



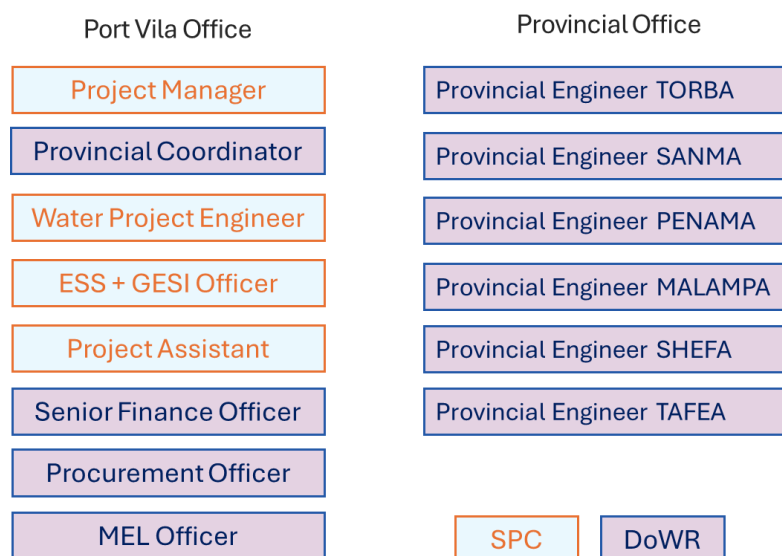
SCHEDULE A: TERMS OF REFERENCE – PROJECT PLANNING COORDINATOR

A. Background Summary

The purpose of the *Enhancing Adaptation and Community Resilience by Improving Water Security in Vanuatu* project or *Vanuatu Water Security Project* is to strengthen the resilience of vulnerable communities to climate change by improving access to safe and sustainable water resources through integrated infrastructure upgrades, inclusive governance, and empowering community water management. The project aims to address water insecurity exacerbated by climate impacts, while ensuring that interventions are locally led, gender-responsive, and aligned with national development and climate adaptation priorities.

This 5-year project is funded by the Green Climate Fund (GCF) and implemented in partnership with the Department of Water Resources (DoWR) of the Ministry of Lands and Natural Resources (MoLNR), UNICEF and the Pacific Community (SPC). Project management is coordinated through a dedicated Project Management Unit (PMU) based in DoWR in Port Vila with some staff located in DoWR Provincial Offices, working closely with national stakeholders. The PMU structure can be seen below:

Project Management Unit



B. Objectives of the Assignment

The objectives of the Project Planning Coordinator are to:

- a. Coordinate and implement provincial-level project activities in alignment with the Annual Work Plan and Budget, including logistics, training, consultations, and stakeholder engagement.
- b. Provide leadership and supervision for provincial technical teams, ensuring effective planning, performance management, and capacity development of six (6) Provincial Engineers.



- c. Facilitate governance and risk-based planning processes, including CAP risk ranking, organizing PWAC meetings, and consolidating provincial inputs for NWRAC.
- d. Ensure compliance and safeguard integration by leading audits for ESMP, GAAP, SEP, and GRM, and promoting gender and social inclusion in all provincial activities.
- e. Maintain strong communication, reporting, and representation, including regular updates to stakeholders, monthly progress reports, and acting on behalf of the Project Manager when required.

C. Period of Contract

Period of contract will be one (1) year from _____ until _____ with the ability to extend depending on performance.

D. Location of Work

The Contractors normal place of work will be the Department of Water Resources Office in Port Vila. The Contractor will be required to travel to various locations within the province from time to time following the project work plan, and as directed by their supervisor or assigned delegate.

E. Hours of Work

To receive the full fortnightly fee, the Contractor will be required to work a minimum of 8 hours from 8:00 am to 12:00 pm and 1:00 to 5:00 pm. Should the Contractor be requested to work during weekends or prescribed holidays this will be mutually agreed between the Employer and Contractor and Time off in Lieu (TOIL) shall be given. In exceptional cases overtime payments may be applied and will be subject to written approval/instruction of the Contract Manager and Project Manager. The same fortnightly rate pro-rated will apply in case of overtime.

Normal working days are Monday to Friday, excluding public holidays and weekends, unless instructed otherwise.

F. Services Provided

The Contractor will provide the services of a Provincial Engineer for the period of the contract, to undertake the following:

1. Assist the PMU in arranging activities required at Provincial Offices in accordance with the Project's plan, including obtaining quotations, organizing and monitoring training sessions, consultations, technical assistance, and liaising with Provincial Government stakeholders.



2. Collaborate with the Project Manager and project partners in developing Annual Work Plans and Budgets (AWPBs) and preparing Annual Performance Reports (APRs)
3. Strongly support the Provincial Water Supervisor in conducting CAP risk ranking of sites and for preparing and arranging the Provincial Water Advisory Committee (PWAC).
4. Coordinate, prepare, and present at National Water Resources Advisory Committee (NWRAC) meetings, ensuring CAP risk screening is applied and provincial inputs are consolidated and endorsed by the committee.
5. Prepare and submit travel plans for required monitoring activities to the Project Assistant for timely processing.
6. Provide effective supervision and management of six (6) Provincial Engineers, including developing monthly work plans, conducting performance reviews, and supporting staff development.
7. Strongly support the Provincial Engineers in documentation, logistics, procurement and managing relationships with provincial partners to ensure that project activities are undertaken in line with the Annual Work Plan.
8. Create a positive work environment for the Provincial Engineers, encouraging collaboration within the technical team and across functions.
9. Effectively coordinate and manage project actions at the provincial level in close collaboration with the Project Manager.
10. Act as the focal point for provincial government stakeholders and establish and maintain effective working relationships with project partners and stakeholders at the Provincial Level, providing regular updates on progress.
11. Ensure regular and consistent communication and dissemination of key messages at the provincial level to government stakeholders, project partners, and rural water committees so they are well informed in advance of project plans.
12. Collaborate with the MEL Officer to ensure dissemination of key messages and project updates through radio, SMS, print, or social media channels.
13. Collaborate with the ESS and GESI Officer to lead provincial-level compliance audits for ESMP, GAAP, SEP, and GRM, ensuring that all activities meet environmental, social, and gender safeguards.
14. In close coordination with the ESS and GESI Officer, champion gender and social inclusion by ensuring GAAP actions are implemented in all provincial activities.
15. Report any areas of non-compliance with the ESMP, GAAP, SEP, GRM or works, goods, or services contract execution to the Project Manager.
16. Report any observed or suspected fraud, financial mismanagement or attempted bribes immediately to the Project Manager.



17. Prepare and submit a monthly report on activities undertaken to the Project Manager.
18. Attend project activities and meetings on behalf of the Project Manager when requested, representing the project's interests.
19. Provide backstopping of management activities at the request of the Project Manager
20. Other duties as delegated by the Project Manager

G. Key performance indicators

The key performance indicators for the Contractor are as follows:

Key Performance Indicator		Target
Operational Coordination	Number of provincial activities organized as per Annual Work Plan	85%
Representation at NWRAC	Coordination, attendance and presentation at NWRAC meetings	100%
Team Management	Work plans completed for Provincial Engineers monthly	6
	Performance reviews completed for Provincial Engineers on an annual basis	6
Stakeholder Engagement	Formal updates to each Province of planned, ongoing and completed activities to stakeholders on a monthly basis	6
Compliance and Safeguards	Number of compliance audits supported for ESMP, GAAP, SEP, GRM annually	2
Travel and acquittal	Percent of travel plans submitted 2 weeks before planned travel	95%
	Percent of acquittals and reporting completed within 3 days of travel	100%

H. Reporting Arrangements

The Contractor reports directly to the Project Manager of the Vanuatu Water Security Project or their delegate. The Contractor will also have 6 direct reports being the Provincial Engineers. The Project Manager will be responsible for monitoring the performance of the Contractor as per the key performance indicators noted above. A Performance Review will be undertaken with the Project Planning Coordinator and Project Manager not more than 10 months after contract signing.

I. Leave Entitlements

The Contractor will be entitled to the below leave entitlements subject to the relevant conditions in the Public Service Staff Regulation Manual (PSSRM). Other leave entitlements mentioned in the PSSRM but not mentioned below are not applicable to



this contract. In addition to the below entitlements, the Contractor shall not work on National public holidays published in the official government gazette.

To apply for leave the Contractor shall agree with their supervisor and submit an *Application for Leave Form (PSC FORM 4-9)* to their supervisor for approval.

Leave Type	PSSRM	Entitlement
Annual Leave	5.1	< 1 year of service 1.25 days per month > 1 year of service 1.75 days per month
Sick Leave	5.6.1	21 working days for each 12 months of service
	5.6.2	Medical certificate within 24 hrs
Maternity Leave	5.6.3	12 weeks leave. Nursing breaks
Paternity Leave	5.6.4	2 days
Compassionate Leave	5.6.5	5 days
Leave without Pay	5.5	Subject to approval of supervisor

J. Tools and Equipment

The Purchaser will provide the Contractor with the tools and equipment necessary to conduct the activities outlined in *F. Services Provided*. These tools or equipment remain the property of the Purchaser. The Contractor is expected to take reasonable care of property entrusted to them. Negligence resulting in loss or damage may lead to disciplinary action. Any incident involving lost, stolen, or damaged items must be reported promptly to the Project and Contract Manager. Investigations may be conducted to determine fault and appropriate action. If the Contractor is found responsible, they may be required to compensate for the loss or damage, through their fortnightly fee or be terminated depending on the severity.

K. Travel to Place of Work

Transport from the Contractors' residence to the Location of Work is the responsibility of the Contractor. Where the Contractor is requested to travel to other locations for project activities, transportation will be provided or reimbursed. Where the Contractor is required to stay overnight to undertake activities domestically, a per diem will be provided at the rate prescribed by the Public Service Commission (PSC) as per Clause 12 of the SCC.

L. Operations Manual

The Contractor will comply with other staff policies and arrangements detailed in the projects Operations Manual