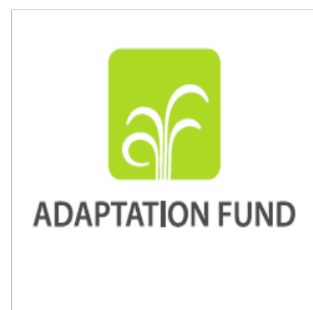


**Enhancing Resilience of Coastal  
Communities of Samoa to Climate Change  
(Adaptation Fund - Programme)  
(UNDP Project ID 00079525):**

# **Progress Report, 2nd Quarter 2013**

Inception update - June 2013



## **1 Introduction**

This report sets out the activities that have been undertaken as at June 2013

## **2 Project Management**

### **2.1 Project Human Resources**

#### **2.1.1 Personnel Recruitment/establishment of Programme Management Unit**

Several negotiations took place with the Samoa Public Service Commission (PSC) and it was decided that project positions i.e. Project Manager and Project Assistant would be recruited through PSC process after.

Advertisements closed on February 12, 2013; and then extended to March 18, 2013. Unfortunately the number of quality candidates was low.

Further negotiations transpired to determine an alternative approach. It was agreed that tendering for the services would generate the level of interest and quality of potential candidates to apply.

The advertisements for Project Management and Assistant services were finalized on June 18, 2013 and published on the Ministry of Natural Resources and Environment website as well as the Ministry of Finance website respectively. The advertisements appeared in three public newspapers commencing June 22, 2013.

The advertisements close July 8, 2013. Subsequent actions include the technical and financial evaluations. These evaluations are envisaged to take place over the next 6-8 weeks followed by contract negotiations, review and effectiveness.

The Project Manager and Assistant will be placed under MNRE-PUMA as part of a joint Programme Management Unit for the AF/PPCR initiatives. Currently procurement of office and IT equipment is taking place to have the office fully setup for the incoming PMU staff at the space provided by the government at MNRE-PUMA premises.

#### **2.1.2 Technical Advisor**

It was suggested by UNDP, and agreed by government implementing partners that an additional technical advisory position be included to provide overall technical advisory services on coastal adaptation aspects across various closely interrelated climate change adaptation projects such as the Adaptation Fund, the Pilot Program

for Climate Resilience (PPCR), and the LDCF funded project “Enhancing the resilience of tourism-reliant communities to Climate Change risks”, executed by the Samoa Tourism Authority.

This position is advertised and closes July 8, 2013.

### **3 MNRE National Stakeholder Workshop – GEF Procedures & Promoting Partnership**

On June 12-13, 2013 MNRE carried out a national stakeholder’s workshop, aiming at building awareness and capacity on procedures for accessing and implementing initiatives funded through GEF and other funding sources, including the Adaptation Fund.

One of the main areas of discussion during this workshop was the strengthening of coordination approaches and mechanisms across on-going and planned initiatives. The pooling of expert support on coastal management issues for the AF, PPCR and LDCF-Tourism projects mentioned above was presented as an example.

### **4 Project Linkages – Pilot Program for Climate Resilience (PPCR)**

It is noted that PPCR consultancy services for the preparation phase is ongoing. These are fully aligned with the Adaptation Fund supported programme objectives and requirements and treats PPCR/AF initiatives in an integrated way.

- On the 3<sup>rd</sup> of April, the Government of Samoa organized a National Forum to discuss the results of the Pilot Program on Climate Resilience - Phase 1. The objective of Phase 1 of the PPCR was to develop a series of assessments on the policy framework, coordination and institutional arrangements of climate change initiatives in Samoa. These assessments produced a set of comprehensive recommendations to enhance coordination at the national level. On the occasion of this forum a coordination meeting was set up for PPCR and AF initiatives, including key government agencies, support experts, WB and UNDP officers.
- The PPCR Project Preparation and Methodological Framework Report submitted June 30, 2013 under review. Carried out by a team of international and regional experts, under the guidance of MNRE-PUMA, this report sets out recommendations for underlying institutional arrangements for coordinated implementation of the PPCR/AF programme across government and CSO partners involved. It outlines a detailed process and method for the review and

implementation of Coastal Infrastructure Management (CIM) Plans as the key framework for the PPCR/AF programme implementation country-wide.

- The Gender Mainstreaming draft final report submitted on June 21, 2013 under review.

## Annex 1: Personnel Terms of References

### Project Manager Terms of Reference

#### I. Position Information

Job Code Title: **Project Manager**

Department: Ministry of Natural Resources and Environment

Reports to: ACEO/PUMA

Position Status (duration of service): 3 years (full-time)

#### II. Programme description

This programme is designed to complete a holistic and country-wide approach to climate change (CC) adaptation in the coastal zones in Samoa. It will provide the vehicle to implement the Coastal Infrastructure Management (CIM) Plans on the ground as a practical community based response to adaptation. The program will result in a “whole of country” adaptation response for coastal management at the nationwide scale. The implementation of appropriate responses will be supported by the programme through site specific design of adaptation interventions and active community engagement in the process.

The programme will serve to implement the CIM Strategy, which was originally prepared in 2000 and revised in 2006 to include specific reference to CC related issues. In particular the predicted hazard zones were reviewed against the NAPA data (2005) and inter-alia the Climate Risk Profiles (2007) and reference was made to expected land use impacts from more frequent and intense cyclone events. The Strategy which has as its central focus a theme of “resilience”, directs coastal adaptation to focus upon activities which will have a positive effect upon community resilience. The CIM Strategy has been endorsed by Cabinet as official Government policy with respect to coastal management.

The programme has a 3 pronged approach:

- A main focus upon on-the-ground implementation of coastal adaptation measures, addressing climate change impacts on key infrastructure elements and coastal ecosystems in an integrated way. Integration is achieved within the framework of a comprehensive village land use plan – the CIM Plan.
- Strengthened institutional policies and capacities to provide an enabling environment for climate resilient coastal development; and,
- The systematic capture and dissemination of knowledge and lessons learned to aid and inform further implementation and pursuit of climate resilient development.

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<b>III. Organizational Context</b>
<p>This programme is funded by the Kyoto Adaptation Fund (AF) and executed by the Ministry of Natural Resources and Environment (MNRE), with UNDP support as Multi-lateral Implementing Entity to the Adaptation Fund. This project is jointly implemented and closely coordinated with the World-Bank-funded Pilot Programme on Climate Resilience (PPCR), especially its Investment Projects 1 and 2, also aiming implementing the CIM Plans. The AF PC will be based at the Joint AF/PPCR Programme Management Unit under the MNRE PUMA Strategic Planning Section. The PC will work under the direct supervision of the Programme Manager (Principal Strategic Planner of the Strategic Planning Section) and will report to the Programme Steering Committee on a regular basis on the agreed frequency. The PC will be responsible for the implementation of the AF-funded programme, including the mobilization of all project inputs, production of outputs, monitoring and evaluation (M&amp;E) processes, as well as the supervision of other direct staff supporting the AF programme. The PC will coordinate with the UNDP Samoa Country Office, in charge of programme oversight support on any needed operational and technical matters. The PC will ensure through the PUMA Strategic Planning Section that the AF programme implementation is fully aligned with the PPCR.</p>

<b>IV. Functions / Key Results Expected</b>
<p>Summary of key functions:</p> <ul style="list-style-type: none"> <li>▪ Provide strategic direction and guidance to the Project</li> <li>▪ Undertake day-to-day management of the Project</li> <li>▪ Monitoring and Evaluation (M&amp;E) and Knowledge Management</li> </ul>
<p>The specific duties and responsibilities during the assignment will include, but not be limited to, the following:</p> <ol style="list-style-type: none"> <li>1. <u>Provide strategic direction and guidance to the Project</u> <ul style="list-style-type: none"> <li>▪ Prepare Multi-year, Annual and Quarterly Work Plans and Budgets timely, following consultation with the Technical Working group and relevant partners, and present them to the Steering Committee for review and approval;</li> <li>▪ Identify/refine activities for each project output in consultation with relevant responsible parties and other development partners;</li> <li>▪ Ensure proper management of funds consistent with UNDP requirements</li> <li>▪ Ensure effective coordination and joint implementation process with the PPCR and other related initiatives and agencies involved</li> </ul> </li> </ol>

## 2. Undertake day-to-day management of the Project

### (1) Project Implementation

- Develop TORs for recruitment of project personnel and consultancy services and facilitate recruitment procedures;
- Facilitate procurement of goods and services and provide oversight of contract implementation;
- Ensure that activities are being implemented on a sound technical basis
- Mobilize other project inputs in accordance with government procedures;
- Supervise and coordinate the work of all project staff, consultants and sub-contractors;
- Propose the agenda for the technical committee with coordinators and facilitate in resolving technical issues on the project;
- Coordinate with the UNDP Samoa Multi-country Office on work planning, financial and reporting processes
- Coordinate with national and regional partner agencies involved, and ensure the regular functioning of the Technical Working Group

### (2) Work Planning, Monitoring and Evaluation (M&E) and Knowledge Management

- Ensure the implementation of the monitoring and evaluation plan in a timely manner;
- Advice Steering Committee on the project work plans, implementation, substantive and financial issues, including budget revisions;
- Ensure counteractions are taken as a result of M&E findings;
- Disseminate project reports to and respond to queries from concerned stakeholders;
- Oversee the exchange and sharing of experiences and lessons learned with relevant education, environment and development projects and agencies involved

### 3. Prepare all reports required under the project

- Prepare necessary documents including quarterly reports, annual Project Progress Reports, and other reports as may be required by UNDP and Adaptation Fund, audit reports, and submit them to the Steering Committee for review and approval.

## **V. Impact of Results**

The key result is the timely and effective implementation of the programme, along its work plan, budget and expected key results as defined in the Strategic Result Framework.

## **VI. Competencies**

### **Corporate Competencies:**

- Promotes the vision, mission, and strategic goals of the Government of Samoa
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Familiarity with Government of Samoa and UNDP guidelines and regulations

### **Functional Competencies:**

- Solid understanding of climate change and coastal management issues
- Ability to assess institutional capacity, and formulate proposals to foster positive change
- Analytical judgment, results-orientation and efficiency in a multi-tasking environment

### **Managerial Competencies:**

- Proven ability to manage project team (national and international) and manage diverse and complex tasks; establishes clear performance goals, standards and responsibilities
- Substantial management and planning skills and experience with demonstrated abilities to develop and manage partnerships with donors, government counterparts, the private sector and civil society
- Promotes a learning environment; facilitates the development of individuals and team competencies

### **Behavioral Competencies:**

- Ability to lead effectively, mentoring as well as conflict resolution skills
- Demonstrates openness to change and ability to manage complexities
- Consistently approaches work with energy and a positive, constructive attitude
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment
- Strives for quality client-centred services when making decisions and taking actions
- Capacity to perform effectively under pressure and hardship conditions



<b>VII. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>▪ Bachelors degree or equivalent in environmental science, coastal or natural resource management, coastal infrastructure, land management or related field.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>▪ More than five years of experience in management of environment or development projects with good understanding of integrating climate change, gender and similar cross-cutting aspects</li> <li>▪ In-depth and proven knowledge as well as experience in the area of development issues, policies and programmes relating to climate change and coastal resources management and their impacts promoting human development and poverty reduction</li> <li>▪ Proven actual experiences of Results Based Management (RBM) with sound knowledge on Strategic Result Frameworks (logframe) and Project Cycle Management (PCM)</li> <li>▪ Experience working with communities, government agencies and NGOs in Samoa</li> <li>▪ Excellent computer skills (key MS Applications) and ability to use information technology as a tool and resource</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>▪ Fluency in English, including excellent writing and presentation skills</li> </ul>

### **Project Assistant**

## Terms of Reference

<b>I. Position Information</b>	
Job Code Title: <b>ProgrammeAssistant (PA)</b> Position Number: Department (duty station): Reports to: <b>Programme Coordinator (PC)</b> Position Status (duration of service):	Current Grade: Approved Grade: Position Classified by: Classification Approved by:

<b>II. Programme description</b>
<p>This programme is designed to complete a holistic and country-wide approach to climate change adaptation in the coastal zones in Samoa. It will provide the vehicle to implement the Coastal Infrastructure Management (CIM) Plans on the ground as a practical community based response to adaptation. The program will result in a “whole of country” adaptation response for coastal management at the nationwide scale. The implementation of appropriate responses will be supported by the programme through site specific design of adaptation interventions and active community engagement in the process. The programme will serve to implement the CIM Strategy, which was originally prepared in 2000 and revised in 2006 to include specific reference to CC related issues. In particular the predicted hazard zones were reviewed against the NAPA data (2005) and inter-alia the Climate Risk Profiles (2007) and reference was made to expected land use impacts from more frequent and intense cyclone events. The Strategy which has as its central focus a theme of “resilience”, directs coastal adaptation to focus upon activities which will have a positive effect upon community resilience. The CIM Strategy has been endorsed by Cabinet as official Government policy with respect to coastal management. The programme has a 3 pronged approach:</p> <ul style="list-style-type: none"> <li>- A main focus upon on-the-ground implementation of coastal adaptation measures, addressing climate change impacts on key infrastructure elements and coastal ecosystems in an integrated way. Integration is achieved within the framework of a comprehensive village land use plan – the CIM Plan.</li> <li>- Strengthened institutional policies and capacities to provide an enabling environment for climate resilient coastal development; and,</li> <li>- The systematic capture and dissemination of knowledge and lessons learned to aid and inform further implementation and pursuit of climate resilient development.</li> </ul>

### III. Organizational Context

This programme is funded by the Kyoto Adaptation Fund (AF) and executed by the Ministry of Natural Resources and Environment, with UNDP support as Multi-lateral Implementing Entity to the Adaptation Fund. This project is jointly implemented and closely coordinated with the World-Bank-funded Pilot Programme on Climate Resilience (PPCR), especially its Investment Projects 1 and 2, also aiming implementing the CIM Plans. The AF PA will be based at the Joint AF/PPCR Programme Management Unit under the MNRE PUMA Strategic Planning Section. The PA will work under the direct supervision of the Programme Coordinator. The PA will provide overall administrative support to the PC, ensuring effective administrative management of the project.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

#### Provision of administrative support to the Project Management Unit and the AF Project Coordinator, including;

- Administrative Issues for Smooth Project Implementation
- Financial Management
- Procurement
- Reporting and Data Management
- Recruitments

#### 1. Provides **Administrative support for Smooth Project Implementation** focusing on achievement of the following results:

- Assist the Project Coordinator to maintain up-to-date schedule of the Project
- Manage followings to assist Project Manager for the smooth implementation of the project
  - Organize meetings, workshops, seminars and trainings including securing the venue, arranging tickets and preparing the materials and stationary;
  - Arrange missions of project staffs such as facilitating accommodation and transportation, DSA and terminal payment and any other necessary support for the participants and Project members; and
  - any other matters when required
- Make meeting appointment and draft minutes of meetings;
- Maintain the working place clean and tidy to create comfortable atmosphere to the Project team

<p>2. Supports <b>Financial Management</b> of the Project focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>• Support the PC by assisting in preparation of budget, budget revisions, and monitoring the balance of the budget;</li> <li>• Assist the PC to prepare analysis of project delivery and its appropriateness against project work plan, identify the bottlenecks and propose solutions with analytical supporting documentations;</li> <li>• Assist the PC to assess the Annual Work Plan and conduct budget revision</li> </ul>
<p>3. Supports <b>Procurement</b> under the Programme focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> <li>• Contribute in drafting specification of equipments to be procured within the approved budget;</li> <li>• Create e-requisition in Atlas or payment requests;</li> <li>• Follow up procurement process with Procurement Assistant for procurement of equipment in a timely manner;</li> <li>• Register purchased equipments as an asset and maintenance of an up-to-date inventory of equipments purchased under the Project in accordance with UNDP regulation;</li> </ul>
<p>4. Supports <b>Reporting and Programme Data Management</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>• Assist the PC to prepare draft quarterly progress reports to be submitted to the Steering Committee;</li> <li>• Maintain project data management system with reference numbering and filing system to keep all records and documentations in order.</li> <li>• Upload and maintain of the project information in the share drives folders of the Project</li> </ul>
<p>5. Supports <b>Recruitment</b> under the Programme focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>• Assist the PC to coordinate with relevant government units and follow up recruitment (staff member and service contract holder) and/or procurement (individual consultant/consulting firm) procedures to employ required personnel in a timely manner</li> </ul>

**IV. Impact of Results**

The key results have an impact on the overall performance of the Programme and success in implementation of Programme strategy. Proactive

assistance to the Programme Coordinator will result accurate analysis, data entry and presentation of information ensure proper Programme implementation.

## V. Competencies and Critical Success Factors

### Corporate Competencies:

- ❑ Demonstrates commitment to the Gov. of Samoa mission, vision and values.
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### Functional Competencies:

#### Knowledge Management and Learning

- ❑ Shares knowledge and experience
- ❑ Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

#### Development and Operational Effectiveness

- ❑ Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- ❑ Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

#### Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Demonstrates openness to change and ability to manage complexities
- ❑ Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

## VI. Recruitment Qualifications

Education:

High school certificate or equivalent. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable

Experience:	<ul style="list-style-type: none"> <li>- Minimum 3 years of administrative support experiences. Experience of working in a project team as the similar role is preferable.</li> <li>- Working Experience in UNDP or other UN Agencies is an advantage.</li> <li>- Having basic knowledge on current environment issues in Samoa is an asset</li> <li>- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</li> </ul>
Language Requirements:	Fluency in written and spoken English

### **Senior Technical Advisor**

#### **Terms of Reference**

The Government of Samoa is currently developing three major projects on Adaptation to climate change focused on the communities and infrastructure of the coastline. The desired end state after the completion of these programmes is for the majority of coastal communities in Samoa to be aware of the likely consequences of changes to their environment as a result of climate change; for there to be a range of adaptation measures in place to enhance the resilience in those communities and; for there to be capacity within Government and the community to manage unfolding climate change risks and opportunities in the future.

The aim of the Governemnt is to implement these three projects: the Adaptation Fund (AF) and Tourism and Climate Chnage (ICCRITS) projects (with UNDP) and the Pilot Programme for Climate resilience (PPCR, with the World Bank) in a synergetic and complementary fashion.

These synergies will be established through the following project processes:

The PPCR and AF-financed projects involve an extensive review of the Coastal Infrastructure Management (CIM) Plans through participatory processes and community engagement, in order to identify entry points for integrating climate change risks. This is expected to take place during the initial stages of project implementation in 2013. This review will be the basis of the definition of site-specific measures in targeted districts and villages. This process will be closely coordinated with the planned assessments and consultations to be undertaken in the targeted Tourism Development Areas and resilient communities during the initial phases of the tourism project.

Complementarity of interventions will be also ensured in the broader national process of aligning the AF and WB-PPCR processes with that of the tourism Project. The coordination of these initiatives will be carried out based on existing mechanisms, such as Project Boards, with the multi-donor contributions being well coordinated by the Aid Coordination Division, located in the Ministry of Finance (MoF), along with the stringent approval process of donor-funded initiatives by the Cabinet Development Committee. The National Executing Agency for the proposed AF project is also MNRE, therefore close collaboration between MNRE and the Samoa Tourism Authority is guaranteed for synergetic implementation of the AF and tourism projects. There is a close collaboration established between the AF and WB-PPCR programme teams and processes, involving government agencies, the UNDP and the WB.

To develop close coordination and co-implementation arrangements between this project and the AF and PPCR programmes, one common Technical Advisor will be engaged in the process to support the strategic implementation of the three projects in a coordinated fashion. This will assist in the harmonization of the implementation approach, the definition of work plans (multi-year, annual and quarterly), pooling of technical assistance, the sharing of data and information, coordinated M&E and more efficient procurement processes.

The work of the PPCR and AF programmes will also address a similar range of capacity elements from policy review and capacity development (including strengthening institutional capacities, constituency building and awareness raising) through to the facilitation, encouragement and legal enforcement of substantive, on-the-ground activities covering impacts imposed on water resources sector, infrastructure, shoreline protection, agriculture and forests and vulnerable terrestrial and marine ecosystems. Funding for the 3 projects together is around USD\$20 million, geographically covering the entire country with its 41 districts.

To ensure efficient and coordinated implementation of these three projects, a Technical Advisor is being recruited to provide technical and strategic advisory as stipulated in the specific ToRs as outlined here below. The Technical Advisor will be responsible for providing overall technical backstopping to the Projects, in a continuous mentoring fashion working closely with the respective project teams and relevant national and regional counterparts. The Technical Advisor will be engaged in strategic and day-to-day implementation processes, providing support in the provision of the required technical inputs, including assisting in defining the implementation strategy, reviewing and preparing Terms of Reference and reviewing the outputs of consultants and other sub-contractors.

### **SCOPE OF THE WORK**

The Technical Advisor will be responsible for providing overall technical backstopping to the Project. He/She will render technical support to the joint PPCR-AF National Project Coordinator (NPC) under MNRE-PUMA, as well as the NPC of the Tourism LDCF project at STA, and to their respective Project Management Units and partners. The Technical Advisor will coordinate the provision of the required technical inputs, including assisting in defining the implementation strategy, reviewing and preparing Terms of Reference and reviewing the outputs of consultants and other sub-contractors. The Technical Advisor will provide guidance and support on both strategic project matters and aspects of day-to-day management as required.

Specific tasks:

#### **Project implementation**

- Provide technical expertise and strategic guidance to all project components, assuming quality control of interventions, and support the Project Coordinators in the coordination of the implementation of planned activities under the projects as stipulated in the project document/work plan;
- Provide technical inputs into the work of the multi-stakeholder coordination mechanism at all levels and other relevant ongoing initiatives;
- Give input into the development of technical training packages for all target groups and provide peer review function; in certain cases carry out selected training events;
- Advise on key policy and legal issues pertaining to the project;



- Develop Terms of Reference for consultants and sub-contractors, and assist in the selection and recruitment process;
- Provide technical supervisory function to the work carried out by the other technical assistance consultants hired by the project.
- Coordinate the work of all consultants and sub-contractors, ensuring the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities;
- Ensure that technical contracts meet the highest standards; provide input into development of Terms of Reference for sub-contracts, assist with selection process, recommend best candidates and approaches, provide technical peer function to sub-contractors; provide training and backstopping where necessary;
- Assist in mobilizing staff and consultants in the conduct of a mid-term project evaluation, and in undertaking revisions in the implementation program and strategy based on evaluation results;

### **Project management and monitoring**

- Provide hands-on support to the NPCs, project staff and other government counterparts in the areas of project management and planning, management of site activities, monitoring, and impact assessment;
- Assist the NPCs in the preparation and revision of the Management Plan as well as Annual Work Plans;
- Assist the NPCs in monitoring the technical quality of project M&E systems (including AWP, indicators and targets).
- Assist the NPCs in adjusting the project Results Framework, as required and in line with corporate requirements;
- Coordinate preparation of reports when called for by the NPCs;
- Assist the NPCs in the preparation of the Quarterly Progress Reports, the annual Project Implementation Review, inception report (from the tourism project), technical reports, quarterly financial reports for submission to UNDP, the GEF, other donors and Government Departments, as required;
- Provide technical assistance to the Tourism Sector on Climate Change adaptation and improved climate resilience

- Provide technical advice to all adaptation and climate resilient projects

### **Relationship building**

- Assist the NPCs in liaison work with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities;
- Engage on and contribute to policy dialogues at all levels, including the national level;

### **Communication**

- Assist in knowledge management, communications and awareness raising and document lessons from project implementation and make recommendations to the Project Board for more effective implementation and coordination of project activities.

### **ESSENTIAL SELECTION CRITERIA**


- Advanced university degree (at least M. Sc. or equivalent) in the area of coastal zone management or coastal engineering, natural resource management, environmental management or environmental economics;
- At least 10 years of professional experience, of which at least eight are at international level, and 3 are in climate change adaptation;
- Demonstrated experience of working with climate information systems and adaptation planning processes;
- Demonstrated experience in project development, implementation and management;
- Strong skills in monitoring and evaluation;
- Proven experience drafting technical reports or scientific papers;
- Proven experience in developing consultancy works on climate change and adaptation;
- Excellent working knowledge of English and track record in producing English-speaking communications and reports
- Knowledge and understanding of climate change issues and Early Warning System;

- Exposure to multilateral projects;

In addition, proven experience of the following is desirable:

- Previous experience with adaptation projects and programmes funded and implemented by multilateral/international organizations;
- Experience of working and collaborating with governments;
- Experience in working in the Pacific and familiarity with the development context;
- Ability to effectively coordinate a large, multidisciplinary team of experts and consultants.

## Procurement Notices

  
Government of Samoa

**MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT**  
*Matāgaluega o Puna'oa Faalenatura ma Siosiomaga*

Level 3, Tui Atua Tupua Tamasese Efi Building (TATTE), Sog., P.O. Private Bag, Apia, SAMOA  
Telephone: (+685) 67200  
Fax: (+685) 23176  
Email: [info@mnre.gov.ws](mailto:info@mnre.gov.ws)  
Website: <http://www.mnre.gov.ws/>

*Please address all correspondence to the Chief Executive Officer, Private Bag, Apia, Samoa.  
Faamolemale faatouamua uma mai faatouamua uma i le Ofisa Sili*

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**Request for Quotation**

**Adaptation fund project**

'Enhancing resilience of coastal communities of Samoa to Climate Change'

The Government of Samoa through the Ministry of Natural Resources and Environment wishes to invites applications from qualified individuals for the following positions under the Adaptation Fund Project with the Planning and Urban Management Agency.

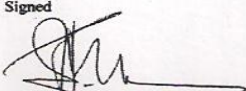
1. Project Manager
2. Project Assistant
3. Technical Advisor

Detailed Terms of Reference and information on the application procedure are available from the Planning and Urban Management Agency office on Level 1 of the Tui Atua Tupua Tamasese Efi Building or email [jude.kohlhase@mnre.gov.ws](mailto:jude.kohlhase@mnre.gov.ws) or [pauline.pogi@mnre.gov.ws](mailto:pauline.pogi@mnre.gov.ws) for an electronic copy of the tender document.

The deadline for submission is 11:00am (Samoan time) on Monday 08th July 2013. Applications must be submitted to:

**Secretary Tenders Board  
4th Floor, Central Bank Building  
Ministry of Finance  
Apia, Samoa**

For clarification or further information contact: Tagaloa Jude Kohlhase – email: [jude.kohlhase@mnre.gov.ws](mailto:jude.kohlhase@mnre.gov.ws) or Pauline Pogi on [pauline.pogi@mnre.gov.ws](mailto:pauline.pogi@mnre.gov.ws) or Tel: +685 67200.

Signed  
  
Taulealeausumai Laavasa Malua  
CHIEF EXECUTIVE OFFICER

A-22,23,28,30/6 & 3.5,7/7/13

Figure 1: Samoa Observer, 22 June 2013

<b>Contract:</b>	<b>Project Manager - Adaptation Fund Project</b>
Agency:	Ministry of Natural Resources & Environment
Contact Person(s):	Tagaloa Jude Kohlhase, Email: jude.kohlhase@mnre.gov.ws, Telephone: (685) 67200 OR Pauline Pogi, Email: pauline.pogi@mnre.gov.ws, Telephone: (685) 67200
Submission Deadline:	<u>8th July 2013 - 11:00am</u>
<b>Contract:</b>	<b>Project Assistant - Adaptation Fund Project</b>
Agency:	Ministry of Natural Resources & Environment
Contact Person(s):	Tagaloa Jude Kohlhase, Email: jude.kohlhase@mnre.gov.ws, Telephone: (685) 67200 OR Pauline Pogi, Email: pauline.pogi@mnre.gov.ws, Telephone: (685) 67200
Submission Deadline:	<u>8th July 2013 - 11:00am</u>
<b>Contract:</b>	<b>Technical Advisor - Adaptation Fund Project</b>
Agency:	Ministry of Natural Resources & Environment
Contact Person(s):	Tagaloa Jude Kohlhase, Email: jude.kohlhase@mnre.gov.ws, Telephone: (685) 67200 OR Pauline Pogi, Email: pauline.pogi@mnre.gov.ws, Telephone: (685) 67200
Submission Deadline:	<u>8th July 2013 - 11:00am</u>

**Figure 2: MOF Website procurement (www.mof.gov.ws, 22 June, 2013)**

**ADVERTISEMENT**

**Coordinator - Two Samoa's Environment Initiative (Job Description)**

**NBSAP Request for Proposals**

**Adaptation Fund Project**

- \* Project Manager
- \* Project Assistant
- \* Technical Advisor

national plans, advocacy and leveraging funding opportunities. In this regard, the MNRE stands to take a lead role in terms of negotiations and soliciting partnership from all its relevant stakeholders to support sustainable development and environmental management. Thus, the Ministry aims to demonstrate this commitment through improved service delivery to the public and its stakeholders as well as supporting resource sharing and cooperation in a similar manner.

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**WHO'S ONLINE**

We have 66 guests and no members online

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**Figure 3: MNRE Website procurement (www.mnre.gov.ws, 22 June, 2013)**