



TERMS OF REFERENCE

Short Term Consultancy for the Development of a Project Management Tool (Ministry of Finance), Tuvalu

Post Title: International Consultant (Finance Technical Assistant)

Project Title: Tuvalu Readiness-1 Project (Institutional Strengthening of the Tuvalu's NDA and Preparation of Country Programme)

Project Number: TUV-RS-001

Organization: Climate Change Department, Ministry of Finance.

Duty Station: Climate Change Department, Partnership House, Vaiaku, Funafuti, Tuvalu.

Duration: Three months (September – November, 2020)

Purpose of assignment: To provide technical support to the Delivery Partner (Ministry of Finance) on fiduciary processes and project management.

The overall objectives of the assignment are to:

- Work together with the Ministry of Finance to identify fiduciary and project management gaps, build a project management tool and deliver trainings for the Delivery Partner to manage the tool.

Duration: 3 months (60 working days) (max)

Start Date: September

End Date: November

Background

Tuvalu is an independent atoll nation with a population of just over 10,000 people. With an average height above sea level of less than 3 metres, it is highly vulnerable to the impacts of climate change and natural disasters. However, Tuvalu has taken progressive steps in addressing the issue of climate change. In May 2015, the government established the Climate Change Policy and Disaster Coordination Unit (now renamed the Climate Change Department). The CCD has a mandate to develop policies on climate change adaptation and mitigation, to mainstream climate change into sectoral policies and programs, and to coordinate national climate change and disaster risk reduction projects.

Under the CCD several of projects were implemented to take the risk in order to address both adaptation and mitigation measures. The Tuvalu Readiness-1 Project is funded under the Green Climate Fund and Ministry of Finance playing the role as the Delivery Partner to the GCF. Despite the ongoing efforts, there is a need for clear and well-integrated institutional processes and mechanisms for strategizing, managing and communicating investments and financing for climate change. Accordingly, technical support is required in the areas of NDA strengthening, country programming, feasibility and cost-

benefit analysis, bilateral agreement on privileges and immunities and gender programming. The proposed support will build on existing mechanisms and processes to enhance NDA's functions and engagement with the Fund, and enhance its relationship with key stakeholders, particularly those that currently have limited involvement in climate change planning: the private sector, communities and vulnerable groups such as women, youth and people with disabilities.

The CCD sits under the Ministry of Finance. The Ministry of Finance plays an important role being the Delivery partner and the main body responsible for the Readiness Implementation in monitoring and reporting. The main sector within the Ministry of Finance responsible for this is through the PBACD (Planning, Budget, Aid and Co-ordination Department). Overall co-ordination and oversight of ODA is centrally administrated by the Planning, Budget and Aid Co-ordination Department (PBACD) based within the Ministry of Finance. The Ministry of Finance (MoF) currently holds an Aid Information System database in which all projects under the Government of Tuvalu are listed for all financial matters. This database is updated every quarter to make sure every in line and current to Readiness and Preparatory Support Page 6 of 33 completed projects are captured. This also captures financial details of every project and audit reports to every closing date of each project.

The project management tool to be developed will be an asset to the Ministry in terms of being a Delivery Partner under GCF through project management and implementation measures that will be used for long term planning.

Scope of Work

The Government of Tuvalu is seeking a short-term consultant to develop a tool on project management and deliver capacity trainings on fiduciary processes together with the project management tool.

The tool needs to be simple, logical and appropriate for the Tuvaluan context. All information/documentation needed for the development of these tasks will be made available to the Consultant. The capacity assessment on the project management tool is to be delivered for the whole Ministry of Finance and to be maintained for long term planning and management.

The PBACD – Planning, Budget and Aid Coordination Department will be available to provide information and support to the Consultant to carry out his/her tasks.

The key stakeholders for this assignment include PBACD, CCD and the Treasury Department.

Reporting

The consultant will report to the Government of Tuvalu through the Director of Climate Change Department and Director for PBACD. The Consultant will work alongside a designated national counterpart (Coordinator – Tuvalu Readiness-1 Project) to ensure capacity building and knowledge transfer at the national level for sustainability purposes.

All outputs are to be produced in Microsoft Word and Excel, using standard templates, typefaces etc. Any essential photos of graphics required for inclusion in the report(s) should be kept to low resolution to keep the file size down.

The Consultant will maintain confidentiality and use Confidential Information for the purpose of performing their obligation under the Assignment. The Consultant must take all reasonable care to ensure that third parties do not use or disclose the Confidential Information. The Consultant acknowledges that the Government of Tuvalu own and will own all Intellectual Property associated with this Assignment, including all outputs created or contributed by the Consultant.

Deliverables and payment schedule:

Deliverables	Payment	Total - AUD
i) Signing of Contract, inception meeting	10%	3,600
ii) Development of Project Management tool and fiduciary processes	30%	10,800
iii) Capacity building workshop on maintenance of the tool	30%	10,800
iv) Presentation of the outcome to the Department, NDA and the Delivery Partner	20%	7,200
v) Final submission of documents	10%	3,600
TOTAL	100%	\$36,000

The Consultant will submit all deliverables to the Government of Tuvalu through the Director of PBACD & Director for CCD under the Delivery Partner.

Copies of all reports, documents, photos and data collected during the consultancy shall remain the property of the Government of Tuvalu and will be deposited with the Climate Change Director at the end of the assignment.

Proposed schedule

The assignment will be initiated from September remotely through skype, zoom and teleconference calls. Final deliverables are due to the Government of Tuvalu no later than XX

Minimum Qualification Requirements

The expert will have:

- More than 5 years of experience in financial management and financial risk analysis;
- Must have experience and knowledge of Pacific Islands financial context and scale.
- Previous experience with atoll islands or small island developing states will be highly desired.