

Terms of Reference (TOR)
Individual Consultant
Republic of the Marshall Islands Marine Resources Authority

Title:	Project Coordinator
Location:	Marshall Islands Marine Resources Authority
Duration:	9 months, subject to extension
Tentative Start Date:	Not later than January 2021

I. Background

The Republic of the Marshall Islands in the Western and Central Pacific comprise of twenty-nine (29) low lying coral atolls and five (5) low coral islands. These atolls and islands are scattered over the expanse of the Pacific, with an Exclusive Economic Zone (EEZ) of 2 million kilometers.

The Marshall Islands Marine Resources Authority (MIMRA) has been mandated by the Republic of the Marshall Islands (RMI) government to facilitate the management, sustainability and responsible use of marine resources of the Marshall Islands, while maximizing benefits from the use of fisheries within environmental limits. To fulfill its mandate, MIMRA departments are divided into Coastal, Oceanic, Finance and Administration, and Executive Management along with its International Policy and Legal Division.

MIMRA is the implementing agency for the Pacific Islands Regional Oceanscape Program (PROP) in the Marshall Islands. To support project implementation, MIMRA has identified that they will require the services of a Project Coordinator (PC) to be integrated within MIMRA and be responsible for leading selected activities of the project as designated by the MIMRA management, and will focus on general administration, and those designated responsibilities under the project.

II. Scope of responsibilities and key tasks

The Project Coordinator will lead the activities of the PROP PMU and will work closely with MIMRA officials, Division of International Development Assistance Central Support Unit staff and the World Bank Task Team Leader. The Project Coordinator will participate in MIMRA Heads of Division meetings and liaise closely with other Heads of Division and staff on a daily basis. The Project Coordinator will have the following scope of responsibilities:

Project Management and Planning

- Drive and lead project implementation, to ensure achievement of all targets in the project results framework and completion of all agreed project activities before project closure.
- Lead and supervise the RMI PROP Management Unit, ensuring adequate resourcing and seeking support from the Central Support Unit as needed.

- Ensure RMI PROP activities are aligned with the RMI national policies under the Ministry of Natural Resources & Commerce (MNRC), and the Divisional Annual Management Plans.
- Lead the development and implementation of the RMI PROP Annual Work Plan and Procurement Plan.
- Ensure RMI PROP implementation complies with all relevant World Bank policies and procedures (e.g., procurement and financial, environmental and social safeguards).
- Lead the revision of the RMI PROP Operations Manual and ensure project implementation is following its guidance.
- Attend MIMRA Senior Executive Team meetings and lead discussions on RMI PROP activities.
- Attend DIDA meetings when requested.
- Provide high-level strategic and operational level advice to the MIMRA management.
- Represent the MIMRA at inter-governmental and regional meetings relevant to RMI PROP activities.
- Ensure adequate liaison, synergies and networking with other Ministries, agencies, NGOs, and other stakeholders working in areas relevant to RMI PROP implementation.
- Manage internal and external communications with respect to RMI PROP activities.
- Lead the development of the project risk management plan and ensure all risks are appropriately managed and mitigated.
- Perform any other duties reasonably requested by the MIMRA, the DIDA Aid Coordinator and/or the Project Steering Committee.
- Maintain necessary level of technical and operational skills to supervise PMU activities.
- Oversee the preparation, execution and delivery of outputs for all contracts relating to RMI PROP activities.

Budget and Finance

- Lead the development of the RMI PROP Annual Budget.
- Ensure the effective management of the RMI PROP budget.
- Report on the progress of RMI PROP budget utilization and forecast expenditure to the higher-level management (monthly or as required).
- Oversee the timely preparation of quarterly financial reports to the World Bank, and the delivery of the annual independent project audit.
- Liaise with the independent verification agent to complete the final payment of Disbursement Linked Indicators (DLI) financing.

Project Reporting

- Ensure the delivery of a quarterly monitoring and evaluation report to the Deputy Secretary and the World Bank
- Oversee reporting against the RMI PROP Results Framework.
- Coordinate the preparation of the six-monthly RMI PROP Progress Report, for submission to the World Bank and the Project Steering Committee.
- Provide details on RMI PROP progress for the MIMRA Annual Report.

Performance Appraisal and Staff Supervision

- Support the MIMRA Director to manage the performance of the PMU staff in line with the Government of MIMRA staff performance management regulations.
- Develop Terms of Reference for PMU staff as needed, ensure they are kept up to date, and staff is performing as outlined in the TOR.
- Ensure PROP PMU compliance with related regulations, administrative policies and procedures under RMI government, and contribute to reviews of these as required.
- Oversee training and capacity development program.

Expected key deliverables

The RMI PROP Coordinator will report to the MIMRA Director. The RMI PROP Coordinator will be responsible for supporting the implementation of the RMI PROP Preparatory Activity Plan including the following specific deliverables, with the support of the RMI PROP PMU, and MIMRA staff:

Key Deliverables	Timing
RMI PROP Implementation Manual	Upon commencement
Terms of Reference for PMU staff	Upon commencement
RMI PROP Work Plan, Procurement Plan and Budget	Upon commencement and annually
RMI PROP documentation for auditors	Annually
RMI PROP Progress Report	Every six months
Performance Management Reports for PROP PMU staff	Every six months
RMI PROP Financial Reports (to World Bank)	Quarterly
RMI PROP Monitoring and Evaluation Report	Quarterly
Participation in Senior Executive Team meetings, including presentation of budget progress report	Monthly or as required

Contract duration and conditions

- The contract will be for an initial period of 9 months, and may be extended if the Project is extended and subject to satisfactory performance.
- The contract is subject to a probationary period of six months.
- Performance will initially be reviewed at one month, three months, and six months, and thereafter to six monthly and annual reviews.
- This is a full-time position based in Majuro, Republic of Marshall Islands, but will involve travel to Outer Islands.
- The position is open to RMI citizens or those eligible for a work permit in RMI.

Essential and desirable qualification criteria

The Project Coordinator is expected to have the following minimum qualifications and experience:

Project management

- Demonstrated leadership skills, preferably in effectively managing and coordinating donor-funded projects

- Extensive experience in managing projects and project staff and resources, and in roles with similar responsibilities.
- Experience in managing project budgets, with financial systems, and in financial reporting.
- Experience with preparing project documentation including policies and procedures.

Qualifications

- Bachelor's Degree in a relevant discipline (project management, business, or other field relevant to this assignment).
- Substantive professional and/or management experience in fisheries management

General

- Strong ethics, high level personal organizational skills, and ability to manage own workload.
- Excellent communication and interpersonal skills with the ability to make clear, structured presentations to a broad range of audiences; excellent writing skills with the ability to prepare clear, concise reports; oral and written fluency in English.

Desirable

- Oral and written skills in the Marshallese language.
- Experience with donor (foreign aid) financed programs.
- Experience with relevant legislation, policies, procedures, and processes of government.
- Relevant post-graduate qualifications.