

## **PM&PCA TERMS OF REFERENCE**

<b>Contract</b>	<b>Project Management and Program Co-ordination Advisor</b>		
<b>Project</b>	All Externally Funded Projects Managed by VPMU		
<b>Expertise</b>	Project Management and Program Co-ordination Advisor		
<b>Source</b>	International	<b>Category</b>	Independent
<b>Objective/Purpose of the Assignment:</b>			
<p>Vanuatu is an important tourist destination in the Pacific. It is estimated that at any given time, about 3,000–4,000 tourists are in Vanuatu. Hence, infrastructure development in the country has significant implications for the tourism-led economic growth and overall economic development of Vanuatu. Despite noticeable recent improvement in telecommunication and water supply services, significant inadequacies in infrastructure continue to exist, particularly in marine, road, and aviation transport infrastructure. The poor condition of this infrastructure is adversely affecting public health, economic activities, and the overall quality of life of Vanuatu residents and visitors. Development partners are supporting the government to address these issues through provision of loans and grants.</p> <p>Sustainable urban and rural infrastructure development through improved access to basic services such as shipping routes, sanitation and drainage facilities, and urban infrastructure is an important priority for the government under its Priorities and Action Agenda (PAA) 2006-2015 and a medium-term action program, entitled “Planning Long, Acting Short Action Program”. The latter prioritizes a set of short- and medium-term development initiatives.</p> <p>The Vanuatu Project Management Unit (VPMU), established under the Prime Minister’s Office (PMO), is a dedicated unit for managing large and nationally significant projects with allocation of budget and core staff. Currently, VPMU is managing externally funded projects with a combined estimated cost of more than US\$240 million including the Vanuatu Tourism Infrastructure Project (VTIP), the Vanuatu Inter-island Shipping Support Project (VISSP), the Vanuatu Aviation Investment Project (VAIP), the Port Vila Lapetasi International Multi-purpose Wharf Development Project (PVLIMWDP) and the Port Vila Urban Development Project (PVUDP). VPMU is also likely to manage the implementation of the proposed Vanuatu Energy Access Project (VEAP) and other projects may be added to the VPMU’s portfolio in the future. The VPMU Steering Committee provides guidance and direction for projects managed by VPMU. The Director of VPMU is responsible for day-to-day management of the projects supported by VPMU staff, project consultants and the implementing agencies.</p> <p>The government and VPMU have limited capacity to manage large, complex, and multi-disciplinary projects. The government intends to continue to build project management and coordination capacity within VPMU through the services of a Project Management and Program Coordination Advisor (PM&amp;PCA). The expert will be engaged for a period of one year with possible extension and will report to the Director of VPMU.</p>			

**Scope of Work:**

The expert will assist the government through VPMU and provide management advice to develop, plan, manage, coordinate, and implement externally funded projects under the jurisdiction of VPMU.

**Detailed Tasks:**

- a) Provide direct project management for the implementation of PVUDP, VTIP, VEAP, and VAIP projects (assisted by national project managers) and provide assistance to the national project managers for the implementation of the VISSP and PVLIMWDP projects.
- b) Provide project management advice to the government on its obligations in relation to project financing agreements to facilitate compliance with country systems and covenants and assurances in the project financing agreements.
- c) Provide project management advice to the VPMU, MIPU, and other government agencies to facilitate compliance with country systems and development partner guidelines, procedures, and requirements, including procurement and project monitoring and reporting.
- d) Assist VPMU to manage its design, procurement, supervision, safeguards, and capacity development consultants, targeting on-time and on-budget delivery of services by the consultants.
- e) Provide impartial technical and general project management contractual advice to the VPMU where the VPMU has to take action under any consultancy, works, goods, or plant contracts managed by VPMU.
- f) Participate in all project technical meetings with project and TA consultants; and all project progress and construction progress meetings with the works, goods, and plant contractors and coordinate the timely delivery of progress reports from VPMU, consultants and contractors to the Steering Committee and development partners.
- g) Co-ordinate and inform all development partners on the progress and status of all VPMU managed projects, ensuring a continuous, smooth and seamless interface between the projects being managed through VPMU.
- h) Provide project management and program coordination advice to VPMU to ensure all project contractors and consultants comply with the laws of Vanuatu and the policies of the development partners who finance projects managed by VPMU including: (i) child protection; (ii) safeguards; (iii) anticorruption and good governance; and (iv) other relevant development partner policies on cross cutting issues.
- i) Coordinate and assist in the preparation of all project reports to be submitted by the VPMU/government to their development partners.
- j) Coordinate with and manage all international and national advisors inputs and outputs associated with VPMU across the various projects, targeting on-time and on-budget delivery of services by the advisors.
- k) Assist VPMU to identify, source and procure any additional specialist services required to prepare for or support effective individual project implementation and overall program implementation.
- l) Provide overall program coordination services to the VPMU as necessary to deliver the overall infrastructure program and as required by the Director of VPMU including contributing to government on policy development related to program delivery.

**Outputs and Deliverables:**

Specific outputs and deliverables will be further defined in the expert's work plan which will be developed by the expert in consultation with, and endorsed by, the Director of VPMU, but will initially include:

- a) timely and accurate reports, in accordance with development partner quality processes, for all VPMU project management related activities; and
- b) Strategic contributions and coordination for government on project management and development as they relate to effective program delivery.

**The successful applicant will require the following skills, experience and qualification:**

(i) A Bachelor Degree or higher qualification will be an advantage; majoring in either Civil Engineering, Architectural Engineering, Project Management and or at least 5 years experience in senior management level.

(ii) Knowledge of strategic management with project management skills to lead and manage diverse team of specialist, operational and auxiliary level staff.

(iii) Excellent interpersonal communications skills, high command of oral and written communications, report writing, public relations skills and cultural sensitivity standards.

(iv) Be highly computer literate with MS Microsoft application skills, email and internet knowledge with good appreciation of Information and Communication Technologies (ICT)

(v) Have a sound understanding and knowledge of Public Finance management systems and control.

(vi) Be fluent in English and or French language

(vii) Be of good character with a clean police clearance record and of good standing within Vanuatu, Pacific Island States, or developing countries society.

Minimum General Experience **10** Years

Minimum Specific Experience (relevant to assignment): **7** Years

Regional/Country Experience: **Required**

VPMU estimates that the above tasks a)-l) will require a full time commitment. Hence these tasks will require about 11 person-months during the anticipated work period of around August 2016 (or when the contract is signed) through August, 2017 with possible extension.