

ADAPTATION FUND:- ENHANCING THE CLIMATE CHANGE RESILIENCE OF VULNERABLE ISLAND COMMUNITIES IN FEDERATED STATES OF MICRONESIA (FSM)

**TERMS OF REFERENCE
YAP OPERATIONS AND FINANCE OFFICER**

1. Background

Disasters, climate and weather extremes and projected changes in climate, are increasingly recognized as a core development challenge, as they adversely impact lives and livelihoods, social and economic development. To address these challenges, the Secretariat of the Pacific Regional Environment Program (SPREP) in close collaboration with the Department of Environment, Climate Change and Emergency Management (DECCEM) and in consultation with the National Government and State level departments, municipalities and communities, developed a proposal to the Adaptation Fund to support the implementation of the Project “Enhancing the climate change resilience of vulnerable island communities in FSM”.

The main goal of the Project is to “build the social, ecological and economic resilience of the target island communities of FSM and reduce their vulnerabilities to extreme drought, sea level rise and other climate risks through water resource management, coastal resource and development planning, and by promoting gender perspectives and ecologically sound climate resilience investments.

The overall objective of the project of the project is to reduce the vulnerability of the selected communities living in Woleai, Eauripik, Satawan, Lukunor, Kapingamarangi, Nukuoro, Utwe, and Malem to drought and flood-related climate and disaster risks.

The project strategy is to provide all four State Governments in FSM with the development planning tools and institutional frameworks to help coastal communities prepare and adapt for higher sea levels and adverse and frequent changes in extreme weather and climate-induced events. It is also to provide the communities with the resources and technical support needed to adopt and manage concrete climate change initiatives and actions.

The project has four components with relevant outcomes, outputs and activities, a summary of which is annexed to this ToR.

The implementation of the project require establishing a project management unit in DECCEM, Operations & Finance Officers in each of the four States and Coordinators in each of the six Outer Islands.

This terms of reference is to set out the scope of service (roles and responsibilities) that the State-based Operations and Finance Officers are expected to deliver, minimum requirements for qualification and experience to facilitate the recruitment of the OFOs for each of the four States and the remuneration package for the position.

2. State Level Officers

The project will establish State-based Officers who will be responsible for the coordination of project activities in the four States. They will be working in close coordination with the PMU and

outer island Coordinators to organize and facilitate the implementation of the project activities in the States.

3. Scope of Services

The scope of services set out the roles and responsibilities of the Operations and Finance Officer in Yap. The Yap Operations and Finance Officer (Yap-OFO) will be responsible for:

- (1) Lead the organization of meetings including meetings of the Yap Project Steering Committee, workshops, and consultations in Yap in relation to the relevant activities of the project in close collaboration with the outer islands of Woleai and Eauripik and PMU;
- (2) Liaise with all stakeholders in Yap including State departments, NGOs, private sector, municipalities and communities about the project, garner their support for the implementation of the project's activities and solicit their views and knowledge to inform the detailed design and implementation of activities;
- (3) Support the implementation of the communication and visibility plan in Yap;
- (4) Lead the administration and logistical preparations to enable delivery and implementation of activities in Yap working in close collaboration with the PMU and Coordinators in Woleai and Eauripik;
- (5) Support and liaise with Coordinators in Woleai and Eauripik and the PMU in providing all documents to facilitate procurement and payment for goods and services required to support the implementation of activities of the project;
- (6) Ensure compliance with the laws, policies, systems and procedures of the State and National Government;
- (7) Ensure all project documents and files pertaining to Yap activities are kept and maintained for project reports, audit and reviews.

4. Duration and remuneration

The project is for four years and therefore the selected candidate will be employed under an annual contract renewable on an annual basis for the duration of the project and in accordance with the Government of FSM's Public Service System Regulation for recruitment of project funded personnel.

The remuneration package for the position comprised of annual salary of \$14,000.00 US Dollars per annum and include all the applicable taxes.

5. Reporting Obligations

The Yap Operations and Finance Officer (Yap-OFO) is responsible to the Project Manager.

The Yap-OFO key deliverables are listed below:

- (1) Draft and submit annual workplan for approval by the Project Manager;
- (2) Draft and submit quarterly, six monthly and annual progress report on activities undertaken to facilitate the implementation of activities of the project for review and approval;
- (3) Provide minutes of the Yap Project Steering Committee meetings;
- (4) Prepare and submit an annual performance appraisal plan and a self-appraised report for review and approval by Project Manager.

6. Qualifications and experiences required

- (1) A minimum of a Diploma in business management or similar discipline (Essential)
- (2) A minimum of 3 years of experience in financial and administration roles, or project coordination roles (Essential)
- (3) Experience in working in close coordination with a team not limited to Government officials, development partners, and other stakeholders (Essential)
- (4) Very good oral and written communication skills in English and FSM Language (Essential);
- (5) Very good report writing skills, good time management and realistic approach to deadlines (Essential)
- (6) Very good computer skills (Essential)
- (7) Client focus and commitment to results, with an ability to work independently (Desirable)
- (8) Demonstrated experience and understanding of the State Government's systems, processes, procedures and laws relevant to the project and its activities (Desirable)