

ANNEX A: TERMS OF REFERENCE AND SCOPE OF SERVICES

Terms of Reference for TSA (Tourism Satellite Account) Assistant

Assignment:	TSA (Tourism Satellite Account) Assistant
Employer:	Tonga Statistics Department (TSD)
Location:	Nuku'alofa, Tonga
Duration:	Full-time position for 8 months (with a 2-month probationary period)
Tentative Start Date:	October, 2023

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 Tourism Satellite Account, which measures the size of the tourism sector in the Tongan economy, in accordance with relevant international standards. A ‘satellite account’ is a term developed by the UN to measure the size of economic sectors which are not defined as industries in the national accounts framework, while remaining consistent with the overall System of National Accounts. In the case of tourism, information from a variety of industries, including transportation, accommodation, food and beverages, recreation, entertainment, tour companies, and so on, is aggregated together to measure the overall importance of the sector.

Following the 2008 Recommended Methodological Framework issued by the UNSD, data will be collected to disaggregate overall tourism spending into expenditure by international visitors and expenditure by domestic tourists, with domestic spending further disaggregated into household tourism, government travel, and business travel. These data will be analyzed, and reports will be issued annually. The project will support this activity to hire a consultant with the requisite technical expertise, collect and analyze the data, and package the findings for policy makers.

Two major challenges facing tourism policy-makers, statisticians and researchers are:

- i. how to present a rational, universally acceptable and technically sound definition of the tourism sector within clearly delineated boundaries; and
- ii. how to more precisely measure the economic value-added and impact of the tourism sector. These challenges derive from the fact that the tourism industry' or the group of industries identified in the tourism sector does not exist as a distinct entity in the traditional national accounts or national statistical system.

Consequently, the value added of the tourism sector has been consistently underestimated in traditional income accounting. One of the biggest limitations in the tourism sector is the absence of a reliable, thorough and internationally uniform statistical database from which one could measure the full economic impact of tourism.

The Tourism Satellite Account (TSA) initiated in the year 2000 by the United Nations World Tourism Organization (UNWTO) is a statistical account framework in the field of tourism and measures the goods and services according to international standards of concepts, classifications and definitions which allow valid comparisons from country to country in a consistent manner. A complete TSA contains detailed production accounts of the tourism industry and their linkages to other industries, employment, capital formation and additional non-monetary information on tourism.

Tourism Satellite Account (TSA) Background: Unlike other sectors in the economy, tourism activities and contribution to the national economy cannot be measured using standard economic methods.

TSA is a unique tool now available to policymakers in many countries to document the contributions of tourism to national economies. The TSA sets the international standard for measuring the role and contribution of tourism to an economy. By using this standard each TSA is constructed in precisely the same way, making the measurement of tourism activity consistent and comparable across states, countries and industries.

TSA helps sound planning, targeted strategies and short- and long-term planning.

Objective of the Assignment

To recruit a TSA assistant to assist with the implementation of TSA project and the establishment of TSA unit in Tonga Statistics Department (TSD) under the management of the TSA consultant and TSD Economics staff.

Scope of Services

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

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

Institutional and Organization Arrangements

The TSA Assistant will be hired and posted at TSD, where office space and facilities will be provided. The TSA Assistant is expected to reside in Tongatapu, Tonga. The TSA Assistant will report to the Project Coordinator (PC) of the PMU through the TSA Consultant of whom ever the GS has delegated to be responsible officer for the TSA Assistant. The TSA Assistant is required to follow TSD standard working hours and may be requested to work extra hours depending of requirements.

Selection Criteria

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

Academic Background and Relevant Experience

- » A minimum qualification of a Diploma or Bachelor in Economics, Statistics, Tourism management or any other related field.
- With at least 3 years of relevant work experience for a diploma holder and one year of relevant experience for a Bachelor's degree holder.

Competencies

- Good analytical skills.
- Computer literate with well verse skills in common software such as Microsoft Office (Word, Excel, Access, PowerPoint).
- » Good communication skills; fluent in English and Tongan both written and spoken language
- Able to network and maintain good public relations.

Personal Attributes

- Result-oriented
- Proactive and highly motivated.
- Honesty and integrity.
- Innovative and positively addresses change.
- Accountable and responsible.
- Good teamwork and collaboration skills.
- Committed to the task at hand.

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, training, and experience):	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

Selection Method

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

