

Terms of Reference for the Recruitment of a Consultant Research Liaison Officer 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 Research/Liaison Officer is a member of the HLG's Independent Secretariat, managed by the Project Director and under the accountability of the HLG Chair. S/he will provide administrative, logistical and research support to the HLG and the Project Director.

Specifically, the consultant will provide project support services including:

- Assist with the production of HLG documentation including design, layout, editing and distribution of HLG reports, meeting papers, publications and correspondence. Tasks may include: sourcing and preparation of HLG member biographies; formatting and proof-reading of meeting papers/reports; compiling print version of reports and liaising with Printing Unit to ensure timely delivery of HLG reports.
- Provide guidance on corporate policies and ensure correct procedures are followed. Regularly monitor compliance and manage housekeeping requirements.
- Prepare financial data and reports as required, including tracking purchase and expenditure transactions on CODA (in-house financial system).
- Coordinate travel arrangements for HLG members, including acting as point of contact.
- Assist the Project Director in the preparation of agendas and minutes of HLG meetings and consultations.
- Provide administrative and logistic support for HLG meetings including room bookings, catering, and preparation and distribution of meeting documentation.
- Respond to enquiries from HLG members and members of the London-based consultative group on HLG documents and publications.
- 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 120 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 be expected to work from the Commonwealth Secretariat office in London, UK. Office space will be provided. 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:

- Graduate or post-graduate degree in public administration, business management or financial management.
- 5-7 years of research experience.
- General administrative experience, including using Microsoft Office, especially Word, Excel & Outlook.
- Previous experience liaising with Governing bodies and carrying out associated logistical arrangements will be an asset

6. CONSULTANCY FEE

- An All Inclusive Fee of £24,000 (120 days)
- Tax 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