



Terms of Reference

Maritime Advisor - Fiji

Expertise	
Project	Maritime Advisor – Government of Fiji
Accountable to:	The Government of Fiji (Permanent Secretary, Office of the Prime Minister) The Australian High Commission (Counsellor, Infrastructure and Climate Resilience)
Duration of Assignment	To 30 June 2027 (with probation period of 6-months) – possible extension subject to contracting arrangements.
Location	Suva, Fiji

Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region. We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.

<p>Strive for achievement</p> 	<p>Be open and transparent</p> 	<p>Listen to and respect people</p> 	<p>Pursue curiosity and have a passion for learning</p> 	<p>Deliver solutions that make a difference</p> 	<p>Embrace diversity and collaboration</p> 
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Overview of the Australian Infrastructure Financing Facility for the Pacific (AIFFP) SU

The Vuvale Partnership between Australia and Fiji, along with the Australia-Fiji Development Partnership Plan 2024-2028 outlines priority outcomes across five pillars of cooperation. These include a stronger emphasis on supporting Fiji’s nation-building priorities through quality, sustainable and transformative infrastructure, including supporting Fiji’s regional maritime hub ambitions, and pursuing opportunities through the Australian Infrastructure Financing Facility for the Pacific (AIFFP).

Aligned with these priorities, the Governments of Australia and Fiji signed an MoU on Port Infrastructure Services in 2024. Since this time, the Australian Government has been working with the Fiji Government and the Fiji Ports Corporation Limited (FPCL) of which the Fiji Government is a 41% shareholder, to support their infrastructure priorities. This has included:

- **Shipbuilding Industry Revitalisation:** AIFFP is funding a shipbuilding and ship repair study, including market assessment, infrastructure and skills needs, concept design for a shipyard, feasibility study for a site in Lautoka, and a business case to assess commercial viability and delivery models. AIFFP is now supporting market sounding to explore private sector engagement.
- **Port Development:** AIFFP has supported FPCL on the development of a Lautoka Port Masterplan that provides a long-term plan for port infrastructure and enhanced domestic and international operations and is now exploring financing opportunities to upgrade infrastructure at Suva and Lautoka Ports.

The Fiji Government has also been working on a **Suva Port Relocation project** (with ADB support) that considers relocating Suva Port to accommodate future growth and strengthen Fiji's role as a hub for the wider South Pacific Islands community.

The AIFFP finances quality, climate-resilient infrastructure projects in the Pacific and Timor-Leste, partnering with governments and the private sector to design high-impact projects. All projects focus on high-quality investments with robust social and environmental safeguards to maximise development outcomes.

The AIFFP is managed by Australia's Department of Foreign Affairs and Trade, with support from Tetra Tech International Development (the Support Unit). The AIFFP Support Unit provides advice and services to support the delivery of AIFFP and its objectives.

Purpose and Objectives

The Adviser will provide **strategic, technical, commercial, and financial expertise** to the Government of Fiji on port development, shipbuilding initiatives, and maritime transport. The role will also support practical implementation of key maritime initiatives and Fiji's strategic objective to become a competitive regional maritime hub through capacity building, stakeholder engagement, and support for investment-ready projects.

Reporting

The Maritime Adviser will be placed in the **Office of the Prime Minister** and report to **Permanent Secretary**.

The Maritime Adviser will also report to Counsellor for Infrastructure and Climate Resilience, Australian High Commission Suva.

Key Responsibilities

The Advisor will:

- Provide strategic and technical advice to support Fiji's ambition to become a regional maritime hub, including guidance on port development, shipbuilding and ship-repair initiatives.
- Review and advise the Government of Fiji on major maritime developments — including the proposed Suva Port relocation, the Shipbuilding & Ship Repair initiative, and priority Fiji Ports projects — providing clear, actionable recommendations.
- Assess and advise on engineering designs, feasibility studies and other technical documents to ensure robustness, compliance with international standards and deliverability.
- Conduct commercial and financial analysis, including market assessments, revenue models, CAPEX/OPEX modelling, ROI scenarios, sensitivity testing, and financing options (public, private, PPPs, concessional finance).
- Develop and implement strategies to position Fiji as a competitive regional maritime hub, including market analysis, demand forecasts, competitive benchmarking and stakeholder value propositions
- Advise on procurement strategy, contract structuring and risk management to support effective and transparent project delivery.
- Support procurement processes, including preparation of documentation and participation on evaluation panels where required.
- Align project priorities and recommendations with Fiji's national development agenda and relevant sector policies.
- Contribute to national planning processes related to maritime infrastructure and port development.
- Build in country capacity through mentoring, structured learning activities and tailored workshops for government and sector stakeholders.
- Support stakeholder consultations and engagement (DFAT, AIFFP, government ministries and agencies, port authorities, private sector, unions and donors) to secure buy-in and identify partnership opportunities.

Milestones

- Ongoing provision of high-quality advice aligned to key responsibilities.
- Develop a comprehensive workplan within the first quarter, updating the proposed roles, responsibilities, and support strategies for maritime infrastructure delivery.
- Detailed implementation roadmap for priority recommendations (including timelines, budget estimates and risk mitigation)
- Capacity building plan and at least one workshop delivered for local stakeholders
- Submit quarterly progress reports detailing activities, achievements, risks, challenges, and recommendations
- Provide a final report summarising activities, achievements, outcomes, recommended next steps and handover materials

Selection Criteria

Qualifications

Advanced degree in relevant disciplines such as engineering, international transport economics, maritime transport, transport planning or related field.

Experience, Knowledge and Skills

- Minimum 15 years' experience in maritime transport, ports development, and/or shipbuilding projects.
- Demonstrated experience working with government agencies and/or development partners in project design and delivery, and policy advisory in maritime infrastructure

- Strong understanding of international maritime regulations and shipbuilding standards including practical understanding of shipyard operations and port logistics.
- Excellent knowledge and understanding of commercial and financial analysis including ability to advise on financial and procurement models to inform investment decision-making.
- Demonstrated communication, negotiation, diplomacy and interpersonal skills in working with a diverse range of partners, including Ministers, senior government officials, international organisations and development partners
- Demonstrated cultural competency, including the ability to work in a multicultural environment with sensitivity and respect for diversity
- Experience working in the Pacific region or small island states and familiarity with DFAT/AIFFP frameworks will be highly desirable.

Personal Attributes

- Strong initiative and proactive in their approach.
- Strong communication skills including written and oral
- Strong expertise in professional knowledge
- Takes pride in delivery of high-quality work
- High proficiency in financial models, commercial negotiations and stakeholder engagements.
- Works effectively with government agencies, donors, port operators and private firms.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment. All staff are expected to adhere to our Child Protection Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind. All staff are expected to adhere to our PSEAH Policy and Code of Conduct, which includes reporting any concerns or suspicions of harm.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.