



**Expressions of Interest for a  
SHORT TERM CONTRACTOR**

**PROCUREMENT, MONITORING & EVALUATION**

The Office of the Telecommunications and Radiocommunications Regulator (TRR) was established by an Act of Parliament called the Telecommunications and Radiocommunications Regulation Act 2009 (“the Act”). The Act mandates TRR to regulate the telecommunications and radiocommunications sector, including the responsibility to facilitate the roll out of the Universal Access Policy (Part 4). TRR administers the Universal Access Policy (UAP) Fund on behalf of the Government of Vanuatu.

TRR seeks Expressions of Interest from qualified individuals to contract with TRR for a short term Contractor to coordinate and manage all procurement aspects of the UAP Fund in relation to a series of UAP Grants recently advertised. The role includes:

1. Ensuring compliance with relevant TRR’s Tendering Guidelines and Procedures, and/or GOV Tenders Process, where applicable.
2. Develop and engage actively in the distribution of procurement notices and requests for tenders for the supply of goods and services supporting the UAP roll out, and manage their provision.
3. Evaluation of all UAP applications for the Grants Review Committee (GRC).
4. Management and administration of the selection processes and communication of the evaluations.
5. Conduct results based Monitoring and Evaluation (M&E) to identify and address issues of sustainability relative to the UAP

***UAP***

Financial assistance is available for ICT resources including: connection to the internet to facilitate student learning, teachers support and community access to promote new business opportunities. This opportunity has been offered to schools, communities and small businesses to apply for grant funding intended to:

- (i) Provide up to 1,000 tablets (a small flat and touchscreen computers) for schools;
- (ii) Connect up to 10 businesses to provide customers with Internet access via the establishment of internet cafes; and
- (iii) Connect up to 15 schools to enhance their ICT capabilities and computer labs as key information and learning tools.

The Contractor will provide technical and financial coordination and business management skills in the areas of Procurement and M&E. A key element is that the Contractor must work cooperatively with the TRR-UAP Coordination team as appropriate, especially playing a key role in the review of over 300 Grant proposal from various schools and small businesses. The Contractor will have to make and defend recommendations for selection. Therefore, skills in grant reading, writing, scoring, evaluation, analysis and presentation are highly important and required.

### **Required Experience and Qualifications**

The applicant should have the following combination of qualifications and experience:

- Recognized procurement and/or project management qualifications and at least 5 years' experience leading complex projects in telecoms, technical or other related (eg. Business, finance, accounting, infrastructure, health, education, etc) environment ideally in Vanuatu.
- Extensive field and logistical management experience in challenging geographies.
- Knowledge and experience of Government procurement/tenders process is desirable.
- Sound telecoms technical experience, knowledge and understanding of telecommunications and ICT issues.
- Experience with leading and evaluating complex tender processes and procurement activities.
- Demonstrated high level written and communications skills across cultural boundaries.
- Capacity in interpreting Grant proposals & familiarity with evaluation and scoring processes.
- Ability to quickly understand, conceptualize and implement the intended UAP programs
- Highly competent in all the official languages of Vanuatu (English, Bislama and French).

For a detailed Terms of Reference please contact *Alma Wensi, UAP Project Manager, TRR*, on telephone: +678 27621 OR email [almawensi@trr.vu](mailto:almawensi@trr.vu).

This is a full time contractual position for a period of 3 months with the possibility of extending the tasks to up to 6 months.

Please mark your application as **"Procurement and M&E Contractor"** and address it to TRR, PO Box 3547, PORT VILA, OR email it to [jobs@trr.vu](mailto:jobs@trr.vu) by **4.30 pm, Monday 18 August 2014**.