

## Terms of Reference

### 1. Consultancy summary

<b>Name</b>	DFAT Re-Accreditation Consultancy: Baseline and recommendations for 2024 readiness (“the Consultancy”)
<b>Timeframe</b>	by end December 2022 (approx. 8 days)
<b>Purpose</b>	See below
<b>Lead Contact</b>	Belinda Pratten, Quality and Compliance Advisor

### 2. Description of consultancy

Mary MacKillop Today received full Department of Foreign Affairs and Trade (DFAT) accreditation in 2019. The purpose of the Consultancy is to provide support to Mary MacKillop Today to prepare for DFAT re-accreditation in 2024. The Consultancy will (1) undertake a rapid baseline analysis against DFAT Accreditation criteria and (2) provide practical recommendations to improve and update policies, procedures, and systems to ensure alignment with DFAT Accreditation criteria. This Consultancy will focus on Accreditation criteria specific to the management of International Programs and Supporter Relations (fundraising and communications). These are Australian NGO Accreditation Guidance Manual Sections B: Development Approaches and Management, C: Approaches to Partnerships and Collaboration, and D: Communications. Please note a separate Consultant has been engaged to conduct an analysis on Accreditation criteria relevant to the organisation’s financial management (Australian NGO Accreditation Guidance Manual section E: Financial Management).

### 3. Purpose and scope of the evaluation

Mary MacKillop Today is seeking to engage a consultant to provide analysis and recommendations to ensure its Programs and Supporter Relations systems, policies, and procedures are robust enough to align with and meet the DFAT Accreditation criteria 2024. Early preparation will ensure any changes are implemented and embedded well ahead of the formal DFAT review process, and place Mary MacKillop Today in the best possible position to achieve re-accreditation.

### 4. Products

- Baseline analysis of policies, procedures and systems against selected accreditation criteria to identify gaps, misalignment, and opportunities for improvement.
- Practical recommendations to strengthen:
  - Overarching policy framework as well as individual policies
  - Procedures and approaches that support the application of policy into practice
  - Systems that support monitoring and reporting and the collation of documentation that provides evidence of the application of policy.

### 5. Outline of support to be provided

- **Preparation** – consultation with Lead Contact on scope of work (this document) to provide most effective inputs.
- **Baseline analysis** – Mary MacKillop Today will provide documentation for initial baseline analysis. Follow-up interviews with specific areas will occur as needed to clarify how policies are applied and the systems used. The Consultant will provide a rapid analysis of the proposed approach captured in the Agency Profile and associated documents and systems.
- **Develop and sense check recommendations** - the Consultant will provide practical recommendations, which they will secure team support and approval on to ensure they are both reasonable and achievable.
- **Report/feedback** – following the review and recommendations, the Consultant will provide a verbal debrief to the all staff involved and provide a final report with baseline analysis and recommendations.

## 6. Management and timeframe

The consultancy is for a period approximately 8 days by end December 2022 (note that number of days is flexible, as are dates).

	<b>Key Activities</b>	<b>Est. number of days</b>
	Baseline analysis and proposed recommendations	4 days
	Testing and revising recommendations	3 days
	Report/feedback	1 days

## 7. Budget

- It is estimated that the Consultancy will require approx. 8 days.
- The budget for this consultancy is up to \$6,000 including GST.
- It is expected that there will be no travel costs or out of pocket expenses.
- Payment will be on submission of a tax invoice following the completion of the assignment as per the Products listed in 4.
- Advice is provided based on the Consultant’s best knowledge of the accreditation review process and does not guarantee Mary MacKillop Today will pass the DFAT accreditation review.

## 8. Evaluator credentials

- Experience working as a member of a DFAT review team or extensive experience working with smaller organisations undertaking full accreditation.
- Extensive development experience and knowledge of the ANGO sector, DFAT and ANGO operating structures.
- Strong understanding of development principles and standards (such as ACFID Code of Conduct) and the contractual obligations of DFAT-funded NGOs (e.g. DFAT Head Agreements, Grant Orders and the ANCP Manual).

- Technical experience on selected accreditation criteria noting criteria will be further refined within selected areas.
- Demonstrated experience in reviewing and editing organisational and programmatic documentation.
- Excellent writing and verbal communication skills. Fluent English.
- Excellent computer skills in Microsoft office; desirable to have advanced formatting skills to support enhancement.
- Demonstrated time management and organisational skills.
- Excellent stakeholder engagement skills; ability to motivate a busy team to complete a body of work
- Desirable: University degree in international development, organisational development, or related field.
- Commitment to the ACFID Code of Conduct and the Mary MacKillop Today Safeguarding Policy and related Code of Conduct (a Criminal Record check will be required).

## 9. Expressions of Interest

EOIs should be sent via email to Belinda Pratten, Quality and Compliance Officer ([belinda.pratten@marymackilloptoday.org.au](mailto:belinda.pratten@marymackilloptoday.org.au)) by 30<sup>th</sup> September 2022.

All expressions of interest should include 3 items:

1. Up to date CV with details of two relevant referees
2. Statement of capability addressing the selection criteria (up to 2 pages)
3. Cover letter outlining:
  - Proposed Work Plan
  - Quotation including daily rate
  - Confirmation of availability to complete the consultancy within the specified time frame

## 10. Safeguarding

Mary MacKillop Today is committed to ensuring the safety and protection of children and prevention of sexual exploitation, abuse and harassment in our work. Any person working directly with children in the course of their work with Mary MacKillop Today must be willing to undergo a criminal record check or submit a statutory declaration (or local equivalent). You will also be required to sign a Safeguarding Code of Conduct and uphold Mary MacKillop Today's Safeguarding Policy.