

# Terms of Reference for the Recruitment of a Consultant Project Director for the Independent Secretariat, High Level Group to Review the Commonwealth Secretariat's Governance Arrangements

## 1. INTRODUCTION

The Commonwealth Secretariat is an intergovernmental organisation established in 1965 with 52 member countries across the globe, bringing together 2.2 billion citizens. The Organisation promotes democracy, rule of law, human rights, good-governance, social and economic development and is also a voice for small states and youth empowerment. The Secretariat work is guided by its Charter that affirms the core commonwealth principles (*of consensus and common action, mutual respect, inclusiveness, transparency, accountability, legitimacy, and responsiveness*) and Strategic Plan.

At the Commonwealth Heads of Government Meeting in Malta in 2015, Heads “mandated the Secretary-General to convene a high-level group to review the full governance arrangements of the Commonwealth Secretariat to ensure that its governance is streamlined and integrated in order to improve oversight, efficiency and transparency”.

The Secretary-General has appointed Honourable Anote Tong, former President of Kiribati, as Chair of the HLG. Membership of the group will comprise ten eminent persons from across the Commonwealth. It will be constituted in line with the established practice of giving representation to all Commonwealth regions; keeping in view the diversity of the Commonwealth; and giving adequate representation to small and other vulnerable states.

The HLG is expected to be open, collaborative and seek the views of the whole membership as well as other relevant stakeholders throughout its work. Insights from those most familiar with the day-to-day governance of the Secretariat will be gained from the High Commissioners in London.

## 2. PURPOSE AND SCOPE OF ASSIGNMENT

In line with the Terms of Reference for the HLG, support will be provided to it by a dedicated Secretariat. While independent in its reporting and operations, the HLG Secretariat will work closely with the Secretary-General's Office in the Commonwealth Secretariat to gain context and background on the Secretariat's governance functions as required. The HLG Secretariat will prepare meeting papers and provide research, administrative and liaison support for the HLG as directed by the HLG Chair. It will also be responsible for all travel and meeting-related logistics arrangements. The HLG Secretariat will also support the Chair and HLG to prepare a report containing recommendations for presentation at CHOGM in April 2018.

The Project Director will manage the HLG's Independent Secretariat, reporting to the HLG Chair and supervising the Research/Liaison Officer.

Specifically, the consultant will:

- In consultation with the HLG Chair, schedule meetings of the HLG, prepare and circulate agendas and minutes of meetings and consultations, as well as any additional documentation requested by the Chair.
- Undertake research and analysis, and liaise with Commonwealth Secretariat divisions and other organisations, as appropriate, to draft papers for HLG meetings.
- Draft briefs, notes and talking points for the HLG Chair and other members as required.
- In consultation with the HLG Chair, prepare HLG documentation including reports, meeting papers, publications and correspondence.
- Monitor expenditure, ensure that financial records are kept up to date and support auditing and annual budgeting processes.
- Prepare financial data and reports as required, including tracking purchase and expenditure transactions on CODA (in-house financial system).
- Oversee all logistical arrangements for HLG meetings and presentations in the UK and overseas.
- Maintain an up-to-date record of documentation related to HLG matters.
- Maintain strong working relationships with the Chair and members of the HLG, and their associated staff.
- Liaise with the Commonwealth Secretariat, High Commissions and any other organisations as required by the HLG.
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Perform any other duties as required.

### **3. SCHEDULE AND LEVEL OF EFFORT**

The post-holder will commence work as soon as possible. It is estimated that 90 consultant days will be required between September 2017 and 30 April 2018. This work may continue into the next financial year.

The consultant will work in close collaboration with the Commonwealth Secretariat.

### **4. LOCATION**

The consultant will need to travel to Marlborough House in London, UK for consultations, meetings of the HLG and as required for operational purposes. Office space will be provided in the Commonwealth Secretariat office in London, UK. Travel will also be required to London for the Commonwealth Heads of Government Meeting in April 2018. All travel costs to London are factored into the consultancy fee and will not be reimbursed separately.

### **5. QUALIFICATIONS/SKILLS**

The consultant should demonstrate the following:

- A post graduate degree in Public or Business Administration, Governance, Law,

International Relations, Project Management or a relevant discipline, PhD will be desirable

- Expertise in international and corporate governance with at least seven years' experience of working in this area
- A solid background in research, analysis and report writing for high level meetings and fora
- A sound understanding of the international governance architecture, multilateral governance systems, contemporary issues and reform processes
- Experience in managing short-term projects and dealing with dignitaries and knowledge of relevant protocols will be an asset

## **6. CONSULTANCY FEE**

- An All Inclusive Fee of £44,550 (90 person days estimated)
- Tax and all other expenses to be paid by the contractor
- Any additional travel and DSA expenses related to the project will be covered separately as per Secretariat's Travel Policy for external consultants