



The Government of the Kingdom of Tonga (GoT)
Ministry of Finance (MOF), Central Services Unit (CSU)
Health Enhancement and Resiliency, Tonga (HEART) Project (P180965)

REQUEST FOR EXPRESSIONS OF INTEREST

The Kingdom of Tonga has received financing from the World Bank toward the cost of Health Enhancement and Resiliency, Tonga (HEART) Project, and intends to apply part of the proceeds for consulting services. The Ministry of Finance has established the Central Services Unit (CSU), as a monitoring unit to provide support to the preparation and implementation of all World Bank Projects. The CSU is staffed with a Program Manager and specialists in different fields (Procurement, Safeguards, Monitoring and Evaluation (M&E), Financial Management (FM), Communication, Engineering and Contract Management. There are Officers for each workstream to support the specialists, and other consultants as well that are significant to the operation of CSU.

The Ministry of Finance now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of qualifications, experience in similar assignments, similar conditions, etc.).

#	Ref #	Positions	Minimum Requirements
1	TO- MFNP-449034-CS-INDV	Administration Officer	<ul style="list-style-type: none">i. A Diploma in Office Management, Administration, or any other related field from a recognized organization.<ul style="list-style-type: none">a. (a higher qualification would be an advantage)ii. Have at least 2 years of working experience in administrative/secretarial work.iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues.
2	TO- MFNP-449031-CS-INDV	Accounting Officer #1 (Treasury Unit)	<ul style="list-style-type: none">i. A Diploma in accounting, economics, finance, or any other related field from a recognized organization.<ul style="list-style-type: none">a. (a higher qualification would be an advantage)ii. Have at least 2 years of working experience in finance/accounts work.iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues.
3	TO- MFNP-449035-CS-INDV	Accounting Officer #2 (Treasury Unit)	<ul style="list-style-type: none">i. A Diploma in accounting, economics, finance, or any other related field from a recognized organization.<ul style="list-style-type: none">a. (a higher qualification would be an advantage)

			<ul style="list-style-type: none"> ii. Have at least 2 years of working experience in finance/accounts work. iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues.
4	TO- MFNP-449032-CS-INDV	Financial Management Officer	<ul style="list-style-type: none"> i. Degree in Accounting, Finance and/or Public or Business Administration. ii. At least 5 years' broad experiences with donor or public funded projects in accounting including evidence of similar hands-on work. iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues.
5	TO- MFNP-449033-CS-INDV	Monitoring, Evaluation & Learning Officer	<ul style="list-style-type: none"> i. Degree in Social Sciences, Business, Planning & Management, Public Administration, International development, Econometrics, Economics, Statistics, or other related fields ii. At least 3 years' broad experiences with donor or public funded projects in related areas of work including evidence of similar hands-on work. iii. Fluency in English and demonstrated ability to be able to undertake analysis and write succinct reports which clearly articulate identified issues.
6	TO- MFNP-449036-CS-INDV	Procurement Officer	<ul style="list-style-type: none"> i. Degree in Procurement, Logistics, Supply Chain, Accounting, Finance, Public or Business Administration, Engineering, Law, economics or equivalent ii. At least three (3) years' broad work experience in similar role for procurement of Goods, Services, and works in donor-funded operations, including evidence of hands-on work. iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues. iv. Have key communication skills, computer skills, and organisational skills.
7	TO- MFNP-449030-CS-INDV	Communication, Training & I.T. Web Coordinator	<ul style="list-style-type: none"> i. A bachelor's degree in communications, Public Relations, Information Technology, Project Management, Journalism, Marketing, or relevant field (a higher qualification would be an advantage) ii. Have at least 3 years of working experience. iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues.

8	TO- MFNP-449040-CS-INDV	Environmental & Social Safeguards Officer	<ul style="list-style-type: none"> i. A university degree in environmental science/management, social studies, anthropology or another relevant field ii. Have at least 3 years of field working experience in environmental monitoring, construction management, community engagement and management planning, monitoring in urban infrastructure projects or related field. iii. Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate identified issues.
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These are full-time positions (may be extended based on needs and performance of the consultant)

The detailed Terms of Reference (TOR) for can be obtained from the email: jawadtcsu@gmail.com or ataumoepeau@finance.gov.to

Candidates that meet the above minimum requirements will be scored in accordance with the following criteria.

Evaluation Criteria	Maximum score
1. General Qualifications (Education)	20
2. Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments)	60
3. Essential Skills, Knowledge and Competencies and other personal aptitudes as detailed under the TORs-Evaluation Criteria	20

The remuneration package for this position is attractive and will be determined based on qualifications, experience, and previous remunerations for similar assignments.

Further information can be obtained at the email above during office hours 08:30 to 16:30 hours weekdays.

A firm is eligible to nominate an individual – however, note that only the experience and qualifications of the nominated individual shall be used in the selection process, and that (their) corporate experience shall not be considered. The firm, if proposing an individual, must specify whether the contract would be signed with the firm or the proposed individual.

The attention of interested Consultants is drawn to SECTION III paragraph 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, dated November2020 (“the Regulations”), setting forth the World Bank’s policy on conflict of interest. A Consultant will be selected in accordance with Paragraph 7.22, 7.25, 7.36 to 7.37 of the Procurement Regulations.

INSTRUCTION FOR SUBMISSION:

Expressions of interest must be delivered in a written form to the address below in person, or by e-mail to the) no later than 04:30pm (Tongan Time) Thursday 31st October 2024.

Attention to:

Mrs. Kilisitina Tuamei’api

Chief Executive Officer
Ministry of Finance,
Nuku'alofa Tonga Islands,
Tel: +676 740-0700

Address for Hard -copy submissions: CSU Office, 1st Floor Tungi – Colonnade at Nuku'alofa, Tonga.

E-mail for electronic Submission: jawadtcsu@gmail.com and stokai@finance.gov.to

Documents that **MUST** be submitted:

1. Cover Letter (addressed to the CEO, Ministry of Finance.)
2. Curriculum Vitae of the Applicant (must include at least two referees.)
3. Supporting Documents: Transcripts, certificates, supporting letter from referees, and any other document that may be of support to your application.

Please limit your CV to only 3-5 pages addressing each of the Selection Criteria with exact details.