

DRAFT

Terms Of Reference

Corporate Review of the Secretariat of the Pacific Regional Environment Programme (SPREP)

General

1. Summarise the current and the immediate past (5 years) mandate/focal areas and work programmes of the Secretariat and note any significant changes based on an analysis of relevant documents (eg. SPREP Action Plan, Strategic Programmes, Annual Budgets, Annual Reports).
2. Review and document the implementation status of the various recommendations of the previous corporate review (AusAID 2000).

Effectiveness of Services

3. Review the Secretariat's performance over the last five years against stated objectives. Specifically review a sample of SPREP's outputs (i.e. results that the Secretariat is largely responsible for) and of outcomes and impact of SPREP activities.
4. Solicit feedback from island members and key stakeholders of the quality of services provided in terms of timeliness, quality of technical content, appropriateness and with regard to the SPREP main functions of capacity building and augmentation and technical and policy advisory role.
5. Assess, to the extent possible, the realistic level of resources (financial and technical) that the Secretariat needs to service its members.
6. Consider the extent to which SPREP plans for and achieves sustainable environmental outcomes/development and integrates this into its work programme and contributes to national and regional development.

Direction

7. Assess Members' perceptions of changes, if any, in regional environmental priorities and their implications for the strategic directions and programming of SPREP. On the basis of this assessment review and comment on the continuing relevance of the priorities and programmes/activities the Secretariat is currently working on with Pacific islands members. Highlight any current gaps in the Secretariat's activities that could provide opportunities for new SPREP initiatives as well as those areas where the level of services could be reduced or strengthened taking into account available resources, changing needs of PICTs and the roles of other organizations working in the region.
8. Review and comment on the general relevance of SPREP's main functions (capacity building and augmentation and technical and policy advisory role) and any changes to the relative importance of its technical and policy roles.
9. Review related current regional initiatives and analyse likely implications for the role of SPREP in the Pacific islands region including its role as a member of the CROP mechanism.

Corporate Review Team

1. Team Leader
2. Melanesian representative
3. Micronesian representative
4. Polynesian representative
5. Ausaid/NZaid representative
6. Private Sector/Consultant

Methodology

Consult with all members particularly PICTs and key stakeholders. Visit and consult in person with as many as is practicable/feasible within financial limits, the rest perhaps by questionnaire or teleconference/telephone. If personal visits to all are not practicable then those visited form a representative sample of islands members – Melanesia, Micronesia, Polynesia, large/high island, small/atoll islands, states and territories, Anglophone/francophone.

Outputs

The Review Team report will be presented to the 18th SPREP Meeting in September and should cover its terms of reference. The Report should in addition to presenting its findings and recommendations should also provide an Executive Summary with its key recommendations.

To allow for circulation to SPREP Members in accordance with the Rules of Procedures, the final report should be received by the Secretariat by 22 June 2007.

Costs

duration – max. 8 weeks.

Travel = **WST55,202 or USD21,070**

- > North route Apia – Guam (return) WST10,188 x 2 = 20,376
 - > South route Apia – Moresby (return) WST 7,892 x 2 = 15,784
 - > East route Apia – Pape’ete (return) WST 9,521 x 2 = 19,042
- WST 55,202

DSA = **USD15,300**

- > 2 ½ days @ Pohnpei, Majuro, Guam and Koror for 2 = USD5,323
- > 2 ½ days @ Suva, Vila, Honiara, Moresby and Noumea for 2 = USD6,355
- > 2 ½ days @ Tongatapu, Alofi, Rarotonga, Papeete for 2 = USD3,622

Fees USD14,000 @ USD250/day x 3 = **USD42,000**

Misc = **USD11,400**

= **USD89,770**
