



Annex 2 - TERMS OF REFERENCE

Version 2

September 2021

FOR THE CONSULTANCY CONTRACT OF: _____ *(Full Name of Consultant)*

1. **Duty Station of the Consultancy:** Nuku 'alofa, Tonga/Home Based
2. **Duration of Consultancy:** Part Time, 8 Months
3. **Nature of the consultancy:** Development of a national sustainable spatial management framework with a detailed plan for 2 locations in Tonga – Category B.

4. **Project Context and Scope:**

Pacific Climate Change Migration and Human Security Programme (PCCM-HS) Phase II

The programme contributes to strengthened resilience and adaptive capacity of Pacific Islanders in the context of climate change and disasters, ensuring that migration and relocation remains a choice, and displacement is averted, minimized and addressed.

The programme will support the following outcomes:

- Governments cooperate at the (Pacific) regional and sub-regional level to manage climate mobility (outcome 1);
- Pacific Governments develop and implement national policies to address climate mobility (outcome 2);
- Pacific civil society actors, worker and employer organizations, and communities actively engage in national, regional and global processes to manage climate mobility (outcome 3).

The programme is being delivered through a partnership, with the International Organization for Migration (IOM) as the lead agency, alongside UN Economic and Social Commission for Asia and the Pacific (UNESCAP), International Labour Organization (ILO) and the Office of the High Commissioner for Human Rights (OHCHR), along with the Platform on Disaster Displacement (PDD) and Pacific Islands Forum Secretariat (PIFS).

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5. **Organizational Department / Unit to which the Consultant is contributing:**

Under the overall supervision of the Chief of Mission in Fiji and the IOM Office in Tonga, the direct supervision of the Programme Manager- Migration and Climate Change, the consultant will be responsible for developing a national sustainable spatial management framework for Tonga in consultation with Government, programme partners and relevant stakeholders.

Overall, the activity will support enhanced resilience to climate change and disasters and will ensure the well-being of affected communities. Specifically, the aim of this consultancy is to provide the Kingdom of Tonga with a National Sustainable Spatial Management Framework, that will serve as a key tool in guiding the country's efforts to manage the impacts of climate change and disasters on its communities, infrastructure, and natural resources. A detailed plan for 2 locations will be developed as a pilot initiative that can be scaled up. By promoting sustainable land use practices and protecting vulnerable areas, the framework aims to reduce displacement and will support relocation to be carried out in a rights-based approach, thereby enhancing the overall resilience of the Tongan society to environmental challenges. The framework will be grounded in desk research and public consultation. The activity aligns with IOM's emerging approach related to risk assessment for potential future climate-induced displacement.

6. **Category B Consultants: Tangible and measurable outputs of the work assignment:**

- **First Deliverable - Workplan:** Upon commencement of the consultancy and following discussion and coordination with the relevant Government ministries of Tonga, the consultant will provide an updated workplan, detailing the activities towards the finalization of deliverables, including roles and responsibilities, and delivery dates.

Estimated Delivery Date: 3 days of contract commencement.

Delivery details: The report will be submitted electronically in word and PDF format to the designated point of contact at IOM.

- **Second Deliverable - Inception Report:** A document outlining the methodology, work plan, and stakeholder engagement strategy for the development of the National Spatial Management Framework and the detailed plan for 2 locations. This includes approach to conceptual framework for analysis, detailed list of relevant literature and available data sources; review of relevant policies and legislation; overview of key stakeholders; tentative data collection required; tentative list of stakeholders to be consulted, location and modality to conduct interviews as well as risks, limitations and adjustments. The timeframes for data collection, analysis and drafting may be further clarified at this stage from the initial workplan. This report sets the foundation for the project and provides a roadmap for its execution.

Estimated Delivery Date: Within 1 month of contract commencement.

Delivery Details: The report will be submitted electronically in word and PDF format to the designated point of contact at IOM. The inception report may be finalized after 1 round of review.

- **Third Deliverable - Draft National Spatial Management Framework and detailed plans for 2 locations:** A preliminary version of the framework that provides broad guidance on land use zoning, development guidelines, conservation areas, areas for relocation and infrastructure development priorities, as well as an implementation roadmap at national level as well as detailed plans completed for two locations. This working document will be prepared in the format required by the relevant Ministry for submissions to Cabinet.

The draft framework should be based on review of existing spatial plans, the spatial analysis (if required) and stakeholder consultations:

- **Stakeholder consultation:** In coordination with the designated Ministry officials and IOM focal points, the consultant will conduct consultations with government agencies, local communities, private sector representatives, and other relevant stakeholders based on the agreed methodology. Such consultations will focus on obtaining information and the recommendations of stakeholders on the proposed contents of the national plan, specifically priority areas for the policy, main outputs and potential roles of the individual stakeholders. As documentation, the consultant will prepare a short summary annexed to the plan (maximum 3 pages) of the various consultations/data collection processes including geographical, gender and age disaggregation of participants, dates. This summary will highlight key inputs, concerns, and recommendations gathered during the consultation process.
- **Spatial Analysis:** If required, the consultant will carry out a comprehensive analysis of land use patterns, natural resources, infrastructure, environmental challenges, and socio-economic factors in Tonga. This analysis will include maps, data, and insights that inform the development of the spatial management framework. This spatial analysis may be carried out for the development of the national framework and detailed spatial management plans for 2 locations.
- **Implementation Roadmap:** The National Spatial Management Framework should also include a detailed plan for the implementation of the remaining elements of the Plan, including completion of remaining locations at detailed level and further detailing as required of the national plan, including timelines, general information on key stakeholders, and resource requirements.

Estimated Delivery Date: Within 6 months of contract commencement.

Delivery Details: The draft plan will be submitted electronically in word and PDF format for review. Once finalized after 1 round of review, it will be presented in a stakeholder workshop for feedback. Any maps and data visualizations will be submitted in both electronic (PDF) and printed formats.

- **Final Deliverable - Final National Spatial Management Framework:** The completed framework, incorporating feedback from the public review and any necessary revisions. The framework aims to provide broad guidance at the national level, covering topics such as sustainable land use, development, management, and protection of land in Tonga.
 - **Public Review and Feedback Report:** In coordination with the designated Ministry officials and IOM focal points, the consultant will conduct consultations similar to the stakeholder

consultation on the draft.

Estimated Delivery Date: Within 8 months of contract commencement.

Delivery Details: The final plan framework will be submitted in both electronic (Word and PDF) and printed formats, with an accompanying executive summary.

7. Performance indicators for the evaluation of results

1. Timeliness:

- All deliverables are submitted by the agreed-upon deadlines.
- Progress updates are provided on a regular basis, as specified in the contract.

2. Quality of Deliverables:

- The Inception Report clearly outlines the methodology, work plan, and stakeholder engagement strategy.
- Desk review of existing plans, framework, legislations is comprehensive.
- Stakeholder consultations and validations are conducted as planned, with broad and inclusive participation.
- The Draft and Final National Spatial Management Framework is well-structured, comprehensive, and align with international best practices and national priorities. Feedback from stakeholders is adequately incorporated into the Draft and Final National Spatial Management Framework. If required, spatial analysis provides a comprehensive analysis with accurate data, maps, and insights. The Implementation Roadmap is detailed, realistic, and actionable.
- The consultant must adhere to the International Organization for Migration (IOM) Data Protection Principles (IN/138) and maintain confidentiality.
- The consultant will be responsible to follow IOM writing guidelines including the IOM House Style Manual.

3. Sustainability and Impact:

- The National Spatial Management Framework includes clear strategies for long-term sustainability and addresses key environmental, social, and economic challenges.
- The framework is expected to have a positive impact on land use management, conservation efforts, and sustainable development in Tonga.

4. Cost-Effectiveness:

- The value of the services rendered is commensurate with the cost of the consultancy.
- The consultant or firm efficiently utilizes resources and provides cost-saving solutions where possible.

5. Communication, Feedback and Satisfaction:

- Regular updates are provided on the progress of the deliverables, as required.
- Positive feedback is received from the Ministry and other stakeholders regarding the

consultant's or firm's performance and the quality of the deliverables.

- Any inputs are incorporated, and issues or concerns raised during the consultancy are promptly and effectively addressed.

8. Terms of Payment

The payment will be output based as per the technical/financial proposal submitted by the consultant/consulting firm.

9. Education, Experience and/or skills required:

Education and Experience

- A master's degree or higher from an accredited academic institution preferably in Urban Planning, Geography, Environmental Science, Spatial Planning or a related field.
- A minimum of five years of relevant professional experience in spatial planning, land management, urban planning, or environmental planning.
- Proven experience in developing and implementing spatial or land use plans at a national or regional level.
- Demonstrated experience in conducting spatial analyses, GIS mapping, and data management.
- Experience in stakeholder engagement, including conducting consultations and workshops with government agencies, local communities, private sector representatives, as well as national and regional institutions; and other relevant stakeholders.
- Experience in project management, including planning, budgeting, monitoring and evaluation, and reporting.
- Familiarity with the legal and policy framework related to land use and spatial planning in Tonga or similar contexts is desirable.

Skills:

- Strong analytical and problem-solving skills, with the ability to integrate various data sources into cohesive planning recommendations.
- Excellent communication and presentation skills, with proficiency in English (both written and oral).
- Proficiency in Geographic Information Systems (GIS) software and other spatial analysis tools.
- Ability to work effectively in a multidisciplinary team and engage with a diverse range of stakeholders.
- Knowledge of sustainable development principles and climate change adaptation strategies as they relate to land use and spatial planning.
- Excellent written and oral communication skills.

10. Travel required:

Travel to Tonga will be required.

11. Competencies

Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences.

Encourages diversity and inclusion.

- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage:** demonstrates willingness to take a stand on issues of importance.
- **Empathy:** shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- **Communication:** encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

12. Language(s)

Fluency in English is required.

13. How to apply

Interested candidates are invited to submit their applications via email to hrcanberra@iom.int by 05 July 2024 at the latest. Applicants must provide all the following documents within their application.

- CV (maximum three pages)
- Cover letter, including details of availability.
- Technical/Financial Proposal

Only shortlisted candidates will be contacted.