

## TERMS OF REFERENCE

<b>Consultancy</b>	<b>Oxfam Program Policies</b>		
<b>Section/Unit</b>	Program Management and Accountability Unit, Programs Section		
<b>Consultancy managed by</b>	Contract Management Team Manager		
<b>Expected time required</b>	26 days completed over 2 months.		
<b>Start</b>	ASAP	<b>Finish</b>	16 December 2022
<b>Project budget</b>	Please submit a quote		

### Context

Oxfam Australia is one of 20 members of the global Oxfam confederation with a presence in 90 countries around the world. At Oxfam Australia, we believe all lives are equal and no one should live in poverty. We believe that in a wealthy world, poverty is unjustifiable and preventable, that the present state of inequality and injustice must be challenged, and that with the right support, people can change their lives for the better. In 2019-2020, Oxfam Australia directly reached more than 12.7 million people in 23 countries. We work directly with communities, in most cases through local partner organisations and seek to influence policy makers on issues which have a direct bearing on people’s lives. We strive to achieve our mission through long term development programs, humanitarian response, campaigns, policy research and advocacy. Our work is based on four intersectional thematic pillars, namely Gender Justice, Climate Justice, Economic Justice, and First People’s Justice.

The release of Oxfam Australia’s Strategic Framework 2020-2025 (see <https://www.oxfam.org.au/about-us/our-strategic-direction/>) and subsequent development of its Strategic Areas of Focus necessitate a review of our current program policies in the areas of Gender, Environment and Value for Money. These program policies guide Oxfam Australia’s aid and development program implementation including activities conducted by local in-country partner organisations. The consultant will work with the Strategic Leads and the Contract Management Coordinator Team to develop an updated set of policies and associated implementation guidance.

### Responsibilities

This proposed work is envisaged to correspond to the following tasks. Alternative workplans and timeframe may be presented by the consultant based on proven methodologies, approaches or experience.

<b>Task</b>	<b>Estimated Timeframe</b>	<b>Outcome / Milestone</b>
Desk Review of all existing and relevant materials, including: <ul style="list-style-type: none"> <li>- Oxfam Australia Strategic Framework and detailed thematic strategies</li> <li>- Current Oxfam policies and training materials</li> <li>- Oxfam Program Standards</li> <li>- ANCP Program Quality Framework</li> <li>- DFAT policies</li> <li>- ACFID and sector standards</li> </ul>	3 days	<ul style="list-style-type: none"> <li>- Donor and sector standards established</li> <li>- Internal focus areas identified and understood</li> </ul>

Stakeholder consultation (internal)	5 days	<ul style="list-style-type: none"> <li>- 1:1 sessions conducted with Strategic Leads and Safeguarding Manager</li> <li>- Group consultations with Contract Management Coordinators and Portfolio Managers</li> <li>- Consistent narrative and priorities identified</li> </ul>
Policy drafting and finalisation (following feedback)	6 days	<ul style="list-style-type: none"> <li>- Policies finalised</li> </ul>
Review of relevant resources within the Program Management Procedure (PMP), with associated documentation updated to align with new policies, and including identification of any changes required to online training modules	5 days	<ul style="list-style-type: none"> <li>- PMP associated resources identified</li> <li>- Resources updated</li> <li>- Recommendations provided of required updates to training materials</li> </ul>
Development of roll-out support material (including one-page summaries of all OAU program policies and list of additional resources) and workshop to socialise the material with key stakeholders, ensuring common understanding	7 days	<ul style="list-style-type: none"> <li>- Catchy one-page summaries created for each policy</li> <li>- Socialisation workshops held for each policy with key stakeholders</li> </ul>

Please note that the timeline will not necessarily follow this structure, with each policy’s independent progress dependent upon availability of key stakeholders.

### Skills, knowledge and experience required

- A bachelor's degree in a relevant field including but not limited to policy, communications, arts, public relations, international development (or similar), monitoring and evaluation, or social sciences.
- At least 5-7 years of prior work experience in the field of policy development working for an international NGO or similar, working in humanitarian and development contexts
- Demonstrated knowledge and experience in relevant aid sector industry standards and approaches, prior knowledge of Australian DFAT aid policies and developing materials for a cross cultural audience.
- Excellent writing, editing, and oral communication skills in English.
- Training and facilitation skills desirable.
- Demonstrated commitment to Oxfam principles of feminism, transparency, accountability, empowerment, inclusiveness, sustainability, and equality.

### Key Stakeholders

The consultant will report to the Contract Management Team Manager and work closely with the Gender Justice and Climate Justice Strategic Leads. They will also engage with the Contract Management Coordinators who are responsible for ensuring these policies are rolled-out and implemented in Oxfam country programmes. For further information please contact: Shannon Tanner, Contract Management Team Manager, [shannont@oxfam.org.au](mailto:shannont@oxfam.org.au)

### Terms and Conditions

- Payment will be on submission of Tax Invoice on an agreed milestone basis
- All equipment and materials, including office accommodation, required for the assignment are to be provided by the contractor except where otherwise agreed

- Oxfam Australia may request written evidence of necessary coverage in relation to insurance (including workers' compensation), superannuation and taxation prior to commencement of the assignment
- The consultant must adhere to all Oxfam Australia policies and codes of conduct while undertaking this assignment
- A police check may be required prior to commencement of the assignment
- All other terms are laid out in the consultancy agreement

## Submission of Proposals

Please send your proposal by **3 October 2022** to Shannon Tanner, [shannont@oxfam.org.au](mailto:shannont@oxfam.org.au)

In your application, please include:

- Bid application summarizing experience or suitability, workplan or proposal, and an indicative budget in days (max 5 pages). Please note that daily rates should be all inclusive; no separate allowances will be provided.
- Current CV
- Name and contact details of two professional references
- Work samples may also be requested.

## Evaluation Criteria

Oxfam will review and weight consultancy applications based on the following criteria. It is worth noting that Oxfam prefers a value for money approach and does not necessarily weight a lower price over a quality candidate.

Criterion	Percentage Weight
Previous experience and knowledge	40%
Workplan/proposal quality and suitability	30%
Budget	30%