



Date of Issuance: 13 September 2018

Date and time Expression of Interest (EOI) due: 27 September 2018 **No later than 4:00 pm local time**

Drop off EOI to Main Office: Ministry of Internal Affairs, Taufa'ahau Road, Nuku'alofa

Email Submission of EOI: Please email to: etongotea@mia.gov.to

Attn: Acting CEO, Ministry of Internal Affairs

Team Leader Terms of Reference

Assignment: Project Management Unit (PMU) Team Leader

Employer: Ministry of Internal Affairs & Ministry of Education and Training

Location: Nuku'alofa, Tonga

Duration: The Team Leader will be contractually engaged for a period of 5 years

Expected Start Date: October 2018

1. Background

Tonga is a small, archipelagic kingdom in the South Pacific. Tonga's population of 106,000 is spread out across 36 of its 177 islands with around three-quarters of the population based in the main island of Tongatapu. Other major islands and island groupings include 'Eua, Ha'apai, Vava'u, and the Niuas. Its location makes Tonga one of the most geographically remote nations from major centers of economic activity in the world. Tonga has a sizeable youth population, which generally face poor labor market outcomes. Over half (56 percent) of the country's population is 24 years or younger, with a total of about 19,200 Tongans between ages 15 and 24. The potential for economic growth in Tonga is hindered by inherent high cost structures. Over the past two decades, per capita GDP has grown by 1.1 percent, compared to 2.3 percent globally. Given the employment effect of economic growth, this long-term trend has meant domestic job creation has been limited in the Kingdom of Tonga for a sustained period. As a result, a large proportion of youth fail to successfully transition into employment, remaining unemployed or inactive in the labor market well into adulthood.

Tonga is currently preparing a skills and employment project, which will be financed by the World Bank under the IDA 18 cycle. The total funding envelope is approximately US\$20.90 million. The project will be jointly implemented by the Ministry of Internal Affairs, Ministry of Education and Training, and the Ministry of Finance and National Planning. The project objective is to improve opportunities for secondary school progression and facilitate the transition to jobs in the domestic and overseas labor markets for Tongans.

The project has four interlinked components: (1) Conditional cash transfer program for secondary school enrolment and attendance; (2) Strengthening technical and vocational education and



training (TVET) provision; (3) Enhancing opportunities for labor migration; and (4) Project management, monitoring and evaluation, and centralized support. The project will support the poorest decile (some 1,500 households) with cash transfers conditional on them ensuring their secondary school age children enroll and regularly attend classes. It will provide Quality Improvement Grants to 8 TVET providers, and funds to cover tuition fees and living costs for some 600 TVET students from the poorest decile. Meanwhile, it will provide pre-departure training for some 8,000 Tongans and build a work-ready pool of 1,600 migrant workers.

The project will be managed by a Project Management Unit (PMU) located in Tungi Colonade. This PMU will be responsible for the day-to-day implementation, monitoring, and coordination of Components 1, 2, 3 and part of Component 4 of the project. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for such components. It will be staffed with a nationally recruited Team Leader, Procurement Officer, Project Accountant, M&E Specialist, and Administrative Support Officer.

This Terms of Reference is for the Team Leader position of the Project Management Unit.

2. Objectives of the assignment

The Team Leader will be responsible for managing the activities of the Project Management Unit for the Skills and Employment for Tongans (SET) Project.

3. Scope of Services

The specific duties and responsibilities of the Team Leader will include *inter alia*:

- Lead the organization and implementation of an official launch workshop for the project.
- Provide coordination oversight of the PMU to ensure the project is being delivered in accordance with the Project Operations Manual.
- Update and amend the Project Operations Manual throughout project implementation, as required.
- Supervise and facilitate the performance of all PMU staff in view of their job description.
- Prepare the project progress reports and ensure consistency in quality of information and timeliness of report submission.
- Assist in the organization of quarterly meetings for the Skills Sector Steering Committee and provide regular updates on the progress of project activities.
- Prepare Annual work plans and budgets each year.



- Regularly coordinate consultations with the relevant stakeholders including the World Bank, MIA, MET, MFNP, the private sector, and civil society groups.
- Assist with the organization of various implementation support missions, including a mid-term and final review of the project.
- Prepare Progress reports documenting the advancement of project activities on a semi-annual basis.
- Review the interim quarterly financial reports (IFRs) being prepared by the Project Accountant.
- Provide quality assurance for the activities being undertaken by the M&E Specialist, including the two impact evaluations.
- Keep track of overall disbursement, undertake disbursement projections and monitor disbursement dates for all relevant projects.
- Provide oversight and advice on procurement with the support of the project procurement officer
- Provide advice and support for any Safeguards issues under all SET activities including Gender Based Violence (GBV) and Child Abuse and Exploitation (CAE)

4. Institutional and Organization Arrangements

The PMU Team Leader will be hired by MIA and MET and posted Tungi Colonade, where office space and facilities will be provided. The Team Leader will report to the CEOs of MIA and MET. The Team Leader act as coordinator of the PMU team in a supervisory capacity. The Team Leader is required to follow MIA and MET's standard working hours, but depending on business needs, may be requested to work extended hours.

5. Section Criteria

Academic Background and Relevant Experience

- Minimum Education: Bachelors or Masters level (with a major in a relevant discipline e.g. Social Sciences, Social Services, Vocational Education, Business, Finance, or Procurement) with experience in Project Management in a challenging and multi-stakeholder environment.
- Minimum Years of Relevant Experience as defined by technical or management positions: 10 years of experience in Project Management International Development/Funded projects or a combination of Project Management and International Development/Funded projects.

General Competencies

- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.



- Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues.
- Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
- Ability to function effectively in multi-disciplinary teams within a matrix management environment.
- Effective team leader, understands group dynamics and management techniques.

Essential Specialized Skills/Knowledge/Competencies

- Demonstrated ability to work effectively within a diverse culture and multidisciplinary team.
- Clear understanding of project management, project objective, results framework, implementation challenges, monitoring and evaluation of performance.
- Demonstrated knowledge of general principles of procurement, financial management, and safeguards requirements, policies and practices.
- Proficient in developing work plans, resource plans, budgets, and operation manuals.
- Demonstrated ability to prioritize tasks to meet deadlines, allocate resources to meet budget and quality expectations, and resolve conflict.