

## Terms of Reference (TOR)

### Individual Consultant

#### Republic of the Marshall Islands Marine Resources Authority

Title:	<b>PROPER Project Assistant</b>
Location:	Marshall Islands Marine Resources Authority
Duration:	24 months and extension is subject to extension
Tentative Start Date:	As soon as possible

### 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.

To support the implementation of RMI PROPER, a Project Management Unit (PMU) is already established within RMI MIMRA. The RMI PROPER PMU under MIMRA is responsible for coordinating the implementation of the Project preparation with the RMI Ministry of Natural Resources & Commerce (RMI NRC). The PMU will also be responsible for preparing and implementing the Project in accordance with guidelines and regulations as well as the annual work plans and budgets which will detail project activities and eligible expenditures.

In order to strengthen the project management support of the PROPER project, MIMRA is seeking for a Project Assistant to join the PMU and work with the Project Coordinator for the administration/operation management of the project.

### II. Main Objective of the Assignment

The Project Assistant will assist the Project Coordinator and Project Finance Officer in meeting the RMI PROPER funds disbursement and procurement objectives; in accordance with the provisions in the legal agreements between the World Bank and the RMI Government.

### III. Scope of Services.

#### A. Scope of responsibilities and key tasks

The Project Assistant will provide low to mid-level administrative and technical support while working under the overall direction of the RMIPROPER Project Coordinator, and will be directly supervised by the Project Finance Officer to undertake the following activities:

## **B. Project Operations**

- Under the direction and supervision of the Project Finance Officer, assist with monitoring the activities of the project by maintaining records, reconciling and reviewing of reports on funds and financial transactions under the Project.
- Under the direction and supervision of the Project Finance Officer, assist with preparation of documentation required to raising and processing all payments for PROPER Project and filing required supporting documents in accordance with RMI Regulations and World Bank requirements.
- Under the direction and supervision of the Project Finance Officer, assist in accounting and finance related work for the project.
- Provide support in the preparation of procurement activities for goods, works and services as appropriate.
- Under the direction of the Project Coordinator, assist with minor tasks in the procurement process including advertising, receiving bids/proposals/quotations, drafting no objection requests and publishing results of procurement processes as relevant.
- Provide support to the Project Finance Officer on maintenance of vendor and contract management listings.
- Under the direction and supervision of the Project Finance Officer, check invoices to ensure correct price, follow through to ensure that materials ordered have been received and comply with specifications and examine the conditions of material received.
- Under the direction and supervision of the Project Finance Officer, interact with the finance staff and Project Coordinator to ensure correct and timely payment to contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations.
- Take the lead with maintaining safe, complete, updated, organized and easily retrievable filing system for the RMI PROPER Project STEP system and Digital records and retaining those records for the duration as required by the donors and local regulations.

## **C. General Administration and Logistics**

Under the direction of the Project Coordinator and under direct supervision of the Deputy Director /Finance Officer, provide administrative and logistical support to PROPER on the Project as needed. Activities to include, but not be limited to:

- Assist with the filing of all project related documents.
- Assist in maintaining a tracking system to keep track of all documents, such as administrative memos, travel claims, payment vouchers, and contracts.
- Assist the Project Manager in overseeing the activities of the consultants and contractors in the field.
- Assist with project-related travel arrangements.
- Assist with procurement process and updating of STEP

- Assist with shopping for goods and services associated with incremental operating costs.
- Provide administrative support for training sessions, workshops, conferences, and meetings, including meetings of the Steering Committee.
- Assist in the preparation and dissemination of meeting minutes and workshop reports.
- Support the coordination and management of PROPER implementation progress through liaising with other project implementing agencies/focal points as needed.

#### **D. Expected key deliverables**

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

#### **E. Reporting**

- The RMI PROPER Project Assistant will report to the Project Finance Officer.

### **III. EXPERTISE REQUIREMENTS AND SELECTION CRITERIA**

- Associate Degree from a recognized institution in Accounting, Business Administration or other relevant degree; OR at least 3+ years work experience as a project officer or equivalent.
- Minimum of one (2) years relevant experience.
- Experience working in a team environment.
- Fluency in written and spoken English.
- Competency in the use of computer applications, especially MS Office and Excel.

#### **Additional Desirable Requirements:**

- Demonstrated ability to work under pressure and pay attention to detail.
- Ability to learn quickly.
- Organized and detail-oriented person.
- Good communication skills.
- Experience in procurement, project accounting and/or administration.

### **IV. POSITION DURATION**

The position will be for 24 months period. This is a full-time position and may be extended based on satisfactory performance and availability of funds. The position supports the RMIPROPER in the full implementation phases of the project.

**V. LOCATION**

The position will be located within MIMRA with the Project Management Unit for the full project implementation phase.