



## Terms of Reference

### Monitoring and Evaluation Consultant

#### 1. Background

- 1.1 The Oceania Customs Organization (OCO) was established in 1986 by the Heads of Oceania Customs Administrations to promote efficiency and effectiveness in all aspects of Regional Customs Administrations. The OCO has a membership of 23 countries and territories from the Pacific region, and its principal activity is facilitating and where appropriate helping member administrations align with Customs international standards and best practice, leading to greater economic prosperity and increased border security within the Oceania region.
- 1.2 The new OCO Strategic Plan (SP) 2022 - 2027 has been developed and is due for approval by OCO members. At the same time a Monitoring and Evaluation (M&E) framework needs to be in place to keep track of the linkages between the strategies, objectives, goals, key result areas, outputs, and intended outcomes for members and the OCO Secretariat.
- 1.3 The OCO's current strategic plan is aligned to the Six Strategic Priority Areas of the SP which are as follows:

|                       |  |
|-----------------------|--|
| Priority Area One :   | Customs Leadership                                   |
| Priority Area Two :   | Law Enforcement and Border Security                  |
| Priority Area Three : | Trade Management and Facilitation                    |
| Priority Area Four :  | Revenue Mobilisation                                 |
| Priority Area Five :  | Institutional Strengthening of Small Islands Members |
| Priority Area Six :   | Institutional Strengthening of the OCO Secretariat   |

#### 2. Purpose

- 2.1 The purpose of this consultancy is to establish a Monitoring & Evaluation framework that will guide and monitor the strategic direction of OCO to achieve its intended outcome and its long-term vision and mission in accordance with the OCO Strategic Plan 2022 – 2027.

#### 3. Terms of Reference

- 3.1 The terms of reference for the consultancy are to:
- Review the draft M&E framework 2022 – 2027 to be outcome focused and to ensure linkages to the Strategic Plan 2022-2027.
  - Consult with identified relevant stakeholders on the M & E framework.
  - Provide a fit for purpose M & E 2022 – 2027 with relevant templates to ensure relevant data and reporting are collected in a timely manner.

#### 4. Evaluation Criteria

- 4.1 Proposals will be evaluated using the following criteria:

| Content of Proposal   | Percentage |
|---|------------|
| Relevant monitoring and evaluation experience of the organisation and individual team members | 40%        |
| Experience in Strategic Plan design & Development   | 10%        |
| Knowledge of Customs and the Pacific context  | 30%        |
| Cost  | 20%        |

#### 5. Qualifications & Skills

- 5.1 The consultant for this engagement is required to have the following relevant qualifications and skills:

##### Education/Experience:

- Bachelor (or higher) Degree in Business, Economics, Development Studies, Public Management/Administration, or related fields.
- At least 12 years' proven experience with Project/Program Monitoring and Evaluation;



- Experience in database management, statistical packages, and spreadsheets will be an advantage.

## 6. Governance and Management

6.1 The consultant(s) will report to the Acting Head of the OCO Secretariat.

6.2 Expected Output:

|               |   |
|---------------|---|
| <b>Output</b> | <i>i) Draft Inception Report &amp; Work Plan<br/>ii) Consultation Report<br/>ii) Draft report on M &amp; E Framework and relevant templates<br/>iv) Final Report with recommended Framework and templates</i> |
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