

Terms of Reference

1. **POSITION TITLE:** Procurement Officer (National Consultant under SAFE Project)
2. **FUNCTIONAL GROUP:** Ministry of Environment Climate Change Disaster Management and Meteorology Corporate Service Department, Corporate Service Division
3. **LOCATION:** Honiara Solomon Islands
4. **DURATION:** 6 month (s) with possibility of extension
5. **REPORTING RESPONSIBILITIES:**

Under the overall guidance of the National Project Manager the reporting responsibilities of this position are as follows:

Reporting to;	
<u>6.1 Direct Reporting Line</u>	<u>Reporting Areas</u>
National Project Manager	
<u>6.2 Functional Reporting Line</u>	<u>Reporting Areas</u>
Chair Project Board Committee	
Chair MTB	

- *Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.*
- *Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.*

Reported by;	
<u>6.3 Direct Reports</u>	<u>Reporting Areas</u>
N/A	N/A
<u>6.4 Functional Reports</u>	<u>Reporting Areas</u>
None	
<u>6.5 External Reports</u>	<u>Reporting Areas</u>
None	

- *Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.*
- *Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.*
- *External Reports indicate subcontracted parties reporting to this position, and providing at least 50% of their time to IUCN.*

7. COMPLIANCE WITH THE DELEGATION OF AUTHORITY

The SAFE Project Procurement Officer (National Consultant) is expected to comply with the UNDP Programme and Operations Policies and Procedures (POPP) and Solomon Islands Government policies and regulation, current at any particular time, and the sub-delegations issued thereof. Such compliance must be exercised with due diligence and regard for the letter, spirit and purpose of the DoA.

8. BACKGROUND

The Solomon Islands' biodiversity is crucial to its people's well-being, underpinning its subsistence-based economy and providing essential ecological, aesthetic, and cultural values. However, threats like habitat loss, invasive species, and climate change endanger this biodiversity. To counter these challenges, the United Nations Development Programme with funding from the Global Environment Facility (GEF) initiated SAFE* project aiming to safeguard indigenous species, halt land degradation, and promote sustainable resource use. The project adopts an integrated approach spanning landscapes and seascapes, government capacity building, community participation, and blue/green livelihood development. The project will use an integrated landscape-seascape management approach, effective government enabling and capacity, community participation, and the development of resilient blue/green livelihoods to achieve its objectives. It is worth noting that the land and seascapes of the Solomon Islands serve as a vital foundation for the lives and livelihoods of many local communities. As such, the project aims to implement a coherent and integrated strategy that promotes improved measures for preventing and managing invasive alien species, land and marine degradation, and unsustainable use of natural resources.

The overarching goal of the project is to reduce the risk to the indigenous species and ecosystems of the Solomon Islands from invasive alien species, land degradation, and unsustainable resource use. The project will achieve this by enabling and building the capacity of the government, promoting community participation, and creating resilient blue/green livelihoods. The project will focus on addressing barriers through four interrelated and mutually complementary components, which will ultimately enhance the effectiveness of the solution. This is to be achieved through four interrelated and mutually complementary Components that are focused on addressing barriers. The four Components of the project are:

Component 1: Enabling framework for safeguarding biodiversity, combating land degradation and securing a nature-based economy.

Component 2: Comprehensive risk management approach to address IAS threats to biodiversity and land degradation.

Component 3: Community-based integrated ecosystem management and threat reduction at land/seascape scale.

* Safeguarding Solomon Islands Endemic and Global threatened biodiversity and ecosystem services from key threats, particularly invasive alien species and unsustainable land use practices

Component 4: Knowledge management, awareness, M&E and gender mainstreaming

The design of the project is fully aligned with Solomon Islands' national priorities and will be implemented within the results framework stated in the Project Document. The strong political will of participating in ministries will be an important factor in sustaining the longevity of the project's outputs. The strong relationship between government institutions and the executing agency, as well as supporting organizations, will also contribute to sustaining project interventions and outputs.

Objective of the Assignment

The main objective of this consultancy position is to ensure that all procurement processes under the SAFE Project are planned, managed, and executed in an efficient, transparent, and accountable manner, in line with UNDP policies, Solomon Islands Government regulations, and donor requirements.

9. RESPONSIBILITIES

The Procurement Officer (National Consultant) will provide technical, administrative, and operational support to all project procurement activities. This includes managing the end-to-end procurement cycle, maintaining accurate records, and supporting the Project Management Unit (PMU) in ensuring compliance with established procedures.

10. SPECIFIC DUTIES

The specific duties of this position include, but are not limited to, the following:

Under the overall supervision of the National Project Manager and in close coordination with UNDP and MECDM, the Procurement Officer (National Consultant) will perform the following duties:

Procurement Planning and Management

1. Develop and regularly update the project procurement plan in line with the approved Annual Work Plan (AWP) and budget.
2. Provide advice on procurement strategies to ensure cost-effectiveness, timeliness, and quality of goods and services.
3. Ensure procurement processes are aligned with both UNDP procurement rules and Solomon Islands Government regulations.

Tendering and Bidding Processes

1. Draft, prepare, and issue procurement documents including Requests for Quotations (RFQs), Invitations to Bid (ITBs), and Requests for Proposals (RFPs).
2. Facilitate the bid evaluation process, ensuring fairness, transparency, value for money and compliance with applicable rules.
3. Liaise with suppliers, contractors, and service providers to ensure timely submission of bids and clarification of procurement requirements.

Contract Management

1. Coordinate the hiring and contracting of suppliers, consultants, and service providers, including drafting of contracts, scheduling, and ensuring timely approvals.
2. Monitor contract performance, delivery schedules, and compliance with contractual obligations.

3. Address contract variations, extensions, and terminations where required, in consultation with the Project Manager and UNDP.

Logistics and Supply Chain Support

1. Ensure timely procurement, delivery, and distribution of project goods and services to targeted locations.
2. Oversee customs clearance, transport, and delivery logistics in collaboration with suppliers and relevant government authorities.
3. Ensure value-for-money procurement while minimizing risks and delays.

Records Management, Compliance, and Reporting

1. Maintain comprehensive records of all procurement processes, contracts, and related correspondence for audit and donor reporting purposes.
2. Ensure all procurement activities are compliant with donor requirements, UNDP procurement guidelines, and Solomon Islands Government financial management protocols.
3. Prepare periodic procurement progress reports for submission to the National Project Manager and UNDP.

11. POSITION REQUIREMENTS

Qualifications and Experience

1. University degree in Business Administration, Finance, Procurement, Supply Chain Management, or a related field.
2. Minimum of 5 years of progressively responsible experience in procurement, contract management, or supply chain management.
3. Experience and good knowledge of Solomon Islands Government procurement regulations and procedures.
4. Experience working with UNDP, UN agencies, or other international development organizations is highly desirable.
5. Experience in donor-funded projects such as Global Environment Facility (GEF).
6. Strong organizational, negotiation, and communication skills.
7. Demonstrated integrity, professionalism, and ability to ensure transparency and accountability in procurement processes.
8. Proficiency in MS Office applications (Word, Excel, PowerPoint) and familiarity with e-procurement platforms.

Duration and Duty Station

The consultancy is expected to run for an initial period of 6 months, with possibility of extension subject to satisfactory performance and project requirements. The Procurement Officer (Consultant) will be based in Honiara, Solomon Islands, with possible travel to provinces where project activities are implemented.

Institutional Arrangement

The Procurement Officer (National Consultant) will work under the direct supervision of the National Project Manager in close collaboration with the Project Management Unit (PMU), MECDM, and UNDP Solomon Islands Country Office procurement team.

Reporting

The Procurement Officer (National Consultant) will submit monthly reports on procurement progress, key achievements, challenges, and recommendations to the National Project Manager, with copies to the MECDM focal point.

Remuneration

The remuneration package commensurate with the relevant qualification, experience, skills and other attributes relevant for the position.

Please Note: The above TOR contains the main responsibilities and duties of this position. However in an ever evolving organisation such as UNDP staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular TOR. Where any task becomes a regular part of staff member's responsibilities, the TOR should be changed in consultation between the manager, the staff member and the HR Unit. Any one of the three may initiate the consultation.