

## **Annex 1**

### **Tongafish Pathway Science 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 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 Science Lead will be responsible for improving fisheries science for decision-making for inshore and offshore fisheries for the TongaFish Pathway Project (sub component 2.1). This sub-component will assist to improve fulfillment of Tonga's obligations in fisheries monitoring and stock assessment to FFA, SPC and WCPFC.

#### **Key tasks and responsibilities**

The successful applicant will be responsible for leading the Project's inshore and offshore fishery science activities. 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) conducting scientific, monitoring and assessment studies to improve fisheries science for decision making in offshore and inshore commercial fisheries
- (ii) providing scientific support to underpin the Special Management Area programme (research in areas of biodiversity, fishing catch and effort, SMA monitoring etc. to inform SMA management plans (sub-component 2.3))
- (iii) developing and delivering relevant training, capacity building and workshop programmes in fishery science for staff and stakeholders
- (iv) developing relevant science communication materials for diverse audiences, and specifically for decision makers
- (v) engaging, supporting and supervising technical consultancies in accordance with the procurement plan
- (vi) supporting relevant Project procurement activities

### **Planning and Management**

- Preparation and implementation of the position's work plan.
- Support the development of the science 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 science 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 as required.
- 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 scientific programme for inshore and offshore fisheries.
- Coordinate and supervise Project scientific and technical staff and consultants.

- Coordinate the delivery of position key deliverables and activities.
- Attend internal meetings and participate in discussions on position activities.
- Represent the Science Division at external meetings as required.
- 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.
- 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 Fisheries Science 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:

Key Deliverables	Timing
Prepare position work plan.	Within 3 months of appointment.

Develop catch and effort monitoring program for inshore commercial fishing and SMAs, creel surveys, and log sheets.	Within two years months of appointment.
Scientific projects related to inshore fisheries, offshore fisheries or SMAs, completed and with reports approved, and distributed.	At least one project report completed each year, in accordance with work plan priorities.
Reporting.	In accordance with project requirements.
Scientific briefings provided to support management plan decision making.	Reports provided in accordance with program of management plan reviews and development.
Provide scientific training, capacity building, and workshops for non-science staff and stakeholders, including SMAs.	Six events per year.
Support procurement activities for fisheries science project activities.	In accordance with procurement plan.
Effective engagement with development partners including support for and supervision of external consultants and development of project proposals.	At least one development partner project initiated and/or supported each year.
Effective engagement, communication, and consultation with key stakeholders relating to Project science activities.	At least two staff/stakeholder seminars completed each year.
Support with data collection and survey activities.	Ongoing.

#### **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**

- Excellent understanding of fisheries science and the need for scientific advice to support policy and decision making.
- Practical experience in implementing fisheries science projects.
- Strong track record of producing scientific reports.
- 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**

- Either a Bachelor of Science degree from a recognized university in fisheries science/marine science, or oceanography (at time of contracting); or relevant other first degree with directly relevant post graduate aquatic sciences qualification/s.

#### **Desirable criteria**

- Relevant post graduate study or qualifications.
- Peer reviewed publication history.
- 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).