



Rapid Readiness Support for Resilient Recovery in the Kingdom of Tonga

Terms of Reference

Programme Manager

Assignment: Programme Manager

Employer: Ministry of Fisheries

Location: Nuku'alofa

Duration: 12 months

Expected Start Date: August 2022

Background

The Ministry of Fisheries (MoF) is responsible for ensuring sustainable management of fisheries resources. The Ministry leads the activities of five divisions: i) Fishery Management, ii) Fisheries Science, iii) Fisheries Compliance, iv) Corporate Services, and v) Project Management, each of which is led by a Head of Division.

The Ministry of Fisheries in close collaboration with the Ministry of Finance as the Delivery Partner of this Rapid Readiness Support funded by the Green Climate Fund (GCF) and the Department of Climate Change under the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communication (MEIDECC) as the National Designated Authority, will conduct a pre-feasibility study and develop a concept note for a Climate Resilient Coastal Fisheries and Aquaculture project in the Kingdom of Tonga.

A key activity for the Ministry is the delivery of the Tonga National Fisheries Sector Plan (TNFSP, www.tongafish.gov.to). The plan outlines Tonga's objectives for sustainable and climate resilient exploitation of fisheries and aquaculture resources. The TNFSP is linked to this Readiness Programme by providing a strategic plan for the contribution of the fisheries sector to Tonga's sustainable economic development; a long-term plan to maximize the sustainable contribution of the fisheries sector to food security and economic growth.

Through the GCF Resilient Recovery Rapid Readiness Support programme, a pre-feasibility study and GCF concept note will be developed, focusing on strengthening the resilience of the fisheries and aquaculture sector to impacts of climate change. These will be developed based on the initial findings from a draft concept note submitted to GCF in 2020. The project will further expand Tonga's portfolio of GCF projects with a specific aim of supporting climate-resilient economic recovery within the fisheries sector in response to the COVID-19 pandemic.

1. Objectives of the Assignment

A local consultant will be recruited to conduct day to day management of the Resilient Recovery Rapid Readiness Support programme. He/she will carry out programme implementation, housed in Ministry of Fisheries and under the management of Ministry of Finance as the Delivery Partner. He/She prepare progress reports and submit to the CEO for Ministry of Fisheries for his approval before submitting to the Ministry of Finance and NDA, including interim and completion reports for submission to GCF.

2. Scope of Services

To achieve the above objectives, the Consultant is required to undertake any reasonable tasks and responsibilities to ensure the effective implementation of the Programme, including the following:

- Lead the planning and implementation of programme activities (developing workplan with Ministry of Fisheries, budget plan with Ministry of Finance, communications plan with NDA)
- Provide technical oversight for programme monitoring and evaluation of activities against the logical framework and budget in line
- Periodic revision, if necessary, monitor and review programme expenditure reports to the CEO for the Ministry of Fisheries and Delivery Partner (MoFin) and communicate and share findings and reports with the NDA and GCF Secretariat.
- Assemble and coordinate programme staff and manage project budget and resource allocation and report to the CEO for the Ministry of Fisheries.

3. Planning and Reporting

The employee will coordinate programme implementation activities by:

- a) leading day to day management of programme implementation schedule and budget expenditure according to the Logical Framework and Budget Plan
- b) coordinate responsibilities of the programme team in compiling reports for approval
- c) reporting and monitoring of the implementation of programme activities to CEO for Fisheries, the DP (MoFin) and the NDA (MEIDECC-DCC) and communication with the Regional Entity (SPC)

The Programme Manager will report to the CEO for Fisheries and upon obtaining approval will pass on these reports to the DP (Ministry of Finance) for endorsement. The programme manager will also ensure effective communication flow with the NDA office (Department of Climate Change, MEIDECC).

4. Key deliverables

Deliverable 1: Lead planning and implementation of day to day tasks of the programme

Output 1: Programme Activities Implementation Work-Plan incl. Budget & Resource Allocation Plan and Communications Plan

Deliverable 2: Provide technical oversight for programme monitoring against the logical framework and budget in line

Output 2: Monthly Progress Report for Ministry of Fisheries HoD meetings and Delivery Partner (MoFin) for planning release of payments

Deliverable 3: Periodic revision, if necessary, monitor and review programme expenditure reports and communicate and share with the DP, NDA and GCF Secretariat.

Output 3: Prepare the Interim Progress Report with the Ministry of Finance (prepared by 6th or 7th month from project commencement) and the Completion Report with financial report (within 3 months after project completion).

5. Contract duration and Salary scale

- a) The contract will be completed within 12 months from the agreed Activity commencement date.
- b) Extensions of time may be negotiated with the Client due to circumstances beyond the control of the Ministry or the consultant.
- c) Activity performance will be monitored on a monthly basis.
- d) Salary scale is TOP\$20,000 per annum

6. Qualification and Experiences

The Consultant is expected to possess the following qualifications, experience and skills:

a) Qualifications:

- Bachelor's Degree or higher particularly in Project Management, Finance, or any degree relevant to management, administration and accounting or relevant qualifications from an accredited tertiary institution.

b) Experience:

- At least 3 years' experience in management, finance, planning, and administration including data collection, reporting and communication of results to inform decision-making, approval and endorsement.
- Understanding of current Pacific Islands coastal fisheries management, climate change and science issues, and experience of working with gender issues relating to fisheries.
- Experience with donor-funded projects, especially projects involving regional organizations, and international organizations such as the World Bank, Asian Development Bank, and GCF would be an added advantage.

7. Skills & Knowledge:

- Strong leadership skills and critical thinking, data visualization, problem solving, strong ethics, personal organizational skills, and ability to manage own workload.
- Good communication and interpersonal skills with the ability to make presentations to a broad range of audiences in both English and Tongan.
- Good writing skills with the ability to prepare accurate reports; fluency (oral and written) in English.
- Demonstrated high integrity and accountability.
- Ability to design, plan and facilitate workshops and other trainings.

8. Inquiries

Inquiries should be made through email to Ms. Saane Lolo, Deputy CEO of the Aid Management and Resilience Development Division, Ministry of Finance at solo@finance.gov.to

Endorse by,

Salesi Pongi
Acting Deputy CEO
Aid Management and Resilient Development Division