

# STTA Pool - Terms of Reference

<b>Appointment name</b>	Short-Term Technical Advisors (STTA) Pool
<b>Commence date</b>	February 2025
<b>Completion date</b>	Ongoing

## 1 Background

Founded in 2010, Development Pathways is a social policy and international development consultancy delivering projects throughout Asia, the Pacific, Africa, and the Middle East. We are specialists in social protection and inclusive programming. We engage in policy development, program design and implementation, research and evaluations, and training and capacity building across sectors. We are also a leading provider of custom-built management information systems (MIS) for social protection and development programs.

Development Pathways has been contracted by the Australian Government, through the Department of Foreign Affairs and Trade (DFAT), to provide technical assistance on social protection and other international development priorities to DFAT staff and partners. Currently, technical assistance is delivered through two multi-year programs - P4SP and SPARC - that routinely engage technical experts for short-term assignments. To support these engagements, Development Pathways manages the *Short-Term Technical Advisors (STTA) Pool*, a roster of pre-vetted and -qualified consultants.

We are looking to expand the STTA Pool, with a focus on adding **expertise from the Asia region (in particular, the Philippines, Cambodia, and Indonesia)**. Expressions of interest are invited from **international development consultants with technical expertise in social protection or other priority sectors, including: cash and voucher assistance (CVA), climate, disability, gender, livelihoods, food security, nutrition, health, education, agriculture, governance, localisation, and community-driven development**. Experience from Asia and/or the Pacific is desirable and people from the Asia Pacific region are highly encouraged to apply.

## 2 Programs

Currently the STTA Pool supports engagements delivered through two DFAT-funded programs: P4SP and SPARC. The STTA Pool may also be engaged to support future DFAT-funded programs.

**P4SP** (Partnerships for Social Protection) is a four-year, Australian Government program to support governments in Pacific nations and Timor-Leste to strengthen their national social protection systems. The program delivers both bilateral and regional activities to support partners to improve the quality and inclusiveness of social protection systems, and to build awareness of,

and demand for, quality and inclusive social protection. P4SP is a highly adaptive and demand-driven program which aims to contribute to greater coverage of quality, sustainable social protection systems, that reduce poverty and exclusion, address vulnerabilities through the life-course and stimulate economic growth.

**SPARC** (Social Protection Advice, Research and Capability Building) is a five year program that provides access to high-quality technical assistance to strengthen DFAT's international development program and policy engagements related to social protection, poverty, economic development, and community driven development. The focus is predominantly (but not exclusively) Asia. SPARC delivers a mix of on-demand support and longer-term activities which include: rapid advice through a helpdesk function, training design and delivery, longer-term research, knowledge product development, and horizon scanning.

### 3 Short-Term Technical Advisors (STTA) Pool

The STTA Pool is a roster of vetted and qualified consultants from which Development Pathways can rapidly engage technical experts for DFAT-funded programs. The STTA Pool enables programs to effectively respond to emerging opportunities by drawing on exceptional external experts to deliver services.

Consultants appointed to the STTA Pool are able to demonstrate high levels of relevant technical expertise, as well as satisfy all due diligence and screening requirements in accordance with DFAT and Development Pathways policies and guidance.

If appointed to the STTA Pool, consultants may be contracted for short-term assignments which suit their skills, experience, qualifications, and availability.

Development Pathways is seeking Expressions of Interest from technical experts who wish to be considered for appointment to the STTA Pool, and who meet the requirements for skills, experience and qualifications as detailed in these Terms of Reference.

## 4 Services

### 4.1 Scope

The assignments and scope of services that may be contracted from the STTA Pool are varied and demand-driven (DFAT and DFAT partner demands). There is a focus on countries in Asia and the Pacific, but services may be delivered remotely or in-country depending on the requirements of the assignment. In some instances (particularly helpdesk requests through SPARC) rapid turnaround may be requested (e.g. 48 hours).

### 4.2 Selection from the STTA Pool for assignments

Once appointed to the STTA Pool, consultants may be selected for assignments based on their relevant skills, experience and qualifications. If selected, the consultant will be required to enter

into a Consultancy Agreement with Development Pathways for the delivery of services. The consultant will be required to agree to specific policies and procedures, see section 5 for further information. Consultants may also be required to undertake mandatory training and further screening checks, depending on the nature of the assignment.

**Please note** for those consultants appointed to the STTA Pool, there is no guarantee of being subcontracted for assignments or inputs of any type or duration throughout the period of appointment to the STTA Pool.

## 4.3 Skills & experience

Development Pathways is seeking expressions of interest from consultants with the following skills and experience:

### 4.3.1 Subject Matter Expertise

Expertise in the design, development, implementation, and/or evaluation of **social protection** schemes, policies, operational systems, and strategies. This includes, but is not limited to:

- Social assistance schemes, including: old age benefits; disability benefits; child benefits; poverty-targeted benefits; unemployment benefits; cash and voucher transfers; cash plus approaches; cash-for-work schemes;
- Shock response (including anticipatory action);
- Social insurance / contributory social protection schemes;
- Active labour market policies and programs;
- Social care and services; and or
- Related programs, such as: school meals/feeding, graduation approach, livelihoods (employment and entrepreneurship).

In addition to social protection expertise, we are also seeking expressions of interest from consultants with expertise in **other priority development sectors**, including: CVA, climate, disability, gender, livelihoods, food security, nutrition, health, education, agriculture, governance, localisation, and community-driven development.

**Table 1. Priority Areas of Expertise**

Area of expertise	Indicative sub-themes
<b>Social Protection Policy and Strategy</b>	Sustainable social protection financing; system strengthening and reform; national social protection policies and strategy; program-level policy and strategy; nutrition sensitive social protection.
<b>Social Protection Operations and Delivery Systems</b>	Management information systems (MIS); payment systems; cash transfers; grievance and complaints and social

Area of expertise	Indicative sub-themes
	accountability mechanisms; digital technologies and solutions for social protection.
<b>Shock-Responsive Social Protection and Humanitarian Response</b>	Humanitarian infrastructure and operational delivery; assistance in rapid onset disasters; safety nets and social assistance in crises; cash and voucher assistance; humanitarian cash transfers; climate responsive social protection; accountability to affected populations; shock-responsive social protection; adaptive social protection; anticipatory action.
<b>Gender Equality</b>	Gender-responsive social protection; gender inclusive social protection; women's economic empowerment; gender mainstreaming in policy and programming; gender-based violence; gender analysis
<b>Disability Inclusion</b>	Disability inclusive social protection; disability-specific social protection schemes; disability access, engaging with OPDs (organisations of people with disability), accounting for disability-related costs, disability categorisation and disability assessment.
<b>Social Inclusion</b>	SOGIESC inclusion; indigenous inclusion.
<b>Climate Change</b>	Policy development; climate financing; climate adaptation and mitigation; green jobs; just transitions; early warning systems; anticipatory action; climate-smart agriculture; disaster risk reduction / management..
<b>Community-Driven Development</b>	Participatory approaches for planning, decision-making and resource management by communities; community engagement; local governance and accountability; capacity building and leadership development; participatory monitoring and evaluation.
<b>Poverty Alleviation</b>	Social policy; economic analysis; poverty and vulnerability assessment; graduation approach; women's economic empowerment; food security and hunger; financial inclusion.

Area of expertise	Indicative sub-themes
<b>Livelihoods</b>	Economic development; skills development and vocational training; microenterprise development and entrepreneurship; market assessment; market systems strengthening; market access and value chain development; agricultural livelihoods; urban livelihoods; youth livelihoods; labour mobility.
<b>Health</b>	Nutrition; WASH; sexual and reproductive health; maternal and child health; psychosocial health; communicable disease management; public health system strengthening.
<b>Education</b>	Early childhood development; primary education; secondary education; technical and vocational education and training (TVET); school feeding.
<b>Other</b>	Political economy analysis, government engagement/relations; governance; public financial management; economics; econometrics and quantitative socio-economic analysis/research; qualitative analysis / research, capacity building; facilitation; civil society engagement; safeguarding.

### 4.3.2 Essential skills & experience

- At least 5 years' experience in a relevant field
- Experience working with:
  - partner governments; or
  - development stakeholders; or
  - DFAT
- Demonstrated experience delivering high-quality technical products to schedule.
- Exceptional verbal and written communication skills (advanced English proficiency)
- Proven problem-solving capabilities
- Demonstrated critical thinking skills
- Demonstrated cross cultural competencies

### 4.3.3 Desirable skills & experience

- Contextual expertise and experience working in Asia and/or the Pacific.
- Leadership experience (team, project and/or people leadership)
- Knowledge of other languages spoken in Asia and/or the Pacific

## 5 Expression of Interest

Development Pathways is seeking Expressions of Interest from suitably experienced and qualified technical experts to be appointed to the STTA Pool, based on the skills, experience and qualifications detailed in section 4.3.

We are committed to workforce diversity and encourage Expressions of Interest from people with disabilities, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people. We will work with applicants to meet their accessibility needs.

### 5.1 Submission of Expression of Interest

Applicants must complete and submit **Annex 1: STTA Pool Expression of Interest** and their CV via email to [sparc@developmentpathways.co.uk](mailto:sparc@developmentpathways.co.uk), with the subject line 'EoI STTA Pool', by no later than 5:00pm AEDT, Friday, **13 December 2024**.

Applicants should ensure they understand these Terms of Reference and Annex 1 before submitting an Expression of Interest. Questions can be directed to [sparc@developmentpathways.co.uk](mailto:sparc@developmentpathways.co.uk).

### 5.2 STTA Pool selection process

#### 5.2.1 Stage one – shortlisting

All Expressions of Interest received by the due date will be reviewed and those individuals who successfully demonstrate that they have the requisite skills, experience and qualifications, as outlined in section 4.3 and in Annex 1, will be shortlisted to progress to the stage two screening process. The selection process in stage one will be based on the quantity and quality of requisite skills and experience required for the STTA Pool.

Applicants will be notified in writing by no later than 5:00pm AEDT, **Monday, 20 January 2025** if they have been shortlisted for the STTA Pool. Those who are shortlisted will progress to stage two.

#### 5.2.2 Stage two – additional information and documentation for screening

Applicants who progress to stage two of the STTA Pool selection process are required to provide the following information and documentation, and undertake initial screening:

- Additional personal information
- Business entity information (if relevant for sub-contracting with Development Pathways)
- Details of two professional references
- Insurances (public liability, professional indemnity, work cover or equivalent)
- Passport (electronic image of the bio page)
- Undertake a police check
- Undertake a working with children check (where relevant)
- Undertake a LSEG-World Check.

The information provided will be used for the purpose of conducting reference checks and undertaking initial due diligence checks. Development Pathways uses LSEG World-Check to complete its due diligence screening on individuals and organisations. These checks are required to satisfy DFAT compliance requirements for subcontracting and Development Pathways own procurement policies.

Candidates who are shortlisted will be provided with further details of the additional information required for screening, which must be submitted within seven (7) days of notification (no later than 5:00pm AEDT, **Monday, 27 January 2025**).

Please note that progression to stage two does not guarantee appointment to the STTA Pool.

### **5.2.3 Stage three – appointment to the STTA Pool**

If there are no concerns after the due diligence processes have been completed and once all documentation has been received, consultants will be formally appointed to the STTA Pool and will be considered for future assignments based on the process outlined in section 4.2.

We aim to advise consultants of their appointment to the STTA Pool by **Monday, 17 February 2025**.

## **6 Adherence to policies and guidance**

Consultants who enter an agreement with Development Pathways will be required to adhere to relevant Development Pathways, the programs and DFAT policies. These policies include, among others, policies on the following topics:

### **6.1.1 Child protection**

The programs are committed to protecting the rights of children and ensuring a child-safe environment in all aspects of our work. We require consultants to provide a police check(s) and reserve the right to conduct other screening procedures, if required, to ensure a child-safe environment.

### **6.1.2 Gender equality, disability, and social inclusion**

The programs are committed to technical excellence in gender equality and our team will work closely with our partners to ensure a context-specific and consistent approach is applied to all our programs to improve the livelihoods of the world's most marginalised groups.

### **6.1.3 Preventing sexual exploitation, abuse, and harassment**

The programs are committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

## 7 Key dates

Expressions of Interest should be submitted by completing attached Annex 1 - Expression of Interest - 2024 in accordance with the following key dates:

Description	Timeline
Expression of Interest opens	Monday, 28 October 2024
Expression of Interest closes	Friday, 13 December 2024
<b>Stage one - shortlisting:</b> applicants are advised regarding progress to stage two	Monday, 20 January 2025
<b>Stage two - additional information and documentation for screening:</b> additional documentation due	Monday, 27 January 2025
<b>Stage three - appointment to the STTA Pool:</b> consultants are advised of their appointment to the STTA Pool	Monday, 17 February 2025

**\*Please note if you have submitted application in the previous round which was advertised to market in December 2023, you are not required to resubmit an application in this round.**