

Terms of Reference

Senior Policy Adviser (Policy Coordination, Analysis, and Capacity Building) Cabinet Secretariat, Office of the Prime Minister, Government of Grenada

1. Background

The Public Service of Grenada consists of over five thousand (5,000) Public Officers operating within fifteen (15) Ministries and Departments. There is a Senior Manager's Board chaired by the Secretary to the Cabinet in her role as Head of the Public Service. The Cabinet Secretariat itself is a department within the Prime Minister's Office headed by the Cabinet Secretary with a staff of eight persons including one Policy Development Officer and two Planning Officers. The mission of the Cabinet Secretariat is to coordinate all activities necessary to facilitate the Cabinet of Government Ministers in the execution of their responsibility and, provide continuing assistance to Ministries and Departments in cabinet related matters.

The current stated functions of the Cabinet Office include: advice to Cabinet on all matters submitted by ministries and departments; providing a system for the timely submission from Ministries; ensuring that submissions reaching the Cabinet Office emanate from the appropriate ministries, are thoroughly researched and all necessary advice is given from the respective sources; ensuring appropriate systems are in place for early dispatch of Cabinet conclusions to ministries and departments; ensuring that action is taken with reference to Cabinet conclusions; implementation of a system for the effective monitoring and evaluation of policies by line ministries; ensuring that the records of Cabinet are kept up-to-date and easily accessible; organising and administering the meetings of the Senior Managers Board which include all Permanent Secretaries and Heads of Ministerial Departments; submitting advice of the Prime Minister to the Governor-General, through the Cabinet Secretary, on any appointment or change of portfolios of Ministers and transfer of Permanent Secretaries; and, promoting and maintaining quality relations with public sector managers, public officers, international organisations and the public in general. The submission made for the Senior Policy Adviser assigned to Cabinet Secretariat strongly articulates the Government's desire to upscale the role and efficiency of that office, particularly in the areas of policy implementation and quality control while building the institutional and functional capacity of the staff.

The current administration has recently established a Policy, Monitoring and Evaluation Unit within the Cabinet Secretariat. The aim of the Unit is, among others, to ensure forward planning for Cabinet through the development of a more robust policy agenda, monitoring and evaluation of policy implementation including project implementation emanating from Cabinet decisions and, technical capacity building notably for staff within the Prime Minister's Office. The Government of Grenada thus requires the services of a Senior Policy

Adviser who can provide the necessary guidance in establishing and executing general policy functions while strengthening the institutional and functional capacity of the Cabinet Secretariat.

2. Project Purpose and Goal

The purpose of the project is to enhance the role and efficiency of the Office of Prime Minister especially the Cabinet Secretariat, particularly in the area of policy formulation, implementation and quality control while building the institutional and functional capacity of staff. The project will assist in enabling a more effective "center of government" as the nucleus of policy formulation and advice. The project will be achieved through the placement of a Senior Policy Adviser, Cabinet Secretariat, who will lead on improvements in coordinating general policy formulation among the various government ministries, providing the necessary guidance in establishing and executing improved functional administration and, strengthening the Monitoring and Evaluation Unit within the Cabinet Office.

3. Approaches and Beneficiaries

The project will see the placement of one Senior Policy Adviser, Cabinet Secretariat reporting directly to the Cabinet Secretary or nominee. The Commonwealth Secretariat endeavors to attract and appoint a Senior Policy Adviser who can bring in-depth knowledge to the role, expertise and relevant experience relating to Cabinet administration and management.

4. Scope of Work, Outputs and Deliverables

- Advise the Prime Minister's Office on the formulation of the annual policy agenda including improvements to ensure efficiencies in policy making and implementation.
 - Coordinate and participate in the policy making consultative processes.
 - Advise on improvements which may be necessary to ensure efficiency in policy making and implementation.
 - Provide advice on a wide range of ministerial and public policy issues.
 - Prepare and where necessary, provide a quality control review function involving review and provision of guidance with respect to relevance and accuracy of content of policy documents for presentation to meetings and for engagements locally and internally.
 - Provide such support as required by the Prime Minister and Cabinet Secretariat.

- Establish and implement frameworks and systems within the Cabinet Secretariat, including:
 - Establish and implement a Policy Management Framework for Senior Managers, including documented processes on developing and formulating policy.
 - Establish and implement a Performance Management Framework, for implementation within the Cabinet Office.
 - Establish an organizational wide monitoring and evaluation framework.
 - Prepare and provide quality control review functions for policy documents to include engagement with internal and international agencies.

- Follow up and report on the implementation of policy decisions made and advise the Cabinet Secretary with a view to elimination of bottlenecks in implementation.
- Mentor and provide specialized training to Cabinet Secretariat personnel including, Policy Analysts, Planning Officers and technical personnel within the Monitoring and Evaluation Unit of the Cabinet Secretariat. Where appropriate, and identified, mentoring should also be extended to relevant line ministries.

5. Reporting and transfer of expertise

The Commonwealth Fund for Technical Cooperation attaches particular importance to the transfer of expertise and knowledge to the assigned counterparts and technical personnel within host institutions. Reporting to the Cabinet Secretary or nominee the assigned expert will work closely with Cabinet Secretariat personnel and identified staff within other ministries as advised.

6. Person Specification

Qualifications and Working Experience

- i A postgraduate degree in Economics, Social Development, Political Science or equivalent from recognized educational institutions;
- ii. 15 years postgraduate qualification experience, working as a senior level within Government or relevant institutions;
- iii Significant hands-on experience at senior Cabinet level is desirable;
- v. Relevant practical experience in the development and implementation of institutional frameworks and systems;
- vi Strong leadership and administration skills;
- vii. Ability to engage with senior government officials;
- viii Strong presentation and public speaking skills;
- ix Ability to manage a diverse team and partner relationships;
- x. Experience in the development of human capacity by way of mentoring and training;
- xi. Respect for diversity and ability to adapt to different cultural settings.

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