

## Terms of Reference – Organisation Review of the Tuvalu OAG Adviser

### 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](http://www.dt-global.com)

### About the Australia-Pacific Partnerships Platform

The Australia-Pacific Partnerships Platform is an Australian Government initiative funded by the Department of Foreign Affairs and Trade (DFAT) and managed by DT Global. It provides Pacific countries with a suite of flexible, fit-for-purpose options that support broad governance and stability development outcomes. The Platform has two End of Investment Outcomes (EOIOs), and 8 Intermediate Outcomes (IOs) against which our work aligns; the EOIOs are:

- EOIO 1. Governance Program Delivery: Partner governments, ministries and organisations are more effective, accountable and inclusive in their governance and public financial management.
- EOIO 2. Enabling Development Services: The Australian Government’s development cooperation programs and partner governments are supported with efficient, effective, inclusive and responsive enabling services.

For more information, please see <http://www.partnershipsplatform.org>

#### **Position**

Organisation Review of the Tuvalu OAG Adviser

#### **Duration**

3 months (possible extension of a further 1 month)

#### **Partner Organisation**

Office of the Auditor General (OAG)

#### **Location**

Flexibility arrangement depending on the OAG and Candidate agreement.

#### **Remuneration**

A competitive remuneration package will be offered to the successful candidate.

## About the Partner Organisation

The Ministry of Finance and Economic Development (MFED) is charged with delivering the key economic development strategic priority under Tuvalu’s national development plan, [Te Kete: National Strategy for Sustainable Development 2021 to 2030](#), as well as leading on fiscal priorities outlined by the new Government of Tuvalu in February 2024.

## About the Role

As part of Te Ao, this position requires an experienced Auditor to support the Tuvalu Office of the Auditor General (OAG) undertake key reform initiatives outlined in the Government PFM Roadmap. The Audit office seeks to engage a qualified Compliance Audit Adviser to provide targeted strategic, operational and capacity building for the OAG in its effort to establish a new Compliance Unit to strengthen accountability, transparency and good governance across Government entities, donor funded projects and Corporation’s. This includes reviewing the organisational structure of the office, staffing, job descriptions and competencies required to ensure it aligns well with its responsibilities outlined in the revised audit legislation.

### Role responsibilities and deliverables

Through the Tuvalu-Australia Partnership on Economic Governance program, *Te Ao*, the Government of Tuvalu Office of the Auditor General (OAG) is seeking to engage an independent Audit Reviewer (Consultant) to undertake a comprehensive review of the current OAG organisational structure), staffing level and institutional capacity. The assignment aims to support the OAG to accelerate its effort to improve its capacity in the areas of performance audits, compliance audits and inquiries, in addition to financial audits.

The specific objectives are to:

1. Assess current structure including staffing of the OAG and determine whether it’s adequate to execute and deliver the mandate of the office under the existing Audit Act
2. Develop a fit-for-purpose structure that align with best practices for small Pacific Audit Institutions
3. Develop a roadmap to support the OAG implement recommended reforms associated with financial, administrative and operational independence

Key responsibilities of the role are detailed below. These responsibilities may be adjusted to meet the changing context and needs of key stakeholders.

Placement Objectives	Core Responsibilities
<p><b>1. Organisational Review</b></p>	<ul style="list-style-type: none"> <li>• Assess the current organisational structure, staffing levels and functional responsibilities of the Audit office to identify gaps, constraints and operational risks</li> <li>• Develop and deliver an OAG Competency Framework aligned with the INTOSAI and PASAI Competency Frameworks, including competency profiles for all positions, proficiency levels, and recommendations for implementation across recruitment, performance management, and staff development.</li> <li>• Review and assess alignment between the OAG’s legislative mandate against its operational practices and capacities</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify or develop a benchmark against comparable Supreme Audit Institutions in small Pacific countries</li> <li>• Prepare a clear, evidence-based report that is suitable for submission to Cabinet.</li> </ul>
<p><b>2. Capacity building and Institutional Development</b></p>	<ul style="list-style-type: none"> <li>• Develop sustainable workforce and success planning tool for the OAG</li> <li>• Assess existing institutional capacities and provide recommendations for strengthening Audit resilience to perform all sorts of audits</li> <li>• Develop a staff training and development plan that provides practical and phased-capacity building programs for the OAG including identification of professional development options for accountants</li> <li>• Develop and build sustainable internal capacity within the Compliance Audit Stream within the Tuvalu Audit office</li> <li>• Support capacity building and institutional development through conducting training needs assessment, designing and delivering targeted training programs on compliance audit and risk assessment,</li> <li>• Mentor staff through on the job-training and practical assignments</li> <li>• Develop a performance management systems and professional pathways ensuring enhanced institutional systems and reduced reliance on external support</li> </ul>
<p><b>3. Stakeholder Engagement</b></p>	<ul style="list-style-type: none"> <li>• Consult with the Auditor General and staff, including other Government Ministries (MFED in particular), development partners, and private sector representatives.</li> <li>• Conduct workshops or consultations to validate findings and refine recommendations on the fit-for-purpose organisational structure</li> </ul>
<p><b>4. Strategic Roadmap Development</b></p>	<ul style="list-style-type: none"> <li>• Prepare an actionable roadmap for implementing the recommended organisational structure including a timeline, required resources, and roles of key stakeholders.</li> </ul>
<p><b>5. Other duties</b></p>	<ul style="list-style-type: none"> <li>• Any other duties as directed by the OAG, GOT, Te Ao, or the Australian High Commission.</li> </ul>

**Deliverables and expected outputs** are required as follows:

1. **Inception Report:** Methodology, work plan, and timeline (within two weeks of contract commencement).
2. **Institutional Analysis Report:** Organisational and benchmarking analysis report
3. **Proposed Fit-for-Purpose Organisation Structure:** Detailed analysis of the proposed new organisational structure for the OAG.

4. **Stakeholder Consultation Report:** Summary of stakeholder inputs and recommendations from consultations.
5. **Competency Framework:** A Competency Framework Report, including the OAG Competency Framework, competency matrix, alignment with the INTOSAI and PASAI Competency Frameworks, and recommendations for implementation.
6. **Staff Training and Development Plan:** Staff Training and Development Plan, including a skills gap assessment, phased training programme, implementation schedule, budget considerations, and recommendations for professional development opportunities for accountants and other OAG personnel.
7. **Strategic Roadmap:** A clear, actionable roadmap for implementing aspects of the newly proposed structure which includes timeline, required resources and stakeholders' roles and responsibilities
8. **Final Report:** Consolidated final report for Cabinet consideration.

## Selection Criteria

### Essential personal attributes of all personnel

- High degree of flexibility, and resilience, with the ability to adapt quickly with proven ability to work remotely.
- Be open-minded, strong analytical skills, keen to listen and learn and respectful.
- Commitment to meeting deadlines in accordance with set service level agreements.
- Commitment to building relationships in a team environment.
- Demonstrated aptitude for living and working effectively in a remote, resource-constrained and cross-cultural context.
- Understanding of and commitment to Gender Equality, Disability and Social Inclusion (GEDSI), Child Protection, PSEAH, prevention of human trafficking, environmental protection, anti-corruption and other DFAT safeguarding policies. Failure to uphold these policies may result in termination.

### Essential qualifications and experience

- Post-graduate tertiary qualifications in Public Auditing and/or Accounting
- Experience in a similar role, ideally with a focus on public auditing aspects in a small developing country.
- Proven ability to provide strategic and tailored advice to government ministers and senior officials within complex audit organisational
- 8 to 10 years' experience in Public Financial and Compliance auditing or similar PFM systems in government settings.
- Experience of working in a multi-donor environment with differing methods and priorities with demonstrated knowledge in use and application of public auditing
- High-level analytical skills with the ability to apply sound judgement and negotiate to achieve outcomes.
- Demonstrated commitment to improving systems and processes and building the capacity of co-workers through mentoring and transfer of skills.
- Understanding of the importance of cross-cutting development issues such as gender, anti-corruption, and disability.

### Preferred experience

- Experience within the public sector auditing industry with excellent financial and compliance auditing skills
- Experience working in the Pacific with expert understanding of audit office challenges and risks

### 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.

# Information Sheet:

## Joining the Partnerships Platform

Thank you for your interest in applying for a role with the Australia-Pacific Partnerships Platform.

The Partnerships Platform provides technical advisory support in Nauru, Tuvalu, Kiribati, FSM, RMI and at times, the Cook Islands, Palau and other countries. Health and safety are our priority as we navigate new and ever-changing requirements of the Australian and Partner Country Governments.

### Please take the following into account when applying:

- **Limited resources and remoteness** – All Partnerships Platform partner countries are remote, have limited local medical capacity, limited goods and services, and a narrow range of housing options. Advisers must be adaptable and resilient. Please research the location you are applying for to make an informed decision.
- **Dependants** – Deployment of dependants will require assessment and approval by DT Global.
- **COVID-19 Vaccinations** – Vaccinations are required for incoming travelers to Pacific Island countries and are mandatory in the countries we operate in.
- **Limited Travel Options** - There are limited options for travel in and out of the Pacific, both on commercial and medevac flights. This could affect your ability to take out of country leave breaks.
- **Medical Assessments** – Selected Advisers will undertake full Pre-Departure Medicals, Occupational Physician appointments, WHS and COVID-19 briefings prior to mobilisation. You will need to be in good health to be deployed.
- **Home country requirements** - DT Global encourages each Adviser to review their home country's exit requirements prior to travel.
- **Remuneration** – Your salary and allowances are designed to recognise the technical requirements of the role and the location of the assignment.
- **Housing** - Housing will be provided.
- **Mobilisation and Demobilisation** – Airfares and the reasonable cost of freight from your home location to the country of assignment will be covered, both when commencing and completing.

### DT Global undertake the following on your behalf:

- **Approvals** – DFAT approval is required for every deployment, as well as partner government approvals on some occasions. DT Global assesses each role and each selected adviser against 'essentiality' criteria, as well as medical service availability and other factors.
- **Labour & Immigration requirements:** Applications for an entry visa and work permit can take some time.
- **Insurance** – medical and travel insurance (for DT Global issued travel) will be provided as part of the remuneration package.
- **Pre-departure briefing** – a pre-departure briefing will be provided to all personnel covering health and safety, DFAT and DT Global Policies, information about your partner organisation and the aid program. A significant time investment will be required to complete all mandatory training.

**Email:** [recruitment@auspacpartnerships.com.au](mailto:recruitment@auspacpartnerships.com.au)

**LinkedIn:** [www.linkedin.com/company/australia-pacific-partnerships-platform/](https://www.linkedin.com/company/australia-pacific-partnerships-platform/)

**If you have any queries, don't hesitate to contact our team**

# Australia-Pacific Partnerships Platform Recruitment Process (Standard)

## Recruitment

Between 4-6 weeks\*

