

Terms of Reference

Component 3 Manager

Background

The Republic of Kiribati has received a grant from the International Fund for Agriculture Development (IFAD) for the implementation of Phase II of the Kiribati Outer Islands Food And Water Project. The project will be implemented in nine outer islands; Abemama, Nonouti, Tabiteuea Meang, Tabiteuea Maiaki, Beru, Onotoa, Nikunau, Tamana and Arorae. The project has been implemented in October 2019 for a duration of 3.5 years. The overall responsibility for project management and coordination rests with the Project Steering Committee (PSC) established within the Ministry of Environment, Lands and Agriculture Development (MELAD).

The Component Manager of Component 3 will be located at the PMU and report directly to the PMU Director. His/her main responsibilities will be:

- i) Coordinate and oversee implementation of activities supported under Component 3 to ensure timely and quality delivery of services to the beneficiaries;
- ii) Collaborate with C-1 Manager to ensure effective links between C-1 and C-3 – especially in respect of formation and training/capacity building of WUGs, selection of location of rainwater facilities, preparation of water sharing agreements, establishment of sustainable O&M arrangements, etc. Ensure that implementing partners are aware that community planning under C-1 is the entry point of activities under C-3;
- iii) In consultation with PMU training officer, Coordinate the identification and training delivery, including to IF, CFOs, Island Water Technicians and communities;
- iv) Review design drawings for water harvesting and storage infrastructure and ensure endorsement of the final design drawings by MISE;
- v) Manage the procurement of equipment and services required for Component 3 (including contractors to supply and install water harvesting infrastructure if required);
- vi) Prepare component AWPBs for submission to the PMU in a timely manner;
- vii) Prepare funding requests for submission to the PMU in a timely manner;
- viii) Manage the outputs and supervise performance of the CWTs and IWT staff in OIs;
- ix) Ensure overall quality control and implementation of component 3 operational procedures;
 - i) Monitor the use and acquittal of the funds in line with AWPB;
 - ii) Review, approve and monitor all service agreements with service providers for component 3;
 - iii) Assist the PMU to prepare six-monthly financial reports;
- iv) Prepare and submit the six-monthly progress reports to the PMU Director in the required format and to the agreed timetable, and ensure that quantitative and qualitative data are available to feed into the M&E;
- v) Identify and address issues affecting implementation of component 3;
- vi) Assist the PMU (via KFSU) to ensure that all procurement is undertaken in line with approved procurement guidelines;
- vii) Cooperate fully with PMU for the annual audits;
- viii) Actively promote full transparency and accountability of component 3 implementation at all times;
- ix) In coordination with PMU Director, identify key policy issues if any and assist in bringing these forwards to the appropriate forum.
- x) Undertake any other activities assigned by the Project Director.

SKILLS AND EXPERIENCE

The successful candidate will have:

1. Recognized tertiary qualifications and experience in rural water supplies and operations;
2. At least ten years' experience working in rural water supplies in Kiribati.
3. Good understanding of the process and issues involved with rural water supplies;
4. Managerial skills, particularly in:
 - a. Planning, and administration of donor projects;
 - b. Working with and coordinating a team of professionals;
 - c. Coordinating geographically dispersed development activities; and
 - d. Liaising with government and non-government organizations.

- e. Managing report writing, verbal communication skills, planning and organisational skills;
- 5. Ability to establish working relationships with national counterparts at the district level.
- 6. Skills in: inter-personal communication; report writing; numeracy; analysis; and networking.
- 7. Basic computer literacy.
- 8. Fluency in English and well versed with Kiribati tradition and culture.

