

TERMS OF REFERENCE

PROJECT 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 Project Manager/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 Project Manager/Coordinator shall be supervised by the Director CCI and provide coordination and oversight, as well as assistance and support, to the PEARL implementing agencies (EMCI/Water/Agriculture)
- The Project Manager/Coordinator will be the key project manager who will consolidate all three implementing agencies activities, financing, and reporting and be the conduit for these management practices to the NIEU
- Support and coordinate the work of the implementing agencies (EMCI, Water, Agriculture) in the implementation of their component activities, through the development of PEARL workplans for each respective agency
- Supervise and ensure timely completion of project activities and reports and be responsible to the NIEU on a monthly basis
- Oversight of financial and administration of project activities on behalf of the agencies with the Financial Supervisor
- Support the annual work programs of each agency
- Provide quarterly reporting of project activities to the NIEU as a consolidation of each implementing agencies own reporting requirements
- Meet on a monthly basis with the NIEU to update progress and/or identify areas where further support or assistance may be required
- Facilitate and Chair Project Advisory Committee meetings on a quarterly basis

- Participate and update PEARL progress to the National Climate Change Platform during the project duration
- Assist and Support the three (3) National workshops for each of the agencies executing each component to be held in Year 1
- Ensure completion of the annual technical reporting from each of the short-term specialists
- The contract will be for 30 months