**Terms of Reference of the Project Coordinator for the Federated States of Micronesia TNC-BUR Project**

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| **Description of the Position:** |  | Project Manager |
| **Project title:** |  | Federated States of Micronesia Third National Communications and Biennial Updated Report Project |
| **Period of assignment:** |  |  |

**PROJECT BACKGROUND**

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| This enabling activity project aims to assist Micronesia in meeting reporting requirements under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of the Convention, COP Decisions 17/CP.8, 1/CP.16, 2/CP.17 and other relevant guidance), and to strengthen the technical and institutional capacity of Micronesia to prepare and submit its NC and BUR reports to the UNFCCC on a continuous and sustainable manner. The TNC and FBUR will update and strengthen information related to the national circumstances and institutional arrangements, constraints and gaps, national greenhouse gas Inventory, vulnerability to climate change and steps taken to adapt to climate change, mitigation actions and domestic Monitoring, Reporting and Verification (MRV) system. |

**Rationale and Objectives of the Project Coordinator**

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| The position will be appointed by the project implementing agencies and funded entirely from the Project. The Project Coordinator (PC) will report on a periodic basis to the Project Board, based on the Project Director’s (or the country’s focal point) instruction. Generally, the PC will:1. Support the Project Director (or the country’s focal point) who will be responsible for meeting government obligations under the Project, executed under the nationally implemented modality (NIM);
2. Perform a liaison role with the government, UNDP and other UN agencies, non-governmental organizations (NGOs) and project partners, and;
3. Maintain close collaboration of the above stated government stakeholders, UN agencies and NGOs.
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**SCOPE OF WORK, DUTIES AND RESPONSIBLITIES**

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| **Scope of Work**The PC will be responsible for the overall management of the Project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors.**Duties and Responsibilities:*** *Plan the activities of the project and monitor progress against the approved work-plan.*
* *Supervise and coordinate the production of project outputs, as per the project document in a timely and high quality fashion.*
* *Coordinate all project inputs and ensure that they are adhere to UNDP procedures for nationally executed projects.*
* *Supervise and coordinate the work of all project staff, consultants and sub-contractors ensuring timing and quality of outputs.*
* *Coordinate the recruitment and selection of project personnel, consultants and sub-contracts, including drafting terms of reference and work specifications and overseeing all contractors’ work.*
* *Establishment of a network of contacts for accessing data and designing a system for data management for the GHG Inventory sectors.*
* *Supporting the collection of activity data for GHG Inventory and the preparation of GHG Inventory chapters of the FBUR and TNC.*
* *Manage requests for the provision of financial resources by UNDP, through advance of funds, direct payments, or reimbursement using the UNDP provided format.*
* *Prepare, revise and submit project work and financial plans, as required by Project Board and UNDP.*
* *Monitor financial resources and accounting to ensure accuracy and reliability of financial reports, submitted on a quarterly basis.*
* *Manage and monitor the project risks initially identified and submit new risks to the project board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.*
* *Liaise with UNDP, Project Board, relevant government agencies, and all project partners, including donor organisations and NGOs for effective coordination of all project activities.*
* *Facilitate administrative support to subcontractors and training activities supported by the Project.*
* *Oversee and ensure timely submission of the Inception Report, Project Implementation Report, Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies.*
* *Disseminate project reports and respond to queries from concerned stakeholders.*
* *Report progress of project to the steering committees, and ensure the fulfilment of PSC directives.*
* *Oversee the exchange and sharing of experiences and lessons learned with relevant community based integrated conservation and development projects nationally and internationally.*
* *Assist community groups, municipalities, NGOs, staff, students and others with development of essential skills through training workshops and on the job training thereby increasing their institutional capabilities.*
* *Encourage staff, partners and consultants such that strategic, intentional and demonstrable efforts are made to actively include women in the project, including activity design and planning, budgeting, staff and consultant hiring, subcontracting, purchasing, formal community governance and advocacy, outreach to social organizations, training, participation in meetings; and access to program benefits.*
* *Assists and advises the Project Implementation Units responsible for activity implementation in the target sites.*
* *Carry regular, announced and unannounced inspections of all sites and the activities of the Project Implementation Units.*
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**WORKING ARRANGEMENTS**

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| **Institutional Arrangement**The PC will report to the Project Director (or the country’s focal point) in close consultation with the assigned UNDP Programme Manager for all of the Project’s substantive and administrative issues. The PC shall maintain an appropriate consultation and co-ordination with the identified government partners, responsible parties, NGOs and the other government and community stakeholders.**Duration of the Work**The expected duration for the PC’s work is specifically from 3 June 2019 to 3 June, 2023.**Duty Station**The PC’s Duty station shall be in the Federated States of Micronesia, specifically with the Department of Environment, Climate Change and Emergency Management. |

**REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| Academic Qualifications:* A university degree (preferably a MSc.) in a subject related to natural resource management or environmental sciences.

Years of experience:* At least 2 years of experience in natural resource management (preferably in the context of natural resource conservation and/or environmental law).
* At least 2 years of demonstrable project/programme management experience.
* At least 2 years of experience working with ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.

Competencies:* Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of large multi-stakeholder projects, including financial and technical aspects.
* Ability to effectively manage technical and administrative teams, work with a wide range of stakeholders across various sectors and at all levels, to develop durable partnerships with collaborating agencies.
* Ability to administer budgets, train and work effectively with counterpart staff at all levels and with all groups involved in the project.
* Ability to coordinate and supervise multiple Project Implementation Units in their implementation of technical activities in partnership with a variety of subnational stakeholder groups, including community and government.
* Strong drafting, presentation and reporting skills.
* Strong communication skills, especially in timely and accurate responses to emails.
* Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
* Strong knowledge about the political and socio-economic context related to the Indonesian protected area system, biodiversity conservation and law enforcement at national and subnational levels.
* Excellent command of English and local languages.
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**Terms of Reference of the Project Finance and Administration Officer for the Federated States of Micronesia TNC-BUR Project**

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| **Description of the Position:** | Project Finance and Administration Officer |
| **Project title:** | Federated States of Micronesia Third National Communications and Biennial Updated Report Project |
| **Period of assignment:** | 3 June 2019 to 9 June 2023 |

**PROJECT BACKGROUND**

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| This enabling activity project aims to assist Micronesia in meeting reporting requirements under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of the Convention, COP Decisions 17/CP.8, 1/CP.16, 2/CP.17 and other relevant guidance), and to strengthen the technical and institutional capacity of Micronesia to prepare and submit its NC and BUR reports to the UNFCCC on a continuous and sustainable manner. The TNC and BUR will update and strengthen information related to the national circumstances and institutional arrangements, constraints and gaps, national greenhouse gas Inventory, vulnerability to climate change and steps taken to adapt to climate change, mitigation actions and domestic Monitoring, Reporting and Verification (MRV) system. |

**Rationale and Objectives of the Project’s Finance and Administration Officer**

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| The position will be appointed by the project implementing agencies and funded entirely from the Project. The Project Finance and Administration Officer (PFAO) will:1. Support the PC with the financial aspect of the project and;
2. Perform the general administration duties of the project under the direction of the PC .
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**Duties and Responsibilities**

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| Under the guidance and supervision of the PC, the PFAO will have the following specific responsibilities listed below:* Assist the PC in day-to-day management and oversight of project activities;
* Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
* Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoI financial rules and procedures;
* Validate and certify FACE forms before submission to UNDP;
* Provide necessary financial information as and when required for project management decisions;
* Provide necessary financial information during project audit(s);
* Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
* Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
* Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.
* Assist in the preparation of progress reports;
* Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by PB, TAC, UNDP, project consultants and other PMU staff;
* Provide PMU-related administrative and logistical assistance.
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**WORKING ARRANGEMENTS**

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| **Institutional Arrangement**The PFAO will work under the direct supervision of the PC and in close consultation with the assigned UNDP Programme Manager for all of the Project’s financial and administration responsibilities. **Duration of the Work**The expected duration for the PC’s work is specifically from 3 June 2019 to 3 June 2023.**Duty Station**The PC’s Duty station shall be in the Federated States of Micronesia, specifically with the Department of Environment, Climate Change and Emergency Management. |

**REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| Academic Qualifications:* An Associate of Arts degree or an advanced diploma in accounting/ financial management.

Years of experience:* At least 2 years of relevant work experience preferably in a project management setting involving multi-lateral/international funding agency and;
* Previous experience with UN project will be a definite asset.

Competencies:* Proficiency in the use of computer software applications particularly MS Excel and;
* Excellent language skills in English (writing, speaking and reading) and in the local languages.
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