



TERMS OF REFERENCE

Title of Assignment:	Performance assessment for Head of PACER Plus Implementation Unit
Duration:	4-6 weeks
Location:	Remote or Onsite PPIU Office
Start Date (Est)	October/November
Reporting to:	Chairperson — PPIU Performance Review Sub-Committee

I. Objective

The objective of the assignment is to assist and facilitate the performance review of the Head of the PACER Plus Implementation Unit as per the “Policy for the Evaluation of the Performance of the Head of PACER Plus Implementation Unit”.

II. Scope

The independent external evaluation individual/organisation would design/offer a leadership development tool to conduct a 360-degree leadership assessment exercise in which the Head of PPIU would be able to reflect through self-evaluation and receive anonymous feedback from staff, PACER Plus Parties and other stakeholders.

In general, the tool will include, but may not be limited to, the following features:

1. Designed to collect objective feedback from:
 - (a) All PPIU staff members
 - (b) PACER Plus Focal Point representatives including committee leads
 - (c) Representative of the Government of the Host country
 - (d) Representative of donor partners — Australia and New Zealand
 - (e) A representative sample of representatives of stakeholder groups
2. Internet-based administration and data collection.
3. The capacity to administer to any number of respondents mentioned in paragraph above.
4. Ensure utmost confidentiality of respondents throughout the entire process.
5. Detailed report and analysis with ratings, verbatim comments and graphs indicating strengths and areas for development.
6. Based on research conducted on the performance review processes of top-level executives in comparable institutions.
7. The consulting firm would follow the following process:



PACER Plus

IMPLEMENTATION UNIT

- a) Understand the PPIU's mission and the mandate and role of the Head of PPIU.
- b) Identify dimensions/behaviours to be measured with respect to the Head of PPIU's Position Description.
- c) Draft and finalize the questionnaire for the 360-degree leadership assessment exercise based on consultation with the "Head of PPIU Performance Review Subcommittee" (Subcommittee)
- d) Present a detailed report to the Subcommittee covering the assessment, areas of improvement and recommendations around performance improvement tools
- e) Provide 360 report debrief to Head of PPIU; with confidential self-reflection and coaching session
- f) Work closely with the Chair of the Subcommittee in each stage of the assignment.

III. Duration

The consultancy is expected to take up to a maximum of six weeks starting from the date of signature of contract by both parties, subject to adjustments as required and mutually agreed upon.

IV. Qualification and Experience required of consultant

The following are the qualifications required:

1. At least 10 years of experience in conducting organizational evaluation, performance assessment and or diagnostic in public sector and or inter-governmental organizational work environment.
2. The Lead Consultant responsible for the review must possess relevant professional qualifications in Human Resource Management, Organizational Management, Governance, or related field preferably at Advanced degree level.
3. Work experience with demonstrable capability in public sector performance management and similar organisations
4. Experience in planning, designing and management of both quantitative and qualitative surveys.
5. Ability to work with electronic based data capture, monitoring and evaluation tools.
6. Working knowledge of English.
7. Work experience and demonstrable capability in conducting 360 assessments across diverse cultures.



V. Consultancy costs

The consultancy costs will be commissioned for the period from October- November 2024. It shall not exceed the total cost of AUD \$15,000.

VI. Expected Deliverables and Payment

The proposed payment schedule is related to reports and their approvals, as follows:

- i. 20% of the contract price shall be paid upon submission and approval of the Inception report;
- ii. 40% of the contract price shall be paid upon submission of 360-degree feedback tools/instrument and implementation plan
- iii. 40% of the contract price shall be paid upon submission of final report.

VII. Submission of EOI and Eligibility Documents

Interested Firms must submit the following documents/information to demonstrate their qualifications, experience and capacity to undertake the Review], including:

- A cover letter with relevant contact details and organizational profile, confirming their availability for the assignment, and a brief proposed methodology to meet the objectives and scope.
 - A capacity statement detailing the skills and experience of the key consultant(s) who will provide services.
 - Two referees who can verify the organizational skills and experience identified in the capacity statement.
 - Financial proposal and/or cost estimates including a daily consulting rate for individuals and total cost for professional fees. Travel costs will be negotiated with the PPIU.
-



VIII. Deadline for Submissions

- Interested parties should submit Expression of Interest (EOI) and eligibility requirements by email to the following address: procurement@pacerplus.org marked as “EOI-Independent External Evaluation”.
 - Expressions of Interest need to be submitted to the PACER Plus Implementation Unit by Friday, 11 October 2024, 5:00PM (GMT +13:00)
 - Any clarification questions from applicants may be submitted by email to: procurement@pacerplus.org
-