



## PACIFIC ISLANDS FORUM SECRETARIAT

### FORUM COMPACT DEVELOPMENT PARTNER REVIEW OF AUSTRALIA'S DEVELOPMENT COOPERATION

#### Terms of Reference for Technical Consultant

##### A. BACKGROUND

1. Following the successful completion of Forum Island Countries' (FICs) peer reviews, the Pacific Islands Forum through the Forum Compact is extending the peer-to-peer review process to Development Partners.
2. The Development Partner review is an opportunity for Development Partners to both learn from, and share knowledge with, FICs and other Development Partners about effective development coordination.
3. A key focus of the Development Partner review is for Development Partners to gain greater insight into how well their policies, procedures and actions support FICs' development efforts, and how these can be improved. It is also an opportunity for FICs to increase their understanding of Development Partner policies and procedures.
4. A generic Terms of Reference (ToR) for the *Forum Compact Development Partners Peer Review* has been developed and approved by the PIFS in consultation with development partners and Forum members, to guide the review of individual Development Partners.
5. **Australia will host a Development Partner Review in May 2015.** This ToR details the specific Scope and the expected Outputs for the consultant who is to be engaged in the Review of Australia's development cooperation.

##### B. OBJECTIVES

6. The objectives of this assignment is to:
  - a. Assess how effectively Australia's development cooperation is coordinated in order to meet the development needs of FICs, through regional partnerships and delivery;
  - b. Foster mutual learning on effective development cooperation practice, innovation and coordination to improve both FIC and Development Partner policy and practice;
  - c. Increase understanding by FICs and Development Partners of Australia's development cooperation policies, strategies and procedures and its implementation;
  - d. Identify recommendations for the improvement of Australia's development cooperation with FICs; and
  - e. Establish an agreed Implementation Plan with targets and indicators for review follow up and monitoring.

## **C. SCOPE OF SERVICES**

7. In collaboration with members of the Review Team, the consultant shall:
- Prepare background briefs and documentation for the use of the Review team prior to the review, drawing on: development cooperation policy and procedures documentation received from Australia; Pacific regional tracking and synthesis reports under the Forum Compact, including Forum island country peer review reports; and global monitoring reports on effective development cooperation;
  - Contribute to assessment of the effectiveness of Australia's development cooperation in meeting the development needs of FICs;
  - Provide support in the facilitation and implementation of consultations in Australia and the nominated Forum island country, with relevant senior government and non-government stakeholders;
  - Lead in preparation of key messages and issues for consideration by the Review Team during country and head quarter missions;
  - Draft the aide memoir upon completion of each mission; and
  - Prepare a draft Review Report setting out the findings and recommendations from the Review on the effectiveness of Australia's development cooperation with FICs.

## **D. EXPERIENCE & SKILLS REQUIRED**

8. The Consultant shall have highly developed expertise in all of the areas below:
- Demonstrated knowledge of the application in the Pacific of the global and regional development cooperation policy agenda, including the Paris Declaration on Aid Effectiveness through to the Busan Partnership for Effective Development Cooperation and the Forum Compact on Strengthening Development Coordination in the Pacific.
  - Experience of working in/with Pacific island governments on development planning and budgeting; development partnerships; and monitoring and evaluation
  - Experience of working in the Pacific with diverse development partners and donors at both a regional and national level.
  - Good knowledge and understanding of development cooperation policies of development partners in the Pacific, including associated strategies and procedures and its implementation
  - Experience in assessment and analysis of information from diverse sources
  - Excellent written and oral English

## **E. METHODOLOGY**

10. The review will consist of a programme of meetings and discussions in Canberra with representatives from DFAT, other relevant Australia government departments and civil society

groups to provide a clear understanding of the approach that Australia applies in the management of the Aid Programme in the Pacific and the policy and strategy settings that guide this.

11. This will be followed by a programme of meetings and discussions in the nominated Forum Island Country to explore how the Australian Aid programme is applied in a FIC. While the nominated FIC will be used as the main case study for exploring the application of the Australian Aid Programme, members of the review team will also be expected to share knowledge and examples based on their experience of and with Australia as part of the review.

12. Given also the central focus on regional partnerships and delivery, the Review team will engage a regional organisation as part of assessing the effectiveness of partnership arrangements, policy dialogue and monitoring of results between Australia and a regional organisation, in support of FIC's development priorities and needs.

13. The review will adopt an open and participatory approach.

14. The consultant shall submit as part of his/her proposal:

- a. A **Management Plan** which will include the proposed methodology and work plan, on how the review will be conducted. This will be open for revision upon meeting with other members of the Review Team; and
- b. A **Timeline** to achieve the stated outputs. This will include the total number of days to complete components of the work plan and the expected outputs.

## F. OUTPUTS

15. In consultation with the Review Team and guided by the Development Cooperation Adviser of the Forum Secretariat, the consultant will provide the following outputs:

- a. **Background briefs** and documentation for the use of the Review team prior to the review, drawing on: development cooperation policy and procedures documentation received from Australia; Pacific regional tracking and synthesis reports under the Forum Compact, including Forum island country peer review reports; and global monitoring reports on effective development cooperation;
- b. Draft **key messages** from daily stakeholder consultations for consideration of the Review Team;
- c. Prepare **aide memoire** for each of the Review team missions (Australia, Regional Organisation, and FIC); and
- d. Prepare a draft **Review Report** consolidating the evidence and setting out conclusions and recommendations on the effectiveness of Australia's development cooperation to FICs.

## G. COSTS

16. The costs of the assignment in total will include:

- a. **Consultancy fees** (maximum of 40 working days); and
- b. **Reimbursable costs** including travel and accommodation transport and other agreed to incidentals.

## **H. LOGISTICS & TIMING**

17. The Pacific Islands Forum Secretariat will provide the following for the duration of the consultancy; suitable office space for the consultant and facilitate logistical arrangements under the contract TOR for the successful completion of the consultancy.

18. The consultant should be available to start work as soon as possible, and will spend up to **forty (40) working days** to complete this assignment.

Pacific Islands Forum Secretariat  
06 March 2015