



## TERMS OF REFERENCE – PACIFIC ADAPTATION TO CLIMATE CHANGE (PACC)

### PROCUREMENT OFFICER (TEMPORARY)

#### 1. PACC Procurement Officer (Temporary)

The purpose of the temporary procurement position for the PACC project is to work closely with the SPREP PACC Regional Project Management Unit (RPMU) for a period of 12 weeks to assist in the procurement of goods and services to support PACC Countries in need of that service e.g. Tonga, Tokelau and Niue at present. More may come online later.

The aim of the work is to assist the RPMU fast-track procurement processes (for countries) so that direct payments could be carried out and budgeted expenditures accounted for in the 2nd quarter budget.

#### 2. Rationale

The PACC Regional Project Management Unit (RPMU) is in need of additional manpower to urgently assist in the procurement of goods and services on behalf of PACC countries. This is a service that is needed now and it has been agreed with UNDP that a temporary Procurement Assistant be employed to carry out this task.

The PACC has submitted a USD 3 million budget to UNDP to be spent in the May-June quarter of 2012 and for that to happen, a Procurement Assistant is needed.

#### 3. Tasks

- a. Work with PACC Coordinators to prepare procurement listings;
- b. Develop a Procurement Plan with PACC Coordinators based on each countries' specific procurement need;
- c. Prepare tender documents in collaboration with the PACC Coordinator concerned and with the support of the SPREP IT ensure all necessary documents are upload to the SPREP website;
- d. Prepare for evaluation by putting together an evaluation criteria and team to conduct the evaluation;
- e. Develop tender evaluation reports for Executive Management's consideration;
- f. Inform vendors and project coordinators of successful bids.
- g. Prepare Direct Payment schedules in line with UNDP procedures.
- h. Assist PACC Coordinators in the actual procurement where appropriate.

#### 4. Outcomes and Results

- a. Tender for Tonga and Tokelau (Niue also planned) carried out in a timely manner;
- b. Planned expenditures for the 2<sup>nd</sup> quarter paid out accordingly during the quarter therefore resulting in reduction in Outstanding Financial Advance; and
- c. Implementation of planned activities for the pilot sites during the 2<sup>nd</sup> quarter proceeds as planned.

#### 5. Timeline

Time	Action	Deliverable	Responsible
WEEK 1	Work with PACC Coordinators to prepare procurement listings	Draft list of procurement listings Tonga, Tokelau, Niue, Cooks	PPA
WEEK 2 & 3	Develop a Procurement Plan with PACC Coordinators based on each countries' specific procurement need	Procurement plans developed.	PPA PPA with assistance from APO-PACC and SPREP P/ACCT
WEEK 4 & 5	*Prepare tender documents in collaboration with the PACC Coordinator concerned and with the support of the SPREP IT ensure all necessary documents are upload to the SPREP website * Approach vendors to submit their proposals and quotations.	Tender documents prepared  Tenders uploaded onto the SPREP website	PPA PPA APO-PACC SPREP – P/ACCT RPM – PACC
WEEK 6, 7 & 8	*Prepare for evaluation by putting together an evaluation criteria and team to conduct the evaluation; *Develop tender evaluation reports for Executive Management's consideration; *Inform vendors and project coordinators of successful bids. * Prepare Direct Payment schedules in line with UNDP procedures.	Tonga, Tokelau tenders evaluated and final recommendations submitted to Executive Management for consideration.  PACC Coordinators and successful vendors informed.  Procurement carried out	PPA APO-PACC SPREP – P/ACCT RPM – PACC

WEEK 9-10	<p>*Prepare for evaluation by putting together an evaluation criteria and team to conduct the evaluation;</p> <p>*Develop tender evaluation reports for Executive Management's consideration;</p> <p>*Inform vendors and project coordinators of successful bids.</p> <p>* Prepare Direct Payment schedules in line with UNDP procedures.</p>	<p>Cooks and Niue tenders evaluated and final recommendations submitted to Executive Management for consideration.</p> <p>PACC Coordinators and successful vendors informed.</p> <p>Procurement carried out</p>	<p>PPA</p> <p>APO-PACC</p> <p>SPREP – P/ACCT</p> <p>RPM – PACC</p>
WEEK 11-12	<p>*Assist PACC Coordinators in the actual procurement.</p>	<p>Assist in the procurement process to be carried out.</p>	<p>PPA</p> <p>APO-PACC</p> <p>SPREP – P/ACCT</p> <p>RPM – PACC</p>

## 6. ADMINISTRATIVE INFORMATION

**ESSENTIAL:** Applicants should;

1. Submit a detailed Curriculum Vitae; &
2. Be able to start as soon as possible

***NB: This opportunity is for Samoan Residents Only who have legal employment status to work in Samoa.***

### **Submitting applications:**

- a) By email: Subject matter to be clearly marked **“Application for PACC Procurement Officer”** and send to [recruitment@sprep.org](mailto:recruitment@sprep.org) (***Most preferred option***) OR
- b) By post or fax: Application to be addressed and sent to: The Director, SPREP, P O Box 240, Apia or fax number (685)20231 and clearly marked **“Application for PACC Procurement Officer”**

For further enquiries, the HR Officer can be contacted on telephone (685) 21929 ext 230 or Email: [luanac@sprep.org](mailto:luanac@sprep.org)

**Closing date: Friday, 25<sup>th</sup> May 2012.** Late applications will not be considered.

**SPREP is an Equal Opportunity Employer**