

## ***GUIDELINES FOR SHORT TERM ADVISORY SERVICE (STAS)***

### **1. *Background***

The Programme has been in operation for several years with an utilisation rate of some 90% annually. The STAS supports the Forum Secretariats' other efforts to provide technical assistance to member countries through its policy advice and other short-term assistance schemes. The Programme supports member countries in the implementation or the formulation of economic development activities.

### **2. *Objective:***

The objective of STAS is to provide a regional source of small, quick response consultancies to assist the Forum Island Countries in meeting priority economic development needs as they arise and where such assistance cannot be effectively provided through alternate sources.

### **3. *Areas of coverage:***

STAS assistance covers a wide range of development related areas that are within the Secretariat's mandate with special focus on the key initiatives of the Pacific Plan particularly under:

- Economic Growth;
- Sustainable Development;
- Good Governance; and
- Security

Priority will be given to projects to which the requesting country is willing to contribute financially.

### **4. *Type of Assistance:***

Assistance available under STAS in respect of consultancies includes:

- (i) a return economy class airfare by the most direct route. The Secretariat organises travel and dispatches a PTA;
- (ii) daily per diem at the Secretariat rates calculated on the basis of the PTA;
- (iii) professional fees of USD250 per day worked, which normally excludes weekends and holidays.

### **5. *Duration:***

STAS assistance is limited to a period of no more than six weeks.

### **6. *How requests are channelled:***

**6.1** All requests for STAS assistance are required to be channelled through the Forum Secretariat official contacts which in most cases the Ministries of Foreign/External Affairs. In some countries it is the Prime Ministers Office.

**6.2** To avoid unnecessary delays, requests have to be submitted in the approved format as described in paragraph 8. To allow enough time to analyse requests they must be received at least four (4) weeks before the proposed commencement date of the proposed consultancy;

**6.3** Additional information may be requested by the Secretariat from the implementing agency and must be received within 5 working days of the date of the Secretariat's letter. Failing this, requests will be forfeited unless the Secretariat is advised of any delays anticipated in writing at least three (3) working days before the specified due date;

**6.4** To fast track the process, the Secretariat will make available copies of relevant correspondences related to a specific request to implementing agencies if known or different from the Secretariat's Official Contact in country.

### **7. Selection of consultants:**

The Forum Secretariat encourages competitive bidding for jobs funded under STAS. In that context at least three candidates are required to bid for any one job. In the event a country specifically requests the service of a particular candidate, it is important that reasons for such choice should be clearly presented. STAS assistance requires the consultant to enter into an agreement with the Secretariat for the purpose of carrying out the work.

### **8. Funding Requests:**

Requests are required to include as much detail as possible. They should include:

- **Title** : Name of project
- **Background:** How the project came about and its rationale, its relationship to government policies and national priorities, who initiated the proposal - is it a truly local initiative
- **Objective** : What the project sets out to achieve and how it fits in with the relevant government department/ministry programme or development plan (where available) and the key initiatives of the Pacific Plan particularly under:
  - a) Economic Growth;
  - b) Sustainable Development;
  - c) Good Governance; and
  - d) Security
- **Activities** : How the project is intended to be carried out.
- **Benefits** : Who benefits? How many and in what way.
- **Cost** : Breakdown of cost.
- **Timing** : Duration and the expected commencement date.

***The request should include terms of reference. The terms of reference should have the objective, background, activities to be carried out and a timetable of when the work is expected to start and finish***

### **10. Reporting:**

For each consultancy the consultant is required to submit a report. The report is required to be endorsed by the recipient country and accepted by the Secretariat before financial obligations can be settled. The report should have the following:

- **Executive summary** (two pages maximum)
- **Contents page** listing the main headings and sub-headings with page numbers for ease of reference.
- **Introduction** Objective as per TOR; Methodology of how the work was carried out; Interviews/discussions/survey/questionnaire; List of people interviewed during the course of the exercise
- **Analysis/Description/Results of activities performed**
- **Conclusions** - Summary of key findings
- **Recommendations** - These should be detailed and have practical application
- **References** - List of materials drawn upon during the course of the exercise.

**11. Information:**

For *further information* please:

- (a) contact the PIFS Official Contact in your country which is usually the Secretary for Foreign Affairs or External Affairs or the Prime Ministers Office; or
- (b) write directly to *The Development Cooperation Adviser, Enabling Mechanism Unit, Pacific Islands Forum Secretariat*, Private Mail Bag, Suva, Fiji, or Fax (679) 3305880, or Phone (679) 3312600 or E-mail: [info@forumsec.org.fj](mailto:info@forumsec.org.fj)