

## **Annex A: Terms of Reference – Independent Corporate Review of SPREP and Mid-Term Review of the SPREP Strategic Plan 2017-2026**

### **Scope of Reviews**

#### **Third Independent Corporate Review**

1. Assess the overall performance of the Secretariat since the last review in 2014, and in particular the progress undertaken to address the recommendations of the 2014 ICR endorsed by the 25<sup>th</sup> SPREP Meeting, with specific reference to:
  - Secretariat performance against the stated objectives of the 2017-2026 Strategic Plan at the mid-point of its implementation and other SPREP Member mandates and directives.
  - SPREP 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 consultation 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 and mandate of SPREP in the region as a CROP organisation, including the consistency of its mandate relative to SPREP strategic priorities.
  - Recommendations for moving forward.

#### **Mid-term Review of SPREP Strategic Plan 2017-2026**

2. In conjunction with the 3<sup>rd</sup> ICR, undertake a mid-term review of the current strategic plan as required in the plan. Specifically, to assess:
  - Effectiveness, as measured by agreed indicators defined in the plan, of delivery against the goals and targets in the Strategic Plan.
  - Relevance of the priorities and targets identified in the Strategic Plan to guide the ongoing implementation of the plan 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 the Strategic Plan for the remainder of its implementation.
  - Recommendations for improving delivery of the Strategic Plan including identification of any priorities and targets that require focussed support (technical, financial, collaboration, etc) to ensure their achievement.

#### **Specific Tasks: Consultant**

The specific tasks of the consultancy shall include, but will not necessarily be limited to:

- (i) Consult with Pacific Island countries and territories (PICTs) and partners using participatory approaches and ensuring that relevant and adequate information is received.
- (ii) Provide a synthesis of key inputs from consultations with SPREP Members, partners and donors.

- (iii) Consult and work closely with the SPREP Secretariat in finalising key inputs in the development of a draft report.
- (iv) Provide the SPREP Secretariat with a draft report containing recommendations to Members and the SPREP Secretariat
- (v) Attend the 30th SPREP Meeting in Samoa in September 2021 to provide assistance and/or clarification of the report to SPREP Members as required.

**Specific Tasks: SPREP Secretariat**

The Secretariat will provide support to the Consultant in the implementation of the reviews including, but not limited to the following actions:

- (i) supplying requested documentation, and other information, in a timely manner, consistent with the agreed timetable
- (ii) dealing with all logistics and related matters for virtual consultations
- (iii) providing feedback on draft reports in a timely manner
- (iv) establishing and operationalising the SPREP Steering Committee and the Review Reference Group.

**Consultancy deliverables**

- (i) A report of the Third Independent Corporate Review of SPREP
- (ii) A report of the Mid-Term Review of SPREP Strategic Plan 2017-2026