



TERMS OF REFERENCE

Name of the project	GEF/LFCD/MOF/UNEP project “Ecosystem based adaptation for improved livelihoods in Tuvalu”
Job Title:	National Project Manager (full-time)
Duty station	Funafuti, Tuvalu
Duration:	Four years
Annual Salary	USD\$20,000 (Approx. AUD\$33,900)

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) lead by a National Project Manager.

II. Functions / Key Results Expected

The Project Manager will work on a full-time basis to lead the PMU, coordinate the execution of the proposed project, be responsible for achieving project outcomes as per Results Framework. The PMU led by the PM will report to the National Project Director (NPD), UNEP Task Manager and Project Steering committee (PSC) for *inter alia*: i) the quality, timeliness and effectiveness of the interventions carried out; and ii) the use of project funds¹.

Scope of work:

¹ The Executing Agency is also accountable for the use of LDCF project funds.

- Develop strategy and identify innovative interventions and approaches for delivering the project objectives in consultation with constituents and stakeholders and implement them.
- Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analysing and monitoring resources as compared to planned activities, anticipate delays and make recommendations to project management for remedial action
- Provide on-the-ground information for UNEP progress reports;
- Establish and maintain close and positive links with the relevant national and local stakeholders, such as national, provincial and local authorities, non-governmental organisations, private sector actors and the media that are active in the country
- Organise PSC meetings and report the progresses, obtain necessary approvals and guidance;
- provide specific technical advice and support to the project outcomes, including guidance on project implementation and measures to address challenges;
- Monitor the progress of project outputs and activities throughout implementation and liaise closely with the Executing Entity, Implementing Partners and other agencies or individuals involved in implementation. Keep the appointed National Project Director (NPD) informed regularly on progresses and challenges;
- ensure that environmental and social management plan are followed; regularly review and update the plan liaising with the Monitoring and Evaluation (M&E) specialist and the gender specialist;
- ensure that gender action plan is followed; regularly review and update the plan liaising with the M&E specialist and the gender specialist;
- participate in training activities as a resource person, and represent the project in consultative meetings, seminars and training workshops, and facilitate expert activities relevant to the PM's area of expertise;
- Undertake missions to project sites independently or accompanying other officials, to provide guidance and coaching to partners on implementing the project and reporting requirements, and to identify challenges and propose solutions to resolve them;
- deliver bi-annual progress reports and Project Implementation Reviews (PIRs);
- produce UNEP annual financial reports, with support from an appointed Finance Manager;
- supervise, coordinate and facilitate the work of the other PMU personnel, including that of the Chief Technical Advisor (CTA); and
- liaise and coordinate with UNEP Task Manager (TM) and other relevant specialists in UN Environment Climate Change Adaptation Unit on a regular basis. Brief the specialists, project staff and consultants, and visiting officials, academics, UN and NGO partners and provide relevant information on project-related matters.
- Perform other duties as may be assigned by the supervisors that are related to the goals of the project

III. Recruitment Qualifications

Education: Degree in climate change adaptation or a related degree in a relevant field (natural resource management, ecology, urban development, agriculture, etc.) with consistent professional specialisation in issues of adaptation to climate change; but preferably a post-graduate degree

Experience:

- A minimum of four (4) years of progressively responsible experience in national policy in relation to climate change adaptation, environment and/or sustainable development, project and programme management in a multi-cultural setting in is required. Experience in climate policy development area is desirable.
- experience in the public participation development process associated with sustainable development is an asset;
- experience in working and collaborating within governments is an asset as well as experience in GEF projects; and

Other Skills and Requirements:

- At least two previous professional positions/ assignments related to managing, facilitating and coordinating implementation of an externally-funded programs or projects in Tuvalu
- demonstrated solid knowledge of adaptation to climate change, ecological restoration and sustainable exploitation of natural resources in small island states;
- Familiarity with the United Nations system, its financial, administrative systems and reporting requirements is advantage

Languages: fluency in English and Tuvaluan, including writing and communication skills.

IV. Organisational Setting and Reporting

The PM will have dual reporting line of NPD and UNEP TM based in Regional office in Bangkok and will work closely with the PSC and the CTA to ensure the availability of information on progress and performance regarding the implementation of the project. The PM will deliver progress reports on a monthly basis to the TM and the CTA. These reports will include the status of activities and the challenges encountered on the ground during project execution. The PM will allocate 40% of their time to Project Management tasks. The Project Manager 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.