

TERMS OF REFERENCE

PROJECT COORDINATOR - BUILDING SAFETY AND RESILIENCE IN THE PACIFIC PHASE II – Niue

INTRODUCTION AND BACKGROUND

The Pacific Community (SPC), through the Building Safety and Resilience in the Pacific Phase II (BSRP II) project, is seeking a Project Coordinator to be based at the National Disaster Management Office to coordinate the project's activities in Niue.

BSRP II is a component of the EU Intra-ACP Natural Disaster Reduction (NDRR) Programme funded under the 11th European Development Fund (EDF). BSRP II operates in 14 Pacific Island Countries and in Timor-Leste. The EUR 14 million project started in September 2022 with implementation scheduled to end in October 2026.

The project has a number of regional and national activities arranged around four expected outputs:

- i. Increased availability of reliable disaster and climate risk data, information and knowledge;
- ii. Enhanced integration of risk-informed regulations, planning and financing;
- iii. Strengthened capabilities, collaboration and coordination for risk reduction, response and recovery;
- iv. Increased risk awareness and risk reduction actions with sub-national, community and local stakeholders.

PROJECT GOVERNANCE

BSRP II is managed and administered by a Project Management Unit (PMU) based at SPC in Suva. The PMU consists of a Project Manager, two Project Implementation Officers, a Finance Officer, Project Administrator and a Communications Officer. A Project Steering Group (PSG) has been established to provide project over-sight at the regional level. National Project Steering Committees (NPSC) have been established in all participating countries. The project partners with, and operates through, National Disaster Management Offices (NDMOs) at the national level.

BSRP II IN Niue

With a country allocation of EUR 210,000 Niue identified ten national activities under five Key Result Areas (KRAs) to be implemented under the project.

KRA 1: Legislative, Policy and Institutional Arrangements Reviewed and Operationalised

- 1.1. Stakeholder engagement and revisions of draft NEMP and facilitate its endorsement
- 1.2. Support response agencies by clearly defining roles and developing SOP

KRA 2: Risk Informed Planning and Budgeting

- 2.1. Support NDC to meet six monthly
- 2.2. Train those tasked with EM responsibilities

KRA 3: Community-Based Resilience and Risk Reduction

- 3.1. Technical studies and consultation to inform community planning relocations to the upper terrace
- 3.2. Support community planning, and potentially implement selected recommendations (but not relocation)
- 3.3. Community level trainings in resilience skills

KRA 4: Stakeholder Communications, Engagement and Awareness

- 4.1. Communications, engagement, awareness, and visibility

KRA 5: Coordination of Project Activities

- 5.1. In-Country Coordinator
- 5.2. Project Steering Committee

MODALITY OF AND DURATION OF APPOINTMENT

The BSRP II Project Coordinator – Niue will be contracted to SPC on a consultancy basis for a specified number of days. The duration of the appointment will be contingent on the consultant's rate in relation to the Niue budget allocation. In the case of Niue it is anticipated that the appointment will be for 24 months.

REPORTING LINES

The BSRP II Project Coordinator – Niue will report to the Director NDMO and the BSRP II Project Implementation Officer responsible for Niue.

DUTIES and RESPONSIBILITIES

- i. Serve as coordinator and technical focal point for Niue activities under BSRP II;
- ii. Liaise with the NDMO Director, members of the NPSC and relevant in-country stakeholders to provide detailed inputs to the PMU for activity planning and budgeting;
- iii. Preparing procurement documentation and technical specifications to progress endorsed project activities;
- iv. Source potential vendors and consultants in-country and maintain regular contact with those selected to ensure timely delivery of goods or services;
- v. Serve as secretariat to the NPSC;
- vi. Provide regular email updates to NDMO and the PMU on progress and challenges with implementation and timely identification of solutions;
- vii. Ensure that all essential paperwork and information is shared with the PMU to enable procurement processes, acquittals and payments;
- viii. In consultation with NDMO, PMU and relevant stakeholders prepare annual project workplans to be endorsed by the NPSC;
- ix. Prepare monthly progress reports aligned to the annual project workplan;
- x. Establish and maintain a record of all financial transactions pertaining to project activities;
- xi. Maintain records of all project related activities and consultations;

- xii. Provide inputs to Activity Reports to aid monitoring and evaluation of project activities;
- xiii. Provide inputs to PMU and NDMO quarterly and annual reporting requirements;
- xiv. Liaise with in-country stakeholders with key interests in, or roles relevant to, the BSRP II Project i.e. similar projects and organisations that work in the CCA/DRM space;
- xv. Support NDMO and PMU with project awareness activities and initiatives;
- xvi. Additional tasks that may be identified by the NDMO Director or PMU that contribute directly to the successful implementation of BSRP II activities in Niue.

Qualifications Technical Abilities and Professional Experience

- A university degree or equivalent in disaster risk reduction, climate change adaptation, environment or a related field. Additional qualifications in Project Management or Business Administration will be an advantage;
- At least 2-3 years of project coordination experience in implementing interdisciplinary development projects at National and Sub-National levels, preferably with a focus on Disaster Risk Management and/or Climate Change Adaptation. Experience with EU funded projects along with recruiting and managing Technical Assistants will be an advantage;
- Familiarity with government regulations and permitting processes for building construction in the Niue;
- Experience in project administration and managing procurement processes. Experience in managing construction contracts will be an advantage;
- Good written and spoken English and ability to effectively communicate in Niuean;
- Ability to manage project budgets and meet project deadlines;
- Excellent interpersonal skills and ability to work in culturally diverse environments;
- Ability to use Microsoft Office software and teleconferencing software such as Microsoft Teams and Zoom
- Ability to travel to remote project locations by sea or air in challenging travel conditions