

## Terms of Reference

### Review of the Framework for Pacific Regionalism

#### Background to the Review

1. The Framework for Pacific Regionalism was endorsed by Forum Leaders in 2014, following the 2013 Pacific Plan Review. Its implementation has been led by the Secretary General and coordinated by the Forum Secretariat. A number of processes have been established to support the delivery of the Framework for Pacific Regionalism, including the establishment of the FOC Specialist Sub-Committee on Regionalism (SSCR), and the Regional Priority Setting Process, as set out in the FPR.
2. The Forum Officials Committee endorsed a recommendation of the Secretary General, that the FPR be reviewed in 2018. This TOR responds to that recommendation.

#### Purpose

3. At the 2017 pre-Forum meeting, the Forum Officials Committee agreed that a review of the Framework of Pacific Regionalism should ensure that regional prioritisation processes are aligned to national level priorities and processes to ensure its continued relevance, efficiency and effectiveness. As such, the Review of the Framework for Pacific Regionalism is being conducted to:
  - a. Ensure that the arrangements and processes that have been put in place to support its delivery and implementation are aligned to the underlying principles of the Framework for Pacific Regionalism (see below); and
  - b. To ensure that the arrangements and processes put in place deliver on Members' expectations for the Framework for Pacific Regionalism.

#### Scope

4. The review will be limited to assessing the current processes and arrangements in place to deliver on the principles of the Framework for Pacific Regionalism. As articulated in the Framework for Pacific Regionalism, these include:
  - Establishing the FOC Specialist Sub-Committee on Regionalism (SSCR);
  - Administering the priority setting process, including soliciting, compiling, and assessing the public submissions received;
  - Supporting the SSCR to produce its recommendations to Leaders;
  - Coordinating implementation of established regional priorities;
  - Coordinating communication and engagement activities;
  - Reporting back to Leaders on progress made against regional priorities; and,
  - Developing a monitoring framework for the FPR.
5. In addition, the Secretariat has conducted a number of other activities, which while complementary to the processes outlined for the FPR, are intended to ensure effective

implementation of the objectives and vision of the FPR. They include the Analysis of Governance and Finance (2016-17), the Review of the CROP Charter (2016-17) and the Review of Forum Regional Meetings (2016).

6. The review is not intended to be 'comprehensive', noting that the Framework for Pacific Regionalism is still in its early stages, and noting that the 2013 Pacific Plan Review was a comprehensive review of the Pacific Plan and arrangements for regionalism, more broadly.

## Objectives

7. The Review should achieve the following objectives:
  - c. **Ensure processes and arrangements deliver on the high level principles of the Framework for Pacific Regionalism**, which underpin and guide the implementation of the Framework, and draw-upon the 2013 Pacific Plan Review recommendations:
    - *Regionalism principle*: to ensure that the FPR promotes and focuses on genuine collective action priorities;
    - *Political principle*: to ensure that the FPR enables Forum Leaders to determine political priorities for regional action, as encapsulated in the call by the Pacific Plan Review Team to 'bring the politics back';
    - *Prioritisation principle*: to ensure that the priority setting processes generating a focused and prioritized regional agenda; and,
    - *Inclusivity principle*: that the processes of identifying, implementing, and monitoring the agreed regional priorities incorporate all relevant stakeholders.
8. To achieve this objective, the Review team may seek to ask the following questions:
  - How does implementation of the processes and institutional arrangements under the FPR serve to deliver on the strategic principles and broader recommendations identified in the Pacific Plan Review?
  - How can processes or institutional arrangements under the FPR be administered in a way that delivers on these principles?
  - How can processes and institutional arrangements under the FPR be strengthened or refined to ensure that they have better utility to deliver on Members expectations?
  - To what extent is the regional prioritisation process meeting members' priority needs?
  - To what extent are members involved in processes under the FPR?
  - Is the FPR effectively delivering against its objectives?
  - How has FPR supported regional coordination?
  - What is working well and not so well in terms of the governance of the FPR?
  - Has the regional criteria been used effectively?

9. Within the scope of this objective, and as called for by the Forum Officials Committee in the 2017 pre-Forum session, the review must also ensure that processes for a prioritised regionalism agenda are aligned to national level priorities and processes, to ensure continued *relevance, efficiency and effectiveness*. The review team may draw from the OECD/DAC evaluation criteria related to these issues, to guide their work.
10. The Review should also seek to consider the findings and recommendations of the abovementioned reviews and initiatives that have been carried out since the Leaders endorsement of the Framework for Pacific Regionalism, as well as the outcomes of the consultations with the Pacific Plan Review Team, which was conducted in early 2017.
  - d. **Allow for a clear understanding of the focus and scope of the Framework for Pacific Regionalism:** the review provides an opportunity to ensure that there is clarity among all stakeholders – including members, CROP agencies, non-state actors, and development partners, as to the purpose and scope of the Framework for Pacific Regionalism, and their respective roles in support of its delivery. Additionally, the role of the Framework for Pacific Regionalism *vis-a-vis* other regional and global policy frameworks (such as the Sustainable Development Goals), should also be considered. The review should allow for a succinct articulation of what the Framework for Pacific Regionalism is, and how it is situated amongst other regional and global processes.

## Outputs

11. A succinct report with key findings and recommendations will be tabled at the 2018 pre-Forum session of the Forum Officials Committee, before it is delivered to Forum Leaders for their consideration and endorsement in 2018.

## Implementation and Oversight

12. The Forum Troika will provide oversight and direction to the Review, and will be convened as soon as practicable following the endorsement of the TOR for the Review. They will meet periodically to provide guidance to the Secretariat and the technical consultants while the review is being conducted. They will also provide comments and feedback on the draft report, prior to its wider circulation.
13. The Secretary General will support the Forum Troika in facilitating high-level oversight and guidance to the delivery of the review, and would present the review's findings to relevant meetings, including of the Forum Officials Committee and the Forum Leaders Meeting, in 2018.
14. A consultant will be contracted to undertake the review. The consultants would work under the guidance of the Director, Policy but would also be expected to provide independent analysis and advice, as required.
15. Coordination, and technical and logistical support for the Review would be managed by a Forum Secretariat Adviser, who would support the Secretary General, Forum Troika and the commissioned technical consultants, as they engage with and consult the broader Forum Membership, CROP agencies, NSAs and development partners.

## Review Structure

16. It is anticipated that the Review will take the following structure:

- a. **Stakeholder Consultations (late March – May 2018):** With logistical support from the Secretariat, the consultants will conduct a range of consultations with key stakeholders, primarily: Forum Members, including officials, and where possible Ministers; SIS countries; CROP agency officials; Regional Civil Society and Private Sector representatives; Forum dialogue partners; and donor and development partners.
  - i. These consultations will consist of country visits; teleconference calls; questionnaires; and meetings convened in Suva. The consultation phase will also seek to capitalise on any existing meetings such as regional Ministerial meetings, CROP Governing Council Meetings and CROP CEO Meetings.
  - ii. It is intended that wherever possible, the FPR Review will seek to align with consultations for the mid-term review of the SIS Strategy. For instance, if joint consultations can be facilitated by the Secretariat on both the FPR review and the SIS Strategy mid-term review, this will be done.
- b. **Drafting of Report (May – June 2018):** Following completion of the consultations, the consultants will meet with the Forum Troika and the Secretary General to discuss the trends emerging from the consultations. This will enable them to consolidate their work and synthesize the information received, and to begin drafting the main findings and recommendations for their report.
  - iii. The draft report will seek to respond to the two objectives of the Review, with commentary and recommendations being made to support the overall purpose of the review.
- c. **Circulation of the Review Report (July 2018):** Prior to the circulation of the draft report to key stakeholders, the Forum Troika will provide initial comments. The report will also be circulated to Forum Officials Committee and Forum Foreign Ministers ahead of their 2018 meetings, to ensure that they can provide comment on the draft, before the draft review report is finalised for presentation to and consideration by Forum Leaders at the 49<sup>th</sup> Pacific Islands Forum to be hosted by Nauru.
- d. **Report tabled to Forum Leaders at the 2018 Forum Leaders Meeting (September 2018):** Forum Leaders will consider the report, and make any additional comments on the substance and recommendations. It is anticipated that Forum Leaders would also task the Secretariat to proceed to implement the findings and recommendations of the Review with immediate effect.

## GENERAL TERMS AND CONDITIONS

17. Interested individual(s) are encouraged to provide written submissions including a copy of your curriculum vitae and a financial proposal in Fiji Dollars (FJD).

a) Bidder Ability:

By submitting a response to this "Request for Tender" (RFT) the bidder warrants that the bidder has the necessary skill, knowledge, experience and resources to comply with this RFT and capable of successfully completing the project.

In addition, the bidder warrants that the bidder is not subject to any legal process that may result in the winding up or deregistration of the bidder and that the bidder does not appear on the World Bank's listing of ineligible firms.

b) Language:

The bidder response must be in English.

c) Amendments:

Should the bidder become aware of any discrepancy, error or omission in the document submitted, and the bidder wishes to lodge a correction or provide additional information, that material must be in writing and lodged prior to the evaluation of the RFT responses.

### Evaluation Criteria

18. The following will be the criteria used to evaluate the tender:

<b>Criteria</b>	<b>Score %</b>
Relevant experience of the firm	20%
Qualifications of consultant/individual consultants	10%
Relevant experience of individual consultants	30%
Effectiveness of methodology	20%
Effectiveness of proposed timeframes	20%
<b>Total Technical Evaluation</b>	<b>100%</b>

### Choice of selected tenderer

19. The best value for money is established by weighing technical quality against price on an 80/20 basis.

## HOW TO APPLY

**Submissions should be entitled:** Request for Tender – Review of the Framework for Pacific Regionalism

**Method of Submissions:**

Submissions must be forwarded in **PDF format** following the instructions at [www.tenders.net/forumsec](http://www.tenders.net/forumsec)

Note: Tenders must be submitted with clear labelling of the technical offer and the financial offer. The Technical Offer documents must be saved and submitted clearly labelled “**A. Technical Offer**”. Financial Offer documents must be saved and submitted clearly labelled “**B. Financial Offer**”.

The electronically submitted documents should be converted to the PDF format.

**Deadline for Submissions:**

Submissions need to reach the Secretariat by **4pm (Fiji Time), Tuesday 3 April 2018.**

*Late or incomplete tenders will not be considered.*

**Questions and Answers**

All queries or request for information must be submitted via the Question and Answer Forum at [www.tenders.net/forumsec](http://www.tenders.net/forumsec). Tenderers may submit questions in writing to the mentioned Question and Answer Forum before the stated “deadline for requesting clarifications” **Tuesday 27 March 2018**. The Secretariat has no obligation to provide clarification after this date.

Note: The Secretariat will not be responsible for non-receipt/non-delivery of the Bid documents due to any reason whatsoever.

*Any complaints regarding the Secretariat's tender must be directed to the following email: [Tender.Complaints@forumsec.org](mailto:Tender.Complaints@forumsec.org). This email address will forward your complaint to a person that is independent and removed from the tender process. Complaints must be well founded and should not be used as a mechanism for notifying displeasure with the outcome of a tender award. Further information on making a complaint can be found on the Policies & Information page at <http://tenders.forumsec.org>.*

*In the event that further information is required by the Secretariat in relation to the tender for consultancy, the Secretariat reserves the right to seek the required information without the need for calling for resubmission of proposals.*