government.
  - Organise and lead in-country consultations on the Drought Management and Water and Sanitation Actions Plans.
  - Organise, participate in and/or lead in-country workshops (both online and in person), events and training.
  - Collaborate and strengthen partnerships with stakeholder groups and related projects in-country such as the Strengthening Water Security of Vulnerable Island States project, the Vaitupu Water Security project, the Pacific Risk tool for Resilience- Phase 2 (PARTneR-2) project and the ADB Funafuti Water and Sanitation Project Readiness Financing project.
- **Test and use the Drought Management Plans in the different atolls and provide feedback to NIWA and SPC:**

- Consult on, draft and trial the Drought Management and Water and Sanitation Actions Plans with stakeholder groups, such as: the Tuvalu Government (Climate Change Department, NDMO, Public Works Department, Met Service, Rural Development, etc.), the Kaupule, island leaders, community groups, Island Disaster Committees and the National Water and Sanitation Steering Committee.
- Discuss the effectiveness of these plans and what improvements would make them more useful for each island.
- Work with NIWA and SPC to refine, finalise and translate the plans.
- Share the final plans with stakeholder groups and assist in implementation.
- **Provision of technical assistance, particularly using the Tuvalu Drought Forecasting Tool:**
  - Organise further data collection to update the rainwater harvesting datasets.
  - Attend development workshops and trainings on the Tuvalu Drought Forecasting Tool and provide technical assistance and feedback.
  - Assist in finalisation and translation of the Tool.
  - Assist local technical officers, government and communities in the use and application of the Tool.
- **Liaise with NIWA and SPC to help support and implement project activities:**
  - Regular meetings to report progress in-country and discuss any challenges.
  - Regular financial and narrative reporting on the project progress and expenditure.
- **Provide advocacy and awareness of drought-related issues in Tuvalu:**
  - Contribute and prepare to press releases and representation of the project in the media in Tuvalu, New Zealand and elsewhere in the Pacific.
  - Maximise advocacy and visibility of the Drought Management Plans and new tools.

#### **Location:**

This role will be based in Funafuti, Tuvalu at the Department of Climate Change and will require domestic travel to the outer islands of Tuvalu. If COVID restrictions are relaxed, it may also involve international travel to Fiji or New Zealand.

#### **Duration of Service:**

1.5 years

#### **Reports to:**

The position holder will be responsible to the Director of Climate Change in Tuvalu, who will have primary day-to-day management control of duties performed by the Project Coordinator. SPC and NIWA through the designated IWRM Project Managers, and Government of Tuvalu will jointly agree on the annual work programme and any additional tasks required of the Project Coordinator.

**Required skills, qualification, and experience:**

The successful candidate will have:

- Relevant supervisory and project management experience.
- Cultural and Tuvaluan language skills to work closely with relevant in-country groups.
- Understanding of drought and WASH related challenges in Tuvalu.
- A degree in a relevant field, such as environmental science, hydrology, climate change, engineering, community development works, etc.
- Excellent written and oral communication skills in both English and Tuvaluan.
- An ability to communicate technical issues in a non-technical way.
- 5+ years' of work experience.