
**Pacific Islands Regional Oceanscape
Program for Economic Resilience
(PROPER) - PPA**

Project Number: P179599

Department of Fisheries
Ministry of Natural Resources
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Terms of Reference

Title:	PROPER Operational Manual - Consultant
Location:	Home-based
Duration:	Inputs of 30 days over a period of three (3) months
Start Date:	March - May, 2023

1. Background.

The Tuvalu Fisheries Department (TFD) has received an advance financing from the World Bank/International Development Association (WB/IDA) for the preparation of the second phase of the Pacific Islands Regional Oceanscape Program (PROP) which will be called the Pacific Islands Regional Oceanscape Program for Economic Resilience (PROPER).

The preparation of PROPER is currently being progressed by TFD and the WB. The project is scheduled to start its implementation in late 2023 if things are undertaken as planned. This second phase follows the successful completion of the first phase in August 2022.

The project is required to comply with the World Bank Operational Policies relating to environmental and social safeguards, procurement and financial management. To support the preparation and implementation phases of PROPER, TFD requires the services of an Individual Consultant to prepare and develop the PROPER - Project Operational Manual (POM).

2. Objective of the Consultancy.

The objective of the consultancy is to develop a POM for the PROPER project in close consultation with key stakeholders; the TFD, the Tuvalu Central Project Management Office (CPMO) and WB. The objective of the POM is to establish and provide clear guidance on how the project will be managed, implemented and operationalized. It should set the detail arrangements and procedures on institutional and day-to-day execution of the projects with other key operational requirements.

3. SCOPE OF WORK

The Consultant is expected to review documents and consult with key stakeholders before drafting a coherent and concise Project Operation Manual for the project. Proposed tasks for the assignment includes:

- i. Review of relevant materials and operation/implementation manuals of WB financed projects in the Pacific with similar objectives and activities for other sectors;

- ii. Review Standard Operating Procedures for PMUs WB funded projects in Tuvalu under the Tuvalu CPMO;
- iii. Review PROP POMs for Phase 1, including the Project Appraisal Document (PAD), the Environmental and Social Management Framework (ESMF), and related documents;
- iv. Consult and conduct meetings and working sessions with key stakeholders identified in the PPA-LMP to develop the POM;
- v. Draft the POM and undertake regular consultations with TFD, CPMO and WB;

4. Expected Output/Outcome:

The consultant is expected to deliver a draft POM for review by TFD and WB with the final draft on the timeline indicated in section 6.

The POM must include but not limited to the following information:

- Project Overview:
 - Background to the project and national context;
 - Theory of change, PDO and indicators;
 - Description of project component and activities;
 - Project beneficiaries;
 - Geographic scope;
 - Implementing timelines and key milestones;
 - Project financing;
 - Lists of key project documents (e.g PAD, legal agreement, disbursement letters, safeguard documents, etc) with location.
- Implementing Arrangement:
 - List of institutions involved in the project;
 - List of personnel (staff);
 - Contact details, roles and responsibilities (TORs);
 - Institutional structure with PMU;
 - Coordination mechanisms.
- Financial Management:
 - Budget and planning;
 - Financial management arrangement;
 - Accounting system;
 - Key responsibilities and accountabilities;
 - Audit processes;
 - Eligible expenditures;
 - Travel policy.
- Procurement:
 - Procurement planning;
 - Procurement methods;
 - Bidding, evaluation and selection processes;
 - Confidentiality and ethical conduct;
 - Asset management;
 - Contract management;
 - Procurement templates;
 - Contract performance evaluation.
- Environmental and Social Risk Management:

- Environment, Social Management Framework screening and mitigation procedures;
- Communication and consultation processes;
- Grievance Redress Mechanisms.
- Monitoring and Evaluation:
 - Monitoring and evaluation guidelines;
 - Data collection and reporting schedules;
 - Templates for progress reporting.
- Media and communications:
 - Branding logo/templates;
 - Media articles clearance processes for press release and social media
- General project administration processes:
 - Records management;
 - Classification of documents;
 - Any other relevant information.

4. Duration of the Assignment and Estimated Time Input

The duration of the assignment is 30 days over a 3 months period during the project's preparatory phase.

5. Reporting Requirements/Deliverables

The consultant is expected to deliver the deliverable over the course of the assignment:

- i. Draft POM – to be submitted after two months of contract signing;
- ii. Final POM – to be submitted before the end of the third month after contract signing;

6. Qualification Requirements

The consultant should possess the following skills, knowledge and competencies:

- A post-graduate degree in relevant discipline:- management, organizational development, law, finance, or business administration;
- At least 10 years in recent and relevant project management assignments, preferably for WB projects;
- A minimum of 5 years working on donor funded project in the Pacific region
- Possess experience in the development of POMs for WB projects;
- Excellent command of written and spoken English.

7. Payment Schedule

The consultant will be paid in the delivery of the above deliverable on agreed rate with 15% withholding tax obligations under Tuvalu laws.