

Annex I

DRAFT Terms of Reference – Consultancy Service to support development of a new SPREP Strategic Plan 2017 – 2027

Objectives of the Consultancy Services

- To co-ordinate and lead the development of the next SPREP strategic plan which is to cover a period of 10 years from 2017-2027

Deliverables:

1. A draft Work Plan detailing the approach to be taken and key considerations to be addressed, to be delivered within 4 weeks of commencing.
2. A strategic plan outline and draft, including consultation report to be delivered by the end of July 2016
3. The key deliverable of the Service will be high quality written text and illustrative diagrams to be part of a final document of 20-40 pages which serves as an effective strategic plan for SPREP over a 10 year period. This is to be delivered by the end of August 2016

Quality of Deliverable:

- The deliverable must serve as a strategic framework to effectively a) communicate to a broad public audience the strategic purpose of SPREP b) articulate the vision and long-term (10 year) outcomes of SPREP c) guide the annual work program planning of SPREP c) support SPREP and its Members to report on results at the output; outcome and impact levels. Further the strategy will identify performance (as distinct from results based) indicators that can be used to monitor and report on the operational performance of SPREP on an annual basis.
- The deliverable must incorporate best practice and appropriately innovative approaches with regard to planning, consultation, communication and monitoring and evaluation.
- The deliverable must be of a quality and standard that it will can be endorsed by the 27th Meeting of SPREP Members in 2016.

Requirements of Service

The development of the Deliverables will require the following:

- ✓ **Co-ordination and facilitate national and sub-national consultations** with all (26) SPREP Members to garner information on Member preferences and priorities to be included in strategic plan document.
- ✓ **Review and analysis of key regional, sub regional and international documentation** (strategies, plans, policies, etc) to identify links, synergies and areas of possible duplication.

- ✓ **Consideration of the 2014 ICR and MTR of SPREP**, ensuring that the next strategic plan addresses key recommendations from these reports
- ✓ **Consult with all SPREP staff.**
- ✓ **Work closely with and take day-to-day direction** from the Executive Officer and Monitoring and Evaluation Adviser
- ✓ **Involve consultancy services across no more than a total of 60 person working days and / or costing no more than \$US 60,000** with any travel related expensed to be agreed to and paid by SPREP and not to exceed a cost of \$US 40,000.

Qualification of Service Provider

The Service Provider will be selected following SPREPs procurement policy and processes. The following will be taken into account through this process

- ✓ The professional experience of the Service Provider, including length of professional experience (with at least 15 years being preference)
- ✓ Knowledge and experience in the Pacific region, including knowledge of CROP agencies.
- ✓ Experience undertaking similar strategic planning exercises, being able to demonstrate at least 3 previous deliverables similar in process and content
- ✓ Experience planning and facilitating strategic planning consultative processes in the Pacific region
- ✓ Relevant qualifications (with preference for policy, environmental management; social science and economic related qualifications).
- ✓ Experience in designing practical and useful monitoring and evaluation framework