

## 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.
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