



TERMS OF REFERENCE

Title	PACER PLUS National Coordinator
Estimated Duration:	12 months with an option to extend for a further 12 months.
Estimated Start Date:	7 September 2026
Location:	(Samoa) Locally Engaged Staff — open to nationals or residents only legally able to work in the country.
Reporting to:	This position will be under the direct supervision of the Assistant Chief Executive Officer of the Trade Division, Ministry of Foreign Affairs and Trade (MFAT), Samoa and under the overall direction of the Chief Executive Officer, MFAT, Samoa. The position will also provide reporting requirements to PPIU as directed by the Ministry.

I. BACKGROUND

The Phase II Implementing Arrangement for Development & Economic Cooperation (DEC) Work Programme under the Pacific Agreement on Closer Economic Relations (PACER) Plus was signed by PACER Plus Ministers on 27 November 2025. The Arrangement builds on the 2017 Implementing Arrangement and commenced in December 2025. The DEC Work Programme 2025–2030 focuses on improving trade in goods and services, strengthening investment flows, and enhancing labour mobility through better regulation, cooperation, and private-sector support. The objectives of the DEC aim to deepen regional economic integration and strengthen governance and partnerships across the Pacific.

Effective implementation of PACER Plus and the DEC Work Programme requires coordinated action across numerous government agencies. Currently, responsibilities for PACER Plus—related activities are dispersed among multiple Agencies, resulting in delays, communication gaps, and inconsistent monitoring. Coordination is required across a broad range of sectors—including customs, biosecurity, agriculture, trade, investment, and labour—making the national coordination role both complex and critical to achieving the intended outcomes.

II. OBJECTIVES

The National Coordinators will assist National Governments to manage and ensure the achievement of the expected outcomes and outputs of the DEC Work Programme in Pacific Island countries (PICs). The role will be embedded within the Trade Policy and Trade Promotion Division of the Ministry of Foreign Affairs and Trade and will work closely with key government agencies, including the Ministry of Commerce, Industry and Labour, the Ministry of Customs and other relevant public and private sector stakeholders.

More specifically, the objectives of the role are to:

- **Ensure effective country coordination and management** of DEC Work Programme activities.
- **Support high-quality planning and implementation**, including the development, validation, and quality assurance of activity proposals, plans, and country-level data for PACER Plus MELA.
- **Facilitate inclusive stakeholder engagement and consultations** to guide planning, implementation, monitoring, and review of programme activities.
- **Promote GEDSI principles and strengthen PACER Plus compliance and visibility**, including meeting reporting requirements.

III. ROLES AND RESPONSIBILITIES

To achieve the expected Outcomes and Outputs of the DEC Work Programme and Annual Plan and the Objectives of the role, the National Coordinator will perform the following roles and responsibilities:

The National Coordinator will deliver the following outputs, at the times indicated in Section IV:

Responsibility	Expected Output
1. Ensure effective country coordination, management, of DEC Work Programme activities.	• Coordinate and consult with relevant government ministries and key stakeholders to identify, prioritise, and update areas of assistance for inclusion in the country's PACER Plus Implementation Plan. • Coordinate, monitor, and evaluate the implementation of approved country-specific Activity Plans. Identify national needs, risks, challenges, and opportunities, and communicate these to the PPIU to ensure alignment with DEC Work Programme objectives and Samoa's trade priorities. • Track implementation progress against agreed outputs, outcomes, and indicators; identify and recommend corrective actions where required • Develop briefs and materials on PACER Plus engagement including advice on the broader crosscutting trade work, i.e. PIF Trade, EU-Pacific IEPA and WTO matters • Provide administrative and logistical support, including organising meetings, training, and workshops.
2. Support high-quality planning and implementation, including the development, validation, and quality assurance of proposals, plans, and country-level	• Support the development, validation, and quality assurance of activity proposals and plans. Work with focal point and PACER Plus contact points to ensure all activities integrate gender, disability, and social inclusion considerations into design, implementation, and final deliverables. • Coordinate the collection, collation, and reporting of all country-level data for Monitoring, Evaluation, Learning, and



data for PACER Plus MELA	Adaptation (MELA). • Provide accurate, timely monthly progress updates to the focal point. • Contribute to the preparation of reports, briefing materials and implementation updates that support PACER Plus activities and related Trade Division priorities.
3. Facilitate inclusive stakeholder engagement and consultations for planning, implementation, monitoring, and review.	• Assist and coordinate stakeholder consultations to support planning, implementation, monitoring, and review of activities. • Support national consultations and awareness activities relating to PACER Plus commitments, trade facilitation measures and export development opportunities where relevant. • Provide recommendations to PACER Plus focal point on activity proposals for the Private Sector for discussion. • Facilitate stakeholder engagement and knowledge-sharing sessions involving government agencies, the private sector, and the PPIU to identify private sector needs, trade barriers, export opportunities, and implementation priorities. • Provide administrative and logistical support to the Division including organizing and facilitating of national workshops and meetings
4. Promote GEDSI principles and strengthen PACER Plus implementation and visibility.	• Monitor and track national obligations under PACER Plus, including transparency, notification, and reporting requirements under the PACER Plus Implementation Tracker and update of the Samoa Trade Information Portal. • Promote gender mainstreaming across all PACER Plus activities, ensuring they are gender-aware and ideally gender-transformative. • Promote disability inclusion and social equity across all aspects of programme delivery.
5. Raise visibility and promote PACER in coordination with key stakeholders and the Trade Division	• Update the internal database on PACER Plus beneficiaries including agencies, private sector and exporters. • Conduct awareness sessions with government and private sector stakeholders and exporters. • Engage and disseminate information on PACER Plus beneficiaries including Government Agencies such as Samoa Export Authority and Private Sector stakeholders such as monthly/quarterly newsletters. • Develop and coordinate knowledge-sharing on PACER Plus awareness and outreach activities to the Trade Division, including recommendations on media campaigns, industry engagement strategies, and stakeholder communication plans.



IV. DELIVERABLES

The National Coordinator will deliver the following outputs, to be approved by the PACER Plus focal point and the PPIU and according to the timelines detailed below:

- i. Monthly Progress Reports summarising implementation status, stakeholder engagement including activity proposals particularly to support export ready products or sectors, risks, and recommendations as well as awareness activities conducted
- ii. Annual Performance Assessment.
- iii. Mid-Term Review Report assessing progress against expected outputs and identifying areas for adjustment.
- iv. Other reports may be required from time to time.

V. REPORTING:

- The National Coordinator will report to the PACER Plus focal point and will hold responsibility for guiding progress and providing technical advice on delivering the activity.
- Regular discussions with the PACER Plus focal point and PPIU will also be carried out during the engagement period to monitor progress and constraints, support required and proposed solutions.

VI. TIME & PAYMENT

The Assignment shall be expected to be for a 12 months term with an option to extend for a further 12 months. Exact dates of beginning and completion stages as well as the scope of work, may be amended in discussion with the PACER Plus focal point and the PPIU.

VII. REQUIRED SKILLS & EXPERIENCE

This is a locally engaged position; therefore, applicants must be based in-country and eligible to work without relocation or international deployment support.

Education

- Bachelor's degree in Economics, International Trade, Social or Political Sciences, Commerce or related discipline.

Professional Experience

- At least 6 years' experience working in the public sector (highly desirable), international trade, investment and commerce and/or with DFAT/MFAT or other donor funded programs (advantageous).



PACER Plus

IMPLEMENTATION UNIT

- Solid knowledge and experience working in trade/investment/service sector.
- Demonstrate experience and knowledge of project management cycles.

Competence

- Strong project and programme development and management skills.
 - Competent in the use of Information and Communications Technologies, including Microsoft applications (Teams, Word, Excel, Outlook and PowerPoint); Communications applications (Zoom, WhatsApp, Conference applications and search engines); File Storage and information exchange (Box, cloud storage systems and drop boxes).
 - 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 and the local language.
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