SPREP
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CLEAN PACIFIC

The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

CIRCULAR

FILE: AP 1/1; SPREP 2/23

TO: SPREP National Focal Points
SPREP Partners

DATE: 20 December 2013

CIRCULAR: 13/90

SUBJECT: **Terms of Reference for Consultancy – SPREP Review**
1. Independent Corporate Review of SPREP;
2. Mid Term Review of SPREP 2011-2015 Strategic Plan

Dear SPREP Members and Partners,

1. BACKGROUND

At the 24th SPREP Meeting held in Apia 17-19 September 2013, Members approved the implementation of the combined 2nd Independent Corporate Review of SPREP and the mid-term review of the SPREP 2011-2015 Strategic Plan in 2014. The meeting directed the Secretariat to ensure the reviews are completed and considered by the 2014 SPREP Meeting.

2. PURPOSE OF THE CONSULTANCY

The purpose of this consultancy is to engage an independent Review Team (IRT) to undertake the reviews.

3. SCOPE OF THE CONSULTANCY

The scope and timeline of the review (WP 6.4/Att.1/Rev.1 - attached) was also approved by the 24th SM, and sets out a process for ensuring that the combined reviews will be undertaken effectively. The first step is the establishment of a Reference Group comprising Member representatives from Micronesia, Melanesia, Polynesia and metropolitan countries during November 2013. The second step is to engage an Independent Review Team (IRT) to undertake the review.

4. TIME-FRAME FOR THE CONSULTANCY

It is proposed to complete the 2nd ICR and Strategic Plan mid-term review in the first half of 2014. This will require:

I. Establishment of member Reference Group and finalization of review ToR : November 2013 (This has been established)

II. Tendering for consultants for Independent Review Team (IRT): December 2013 - January, 2014

III. Engagement of IRT: January-February 2014

IV. Consultations with SPREP Members and partners and draft review preparation: March-May 2014

V. Circulation of draft reviews for comments: June 2014

VI. Review of the draft document by a meeting of the Reference Group in July 2014

VII. Finalization of Review report for inclusion in 25th SPREP Meeting agenda papers: August 2014

5. CONSULTANCY TEAM, QUALIFICATIONS AND SKILLS SOUGHT

The Independent Review Team (IRT), will require a relevant mix of skills comprising comprehensive expertise and experience including:

I. Excellent understanding of the Pacific context including regional environmental and developmental issues;
II. Organisational and thematic strategic planning;
III. Monitoring and evaluation;
IV. Pacific regional organisation architecture, interactions, mandates, policy and planning instruments;
V. Engagement with national government agencies; participatory and consultative approaches relevant to the Pacific.
VI. Experience in change management
VII. Experience in undertaking reviews of this nature
VIII. Excellent knowledge of the work of SPREP and its mandates

6. CONSULTANCY RECRUITMENT PROCESS

Expressions of Interest for this consultancy are invited and are to be forwarded by e-mail to the Director General of SPREP: davids@sprep.org **by 5pm on Friday 24 January 2014**

7. CONSULTANCY COSTS

The consultancy will be commissioned for a period of 6-8 working weeks to start from March until July 2014.

Yours sincerely,

David Sheppard
Director General

DS/KL/rmg

Att.

SCOPE OF 2014 REVIEW

1. Independent Corporate Review of SPREP

2. Mid-term Review of the SPREP Strategic Plan

Objectives

1. To undertake the 2nd Independent Corporate Review of SPREP; and

2. To undertake a mid-term review of the SPREP Strategic Plan 2011-2015

Scope of Reviews

1. 2nd Independent Corporate Review:

Assess the overall performance of the Secretariat over the last 5 years, and in particular the progress undertaken to address the recommendations of the 2008 1st ICR endorsed by the 19th SPREP Meeting, with specific reference to:

- The Secretariat's performance over the last five years against stated objectives, 2011-2015 Strategic Plan, and other SPREP Member mandates and directives.
- SPREP's corporate systems and processes and their effectiveness.
- The impact of SPREP activities in achieving environmental outcomes and how this is integrated into work programmes and contributes to national and regional development.
- A participatory/consultative process with members and key stakeholders of the quality of services provided in terms of timeliness, quality of technical and advisory services, and results of capacity building support.
- The level of financial and technical resources that the Secretariat needs to service its members, deliver its strategic priorities and support its core functions.
- Related current regional initiatives and analysis of implications for the role/mandates of SPREP in the region as a CROP organisation, including the consistency of mandates relative to SPREP strategic priorities.
- Developing a revised job description for the Director General, taking into account the feedback from members at the 24th SPREP Meeting.
- recommendations for moving forward

2. Mid-term Review of SPREP Strategic Plan 2011-2015:

In conjunction with the 2nd ICR, undertake a mid-term review of the current strategic plan as required in the plan. Specifically to assess:

- The effectiveness, as measured by agreed indicators defined in the plan, of delivery against the goals and targets in the Strategic Plan.
- The relevance of the priorities and targets identified in the Strategic Plan to guide the ongoing implementation of the plan to 2015, and to inform the formulation of the next Strategic Plan.

- Challenges and issues encountered in implementing the Strategic Plan, including effectiveness of member and partner engagement.
- Extent to which the Secretariat is working in synergy with SPREP members to achieve the agreed priorities and targets of the plan and sustainable outcomes.
- Identify and review synergies, linkages and gaps with other relevant regional strategic instruments, with particular regard to formulation of the next Strategic Plan.
- Recommendations for improving delivery of the Strategic Plan during 2014-2015, including identification of any priorities and targets that require focused support (technical, financial, collaboration, etc) to ensure their achievement.

Review approach

- Establishment of a SPREP member Reference Group to work closely with the Secretariat in the first instance to define detailed review ToR; and with the Independent Review Team (IRT), during review implementation, comprising relevant sub-regional representation from Micronesia, Melanesia, Polynesia and a metropolitan members.
- Engagement of an Independent Review Team (IRT), comprising comprehensive expertise and experience in: Pacific regional environmental and developmental issues; organisational and thematic strategic planning; monitoring and evaluation; Pacific regional organisation architecture, interactions, mandates, policy and planning instruments; engagement with national government agencies; participatory and consultative approaches relevant to the Pacific.
- Establishment of a SPREP Secretariat support team to assist in implementation of the reviews.
- Extensive consultation with SPREP Members, partners, donors and staff, through an open and transparent process of consultation including convening sub-regional workshops.
- Submission of review reports to the 2014 SPREP meeting.

Time Frame

In view of significant regional and national commitments in 2014 it is proposed to complete the 2nd ICR and Strategic Plan mid-term review in the first half of 2014. This will require:

- Establishment of member Reference Group and finalization of review ToR : November 2013
- Tendering for consultants for Independent Review Team (IRT): November-December 2013
- Engagement of IRT: January-February 2014
- Regional consultations and draft review preparation: March-May 2014
- Circulation of draft reviews for comments: June 2014
- Reviews finalized and included in 25th SPREP Meeting agenda papers: July 2014

Cost

$200,000 with $100,000 currently secured by the Secretariat.