



Tonga Statistics Department (TSD)

Statistical Innovation and Capacity Building in Tonga (SICBT/PacStat) Project

Terms of Reference (TOR)

Assignment:	SEEA (System of Environmental Economics Accounts) Assistant
Employer:	Tonga Statistics Department, Tonga
Location:	Nuku'alofa, Tonga
Duration:	Full time position for 1 year (with a 3-month probationary period) with further extension based on performance and need
Tentative Start Date:	Early May 2023

1. Background

Tonga is one of the Small Island Developing States that is not only small but contains small islands within the small state, most isolated, and like other vulnerable nations of its kind – faces many development challenges. Small size and remoteness increase the costs and complexities of economic activity, public service delivery, and data collection. The geographical characteristics of the country also lead to a high vulnerability to natural disasters. These factors have led to an undiversified economy that is vulnerable to external shocks and dependent on financial transfers.

The Tonga Statistics Department (TSD) is Tonga's main government agency in terms of collection, processing and publication of economic and social statistics. With the increasing demand for data, TSD is trying to address data gaps and gather new data sources, and develop new statistics in order to assist with planning and policy making for the country.

To support in addressing these issues, particularly through the channel of strengthening public financial management, an IDA project to facilitate "Statistical Innovation and Capacity Building" has been initiated. The ultimate objective of this project is improving the comparability, accessibility, sustainability, and overall quality of statistics in Tonga.

One of the important components of this IDA Project is **Sub-component 1.3 data collection for economic statistics**.

The subcomponent will support the development and collection of data for the System of Environmental Economics Accounts (SEEA). SEEA is a statistical system that brings together economic and environmental information into a common framework to measure the contribution of the environment to the economy, and the impact of the economy on the environment. The SEEA contains an internationally agreed set of standard concepts, definitions, classifications and accounting rules and tables to produce internationally comparable statistics. The SEEA framework follows a similar accounting structure as the System of National Accounts (SNA). It is also a flexible system that can be adapted to countries' priorities and policy needs while at the same time providing a common framework, concepts, terms and definitions.

2. Objective of the Assignment

To recruit a SEEA assistant to assist with the implementation of SEEA project by SEEA consultant and to assist with any data collection and learn from the Consultant any compilation techniques and method to be use in future once the project is complete. This job purpose must be completed on timely manner and will support economic policy decisions. This will be the establishment of SEEA unit in Tonga Statistics Department (TSD) under the management of the SEEA consultant and TSD Economics staff. This project will be for nine months and will commence on the second week of January 2023.

3. Scope of Services

The duties and responsibilities of the SEEA Assistant for the SICBT project includes:

1. Assist SEEA Consultant in any way when identifying data requirements for this project.
2. Coordinate with line ministries and agencies in Tonga to retrieve required available data upon the supervision and directions of the SEEA Consultant and TSD Economics staff.
3. Assist SEEA Consultant and TSD Economics staff in any way required when establishing appropriate SEEA methods to capture environment sector direct contribution to the economy.
4. Support the implementation of surveys deemed necessary for the ongoing operation of the SEEA unit.
5. Assist TSD Economics staff when preparing logistics required in conducting any workshop or meetings in whatever method appropriate (virtual or face-to-face).
6. To assist SEEA consultant and TSD Economics staff on any related work for this project.
7. Conduct any other related tasks and activities required by the SEEA Consultant and AGS Economics.

4. Institutional and Organization Arrangements

The SEEA Assistant will be hired and posted at Tonga Statistics Department, where office space and facilities will be provided. The SEEA Assistant is expected to reside in Tongatapu, Tonga. The SEEA Assistant will report to the Project Coordinator (PC) of the PMU through the SEEA Consultant or whomever the GS has delegated to be responsible officer for the SEEA Assistant in collaboration with the Project Coordinator (PC). The SEEA Assistant is required to follow TSD standard working hours and may be requested to work extra hours depending of requirements. Once employed you are a staff of TSD and must act accordingly to civil servants' work ethics.

5. Selection Criteria – Desired Skills, Qualifications and Experience

The candidate must possess the following academic background and experience, competencies and personal attributes:

Academic Background and Relevant Experience

1. A minimum qualification of at least a Diploma in Economics, Accounting or Official Statistics from a recognized institution or relevant work experience.
2. Experience managing a small team of staff completing fieldwork and compiling data.
3. 2-3 years' experience in analyzing information for statistical purposes.
4. Working knowledge of information gathering techniques ad tools for the purpose of gathering data.

Competencies

1. Good analytical skills.
2. Computer literate with well verse skills in common software such as Microsoft Office (Word, Excel, Access, PowerPoint).
3. Good communication skills; fluent in English and Tongan both written and spoken language.
4. Able to network and maintain good public relations.
5. Demonstrate ability to plan, monitor and report on projects and plans.
6. Excellent written and verbal communication skills.
7. Demonstrate ability to liaise with business and public sector stakeholders.

Personal Attributes

1. Result-oriented.
2. Proactive and highly motivated.
3. Honesty and integrity.
4. Innovative and positively addresses change.
5. Accountable and responsible.
6. Good teamwork and collaboration skills.
7. Committed to the task at hand.
8. Must be Tongan national and in sound health with clear police record.

Scoring

CVs of eligible candidates that meet the minimum requirements will be scored according to the following criteria:

Criteria	Maximum score
1) General qualifications (general education):	20
2) Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments)	60
3) Competences and other personal aptitudes/skills (fluency in both Tongan and English languages, computer literate and well-versed skills in MS Office software, Good analytical skills, result-oriented, honesty and integrity, etc.)	20

6. Selection Method

The SEEA Assistant will be selected through the “Individual Consultant Selection method” in accordance with the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers, version of November 2020.