



**PACER Plus**  
IMPLEMENTATION UNIT

## TERMS OF REFERENCE

POSITION TITLE	<b>PACER PLUS NATIONAL COORDINATOR</b>
DURATION	<b>Approximately 12 months (with potential of extension)</b>
LOCATION	<b>TONGA</b>
REPORTING	<p><b>This position will be under the supervision and direction of the Chief Executive Officer, Ministry of Trade and Economic Development (MTED)</b></p> <p><b>The position also reports to the Head of the PACER Plus Implementation Unit.</b></p>

### **BACKGROUND**

The Pacific Agreement on Closer Economic Relations (PACER) Plus (the Agreement) is a landmark trade and development Agreement that was signed in 2017 by the following countries: Australia, Cook Islands, Kiribati, Nauru, New Zealand, Niue, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu. The Agreement covers goods, services, and investment. It aims to lower barriers to trade, provide greater certainty for businesses, raise living standards, create jobs and increase exports across the Pacific.

PACER Plus entered into force on 13 December 2020, with now 10 countries having ratified the Agreement: Australia, Cook Islands, Kiribati, New Zealand, Niue, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu. At the same time as the Agreement was signed, the signatories also signed the Implementing Arrangement for Development and Economic Cooperation under PACER Plus (the Arrangement). The Arrangement provides, among other things, for: the establishment of the PACER Plus Implementation Unit (PPIU); the PPIU to implement the Agreement and to manage and deliver the five-year Development and Economic Cooperation (DEC) Work Programme; and for the DEC Work Programme to be co-funded by New Zealand and Australia for a period of five years from 13 December 2020.

A Labour Mobility Secretariat has also been established under the PPIU to provide direction on strengthening labour mobility cooperation in the Pacific under the Arrangement on Labour Mobility (ALM). The ALM is a separate agreement to PACER Plus (and has slightly different governance arrangements), however activities supporting implementation are covered under the DEC Work Programme.

The successful implementation of the DEC Work Programme will support the Pacific Parties to strengthen, diversify and build their economies' resilience by integrating with regional and international goods, services, labour and investment markets, to foster growth and prosperity.

With the implementation of the DEC Work Programme, effective national coordination is essential to ensure that each PACER Plus intervention reaches the target population. Under the direct supervision

of the MTED, the PACER Plus National Coordinator will provide coordination in the implementation of PACER Plus activities.

## **Job Specification**

### **1. Program coordination and management of PACER Plus activities**

- Coordinate and consult with relevant government ministries, development partners (national/regional) and other key stakeholders to actively identify, develop and keep updated the prioritised areas of assistance for activities to be included in the Tonga PACER Plus Implementation Plan.
- Work with the MTED to support the development of activity proposals and requests for support to the PACER Plus Implementation Unit, enabling adequate program planning (e.g., Annual Activity Plans), budget development and appropriate contextualisation in activity design.
- Coordinate, monitor and evaluate the implementation of activities for Tonga under the Activity Plan(s).
- Identify and liaise with PPIU regarding country needs, identifying risks, challenges and opportunities that align with the DEC Work Programme and objectives of the PPIU.
- Manage information and sharing of knowledge between stakeholders involved in delivering the Annual Activity Plan and the DEC Work Programme.
- Liaise with PACER Plus contact points and relevant government ministries on existing and new legislation to fulfil the PACER Plus Transparency obligations and notification requirements.
- Provide support in the management of the Trade Portal and facilitate the updating of the Trade Portal through engagement with contact points.
- Provide support in developing draft country policy papers and briefings on PACER Plus.
- Provide administrative and logistical support - facilitate and coordinate meetings, training and workshops as required.

### **2. Support engagement and coordination of stakeholders at country level**

- Be the primary in-country contact on PACER Plus issues across the private and public sectors, including non-government organisations, trade-related agencies, and other donor funded regional and bi-lateral programs.
- Identify opportunities for and contribute to PACER Plus communications, raising awareness around the benefits of PACER Plus, including national level achievements and trade-related stories.
- Lead gender mainstreaming of PACER Plus activities at the national level, at a minimum ensuring they are gender aware, and ideally gender transformative, with a focus on women's economic empowerment.
- Drive social inclusivity of PACER Plus activities at the national level (women, youth, people with disabilities and those living in remote locations), at a minimum ensuring diverse representation in

planning, implementation and review (where appropriate), demonstrating the value of activities and interventions, and that benefits are shared equally across the community.

- Ensure Tongan Contact Points on PACER Plus Committees and Subcommittees have access to information and are adequately briefed prior to meetings and events.
- Support other activities as needed.

### 3. Support Countries with Monitoring, Evaluation, Learning and Adaptation processes

- Contribute to PPIU Monitoring, Evaluation, Learning and Adaptation (MELA) activities and take the lead role in collecting and collating country specific data. Identify and support development of case studies that demonstrate outcomes and Gender Equality, Disability and Social Inclusion (GEDSI) impact.
- Provide a monthly update to the Ministry of Trade and Economic Development and the PPIU on the progress of the work undertaken.
- Ensure adequate records are maintained at the national level for reporting purposes.
- Ensure transfer of knowledge and information for the purpose of continuation.

#### **Reporting Requirements**

- Quarterly Reports to the PPIU
- 6-monthly Country Program Report.
- Annual Workplan, Six-Monthly Progress Report.
- Annual Performance Assessment.
- Other Ad Hoc reports as may be required from time to time.

#### **Qualifications and Experience**

- Tertiary qualification in International Trade, Social or Political Sciences, Economics, Business, Commerce, Law or related discipline.
- At least five (5) years' experience working in the public sector (highly desirable), and/or with other donor funded programs (advantageous).
- Solid knowledge and experience working in the trade/investment/service sectors.
- Demonstrated experience and knowledge of the project management life cycle.
- Demonstrated commitment to investment effectiveness, gender equality, disability awareness and social inclusion.
- Ability to develop dynamic working relationships with a range of private sector, government, and community stakeholders in complex and often challenging circumstances.
- A self-driven, proven team-player with well-developed interpersonal, communication, and relationship-brokering skills.
- Excellent verbal and written communication skills in English.
- Highly competent in the use of Information and Communications Technologies including but not limited to Microsoft applications (Teams, Word, Excel, Outlook, SharePoint and PowerPoint); Communications applications (Zoom, WhatsApp, Conference applications and search engines);

**Key Relationships**

- Reporting to the CEO, Tonga Ministry of Trade and Economic Development
- Maintain a reporting line to the PACER Plus Implementation Unit including the Head of the Implementation Unit, lead advisers and staff based in Samoa.
- Work closely with public sector and agencies, private sector stakeholders and whole of Government partners.
- Works closely with complementary development partner programs at regional and country level.