

TERMS OF REFERENCE

CONSULTANCY FOR THE PRODUCTION OF THE 2010 “MDG’S TRACKING PROGRESS” REPORT

Background

The 2008 and 2009 reports “Tracking development and governance in the Pacific” were produced by AusAID mainly to inform discussions by leaders at the Pacific Islands Forum and the Post-Forum dialogue. The 2009 report highlighted that the Pacific as a whole is significantly off-track to meet the Millennium Development Goals by 2015. The report put forward a strong case for a combined effort by Pacific Island countries and their development partners to improve governance and aid coordination. The resulting discussions by leaders at their Forum Leaders Meeting in 2009 led to the adoption of the Cairns Compact, an agreement calling for a renewed and concerted effort to address these issues.

2. In keeping with the main objective of the Cairns Compact to drive more effective coordination of available development resources from both Forum Island countries and all development partners, centred on the aim of achieving real progress against the MDGs, the Pacific Islands Forum Secretariat (PIFS) has been charged with the production of the 2010 MDGs Tracking Report (hereafter referred to as “the report”) as a key deliverable of the Cairns Compact. The report will primarily provide an update on the progress that has been made towards the MDGs and to look forward to what now needs to be done.

3. The 2010 report will be different from the format of the 2008, 2009 reports in that the 2010 report will not have chapters on governance and aid coordination. These analyses are being pursued through the peer review and the national plan reporting process, and the development partners reporting process respectively under the Compact. Instead it is expected the report will feature some case studies of best practice in progressing towards the MDGs in the Pacific, and some forward-looking analysis of what now needs to be done.

Commencement and Completion of Services

4. Consultant shall commence the services on 1 March 2010 and complete the services by no later than 30 June 2010.

The Services

5. The Consultant shall provide the following services:
- a) Plan, coordinate and manage the production of the report;
 - b) Assemble and collate the MDG data and distribute it to the Technical Working Group by the end of March. It is expected that much of the data will be available from the Secretariat of the Pacific Community (SPC) and UNDP

MDG reporting processes. It is acknowledged that SPC is the lead regional agency on national government statistics. In order to get as complete and up-to-date picture as possible, the consultant should also investigate whether other new data is available. ;

- c) Draft the analysis of progress towards the MDGs by the end of April including some best practice examples in the Pacific;
- d) Manage the consultation process on the draft report which should be firstly with the Technical Working Group and secondly with regional governments and selected development partners not represented on the Technical Working Group. The Technical Working Group will determine which development partners to consult on the draft at this stage. Incorporate comments as appropriate by the end of May;
- e) Draft the introduction, conclusion, executive summary, annexes, lists of acronyms and references also by the end of May;
- f) Clearance of the final report with the Technical Working Group, endorsement by the Forum Secretary-General, final editing and production by the end of June.

Resources

6. PIFS is also recruiting an adviser to help with production of this and future reports. The adviser is expected to commence duty by the end of April.

Management Arrangements

7. The production of the report will be the responsibility of the PIFS and supported by a Technical Working Group chaired by PIFS and also comprising UNDP Pacific Operations Centre, UNESCAP, SPC, UNFPA, ADB, and AusAID.

8. The Technical Working Group will meet as often as necessary to ensure the timely production of a high quality report. At least five meetings are envisaged:

Mid-February

- Agree roles and responsibilities
- Agree on resources available from within Technical Working Group
- Review Consultant TOR, work plan and scheduling
- Consider consultation process
- Agree methodology, structure of report and how to present information (on track, off track, of concern)
- Identify best practice case studies for inclusion in the report
- Identify recent relevant studies, reports and publications for review

End March

Present MDG's data to Technical Working Group; Determine and verify alternate sources and new data

Early April

Review data and initial findings of MDG progress

Early May

Consider and comment on draft report

Early June

Finalise report

Outputs for the position

9. The consultant shall produce the following outputs:

- a) the collection of MDG data and the compilation of the MDG report by the end of March;
- b) a draft report of the "way forward" using data analysis and case studies case studies by the end of April
- c) the final MDG report by the end of June (the report is to be produced to the standard of other PIFS meeting papers and reports. It may subsequently be published in glossy format after the Forum but this latter publication process is not part of the consultant's responsibilities.)

Pacific Islands Forum Secretariat
9 February 2010