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**TERMS OF REFERENCE**

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| Name of the project | GEF/LFCD/MOF/UNEP project “Ecosystem based adaptation for improved livelihoods in Tuvalu” |
| Unit | Project Management Unit (PMU) |
| Position | National Admin and Finance Officer (Full-time) |
| Location | Funafuti, Tuvalu |
| Duration | One year, with possibilities for extension |

**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 Admin and Finance Officer (AFO) will be nationally recruited and report to the Project Manager (PM) and assume responsibilities in administration, budgetary and financial aspects of the project. The AFO will be familiar with Government and UNEP financial administration procedures and financial reporting requirements. The AFO will produce the necessary financial reports for the Government and UNEP.

Duties and responsibilities:

* 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:**

A graduate degree in Accounting, Finance, Economics, Business/ Public Administration, Project Management or another relevant field from an educational institution approved by Tuvalu Qualification Authority.

**Experience:**

* At least five (5) 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;
* At least one previous position in admin and finance that is successfully completed;
* Prior working experience with UN agency and international organisation in programme and project management is an asset.

**Languages:**

Fluency in spoken and written English and Tuvaluan is required.

**Competencies**

Knowledge and Skills:

* Ability to maintain a high level of accuracy, confidentiality concerning financial and employee files;
* Solid knowledge of generally acceptable, preferably both UN and Government, accounting practices, financial systems, budget and cash flow monitoring and accounting controls;
* Good understanding of Government institutional and policy set up at various tiers of local (island level) government;
* Strong ethics, inter personal skills and a collaborative attitude.

Functional Competencies:

* Strong analytical skills and critical thinking skills,
* 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

**IV. Institutional Arrangements**

The AFO 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 AFO 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.