

# **REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)**

**Assignment Title: One Part Time Liaison officers for Tonga seasonal workers in Australia as follows;**

**Liaison officer, Zone 2 based in Queensland**

**Reference No. MIARFQ2024-25/11**

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

The consulting services (“the Services”) including carrying out tasks as a Part-time Liaison officers for Tonga seasonal workers in Australia Zone 2 based in Queensland.

The Contracting Entity now invites eligible consulting firms (“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**

- *Consultant sought may be an Australian citizen, an Australian Resident or a Tongan citizen residing in Tonga or abroad with the relevant Australian work visa.*
- *Fluent in both the Tongan and English language (oral and written)*
- *Relevant Tertiary training related to pastoral care, community development and social science will be an advantage.*
- *A minimum of 2 year’s relevant experience in working with Tongan communities in Australia or abroad.*
- *Experience in working with seasonal workers in the horticulture and viticulture industries will counselling services will be added bonus. Administrative and management competence would be an asset.*
- *Provide 2 reference letters.*
- *Provide copy of Birth certificate or copy of passport.*
- *Ability to work independently and provide deliverables on schedule.*

## **2. Experience and Competencies**

- *Excellent oral and written communication skills, both in Tongan and English*
- *Demonstrate liaising and networking abilities to establish strong working relationships with Government agencies, employees, community and industry stakeholders.*
- *He/ She must be able to provide program leadership and professional direction within a small but relatively complex environment.*
- *Must be able to deal with politically and culturally sensitive issues and highly capable of developing problem solving skills.*
- *Familiar with current legislation in Australia relating to the recognized seasonal employer scheme including employment rights, taxation, immigration laws, criminal offences etc.*
- *Able to conduct fields work outside normal hours if necessary and to undertake duties which requires substantial travel remote farm areas.*

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Quality and cost-based selection (QCBS) 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 15<sup>th</sup> July 2025

**Mrs Seiloima Fakatoka**  
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