Terms of Reference for Staff Regulations Consultancy

Outputs

In consultation with the Secretariat (where appropriate) the Consultant shall:

(i) Examine the existing staff regulations and other relevant documents and prepare a report with clear recommendations on appropriately separating day-to-day administrative activities of the Secretariat from those of a policy nature requiring the endorsement of the SPREP Meeting.

(ii) Present this report to Senior SPREP Management and the SPREP Staff Regulations Working Group.

(iii) Present this report to the SPREP Meeting outlining the Methodology, Process and Findings of the report.

Process

(i) Refer to the practice of other CROP agencies as well as global best practice with regard to Staff Regulations or equivalent instruments.

(ii) Meet from time to time with the Working Group and the Secretariat to discuss progressive drafts of the Staff Regulations

(iii) Consultation with relevant Donors and Partners

(iv) Prepare the final draft of the new Staff Regulations for approval by the Working Group prior to the next SPREP Meeting.

(v) Make recommendations for the effective implementation of the new Staff Regulations.

_____