

**Tongafish Pathway  
Aquaculture Lead (Consultancy)  
Terms of Reference**

**Background**

The Ministry of Fisheries is responsible for ensuring sustainable management of fisheries resources. The Ministry is led by the Minister of Fisheries and the Chief Executive Officer CEO. The Ministry's CEO leads the management and implementation of activities in four divisions, i) Fisheries Management, ii) Fisheries Science, iii) Fisheries Compliance, and iv) Corporate Services, each of which is led by a Deputy Chief Executive.

A key activity for the Ministry is the delivery of the Tonga Fisheries Sector Plan (TFSP), a long-term plan to maximise the sustainable contribution of the fisheries sector to food security and economic growth. The TFSP will be implemented with the support of development partner funding. A key source of funding will be from the World Bank, through the Halafononga Ki Ha Ngatai Tu'uloa | Pathway to Sustainable Oceans (Tongafish Pathway) Project.

To implement this Project, the Ministry has established a Project Management Unit (PMU). The PMU will be responsible for the implementation of the overall Pathway Project. The PMU will also collaborate and support in the implementation of other TFSP activities, including assisting to secure funding from other development partners.

The PMU is a fully integrated part of the Ministry's structure forming a new Division. The PMU also acts as a service provider to other divisions with respect to the Pathway Project. Specifically, the delivery model for Tongafish Pathway is one where the PMU coordinates the Project's core activities, whilst the Ministry's divisions deliver on the key Project sub-components primarily using contract staff. Contract management, procurement, and core administrative services are provided to the divisions by the PMU. The PMU also provides the Ministry's divisions with support for planning, monitoring and evaluation, safeguards, progress reporting, and financial reporting, for the Tongafish Pathway Project, in accordance with both World Bank and Tonga government requirements.

**Objectives of the position**

The Aquaculture Lead will be responsible for improving aquaculture management and development for the TongaFish Pathway Project (sub component 2.2).

**Key tasks and responsibilities**

The successful incumbent will be responsible for leading Project aquaculture activities conducted within the Fisheries Science Division. The position will participate in project meetings and liaise closely with other staff. The position will have the following responsibilities, and will work in close collaboration with Ministry staff:

- (i) developing high potential aquaculture technologies to identify development opportunities such as for Mabé pearls and giant clams
- (ii) providing training and capacity building to the Mabé pearl industry including supporting the procurement, deployment and maintenance of aquaculture equipment
- (iii) undertaking studies, surveys and activities relevant to the Mabé pearl industry and other aquaculture commodities
- (iv) working with the SMA Program to support alternate livelihoods related to aquaculture
- (v) promoting female participation in the Mabé pearl industry
- (vi) supporting feasibility studies for aquaculture commodities
- (vii) raising community awareness of aquaculture opportunities and management including the findings of relevant studies

### **Planning and Management**

- Preparation and implementation of the position's work plan
- Support the development of the relevant aquaculture programme for the Pathway Annual Work Plan and Procurement Plan.
- Ensure implementation of the Pathway Project Operations Manual relevant to the position.
- Ensure relevant Pathway aquaculture activities are aligned with the Tonga Fisheries Sector Plan, Ministry of Fisheries Corporate Plan, and the Divisional Annual Management Plans.

### **Budget and Finance**

- Contribute to the development of the Pathway Annual Budget.
- Report on the budget utilization and forecast expenditure relevant to the position (monthly or as required).
- Provide input to the preparation of quarterly financial reports.

### **Project Reporting**

- Provide regular quality reports on position activities as required.
- Provision of written and verbal advice as necessary to the Science Division, PMU and the Ministry relevant to the position's role and responsibilities.
- Contribute to the preparation of quarterly monitoring and evaluation reports, the Pathway Results Framework, the six-monthly Pathway Progress Reports for submission to the Project Steering Committee and World Bank, and the Ministry of Fisheries Annual Report.

### **Leading**

- Coordinate Science Division aquaculture activities for the Project.
- Coordinate and supervise Science Division aquaculture and technical staff and consultants for the Project.
- Coordinate the delivery of position key deliverables and activities.
- Attend meetings and participate in discussions on position activities.
- Ensure compliance with World Bank policies and procedures.
- Represent the Science Division at meetings as required.
- Coordinate position activities with the Ministry and other agencies and stakeholders.

### **Environmental and Social Safeguard Policies**

- Ensure relevant Project outputs are screened by the Project Safeguards Officer.
- Outcomes and outputs (such as design, construction methods, training materials, recommendations and advice) should be consistent with the safeguard policies of the World Bank and the Environmental and Social Management Framework (ESMF) of the TongaFish Pathway project.
- Free, prior and informed consultation of potentially affected people, stakeholders and vulnerable groups shall be adequately delivered, gender and youth inclusive, and well documented and in compliance with the Stakeholder Engagement Plan.

#### **Performance Appraisal and Staff Supervision**

- Participate in the Government of Tonga’s Staff Performance Management System.

#### **Technical Key Results Areas**

- Maintain necessary level of technical and operational skills to perform the position’s duties.
- Undertake training, for example as provided by SPC as required to support industry.

#### **Administrative Policies and Procedures**

- Ensure observance of and compliance with Public Service Commission and Ministry of Fisheries administrative policies and procedures and contribute to reviews of these as required.

#### **Other Duties**

- Perform any other duties reasonably requested or directed by the position’s supervisor, CEO or Head of Division.

#### **Reporting**

The position will report to the Head of Section Aquaculture for all operational matters, and to the Project Coordinator on matters relating to contract and administration.

#### **Expected key deliverables**

The position will be responsible for:

<b>Key Deliverables</b>	<b>Timing</b>
Prepare position work plan.	Within 3 months of appointment.
Establishing contact with Pearl Industry Association (PIA) and develop priority workplan for the position to meet their needs.	Within three months after appointment.
Meeting regularly with PIA to ensure effective engagement and communication.	At least once meeting every three months.
Establishing women’s working group to fast track female participation in the Mabe pearl industry.	Within three months after appointment with meetings at least every three months.
Coordinating the delivery of technical consultancies in accordance with the procurement plan.	In accordance with procurement plan.
Preparing vulnerability and risk assessment reports for pearl oysters and giant clams.	Within 12 months of appointment with annual review thereafter
Supporting the aquaculture feasibility study.	In accordance with procurement plan.
Developing and implementing a community awareness	Within 12 months of appointment with

programme for aquaculture.	annual review thereafter
SMA engagement on alternative livelihoods through aquaculture.	One meeting with a SMA management committee each month.
Organising and conducting workshops, extension activities, and training events for Mabe pearl farmers.	Twelve events organised and conducted each year.

### Contract duration and conditions

- The contract will be for an initial period of 3 years, and may be extended for a further period up until Project conclusion, subject to satisfactory performance.
- The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial training goals.
- Performance will be reviewed on an ongoing basis during the first six months, and thereafter be subject to mid-year and annual reviews.
- This is a full-time position based in the Ministry of Fisheries under the Project and may involve travel to the outer islands.
- The position is open to Tongan citizens or those eligible for a work permit in Tonga.

### Essential criteria

The position is expected to have the following minimum qualifications and experience:

#### General

- An excellent understanding of aquaculture development with an emphasis on shellfish culture.
- Strong ethics, high level personal organizational skills, and ability to manage own workload.
- Excellent communication and interpersonal skills with the ability to make clear, structured presentations to a broad range of audiences; excellent writing skills with the ability to prepare clear, concise reports; oral and written fluency in English.

#### Qualifications

- A first degree from a recognized university in aquaculture development, fisheries management or marine science, or other relevant and applicable topic (at time of contracting).

#### Desirable criteria

- Oral and written skills in the Tongan language.
- Not less than 3 years of working experience in relevant fields

### Applying for this post.

Applications for the post should be made to:

Dr Tu'ikolongahau Halafihi  
 Chief Executive Officer  
 Ministry of Fisheries  
 Tonga

By email to: [pathway@tongafish.gov.to](mailto:pathway@tongafish.gov.to)

Applications **must** include 3 parts with the following format and content:

1. A brief covering letter introducing yourself, and explaining why you are interested in this post (maximum 1 page).
2. A resume (CV) showing personal details, work experience, and education, along with the names of three work related references (maximum 3 pages).
3. A claim for the position (with each essential and desirable criteria as a sub-heading) that addresses how your experience is applicable to each criterion, and providing examples relevant to the post's key tasks and responsibilities (maximum 4 pages).