REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

Assignment Title: Consultancy services for drafting the MOF's Project Standard Operating Procedure (SOP)

Reference No. 13MOFGGF13/2025-2026

The Contracting Entity acting on behalf of the Ministry of Finance has received funding from a Donor funding and intends to apply part of the proceeds for the following consulting services.

The consulting services ("the Services") including carrying out tasks as a consulting service for drafting the MOF's Project Standard Operating Procedure (SOP).

The Contracting Entity now invites eligible individual consultant ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required minimum qualifications and relevant experience to perform the Services.

The short-listing criteria are:

1. **Qualifications**
   - Masters's degree in public administration, project management, finance, social science, economics or related technical fields.

2. **Experience and Competencies**
   - Minimum of 10 years professional experience in developing standard operating procedures, operational manuals, or Policy framework.
   - Specific experience on policy development and strategic level guidance and understanding of the Public Finance management Act of Tonga 2002, at the Ministry of Finance Tonga is highly suitable.
   - Familiar with Project Implementation and legal framework in Tonga, including climate change policy documents.
   - Demonstrated ability to translate international standards into practical.
   - Has an understanding of the GCF accreditation standards.
   - Work experience in socio-economic development policies.
   - Experience in report writing and expert computer skills.
   - Operational effectiveness and initiatives.
   - Focus on results and respond positively to feedback.
   - Openness to change and ability to manage complexity.
   - Teamwork spirit and excellent interpersonal skills.
   - Ability to adapt to a multi-cultural working environment.
   - Ability to work under pressure.
3. **Language**
   - Fluent English is required and Tonga is an advantage.

A Consultant will be selected in accordance with the Selection of Individual Consultant (SIC) method set out in the Public Procurement Regulations.

Further information can be obtained at the address below during office hours 8:30am to 4:30pm

Expressions of interest must be delivered in a written form to the address below in person by 1200 noon on 19th March 2026.

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