

RMI MIMRA Terms of Reference for Individual Consultant Service

Organization: Marshall Islands Marine Resources
Authority (MIMRA)
Title: Project Assistant
Reporting To: World Bank PROP Coordinator
Working Hours: Full time (9 months)

Background and Objective

As the implementing agency of this PROP project, MIMRA is responsible for the operations of Pacific Islands Regional Oceanscape Program (PROP) in the Marshall Islands which is financed by the World Bank IDA funding.

The objective of this assignment is to support project implementation. To this end, MIMRA has identified that they need to establish a position of project assistant and provide the services to be integrated within MIMRA and be responsible for activities of the project as designated by the Project Coordinator, and will focus particularly on procurement processes, general administration, and logistical requirements of the project. The Project Assistant, based full-time in Majuro, will be responsible for supporting the procurement processes undertaken by MIMRA.

Scope of Work

The Project Assistant is responsible for ensuring support for effective and efficient implementation work and liaise and work with the Project Coordinator and Deputy Project Coordinator and other MIMRA staff with a particular focus on procurement aspects of the project. The Project Assistant will have following scope of services:

- Assist in work related to project and procurement operations of PROP.
- Assist in accounting and finance related work.
- Assist in coordinating with project units and project managers.
- To be involved in the routine operations work; support and assist in following up the progress of projects under PROP assigned by Project Coordinator.
- Compile and maintain information about project progress.
- Contribute to timely reports and plans on the progress and status of the PROP projects.
- To be responsible for uploading project data in the World Bank STEP system.
- To be familiar with knowledge in project management and procurement operations.

The Project Assistant is also expected to show flexibility and willingness to undertake other tasks that are reasonably assigned by the Project Coordinator.

Qualification Requirements

- Minimum of bachelor's degree in management, accounting or any other related science.
- At least 3 years work experience (or equivalent experience).
- Experience with project management, especially monitoring and evaluation, and reporting.
- Extensive and practical knowledge in management or finance-related fields.
- Excellent skills in communication, writing, and public speaking.
- Full computer literacy such as Microsoft Office, table-making work, and related IT knowledge.
- Ability to work under pressure and with different types of people in both community and international settings.
- Fluent in English and Marshallese.
- Cultural knowledge and respect for Marshallese customs and traditions.
- Ability to travel to outer islands and other places as assigned.

Expected Deliverables

- Active support for implementation-related work.
- Fulfilment of the tasks related to PROP project implementation assigned by Project Coordinator (PC) and Deputy Project Coordinator at the request of Project Coordinator (DPC).
- Knowledge in project and procurement are achieved successfully with the guidance of DPC.
- Brochures, posters, press releases, advertisements, and other publications.
- Progress summary on procurement operations.
- STEP related operations such as data uploading.
- MIMRA website to house PROP updates, management plans, and other relevant information.

Terms and Conditions

- The Project Assistant shall work from January 2020 to 30th September 2021.
- The position will be 40 hours per week, 9 months.
- The extension or early termination of the position will be discussed between the consultant and MIMRA, and finally decided by MIMRA.