



**Pathway to Sustainable Oceans Project
(Tongafish Pathway)
TO-MOF-306003-CS-INDV
Terms of Reference**

Assignment:	Fisheries Compliance Lead for Tongatapu
Employer:	Ministry of Fisheries (Pathway to Sustainable Oceans Project).
Location:	Nuku'alofa, Tonga.
Duration:	2 Years (and may be extended subject to satisfactory performance)
Expected Start Date:	October 2022

Background

The Ministry of Fisheries (MoF) is responsible for ensuring sustainable management of fisheries resources. The Ministry is led by the Hon Semisi Fakahau, Minister for Fisheries. The Ministry's Chief Executive Officer (CEO) leads the activities of five divisions, i) Fisheries Management, ii) Fisheries Science, iii) Fisheries Compliance, iv) Corporate Services and v) Project Management Unit, each of which is led by a Deputy CEO.

A key activity for the Ministry is the delivery of the Tonga Fishery Sector Plan (TFSP), a long-term plan to maximize 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.

The Project Development Objective (PDO) is to improve management of selected fisheries and aquaculture in Tonga's territory. The project components are:

Component 1: Strengthening Fisheries Governance. The objective of this component is to improve fisheries governance in Tonga's tuna longline, deep-water snapper and inshore commercial fisheries through priority interventions, including licensing and registration, and implementing fishing rights frameworks.

Component 2: Strengthening the Knowledge Base for Fisheries and Aquaculture. The objective of this component is to improve fisheries science for informed management decision-making to underpin the three selected fisheries and two aquaculture species supported by the Project.

Component 3: Investing in Sustainable Fisheries Management and Development. The objective of this component is to strengthen sustainable fisheries management and development of the selected fisheries.

Component 4: Supporting Effective Project Management. The component will ensure effective and efficient project management through supporting the Project Management Unit (PMU).

The (PMU) is responsible for the implementation of the overall Pathway project. The PMU collaborates and supports 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 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 through the use of contract staff. Contract management, procurement, and core administrative services will be 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. The PMU consists of the following:

- Project Coordinator
- Deputy Project Coordinator
- Finance Officer
- Safeguards Officer
- M&E Officer
- Training & Development and Communication Officer
- Procurement Officer
- Driver

The PMU has resources to deliver Pathway services and activities, including work planning, reporting, budgeting and financial management, procurement, monitoring and evaluation, safeguards, training and capacity building, and communication.

Objectives of the Assignment

The Fisheries Compliance Officers will focus on the achievement of a strategic priority for the Tongafish Pathway project to improve Monitoring Control and Surveillance (MCS) activities within Tonga's Economic Exclusive Zone (EEZ).

Scope of Works

The successful applicant will be responsible for conducting compliance related activities for inshore and offshore fisheries, as well as shore based, market, and port inspections. The position will have the following responsibilities:

- (i) Implementation of activities under the Ministry's Fisheries Corporate Plan and Annual Management Plan (AMP) that cover the Fisheries Compliance Division's (FCD) key outputs and activities, including contributing to implementation of education and training programs on fishery laws, undertaking patrols and inspections at sea and on land, and undertaking law enforcement and prosecutions preparation;
- (ii) Implementation of specific activities under the Fisheries Management Act 2002, Aquaculture Management Act 2003 and the subsequent fisheries regulations, Tonga National MCS Strategy 2022-2027, Fisheries Management Plans, Coastal fisheries management plan and other fisheries policies and plans.
- (iii) Support the MCS team in drafting and reviewing of MCS policies and training proposal of related topics when required.
- (iv) Supporting programmes such as (not exclusive); the Tonga National fisheries Observer program (TNOP); the identification and registration of small-scale and commercial fishers; implementation of a rights-based fisheries management framework, and licensing of vessels/fishers.
- (v) Support the implementation of the FCD training plan provided in the Division's AMP
- (vi) Undertaking community engagement activities, including training, in relation to Special Management Area (SMA) compliance activities;
- (vii) Represent the Ministry of Fisheries at fisheries regional meetings;
- (viii) Supporting a scoping study into the use of electronic monitoring (EM) and lead the implementation of electronic reporting (ER) in tuna fisheries;
- (ix) Operating and maintaining patrol vehicle, small inshore patrol vessel, and other compliance assets;
- (x) Supporting the development of the Terms of reference for the compliance vessels; safety equipment; MCS monitoring and safety communications equipment; and those relevant to compliance activities;

- (xi) Participate in project meetings and liaise closely with other MoF staff.

Project establishment

- Support the establishment and implementation of the Project including supporting and collaborating with Project staff, the implementation of policies, procedures, manuals, and systems.

Planning and Management

- Implement or support the applicable parts of the Pathway Annual Work Plan and Procurement Plan.
- Implement the Pathway Project Operations Manual relevant to the position.
- Undertake activities that are aligned with the Tonga Fisheries Sector Plan, Ministry of Fisheries Corporate Plan, and the Divisional Annual Management Plans.

Budget and Finance

- Ensure all applicable finance policies and procedures are followed.
- Provide reports on applicable finance policies as required.

Project Reporting

- Provide regular quality reports on position activities.
- Contribute to the preparation of quarterly monitoring and evaluation reports.

Performance Appraisal and Staff Supervision

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

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.

Reporting

The position will report to the Officer in Charge in each location as appropriate for all operational matters, and to the Deputy Project Coordinator on matters relating to contract and administration.

Expected key deliverables

The position will be responsible for:

Key Deliverables	Timing
Contribute to the Fisheries Corporate Plan and Annual Management Plan (AMP) that cover the Fisheries Compliance Division’s (FCD) key outputs and activities and prepare training plan.	Twice annually
Contribute to implementation of education and training programs on fishery laws, undertaking patrols and inspections at sea.	One in each quarter
Draft and review Standard Operating Procedures (SOPs) and MCS guidelines to guide MCS processes and activities	One (1) SOP in each quarter
Monitor the MCS policies and activities, and prepare training proposals.	Ongoing

Complete fishery officer and vessel operator training requirements.	Six months from appointment.
Undertake inspection of domestic fish markets (roadside stalls, restaurant, etc.), inspect the export facilities for export compliance of marine products	Eight (8) fisheries inspection per month.
Undertake inshore fishery patrols to inspect licensed fish fences, Aquaculture areas and SMAs as per SOP.	Five (5) patrols per month.
Undertake or participate in the offshore fishery patrols.	Up to six (6) patrols per year.
Undertake boarding and inspections of all licensed fishing vessels including tuna and snapper fishing vessels, and marine aquarium boats before every fishing trip and upon arrival to port.	Up to thirty (30) inspections per year.
Support and participate in SMA compliance activities and training planned for the SMA/Coastal Communities	One intervention per week and report on SMA Compliance training conducted under FCD AMP
Support the implementation of the Tonga National Observer Program (TNOP) through data collection and analysis from the observers.	Two (2) observer deployment in each month. Observer database is updated at all times, analyze observer data when requested
Support and undertake the trial of the ER (BOJAK application) to support boarding and inspection activities	Monthly report provided on the status of the trial of the BOJAK application
Maintain operational equipment to a satisfactory standard	Full equipment inspections undertaken and reports prepared every three months.
Ensure support and collaboration with staff, PMU, and stakeholders.	Attend monthly meetings and as required.
Reporting	Provide quality activity reports as required by Ministry and under Pathway project.

Contract duration and conditions

- This is a full-time position under the Tongafish Pathway project and will involve travel to outer islands.
- The contract and will be for an initial period of 2 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 is 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.
- The position is open to Tongan citizens or those eligible for a work permit in Tonga.

Selection Criteria

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

Essential Criteria

- Experience in compliance and enforcement environments under stressful conditions.
- 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; good writing skills with the ability to prepare concise reports;
- Advanced level oral and written fluency in the English language.
- Intermediate level oral and written skills in the Tongan language.

Qualifications

- Bachelor's degree in Fisheries Management, Marine Science, Marine Affairs, Science or a relevant field
- Minimum of 3 years' of relevant working experience in the fisheries or maritime sector.
- Prior experience in fisheries management and MCS work
- Valid driver's license.

Desirable criteria

- Licensed in small vessel operation and experienced in boat operations.

Applying for this post.

Applications for the post should be made to:

Dr Tu'ikolongahau Halafihi

Chief Executive Officer

Ministry of Fisheries

Tonga

Email to: ceo@tongafish.gov.to

Cc: jonathan.kwok@tongafish.gov.to

Applications **must** include 4 parts with the following format and content:

1. A brief covering letter introducing yourself, and explaining why you are interested in this position (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. Proof of education
4. A claim for the position (with each essential, qualification 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).