

Annex A: Terms of Reference

National Technical Support Officer (NTSO) for Tonga Meteorological Service (Service Based Consultancy) – ClimSA Project

Background and Rationale

The UN Global Framework for Climate Services (GFCS) was established in 2009 at the World Climate Conference 3, organized by the UN World Meteorological Organization (WMO), to strengthen the production, availability, delivery and application of science-based climate prediction and services. Climate Services (CS), as defined by the GFCS, include the timely production, translation, provision and use of climate data, information and knowledge for informed societal decision-making regarding climate risks. Enabling access to climate information and providing user-friendly CS will help decision-makers at all levels, including end users, in various sectors (agriculture, food security, disaster risk reduction, sustainable water and health, etc.). While climate information and forecast are growing rapidly worldwide, many African, Caribbean and Pacific (ACP) countries still need the infrastructural, technical, human and institutional capacities to provide high-quality climate services (CS).

The Pacific region is particularly vulnerable to the adverse impact of climate change. According to the 2019 World Risk Index, disaster risk is at its highest in the Oceania Pacific Small Island Developing States (SIDS). The “Hydro-meteorological Disasters in the Pacific” report states that out of 615 disasters between 1983-2012, 75% were hydro-meteorological in nature, the most common being cyclones followed by floods, with a total damage cost of USD 3.9 billion. Climate variability and change are already severely impacting the region's national economies and key socio-economic sectors without sound CS. Pacific National Meteorological and Hydrological Services (NMHS) play a pivotal role in monitoring weather, climate, and hydrological hazards. Still, many operate with infrastructure and staffing constraints that limit their capability. Many staff are weather observers, and a few NMHSs in the region have established climate services, but tailoring support for sectors continues to be an ongoing challenge.

The EU signed a EUR 85 million Financing Agreement (FA) with the ACP Secretariat for the implementation of the “Intra-ACP Climate Services and related Application programme” (also called “ClimSA”) financed under the 11th European Development Fund. The overall goal is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the lead agency for implementing the Pacific component of ClimSA, with a budget of EUR 9m. This programme is timely and necessary for the Pacific since climate variability and change already have and will continue to severely impact national economies and key socio-economic sectors without this large-scale resilience intervention.

All Pacific ACP (Cook Islands, Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) members will indirectly benefit from the Action with the recognition of Samoa, Kiribati, Nauru, and Tonga to also benefit from upgrading their weather observations stations to improve the quality of the climate data to support tailored products for decision making.

National priorities for Tonga Meteorological Services have been identified, with several activities being implemented through the ClimSA project, referred to as National ClimSA Activities. To ensure successful delivery and timely execution of these activities, an 18-month contract position for a National

Technical Support Officer is being recruited. This officer will coordinate, facilitate, and lead the implementation on the ground, under the guidance of the Director of Tonga Meteorological Services (MEIDECC) and the ClimSA team based at SPREP.

Services Required

Seeking the services of a suitably qualified National Technical Support Officer (NTSO) for Tonga to implement ClimSA activities and provide technical support/services to the Tonga Meteorological Services.

Scope of Work

The NTSO lead the implementation of ClimSA-related activities for Tonga and provides technical support/services to TMS, working closely with SPREP ClimSA team and its technical implementing partners. Specific activities include:

- ✓ To support and oversight the coordination and implementation of ALL Tonga-ClimSA project activities.
- ✓ Ensure the definition and timely implementation of the monitoring and evaluation (M&E) plan, including adherence to experimental design principles
- ✓ Development and demonstration of the National Climate Services production chain. Leading with the support of SPREP and technical partners to effectively implement and report on successes and learning of this initiative at the national and regional levels.
- ✓ Responsible for the development of the implementation plan for National Climate Outlook Forums(NCOFs) and sectoral products.
- ✓ Support the assessment of existing gaps in climate observing networks on the produced climate services and develop a plan for Tonga to improve observations to support climate services with WMO. Produce a detailed procurement plan.
- ✓ Prepare workplans and budgets for ALL Tonga-ClimSA related activities. Perform monitoring and evaluation functions and progress reports and work closely with the Director of Tonga Meteorological Service and the Knowledge Brokerage Officer (ClimSA) to increase the visibility of the ClimSA project at the national level.
- ✓ Supporting capacity gaps assessment and development and demonstrating the national climate services value chain.
- ✓ Support the organisation and facilitation of national and sectoral forums (e.g., NCOF), workshops and training, and report on successes and learning from initiatives under the Tonga-ClimSA project workplans.
- ✓ Strengthen relationship and communication between NMHSs and sectors; collect information to inform tailored products, support development of case studies and other relevant national activities of the Tonga-ClimSA project workplans.
- ✓ Ensure coordination of project activities with other on-going, in-country initiatives.
- ✓ Report and provide feedback on the project strategies, activities, progress and challenges to the Director TMS and SPREP ClimSA Manager.
- ✓ Any other work assigned by the ClimSA team and Director TMS

Requirements

- ✓ Minimum qualifications of a bachelor's degree in Climate Science, Climate Change, Geography, Environmental Science, Meteorology, or other relevant technical fields.
- ✓ At least 3 years of experience in the climatology, or multi-hazard early warning systems fields, with at least 2 of those years providing technical assistance on projects related to climate or climate change and disaster resilience, preferably nationally or within the Pacific Islands region.
- ✓ Demonstrated experience in seasonal forecasting with involvement in climate research as well as excellent knowledge of, and a demonstrable track record working on Pacific Islands Climate Services panels, climate change and disaster resilience, vulnerability reduction and climate change adaptation and mitigation projects, preferably in the Pacific

Islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region.

- ✓ Strong track record in project management, including work planning, partner oversight, reporting, monitoring, and evaluation.
- ✓ Record of successfully working with sector stakeholders in Tonga and establishing cooperation networks.
- ✓ Strong strategic advisory and analytical skills with a demonstrated ability to establish and implement work plan objectives and design and conduct training programmes.
- ✓ Excellent written and verbal communication skills, including a high level of presentation and interpersonal skills, with a proven ability to synthesize information and communicate effectively to multiple audiences.
- ✓ Should be a National or Permanent Resident of Tonga

Remuneration

- ✓ Remuneration range is \$USD 60,000 per annum. The final offer will be discussed with the selected candidate based on qualifications and level of experience. The payment will be made monthly upon submission of a satisfactory report based on agreed work plans and project deliverables for the previous month.
- ✓ There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and paid for through the individual project's travel budget.
- ✓ The consultant will be expected to provide and cover the costs of their mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.
- ✓ The consultant will be liable for the settlement of their taxes as required by law.

Work arrangements

The Tonga NTSO will be based at the Tonga Meteorological Services in Tongatapu. The staff will work under the direction of the Director TMS and submit reports through the Director TMS to the ClimSA Project Manager at SPREP against agreed work plans and project deliverables.

Duration of the Work

The duration is for 18 months starting February 2026 and ending 30th June 2027

Closing Date and Time for Applications: 06th February 2026 at 4:30pm

Annex B: National Activities for Tonga Meteorological Service Supported by ClimSA Project

Activity 1: Drought Activities

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Review and Develop National Drought Response Plan & TMS Drought Standard Operating Procedures (SOPs).	TMSSDF Output: 3.1.3.1
Establish new district drought plans for NFO, NTT, VAV, HAP, TBU and EUA.	TMSSDF Output: 3.1.3.1
Review and Develop Drought Sector Plans for DRM Clusters & Anticipatory Action Impact based services	TMSSDF Output: 3.1.3.1

Activity 2: ICT Training for TMS

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
IT in-house capacity building initiatives	TMSSDF Output: 4.1.1.2

Activity 3: Agricultural Activities

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Develop calendars for Vanilla and Kava for Vava'u for Normal, La Nina and El Nino years	TMSSDF Output: 5.1.1.1
Develop weather & climate products/services for Vanilla and Kava	

Activity 4: Maritime Activities

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Produce tide calendars for challenging marine landings in Tonga (3 marine landings)	TMSSDF Output: 2.1.1.1 & 5.1.1.1

Activity 5: Weather & Climate Monitoring Network

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Improve weather and climate monitoring network	TMSSDF Output: 2.1.1.1

Activity 6: Climate Data Rescue & Digitization

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Data Rescue of TMS historical climate/weather records	TMSSDF Output: 2.2.1.1

Activity 7: Improved Community Multi-Hazard Early Warning System Accessibility

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Improved Community level communication tools to access weather, climate and ocean services & Early Warning for All (Starlink Satellite Communications)	TMSSDF Output: 5.1.1.1

Activity 8: Quality Management System for TMS

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Establishing and developing a Quality Management System for TMS for all its services including climate, weather and ocean services	TMSSDF Output: 4.1.1.4

Activity 9: Education Sector Activities

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Translation of 8 COPE series Booklets for students on Earthquakes, Floods, Tsunami, Storm Surge, Drought, Bush Fires, Heat waves and Volcanic Eruptions.	TMSSDF Output: 4.1.1.6

Activity 10: TMS Communication Strategy & TV Weather Services

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Develop TMS communications strategy for weather and climate services	TMSSDF Output: 3.1.3.2
Enhance TMS capability and visibility for TV Weather and Climate Services	

Activity 11: National Climate Outlook Forums (NCOFs)

Proposed Activity	Link to TMS Strategic Development Framework 2023-27
Improve accessibility, understanding and tailored products for leaders, stakeholders and communities to weather, climate, and ocean prediction information	TMSSDF Output: 3.1.4.2