



Government of Vanuatu

Ministry of Lands and Natural Resources, (MoLNR)

Enhancing Adaptation and Community Resilience by Improving Water Security in Vanuatu

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Individual Selection

Country:	Government of Vanuatu
Location:	Project Management Unit, Department of Water Resources, Port Vila, Vanuatu
Position:	Procurement Officer
Duty Station:	Department of Water Resource (DoWR), Government of Vanuatu
Date of Publication	21 st March 2025
Deadline for submission:	14 th April 2025 at 1400 hours
Reference Number:	PMC-002-

1. BACKGROUND OF THE PROJECT

The project, *Enhancing Adaptation and Community Resilience by Improving Water Security in Vanuatu*, is a climate adaptation investment, aiming to enhance climate resilience and increase water security of rural communities. The project will climate-proof water, sanitation, and hygiene (WASH) infrastructure and enhance water management planning systems across Vanuatu. The approach will utilize and improve government-owned processes of water management. Primarily, the Drinking Water Safety and Security Planning (DWSSP) process, mandated through national policy frameworks such as the National Implementation Plan for Safe and Secure Water (NIP) and the Capital Assistance Programme (CAP).

Observed changes in the climate of Vanuatu show there has been a gradual change in climatic conditions over the last 70 years. The temperature has increased at approximately 0.1°C per decade since 1970, and 30-year projections indicate this trend will continue. Despite no general upward trend in overall precipitation is observed or projected, extreme rainfall and tropical cyclone events are predicted to become more intense. These changes compound common water sanitation services and resource management challenges.

More intense extreme events will increase the incidence of flooding and induce greater damage to water utilities, pipes, and community-based water infrastructure in the baseline scenario. Increased climate-related damage can result in redundant infrastructure, cutting communities off to water supplies. Flooding events increasingly overwhelm drains, wastewater treatment plants, and latrine pits, resulting in stagnant, contaminated water that puts the health and wellbeing of the ni-Vanuatu population at risk. On the other hand, increased temperatures and increased intensity of major El Nino events are predicted to cause an increased incidence of meteorological drought. Consequently, climate impacts directly threaten water security and sanitation across the country.

In 2020, the DoWR conducted an inventory of water systems, as part of a Water and Sanitation Sector Strengthening Programme. Only 79% of systems were identified as functional and only 37% of these systems were reported as providing water 24h/day daily, every day of the year.

The project will address these barriers by implementing three distinct but mutually reinforcing components. They will target three climate change-related water impacts as described under GCF guidelines on water



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projects: (i) water-related disasters; (ii) areas suffering from water stress; and (iii) poor water quality-induced fatalities.

2. SCOPE OF SERVICES

The Procurement Officer will work closely with other PMU team members, procurement/financial staff from DoWR, and other Project team members. The Procurement Officer is responsible to:

- Assist the PMU in carrying out day-to-day procurement activities according to the Project's procurement plan, and the laws/regulations of Vanuatu.
- Manage procurement packages of Goods, Works, Consulting Services, and Non-Consulting Services at the PMU for Project needs.
- Assist the PMU in preparing Request for Quotations (RFQ) and bidding documents for purchasing goods and works.
- Assist in managing the recruitment process of the consultancy services, prepare Request for Express of Interest (REOI) and advertise, prepare Requests for Proposal (RFP).
- Facilitate the evaluation quotations for procuring goods & works and CVs, EOI, and Technical Proposal and Financial Proposal for Procurement Officer selection.
- Assist in preparing Evaluation Reports for procurement of all procurement activities.
- Assist in managing and participating contractual activities of consultancy services, goods and works at PMU, including managing procurement proceedings, timely reply of inquiries from the interested bidders, arranging advertisement for Invitation for Bids (IFB), REOI, and contract award information, bid/proposal opening, contract negotiation etc.
- Prepare relevant inputs into the procurement progress reports.
- Establishing and maintaining a procurement filing system within the PMU.
- Other duties applicable to the Project Manager as delegated by the Project Manager.

S/he will undertake all the other specific tasks detailed in the **Terms of Reference (TOR)** that can be found at this link: <https://drive.google.com/file/d/129RSXX8Hw6jbr5e8KJXTiWXMp1k7-jqz/view?usp=sharing>

3). QUALIFICATION, EXPERIENCE, AND SKILLS REQUIRED

a) Minimum qualifications:

- Tertiary qualification (diploma or degree) in management, business administration, engineering or a relevant related discipline.

b) Minimum experience and capability:

- Have at least three (3) years' experience of working experience in public procurement.
- Have at least two (2) years' experience of working with the projects financed by international organizations.
- Fluent in English language and have strong written and spoken skills.
- Demonstrated computer skills (Word, Excel, PowerPoint).



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- Demonstrated ability to meet competing and multiple deadlines.
- Proven experience in managing projects with diverse stakeholders and meeting deadlines.
- Clean police record.

c) Desirable experience and skills:

- Demonstrated familiarity with Vanuatu Government procurement, financial management and safeguards policies and guidelines.
- Experience of working in central or local government in Vanuatu.

3. SELECTION CRITERIA (Weight %)

Criterion	Description	Weight
<ul style="list-style-type: none">• Education	a). Minimum qualifications:	20%
<ul style="list-style-type: none">• Experience	b). Minimum experience and capability:	60%
<ul style="list-style-type: none">• Adequacy for the Assignment	c). Desirable experience and skills:	20%

4. SUBMISSION REQUIREMENTS

- Interested applicants may obtain further information including a detailed Terms of Reference from the Department of Water Resources (DoWR) in person or by e-mail to the address given below during office hours from 8.00 a.m.– 5.00 p.m. Monday to Friday.
- Deadline: Expressions of interest and CV must be delivered to the address below by hand, mail, courier or email on or before **14th April 2025 at 1400 hours.**

4.1: Address:

The Department of Water Resources (DoWR)

Ministry of Lands and Natural Resources, (MoLNR)

George Pompidou Complex, Port Vila

Email Address: esteitoka@vanuatu.gov.vu cc'd to esammy@vanuatu.gov.vu

Phone: +678 7339425

Submit your application with the following as your subject: **Procurement Officer - PMC-002-**