



TERMS OF REFERENCE

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| Contract No | |
| Position Title | SOFF Project Manager |
| Project | Systematic Observations Financing Facility (SOFF) |
| Expertise | Project administration and Management |

1. Project Overview

The Systematic Observation Financing Facility (SOFF)-funded UNEP Investment Phase in Kiribati aims to enhance climate adaptation and resilience by improving national meteorological and climate monitoring infrastructure. The project involves procurement, installation and management of essential meteorological equipment, along targeted capacity-building activities for local stakeholders.

The project will strengthen Kiribati in-country capacity for sustained collection and international exchange of essential surface-based weather and climate observations according to the internationally agreed Global Basic Observing Network (GBON) regulations. The implementation of GBON will significantly strengthen the provision of high-quality weather forecasts, early warning systems, and climate services at national, regional and global levels.

The SOFF-funded UNEP Project will also support the construction, installation and procurement of meteorological equipment, including the upgrade of five (5) existing Automatic Weather Station (AWS) in the Gilbert Island group to meet GBON requirements, the upgrade of nine (9) existing staffed stations with co-located AWS, backup satellite communication in Gilbert, Phoenix, Line Island Groups, and Banaba Island, the upgrade of the existing Upper Air (UA) station (in Tarawa) and the installation of two new UA stations in the Line Islands and Phoenix Islands.

2. Objectives

The Project Manager will oversee and coordinate all project activities and serve as the primary point of contact for the project with the following key objectives:

- 2.1. To ensure timely and effective implementation of the SOFF-funded UNEP investment phase, in accordance with the guidelines and procedures of the Government of Kiribati - Office of Te Beretitenti, UNEP and SOFF
- 2.2. To provide effective coordination and communication with key stakeholders, including UNEP, Peer Advisor, technical partners, SOFF Secretariat and other stakeholders



3. Key Duties and Responsibilities

The Project Manager will be responsible for the following key responsibilities in ensuring efficient management and implementation of the project.

- 3.1. Oversee and design project plan and timeline, manage and monitor the project budget, and ensure the proper allocation and efficient utilization of resources
- 3.2. Ensure all activities are aligned with project objectives, timelines and ensure compliance with SOFF and UNEP standards
- 3.3. Liaise and coordinate with relevant government agencies to ensure the integration of the budget into the national government planning process and subsequent planning stages
- 3.4. Prepare and execute the annual work plan, procurement plan, and budget in accordance with UNEP, Peer Advisor, and KMS schedules.
- 3.5. Prepare, coordinate and submit periodic physical and financial progress reports of activities as required by UNEP, Government of Kiribati - Office of Te Beretitenti in coordination with KMS. Including semi-annual and annual narrative reports, quarterly expenditure reports, audit reports, project steering committee reports, and as required periodically.
- 3.6. Liaise and coordinate with the Government of Kiribati - Office of Te Beretitenti and KMS to ensure compliance with Government of Kiribati - Office of Te Beretitenti, and UNEP financial rules and regulations and guidelines.
- 3.7. Maintain regular communication and coordination with UNEP, Peer Advisor, Government of Kiribati - Office of Te Beretitenti, Project Steering Committee members, Government Agencies, Local Governments, and other relevant stakeholders.
- 3.8. Coordinate inception meetings, steering committee meetings, and other relevant stakeholder meetings and engagements.
- 3.9. Oversee and coordinate all civil works and installations, including the setup of automatic weather stations and upper-air observation systems, ensuring they are completed on schedule, meet required quality standards, and fully comply with applicable environmental and social safeguards standards.



- 3.10. Coordinate with the Procurement Section to procure project equipment and related instruments in coordination with the Peer Advisor to ensure all equipment procurement aligns with the technical specifications provided and the procurement process complies with both Government of Kiribati (GoK) and UNEP requirement.
- 3.11. Identifying potential national and international suppliers and supporting the preparation of procurement packages and the overall procurement process.
- 3.12. Coordinate and obtain the required approvals for the installation of equipment, the construction of sited, and any other necessary clearances from relevant agencies or organizations
- 3.13. Coordinate in-house meetings, including tender and project review sessions
- 3.14. Ensure the effective implementation, monitoring, and evaluation of the project activities
- 3.15. Facilitate and manage the annual auditing process of project activities, addressing audit requirements and ensuring full compliance and transparency
- 3.16. Monitor and manage project risks effectively and review and submit appropriate resolutions to the Project Steering Committee, UNEP and KMS for addressing identified risks
- 3.17. Prepare quarterly progress reports; both physical and financial and submit to the Director KMS and Secretary OB before submission to UNEP
- 3.18. Contribute to the development, validation, and implementation of a stakeholder engagement plan, ensuring regular engagement with civil society, the private sector, government agencies, and other relevant stakeholders.
- 3.19. Support the preparation of a gender gap analysis and gender action plan, promoting gender mainstreaming throughout the project.
- 3.20. Provide input into the recruitment and oversight of project staff, as needed.
- 3.21. Carry out any other additional responsibilities as assigned by KMS and the project.



4. Project Deliverables

The Project Manager is expected to deliver following key deliveries including primary reports, plans and documentations to KMS, UNEP and the Project Management Unit to ensure effective implementation, monitoring and evaluation of the project;

| | Deliveries | Descriptions | Measurable Indicators |
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| 4.1 | Comprehensive Project Plan and Timeline | <ul style="list-style-type: none"> Develop a detailed project plan, including timelines, milestones, and resource allocation. Regularly update and revise the plan to align with project developments and stakeholder requirements. | Detailed project plan developed, updated quarterly, and submitted to KMS and UNEP for review before endorsement by the Project Steering Committee. |
| 4.2 | SOFF Budget Management and Financial Oversight | <ul style="list-style-type: none"> Prepare a project budget with clear allocation of resources. Monitor expenditures and ensure financial compliance with UNEP, SOFF, and Government of Kiribati financial regulations. Submit periodic financial reports and updates. | Annual Budget prepared and approved by the Project Steering Committee; quarterly reporting of financial submitted to KMS and UNEP for review before sharing to Project Steering Committee. |
| 4.3 | National Integration of Project Budget | <ul style="list-style-type: none"> Coordinate with relevant government agencies to ensure project budget integration into national planning processes. Align budget planning with government policies and funding cycles. | Incorporate in Annual budget information of annual project activities that could be co-finance with stakeholder's national budgets or other projects and identification of project budgets and resources that could also support and integrated with stakeholder's annual activities in compliance with GoK and UNEP |



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| | | | policies and funding cycles. |
| 4.4 | Annual Work Plan and Procurement Plan | <ul style="list-style-type: none"> Develop and implement an annual work plan that aligns with KMS and UNEP schedules. Prepare and oversee the procurement plan to ensure timely acquisition of necessary equipment and services. | Annual work plan and procurement plan submitted and endorsed by KMS and UNEP before the start of each year for the Steering Committee endorsement. |
| 4.5 | Progress Reporting | <ul style="list-style-type: none"> Prepare and submit periodic physical and financial progress reports to UNEP, SOFF, and Government of Kiribati - Office of Te Beretitenti. Ensure all reports adhere to required formats and deadlines. | Minimum of four (4) quarterly physical and financial progress reports submitted annually, ensuring adherence to required formats and deadlines by the KMS/OB and UNEP including semi-annual and annual narrative reports which are requirements from SOFF. |
| 4.6 | Regulatory and Financial Compliance | <ul style="list-style-type: none"> Ensure adherence to financial regulations and guidelines set by the Government of Kiribati and UNEP. Address and resolve any compliance issues in coordination with relevant agencies. | 100% compliance with financial regulations, with zero unresolved compliance issues |
| 4.7 | Stakeholder Engagement and Communication | <ul style="list-style-type: none"> Maintain ongoing communication with UNEP, Peer Advisor, Government of Kiribati - Office of Te Beretitenti, and other stakeholders. | Minimum of six (6) stakeholder meetings held per year, with documented meeting minutes and follow-up actions |



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| | | <ul style="list-style-type: none"> Facilitate collaboration and coordination across relevant agencies. | |
| 4.8 | Project Meetings and Stakeholder Engagements | <ul style="list-style-type: none"> Organize and coordinate inception meetings, steering committee meetings, and stakeholder engagement sessions. Ensure proper documentation and follow-up on action items. | At least (2) steering committee meetings and one (1) inception meeting conducted annually. |
| 4.9 | Supervision and Coordination of Construction Sites | <ul style="list-style-type: none"> Oversee the construction and installation of project infrastructure, including the Upper Air Observation System and Automatic Weather Station. Work closely with the Project Management Unit to monitor construction progress. | Monthly site inspections conducted, with progress reports submitted to KMS and UNEP. |
| 4.10 | Procurement and Installation of Equipment | <ul style="list-style-type: none"> Coordinate procurement processes to ensure timely acquisition of project equipment. Secure necessary approvals and clearances for the installation of equipment and construction of sites. | 100% of project equipment procured and installed within the approved timeline. |
| 4.11 | Internal Meetings and Project Reviews | <ul style="list-style-type: none"> Organize internal project review meetings, including tender sessions. Document discussions and implement recommendations as needed. | Minimum of four (4) internal project review meetings held annually, with documented recommendations implemented. |
| 4.12 | Project Implementation, | <ul style="list-style-type: none"> Develop and implement monitoring and evaluation frameworks. | Monitoring and evaluation framework developed, and quarterly assessments conducted. |



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| | Monitoring, and Evaluation | <ul style="list-style-type: none"> Conduct regular assessments to track progress and address issues proactively. | |
| 4.13 | Annual Audit Facilitation | <ul style="list-style-type: none"> Manage and facilitate the annual auditing process. Address audit requirements and ensure full transparency and accountability. | Annual audit process completed with no major findings or unresolved audit issues. |
| 4.14 | Risk Management | <ul style="list-style-type: none"> Identify, assess, and monitor project risks. Develop and submit risk mitigation strategies to the Project Steering Committee, UNEP, and KMS. | Risk assessment report submitted quarterly, with mitigation strategies implemented. |
| 4.15 | Progress Reports | <ul style="list-style-type: none"> Compile and submit quarterly reports detailing project activities, progress, and financial performance. Ensure reports are reviewed by the KMS Director and OB Secretary before submission to UNEP | Quarterly reports, semi annual reports and annual narrative report compiled and submitted, reviewed by KMS Director and OB Secretary before UNEP submission. |
| 4.16 | Development and implementation of Stakeholder engagement plan, gender gap analysis and gender action plan and capacity building and training plans to relevant staff and key stakeholders. | <ul style="list-style-type: none"> Facilitate with guidance from KMS/OB the development of all the mentioned plans in a cost-effective manner at the early state of the project | Stakeholder engagement plan, gender gap analysis and gender action plan and the capacity building and training plan to relevant staff at KMS and key stakeholders are developed in the first quarter of year 1 of the project. |



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| 4.17 | Other Assigned Responsibilities | <ul style="list-style-type: none"> Execute additional tasks as directed by OB or KMS and the project management team to ensure project success. | 100% of additional tasks assigned by KMS/OB, or the project team completed within agreed timelines. |
| <p>5. Contract Duration and Location</p> <p>This is a contract position based at Kiribati Meteorological Service (KMS) main office in Betio with an initial appointment of 48 months (equivalent to 4 years) subject to renewal based on performance every 12 months.</p> <p>6. Line of Reporting</p> <p>The Project Manager will report to Director KMS and to the Project Steering Committee which is chaired by the Secretary of the Office of the Beretitenti.</p> <p>7. Pay, Allowances and Other Remunerations</p> <p>The contract employee shall be entitled to a total remuneration package of \$60,000 per annum over the duration of the contract.</p> <p>Salary payments will be processed in accordance with the Government of Kiribati's official payroll schedule and will be subject to applicable taxes, statutory deductions, and mandatory contributions to the Kiribati Provident Fund (KPF), in line with prevailing government regulations.</p> <p>Deductions may also be applied based on attendance records, work performance, and compliance with the terms and conditions of the contract.</p> <p>The contract employee shall be entitled to</p> <ul style="list-style-type: none"> Annual Leave Grant - \$3000.00 Housing Assistance - \$4,800.00 (\$400 @month) Communication: Internet/Recharge- \$600.00 (\$50 @month) Medical Assistance - \$480.00 (\$40 @ month) All travel-related allowances shall be provided in accordance with the Government of Kiribati's official travel allowance rates <p>8. Terms and Conditions of the Contract Services</p> | | | |



The contract will follow the Government of Kiribati employment procedures and guided by the National Conditions of Service (NCS) except in area such as housing entitlement.

9. Competencies

- **Project Planning and Management:** Ability to develop, implement and monitor project plans, work plans, and budgets effectively.
- **Procurement and Financial Management:** Understanding of procurement processes, contract management, budgeting, and financial reporting.
- **Leadership and Team Management:** Strong skills in leading, motivating, and managing multidisciplinary teams and stakeholders.
- **Stakeholder Engagement and Coordination:** Ability to work collaboratively with government agencies, development partners, donors, and local communities.
- **Strategic Thinking and Problem Solving:** Capacity to anticipate challenges, identify risks, and propose strategic solutions.
- **Monitoring, Evaluation, and Reporting (M&E):** Ability to develop and apply M&E frameworks, track progress, and report on results and outcomes.
- **Communication and Negotiation Skills:** Excellent written and oral communication skills; ability to negotiate and build consensus.
- **Risk Management:** Knowledge of risk identification, mitigation planning, and contingency planning.
- **Procurement Compliance and Governance with UN system:** Familiarity with donor procurement guidelines and government regulations.
- **Technical Knowledge of the Sector:** Understanding of the project-specific sector (e.g., Climate Change, Meteorology, Disaster Risk Reduction, Infrastructure Development).
- **Organizational and Time Management:** Strong ability to prioritize tasks, manage competing deadlines, and deliver quality outputs on time.
- **Financial Accountability and Transparency:** Commitment to ethical project delivery, accountability, and transparent use of resources.
- **Capacity Building and Knowledge Sharing:** Willingness and skills to mentor and build the capacity of team members and counterparts.
- **Adaptability and Flexibility:** Ability to respond effectively to changing situations and requirements.
- **ICT and Project Management Tools:** Proficiency in Microsoft Office, project management software and familiarity with online collaboration platforms.



10. Qualifications and experience requirements

Education:

At least postgraduate degree in meteorology or any Science, Environment and Disaster related field, with at least four (4) years of experience in managing Meteorological Services or a related field, along with a strong background in project management; or

At least postgraduate degree in any administration, financing or management fields, with at least four (4) years of experience in managing Meteorological and other related science agencies or projects.

Experience:

Prior experience working with the United Nations (UN), international donors, or similar organizations and expertise in procurement, financial management, and capacity building is an advantage.

Language Requirements:

- Fluency in both English and Kiribati (written and spoken).