



TERMS OF REFERENCE

Name of the project	GEF/LFCD/MOF/UNEP project “Ecosystem based adaptation for improved livelihoods in Tuvalu”
Unit	Project Management Unit (PMU)
Position	National Procurement Officer
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) led by a National Project Manager.

II. Functions / Key Results Expected

The Procurement Officer will be nationally recruited and report to the PM. The Procurement 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.

Duties and responsibilities:

- 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.

III. Qualifications for recruitment

Academic:

Bachelor degree in accounting, financial 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;
- Previous similar experiences working for international organisations; working for a UN agency would be an advantage;
- Experience with procurement processes would be an advantage.

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;
- 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 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 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.