

**Special Service Agreement (SSA)**  
**Non-Communicable Disease (NCD) Coordinator**  
**Terms of Reference**

This SSA is requested by:

Unit:	WHO NCD Division
Office:	WHO Country Liaison Office (CLO), Kingdom of Tonga

## **1. Purpose of the Special Service Agreement (SSA)**

### **Background**

For over 20 years Tonga has battled, uphill, with the NCD crisis with an alarming 93.2 per cent of Tongans deemed overweight or obese<sup>1</sup>. Chronic diseases, including cancer, cardiovascular diseases, chronic respiratory diseases, and diabetes are now the major causes of death and sickness in The Kingdom. The Ministry's strategic response dated back to 2003 with the development of the first Tonga National Non-Communicable Disease Strategy 2004-2009. This was followed by the second National NCD Strategy 2010-2015 and the third National NCD Strategy 2015-2020. The Kingdom is currently implementing the fourth National Strategy for the Prevention and Control of Non-Communicable Diseases 2021-2025 (referred to hereon as Tonga NCD Strategy and extended to 2030).

The National NCD Committee (NNCDC) oversee the overall implementation, monitoring, and evaluation of the National NCD Strategy. The Ministry of Health (MOH) is responsible for more than 40 activities of the Tonga NCD Strategy that cut across key components of its health system strengthening efforts. The Health Promotion Unit (HPU) of the Public Health Division of MOH is responsible for mobilizing and empowering communities and the public through provision of quality health promotion interventions and healthy lifestyle initiatives. HPU focuses on four main risk factors which contribute to NCDs; tobacco smoking, alcohol consumption, physical inactivity, and unhealthy diet. The inclusion of mental health has been a crucial addition to improve mental wellbeing in Tonga. HPU is also responsible for risk communication and community engagement for hazards and related campaigns. TongaHealth is the grant mobilisation, coordination, and management mechanism of the Tonga NCD Strategy. It also supports the monitoring and reporting of the implementation of the Tonga NCD Strategy through the Monitoring and Evaluation Taskforce. As articulated in the Tonga NCD Strategy, addressing NCDs requires a multi-sectoral approach with strong leadership and coordination. The WHO and Ministry of Health seek to appoint a NCD Coordinator to lead and strengthen the national response to NCD prevention and control.

## **2. Position Summary**

The WHO -MOH NCD Coordinator will be responsible for planning, coordinating, and monitoring MOH NCD-related policies, programs, and activities. The coordinator will

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<sup>1</sup> Tonga Ministry of Health. (2017). Tonga NCD Risk Factors STEPS Report 2017.

work closely with government ministries and departments, civil society, church institutions, development partners and other stakeholders to support the implementation of the Tonga NCD Strategy and Action Matrix.

## 2 Key Responsibilities/Work to be performed

**Program Implementation:** Oversee and support the execution of NCD prevention and control programs, including MOH lead community-based initiatives and health promotion campaigns.

**Policy and Strategy Development:** Assist in the formulation, implementation, and review of national NCD policies, strategies, and action plans.

**Capacity Building:** Provide technical guidance and training to health professionals and community workers on NCD prevention and management.

**Monitoring and Evaluation:** Work with the MOH members of the national M&E Taskforce to provide regular progress reports to the Taskforce for submission to the national NCD Committee

**Advocacy and Awareness:** Support HPU public awareness on NCD risk factors and encourage healthy lifestyle choices through various communication platforms.

**Coordination and Collaboration:** Collaborate with the Health Promotion Foundation Unit to promote multi-sectoral coordination, ensuring alignment between government ministries, non-governmental organizations (NGOs), private sector, and international partners.

**Resource Mobilization:** Identify funding opportunities and develop project proposals to support NCD initiatives in collaboration with donors and partners.

**National NCD Committee:** This role will be the Secretariat for the MOH NCD Steering Committee, hence has the responsibility to support the Chairperson to organise the meeting dates and venue, draft the agenda and take and circulate minutes to members.

### 2. Planned timelines (subject to confirmation)

Start date: 01 August 2025

End date: 31 December 2026

## 3. Specific requirements

### Skills/Knowledge

- Experience in stakeholder engagement and multi sectoral co-ordination
- Excellent communicator with strong negotiation and advocacy skills
- Able to work independently and as part of a multidisciplinary team.

### Education/Training

- A degree in Public Health, Medicine, Health Policy, or a related field (Master's degree preferred).

### Experience

- Experience in working at the national level.
- Strong knowledge of NCD risk factors, health promotion, and policy development is desirable.

### Language

- Written and spoken fluency in English is essential.

#### Other skills

- Working knowledge of standard MS Office software applications. Presentation skills.

## 4. Technical Supervision

The selected consultant will work under the supervision of:

Responsible Officer & Manager	Dr Anup S Gurung	Email:	gurunga@who.int
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## 5. Competencies

- Building and promoting partnership across the organization and beyond
- Respect and promoting individual and cultural differences
- Producing results
- Communication in a credible effective way
- Knowing and managing yourself

## 6. Place of assignment

- MoH and WHO offices in Nuku'alofa, Tonga

## 7. Medical clearance

- The selected SSA will be expected to provide a medical certificate of fitness for work.

## 8. Travel

Duty travel when required (e.g. field visits, meetings, outbreaks and public health events) within Tonga will be covered according to WHO rules. Regional/global travel may be required for meetings/workshops.

*All **travel arrangements** will be made by WHO – WHO will not be responsible for tickets purchased by the SSA without the express, prior authorization of WHO. While on mission under the terms of this Special Service Agreement, the SSA will receive **subsistence allowance**.*

*Visas requirements: it is the SSA's responsibility to fulfil visa **requirements** and ask for visa support letter(s) if needed.*

- *WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.*
- *WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.*

