

Terms of Reference: STA – PRIPD Framework Review

Location	Apia, Samoa
Duration	3 months (40 in-put days)
Supervisor / Manager	ACEO Research Policy and Planning Division (RPPD), Samoa Qualifications Authority (SQA)

Pacific Australia Skills

Pacific Australia Skills is a significant Australian investment which stands to make a major contribution to supporting social and economic growth in the region through strengthening the skills and training sector across Timor-Leste and the Pacific. Pacific Australia Skills builds on the achievements of prior Australian Government support for skills and training in Timor-Leste.

Objectives of Role

The overall objective of the assignment is to review and revise the Planning, Research & Information Analysis, Policy and Development Projects (PRIPD) Framework with close collaboration with the RPPD and consultations with SQA staff.

Roles and Responsibilities

1. Discuss and finalize work plan and due dates for milestones.
2. Conduct a review of the PRIPD Framework against the mandated functions, identifying gaps including RPPD skills gaps and opportunities for improvement. The review should include consultation meetings with SQA staff.
3. Revise PRIPD Framework reflecting the procedures and processes for research, strategic policy, strategic planning, information analysis, and development projects.
4. Produce and present to SQA EMT a comprehensive PRIPD Review Report with recommendations and a Draft Revised PRIPD Framework.
5. Build capacity through training of RPPD staff and sharing expertise and skills transfer throughout the performance of the above duties.
6. Conduct exit meeting with SQA Executive Management Team (EMT) and produce an exit report against the full TOR.

Selection Criteria

Essential Experience and Knowledge

Specific Professional Requirements of the Consultant for the assignment include the following experience, skills, and qualifications:

- Appropriate advanced educational qualifications in public policy, research, planning and project management.
- Extensive experience and knowledge in research development, policy formulation, strategic planning, and information analysis.
- Strong analytical skills, report writing, stakeholder engagement, and quality review.
- Advanced knowledge and experience in several computer software(s) used for strategic research and information analysis.

- Understanding of and commitment to Gender Equality, Disability and Social Inclusion (GEDSI), Child Protection, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH), prevention of human trafficking, environmental protection, anti-corruption and other DFAT safeguarding policies.
- DT Global strongly encourages applications from individuals with diverse backgrounds including first nations, diverse SOGIESC and people with disabilities.

Desirable Requirements:

- Ability to strengthen SQA capability in the development of research, formulating policy, strategic planning, and information analysis.
- Proven ability to write clearly and concisely and to communicate orally.

About DT Global Asia Pacific

At DT Global Asia Pacific, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure and social equity — with innovative thinking and a commitment to long-term impact.

For more information, please see www.dt-global.com

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global is deeply committed to safeguarding, which refers to how we keep people and the environment safe from harm. This includes children and vulnerable groups that we interact with as beneficiaries; partners who we collaborate with to deliver our programs; government stakeholders who we support; and importantly, our own personnel.

We take a zero-tolerance approach to sexual exploitation, abuse and harm of adults and children; fraud, corruption and bribery; modern slavery; and any form of exploitation across our operations, partnerships, and supply chains. We uphold the highest standards of integrity and expect the same of those we work with.

Engagement with DT Global is subject to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All DT Global staff receive safety, compliance, safeguarding and integrity training, and we expect our personnel and partners to always act in alignment with our company values.