

Tonga Statistics Department

Tonga's Statistical Innovation and Capacity Building Project

Terms of Reference for the Project Coordinator (PC)

Assignment: Project Coordinator (PC)

Employer: Tonga Statistics Department (TSD), Tonga

Location: Nuku'alofa, Tonga.

Duration: Full time position for 2 years (with 6 months probationary period), with further extension based on need and satisfactory performance

Expected Start Date: April 2021

I. Background

The Tonga Statistics Department (TSD)

The Tonga Statistics Department is under the leadership of the Government Statistician who in turn answers to the Minister responsible for Statistics. It is the mandated provider of official statistics for Tonga and operates under the Tonga Statistics Act 2015. TSD is the main stakeholder in the implementation of the National Strategy for the Development of Statistics (NSDS) 2019-2023. The NSDS is a five year strategy on empowering the National Statistical System (NSS) in-order to gather timely quality data for informed decision and policy-making.

TSD's role as the national provider of official statistics enables the department to collect data via national censuses and surveys, but to provide advice and technical support to others on their own data collection, and data analysis when requested.

Statistical Innovation and Capacity Building in Tonga project

The *Statistical Innovation and Capacity Building in Tonga* project is part of an IDA Regional Program that seeks to address the considerable challenges of data deprivation and low quality of statistics in the Pacific region. Tonga and Kiribati are initiating the Regional IDA program¹ with additional countries joining later.

1 While there are linkages between the two country's projects, they are implemented and administered as stand-alone projects.

The project is to be implemented over a five-year period commencing in 2020. It's overall development objective is to *improve the quality of welfare data collection and accessibility to comparable welfare data in Tonga*.

Within the project are the components:

Component 1: Innovation and capacity building in data collection

The project will support innovations and capacity building in data collection for: both the 2020/21 and 2024/25 Household Income & Expenditure Surveys (HIES), for economic statistics, and to improve early warning systems for natural disasters.

Component 2: Institutional strengthening

The project will support activities such as analytical trainings and data research dissemination to strengthen the institutional and technical capacities of the TSD to improve the enabling environment for data collection in Tonga.

Component 3: Implementation support

The project will finance the operational and technical assistance of the TSD on project management and implementation.

It is in this regard that the Tonga Statistics Department is hiring a full-time project coordinator to assist the TSD on project activities management and implementation.

II. Objective of the Assignment

The Statistical Innovation and Capacity Building Project needs a skilled and capable project coordinator (PC) to work with all timelines and objectives developed within the project, able to resolve roadblocks or other challenges which may inhibit program success or performance.

In addition, given the inter-linkages of the project with other programmatic work in the Statistics Department, the consultant will provide advice and guidance/updates/reports as appropriate on the implementation/current status of all components and sub-components of the project to suggest the best and sustainable measures ahead. The PC will report to the Tonga Statistics Department Government Statistician (GS) and the department's project team and will be given authority as needed to keep the project on track.

III. Scope of Services

The PC will assist TSD to manage the project in close collaborations with the TSD project team, CSU and the Executing Agency (EA), in alignment with National Strategy for the Development of Statistics (NSDS) in a coordinated method based on a standard project management approach, which enables and manages assigned project tasks and activities. These activities should focus on achieving business value and goals (i.e., achieving requirements, risk, costs, and schedule and quality targets) and ensuring relevant skills transfer to TSD Project team.

Specific activities and expected outputs for the PC:

The following Tasks are included in the scope of Project Management duties:

Task 1. Overall Project Management.

This requires adoption of one or more Program Management methodologies, such as the PMBOK or PRINCE2. Within the project there are several subcomponents, including two Household Income and Expenditure Surveys, data research and dissemination, data collections and analytical trainings. Each component will require project management support, including establishing timelines, dependencies, milestones, and governance of the entire project lifecycle.

The Project Coordinator will implement and update when appropriate the Project Operations Manual (POM) and; establish and maintain detailed project management for each component using a standard Project Management utility such as MS Project; and an integrated Project master plan. All project components are maintained current at one-week intervals.

Outputs and Deliverables:

- Project Operations Manual (POM), developed to maintained under the guidance of the TSD project team and the CSU.
- Project Activity Plans Developed and Reviewed Regularly - Maintain project status listings in utility such as MS Project, identifying all project tasks, and including a visual GANTT Chart indicating all milestones, dependencies, and critical paths
- Risk Project Plans Developed and Monitored - Maintain a Risk Register including all potential problems or issues which may impact project completion or milestone achievement
- Pro-activeness and Strengthened Coordination - Engage additional project management support as required, in coordination with the TSD project team and EA, within Project Management Component budget.
- Team Cohesiveness and Team Integrated Work Plans - Monitor Project team's performance.
- Conducting training to ensure skills transfer to TSD project team.
- Perform contract management in monitoring and report on the technical performance of enumerators/supervisors contracted under the HIES Program to ensure high quality and timely production and payment of each contract.

Task 2. Budget Management

All components and subcomponents have a specific budget assigned. The Project Coordinator is responsible for budget compliance with close collaboration with the budget team in TSD.

The Project Coordinator will establish, with coordination and approval of the TSD GS, budget authority and approval review for all project -related expenditures in close collaborations with TSD Finance and the CSU Finance Manager and Procurement Specialist. The Project Coordinator will report on budget performance to the TSD GS and TSD project team

Output and Deliverable:

- Approved Project budget and Procurement Plans - Maintain current budget and procurement planning report in format agreed with TSD GS and Project team, WB no objections, and including all items listed in Task 2

Task 3. Develop Detailed Project Management Status for each of the Project's Components

All activities included within the Statistical Innovation and Capacity Building Project require a high level of documentation and project management. This is best accomplished using a Project Management utility (e.g. MS Project) which allows comprehensive resource management, and visual representation of project component and subcomponent progress. Each individual project requires management of:

- Objectives and outcomes
- Budget
- Timelines and milestones
- Dependencies and critical paths
- Resource requirements
- Legal or policy support and compliance
- Standards
- Staffing and Human Resources
- Training
- Contract Management
- Timeliness of Procurement Activities

The Project Coordinator will include individual project performance in both online form and in a weekly report summary as required in Task 1. This reporting may be automated if possible, with a set of key performance indicators and performance factors as agreed to with the TSD GS and Project team.

Output and Deliverable:

- Updated Project Plans - Maintain detailed project status, preferably within Project Management application (e.g. MS Project), with all items listed within Task 3

Task 4. Develop and Conduct an Effective Program Communications Plan, Including Stakeholder Coordination

The Project Coordinator will provide reporting to all appropriate stakeholders as designated by the TSD GS each week. Project reporting will include the following:

- Project review for each component and subcomponent
- GANTT Chart for each component and subcomponent, showing milestones and dependencies
- Risk Register for each component and subcomponent
- Progress report with task completions, exceptions, and problems
- Completion of Procurement activities, identify issues and risks including delays.
- Stakeholder briefings as directed by TSD GS.

The Project Coordinator will also coordinate with TSD to ensure the Project achievements and successes are highlighted and both government agencies and citizens are informed.

Output and Deliverable:

- Progress review to TSD WB team and staff, stakeholders and others as determined by TSD GS and Project team.
- Quality and timeliness of Project Reports - Project Status Report distribution as determined by TSD GS and Project team.

IV. Institutional and Organization Arrangements

The Project Coordinator will be hired by The TSD and will be posted in the TSD, where office space and facilities will be provided. The PC will report to the Government Statistician (GS) or whomever the GS assigns, for the duration of the PC contract. The GS or assigned officer will act as coordinator of the PC in a task supervisory capacity.

V. Selection Criteria - Desired Skills, Qualifications and Experience

- At least a Degree in project management, public policy, accounting or any other relevant field;
- At least 2 years of Project Management experience;
- A proven track record in similar projects/programs (national statistical surveys or projects) in Pacific Island Countries including Tonga is an advantage;
- Strong working knowledge of Project Management software;
- Solid organizational skills including attention to detail and multitasking; and
- Excellent English written and verbal communication skills.
- Experience working with development partners would be an advantage.

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)	65
3) Relevant experience in the region (Pacific Islands Countries, working level fluency in Tongan/knowledge of Tongan culture or administrative system, government organization, etc.):	15

VI. Duration of the Assignment

This is a 2 years (24 months) assignment starting late in April 2021.

VII. Reporting Obligations

The Project Coordinator is responsible for ensuring the timely completion of the following outputs:

Key Reports	Timing
Inception Report and Detailed Work Plan	Two weeks from the consultant' start date
Work Plan, Procurement Plan and Budget	Annually
Facilitate the Project Audit Report	Annually
Progress Report (to GS, HODs)	Monthly
Performance Management Reports for PMU (to GS)	Every six months
Financial Reports (to World Bank)	Quarterly
Procurement Report to CSU and GS TSD	Monthly
Contract Management Report	Monthly
Monitoring and Evaluation	Quarterly
Review of Project Operations Manual	Annually
Review of Terms of Reference for project-recruited staff	Annually
Technical Working Group meetings	Monthly
Report to Project Steering Committee	Every six months or as required
Participation in Senior Executive Team meetings, including presentation of budget progress report	Monthly or as required
Contribution to Ministry Quarterly and Annual Reports	As per Government deadlines

VIII. Selection Method

The consultant will be selected through the “Individual Consultant Selection method” in accordance with the World Bank Procurement Regulations for IPF Borrowers (Procurement Regulations), July 2016, Revised November 2017 and August 2018.