

**Government of Vanuatu  
Ministry of Lands and Natural Resources  
Vanuatu Affordable and Resilient Settlements Project**

**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**Individual Selection of Consultant**

**Country:** Government of Vanuatu  
**Name of the Project:** Vanuatu Affordable and Resilient Settlements Project  
**Consulting Service:** **Senior Finance Officer**  
**Individual/Firm:** Individual  
**Duty Station:** PMU, Ministry of Lands and Natural Resources, Port Vila, Vanuatu  
**Date of Publication** 28<sup>th</sup> October, 2022  
**Deadline for submission:** 14<sup>th</sup> November 2022  
**Reference Number:** VU-MLNR-320502-CS-INDV

**1. BACKGROUND OF THE PROJECT**

A long-term vision of the Government of Vanuatu (GoV) is to provide potable water, sanitation, roads, drainage and electricity to low-income households for the largest number of citizens. To address this, the International Development Agency of the World Bank Group is supporting the GoV with the Vanuatu Affordable and Resilient Settlements Project (VARs). Aims of the Project include developing a phased, 10-year, risk-informed Land Development and Investment Strategy (LDIS) for the Greater Port Vila area with an estimated population of 114,000 people, almost 40 percent of the country's population. VARs also will support GoV to prepare a five-year action plan to implement phased settlement upgrading (SURP) of the 23 existing informal settlements in the Greater Port Vila area. To build towards these two interdependent medium-term platforms, the Project will implement on-the ground selected investments and associated institutional, and policy strengthening measures to pilot and set policy precedents for new land development and in situ settlement upgrading. This includes: (a) basic area upgrading of four informal settlements (Ohlen Mataso, Seaside, Tokyo and portion of Anamburu); (b) developing a 10 ha 'sites-and-services' (greenfield) lower-middle income residential area subdivision; (c) expansion or rehabilitation (as required) of off-site infrastructure focusing on flood management and mitigation; and (d) implementing measures for transformative institutional capacity strengthening of responsible Government of Vanuatu and sub-national agencies for planning, financing, and implementing the 10-year LDIS and 5-year SURP in partnerships with communities and the private sector.

The proposed Project is being implemented by the Ministry of Lands and Natural Resources (MoLNR), supported by the Ministry of Internal Affairs (MIA), Ministry of Infrastructure and Public Utilities (MIPU), the Department of Environmental Protection and Conservation, Shefa Provincial Council, and Port Vila City Council.

The Ministry of Lands and Natural Resources is seeking to use a portion of the Vanuatu Affordable and Resilient Settlements Project grant to finance the recruitment of a Senior Finance Officer.

**2. SCOPE OF WORK AND RESPONSIBILITIES**

The Consultant will work closely with other the PMU team members, and procurement/financial staff from MoLNR. The Consultant among others will be responsible for:

- Applying financial management procedures as set out in the Project Operations Manual and relevant Standard Operating Procedures (SOPs), ensuring timely and accurate recording and reporting of accounting transactions for the assign projects.
- Setting up new or adopting accounting systems (cash book, other accounting records, etc.) developed by the Financial Management Specialist to oversee the receipt and use of the project funds, consistent with the approved POM and SOPs.
- Ensuring appropriate financial records and documentation of all project income, expenditures, and other transactions, are kept that meet GoV and donor and audit requirements.
- Ensuring payments are eligible and are correctly charged to appropriate accounts and that they are within budget limits.
- Review and apply findings from spot checks and internal audits undertaken by the Financial Management Specialist.
- Preparing the Quarterly Financial Reports (QFR) in form and substance agreed to with the World Bank.
- Preparing accounts and documentation for the annual external audit of project funds. In consultation with the Project Manager, prepare a response to the Auditor's Management Letter.
- Assisting in the development of annual budget and monitoring the budget to actual payments throughout the financial year.

S/he will undertake all the other specific tasks detailed in the **Terms of Reference** (TOR) that can be found at this [link](#):

In addition, consultants are required to use a **template provided by VARS** in preparing their applications. The template can be found at this [link](#):

### **3) SELECTION CRITERIA**

The selection shall be based on qualification, experience and skills of the candidate and followed by an interview.

The Senior Finance Officer will possess the following qualifications:

- A degree in accounting or in financial management, business or public administration, and/or related field
- At least five (5) years of work experience in financial management in projects like VARS in the Pacific Region or equivalent context
- Experience in setting up or adopting existing accounting system and overseeing daily transactions to support Project operations
- Experience in preparing financial reports and managing government accounting systems
- Has worked with a World Bank financed and/or other related development projects in Vanuatu or the Pacific
- Excellent in written and spoken English
- Proven capacity to coordinate multiple tasks concurrently
- Demonstrated ability to meet competing and multiple deadlines

### **3. REPORTING**

The Consultant will report to the Project Manager- Vanuatu Affordable and Resilient Settlements Project

### **4. DURATION OF ASSIGNMENT:**

The Consultant will initially be recruited for two (2) years, with a possible extension subject to performance appraisal. It is anticipated the Consultant will commence by December 2022 on a

full-time basis. A Time-Based Contract will be signed under which both parties (MoLNR and the Consultant) will agree on a monthly rate.

The position would be subject to a 60-day probationary period, with a performance review by MoLNR to determine whether the Consultant will continue to be engaged beyond the probationary period.

## **5. DUTY STATION**

The Senior Finance Officer will be based in the Project Management Unit, Ministry of Lands and Natural Resources, Port Vila, Vanuatu. The consultant may be required to travel to outer islands or other countries.

The Ministry of Lands and Natural Resources now invites eligible Individual Consultants to indicate their interest in providing the above-mentioned services. Interested consultants must provide information indicating that they are qualified to perform the Services and furnish the Curriculum Vitae (CV).

## **6. SUBMISSION REQUIREMENTS**

The attention of interested Consultants is drawn to section III, para 3.14, 3.16 & 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers: Procurement in Investment Projects Financing Goods, Works, Non -Consulting and Consulting Services, July 2016, revised November 2017 August 2018 and November 2020* ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant method set out in the World Bank Procurement Regulations.

Interested applicants may obtain further information including a detailed Terms of Reference from the Ministry 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 **14<sup>th</sup> November 2022 at 17:00 hours Vanuatu Time.**

### **6.1: Address:**

The Project Manager  
Vanuatu Affordable and Resilient Settlements Project  
Government of Vanuatu  
George Pompidou Complex, Port Vila  
Email Address: [procurement.varsproject@gmail.com](mailto:procurement.varsproject@gmail.com)  
with copies to: [lawrie@csdengineering.com.au](mailto:lawrie@csdengineering.com.au);

Submit your application with the following as your subject: **Senior Finance Officer - VU-MLNR-320502-CS-INDV**