

## Annex A: SCOPE OF SERVICES, TERMS OF REFERENCE AND DELIVERABLES:

Project Title: GCF - Strengthening Adaptation Planning in Tonga

Project Position: Programme Manager

### Project Background

The Ministry of Fisheries (MoF) is responsible for ensuring sustainable management of fisheries resources. The Ministry leads the activities of five divisions: i) Fisheries 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](http://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.

### Scope of Work

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.

### Duties and Responsibilities

The Programme Manager will have the following duties:

- Lead planning and implementation of day to day tasks of the programme
- Periodic revision, if necessary, monitor and review programme expenditure reports and communicate and share with the DP, NDA and GCF Secretariat.

### Report Deliverables

The Programme Manager must submit to the CEO and NDA the following;

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

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

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

Annex B:

Remuneration

The Consultant's Schedule of Payment is as follows:

Description	Salary	Amount (TOP\$)
Programme Manager		
Total Annual Salary		

Please take note the Consultant's Salary Payment is to be received on a fortnightly basis.

Total Amount of Contract not to exceed **TOP\$20,000.00** per annum.