

**Tongafish Pathway**  
**Special Management Area (SMA) 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 Officer.

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 Tongafish 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 SMA Lead position will be responsible for supporting the MOF in strengthening and expanding Tonga's Special Management Area Programme (sub-component 2.3) in a defined geographical area.

**Key tasks and responsibilities**

The successful applicant will be responsible for leading the Project's SMA programme in a defined area as part of the Fisheries Science Division SMA team. This will involve close liaison with other Ministry divisions. The position will participate in project meetings and planning. The position will have the following key responsibilities, and will work in close collaboration with Ministry staff:

- (i) Developing, reviewing, updating and implementing SMA management plans, implementation and monitoring plans, annual work plans, and asset operations and maintenance agreements;
- (ii) support implementation and monitoring of SMAs;
- (iii) providing training, equipment, assets, and capacity building to SMAs to strengthen SMA management;
- (iv) providing training and support to Ministry of Fisheries staff to improve SMA monitoring and evaluation developing a community based SMA monitoring program;
- (v) supporting alternative livelihood strategies for SMA communities;
- (vi) preparing and disseminating education and advisory material concerning SMAs;
- (vii) supporting SMA compliance strategies, planning, and operations;
- (viii) supporting SMA science programs; and
- (ix) supporting and strengthening SMA establishment procedures, policies and legislation.

### **Planning and Management**

- Preparation and implementation of the position's work plan.
- Support the development of the SMA programme for the Project Annual Work Plan and Procurement Plan.
- Ensure implementation of the Pathway Project Operations Manual relevant to the position.
- Ensure relevant Pathway SMA 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 monthly reports on position activities.
- Provide real time reporting of emerging or critical issues.
- Provision of written and verbal advice as necessary to the 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 on all aspects of the Project's SMA programme in a defined geographical area.

- Coordinate and supervise SMA technical staff and consultants in a defined area.
- Coordinate the delivery of position key deliverables and activities.
- Attend internal meetings and participate in discussions on position activities.
- Ensure compliance with World Bank policies and procedures.
- 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.
- Analysis should include the environmental and social aspects and impacts, consistent with the safeguard policies of the World Bank and the Environmental and Social Management Framework (ESMF) of the Tongafish Pathway Project.
- 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.
- Recommendations must minimize or avoid negative impacts of any downstream activities on forests, including mangroves.
- Recommendations must consider the impacts on land acquisition and access and where necessary, include a requirement for minimizing or avoid involuntary land acquisition, involuntary resettlement or involuntary restriction of access to assets. If necessary, the Technical Advisory must require the preparation of a Resettlement Policy Framework (RPF)/Resettlement Action Plan (RAP) for the implementation of any relevant recommendations.
- 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.

#### **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 SMA Head of Section for all operational matters, and to the Project Coordinator on matters relating to contract and administration.

### Expected key deliverables

In the designated geographic area of responsibility, the position will be responsible for:

Key Deliverables	Timing
Prepare position work plan.	Within 3 months of appointment.
Develop, review and update SMA management plans, implementation and monitoring plans, annual work plans, and asset operations and maintenance agreements.	In accordance with Project Results Framework, Corporate Plan, Annual Management Plan, and the Act and Regulations.
Reporting.	In accordance with project requirements.
Prepare relevant training programmes.	Training programme developed within 6 months of appointment.
Providing relevant training and capacity building to Coastal Community SMA Management Committees to strengthen SMA management.	At least 2 events every quarter.
Support for procurement and roll out of SMA assets and other equipment, including boats and meeting sheds.	Procurement of equipment in accordance with the procurement plan.
Provide compliance planning and operational support.	At least 4 events each month.
Provide training and support to Ministry of Fisheries.	At least 1 training even each quarter.
Contribute to reviewing and strengthening SMA procedures, policies and legislation, including gazetting of management plans.	Within a year of appointment, with annual review thereafter.

### Contract duration and conditions

- The contract will be for an initial period of 3 years and may be extended based on satisfactory performance.
- The contract is subject to a probationary period of six months and may be subject to satisfactory achievement of initial deliverables.
- 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

- Excellent understanding of community-based fishery and/or natural resource management.
- Demonstrated experience in training and capacity building at the community level.
- Practical experience in implementing community-based fisheries/natural resources conservation programmes.
- Excellent communication and interpersonal skills.

**Qualifications**

- A Bachelor of Science degree from a recognized university in fisheries/marine management, or other relevant/equivalent qualification (at time of contracting).

**Desirable criteria**

- Oral and written skills in the Tongan language.
- High levels of practical 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).