

DRAFT TERMS OF REFERENCE

FINANCE COORDINATOR

PA ENUA ACTION FOR RESILIENT LIVELIHOODS (PEARL)

PROJECT MANAGEMENT UNIT, CLIMATE CHANGE COOK ISLANDS, OFFICE OF THE PRIME MINISTER

Introduction

The Adaptation Funded project Pa Enuu Action for Resilient Livelihoods (PEARL) was approved in April 2018 for the total amount of approx. US\$3 million.

PEARL is a first in the Pacific region as it was approved for implementation through a National Implementing Entity, the Ministry of Finance and Economic Management (MFEM).

To start with the implementation process and leading to an Inception Workshop where participation by all PEARL Executing Agencies will take place, there is a need to recruit key personnel to enable implementation to progress in a streamlined and seamless fashion as a part of the Project Management Unit (PMU).

A Finance Coordinator will be recruited by the Climate Change Cook Islands office, located in the Office of the Prime Minister, as a key project official.

Terms of Reference

- The Finance Coordinator shall be supervised by the Project Coordinator in CCCI and provide financial coordination as well as assistance and support, to the PEARL implementing agencies (EMCI/Water/Agriculture)
- The Finance Coordinator will review all project vouchers in the financial process of the project
- Enter all vouchers into the coordination financial system in CCCI/OPM
- Check and ensure all payments are made against the project budget and are consistent with bank accounts
- Provide to the Project Coordinator, and to OPM, and to NIEU, monthly financial reporting including reconciliations
- Maintain the financial relationship between the PMU and PEARL implementing agencies to ensure all financial records are kept up to date and accessible if required by the PMU and NIEU
- The contract for the Finance Coordinator will be for 30 months