

# P4SP Terms of Reference<sup>1</sup>

<b>Assignment name</b>	Disability Benefit Specialist – Review and redesign of Nauru's Disability Allowance
<b>Start date</b>	August 2025
<b>Completion date</b>	December 2025

*The P4SP team strongly encourages people with disability to apply for this role.*

## About P4SP

The Australian Government through the Department of Foreign Affairs and Trade (DFAT) has commissioned the Partnerships for Social Protection program (P4SP), which is being implemented by Development Pathways.

P4SP contributes to greater coverage of quality, sustainable social protection systems in Pacific Island Countries (PICs) that reduce poverty and exclusion, address vulnerabilities through the life-course and stimulate economic growth.

The End-of-Investment Outcome is that PICs have established or strengthened formal social assistance systems to reduce gender inequality, vulnerabilities, and economic and social exclusion, while promoting stability and economic growth through increased government ownership and commitment to increasing and institutionalising formal social assistance systems.

P4SP commenced on 20 September 2021 and will operate until 19 September 2029.

## Background to the assignment

The Government of Nauru is currently implementing a disability benefit as a core part of their social protection system. The Disability Allowance is intended for people with a severe disability who are unable to earn a living. The Disability Allowance offers \$335 a fortnight, paid directly to the bank account of the person with a disability.

The disability benefit has been operational in Nauru since 2008 and implemented by the Department of People Living with Disability. Other ministries play critical roles, with the Ministry of Health responsible for assessing applicants and issuing a medical certificate (which is a requirement for eligibility); the Social Welfare Division (under the Department of Finance)

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<sup>1</sup> The tasks and dates specified in this Terms of Reference are subject to change and flexibility is expected to accommodate for such changes.

responsible for issuing payments; and the Ministry of Public Health playing a coordinating role. A disability determination committee (DDC) comprises of six people across these ministries, as well as a representative of from Department of Women and Social Development Affairs (WASDA) and the Disability Association, who are responsible for reviewing all applications and determining eligibility.

During a recent scoping mission to Nauru, the Department of People Living with Disability and the Social Welfare Division (within the Ministry of Finance) requested P4SP to undertake a technical review of the disability benefit's design and implementation, with a view of providing technical recommendations into the scheme's design, the related policy frameworks and its delivery mechanisms.

Engagement of Pacific Disability Forum will be critical for the review, as the umbrella organisation representing and supporting OPDs across the Pacific. They will be consulted to seek guidance on the role of local OPDs in the implementation of the Disability Allowance, to peer review the qualitative research attached to the review, as well as to sense check whether the recommendations from the review align with the implementation of the CRPD and other regional commitments, such as the Pacific Framework for the Rights of Persons with Disabilities.

In addition to the Disability Benefit Specialist position, P4SP is hiring a Pacific Disability Inclusion Specialist, as well as allocating a Senior Social Protection Specialist and GEDSI Adviser from P4SP to work on the review. An economist will also be engaged to undertake hardship analysis based on the HIES data, which will focus on the socioeconomic impact of disability in the Nauruan context. The team will work consultatively with the Department of People Living with Disability to conduct the review and identify suitable recommendations.

It is critical that the recommendations from the review are grounded in the current National Disability Policy objectives, aligned with CRPD guidelines, as well as with the delivery/MIS systems currently being developed for all social protection schemes.<sup>2</sup> The recommendations should also be aligned with the government's vision set out in the National Sustainable Development Strategy (2019 -2030). The review should reflect the existing capacities and constraints of the government and contextualise findings to the social protection delivery landscape in Nauru. The review and recommendations should also reflect the advice of the local Organisation for Persons with Disability (OPD) and good practice around disability benefits globally, thereby ensuring that the rights and dignity of people with disabilities are considered within each stage of the delivery chain.

## Scope of the assignment

The assignment involves a comprehensive review and redesign of Nauru's Disability Allowance. It will assess the current scheme across policy, design, and operational dimensions, and develop a set of feasible, rights-based, and context-appropriate reform options to strengthen the program's alignment with national and international commitments, improve its effectiveness, and ensure its sustainability.

The assignment will be undertaken within the broader framework of Nauru's National Sustainable Development Strategy (2019 -2030), Nauru's National Social Protection Strategy (2022–2032), the

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<sup>2</sup> The ADB is planning to finance an upgrade of the MIS through an upcoming investment project.

Inclusion of Persons with Disabilities Act (2023), and will be informed by the principles of the UN Convention on the Rights of Persons with Disabilities (CRPD) and regional disability frameworks.

The scope of the assignment includes, but is not limited to, the following components:

## **Review of the Disability Allowance**

### **a. Policy and strategic alignment**

- Review the legal, policy, and institutional foundations of the scheme.
- Assess the extent to which the program aligns with Nauru's disability rights commitments, national development plans, and social protection priorities.
- Analyse the integration of disability inclusion across social protection and sectoral policies.

### **b. Program design**

- Evaluate eligibility criteria, benefit level (AUD 335 per fortnight), payment modality, and reassessment processes.
- Review the disability determination process, including the role and function of the Disability Determination Committee (DDC), and assess alignment with functional and rights-based models.
- Assess program coverage and identify inclusion and exclusion gaps across disability types, genders, and geographic locations.
- Evaluate the adequacy of the benefit in addressing both income support needs and the extra costs associated with disability.

### **c. Operational systems and delivery**

- Review administrative processes including outreach, application, assessment, enrolment, payment, appeals, and grievance mechanisms.
- Assess administrative capacity, accessibility, efficiency, and responsiveness of delivery systems.
- Identify bottlenecks and risks in service delivery, including capacity and data challenges.

### **d. Institutional arrangements and financial sustainability**

- Review roles and responsibilities of government stakeholders, particularly DPWD and the DDC.
- Assess financing arrangements and fiscal sustainability of the current scheme, including costing of projected future needs.

## **Development of redesign options**

Building on the findings of the review, the assignment will propose a set of evidence-based and contextually appropriate reform options. These should aim to enhance the Disability Allowance's:

- Alignment with CRPD principles and rights-based approaches

- Inclusion of underrepresented groups and support for independent living
- Administrative effectiveness and accessibility
- Financial sustainability and value-for-money
- Coherence with broader social protection system development

Each reform option should:

- Be accompanied by a rationale, drawing on consultation findings, international good practices, and regional relevance
- Include a summary of implementation requirements (e.g. legislative amendments, institutional changes, training needs)
- Outline indicative costs, benefits, and potential trade-offs
- Where possible, offer short-, medium-, and long-term pathways for phased implementation.

## Purpose of the role

The purpose of this role is to provide technical leadership on the review of Nauru's Disability Allowance and develop redesign options that align with international best practice.

## Tasks for this role

The Disability Benefit Specialist will:

- **Review relevant program documentation**, including:
  - The Disability Allowance procedures and SOPs
  - Terms of Reference for the Disability Determination Committee (DDC)
  - Disabled Benefit Policy (2020)
  - Persons with Disabilities Act (2023) and National Social Protection Strategy (2022–2032)
  - Past administrative data, budget documents, and any relevant evaluation reports
- **Review program design and operations**
  - Analyse existing eligibility criteria, benefit levels, and payment modalities.
  - Review the disability determination process (including the role of the Disability Determination Committee) in terms of appropriateness, fairness, and administrative feasibility.
  - Assess coverage and inclusion patterns using available program data.
  - Examine the adequacy of the benefit in addressing income insecurity and extra disability-related costs, referencing relevant benchmarks and global good practices.

- Review the delivery systems (application, enrolment, reassessment, payments, grievance redress, appeals), identifying administrative bottlenecks and inefficiencies.
- Assess data and information system capacity for monitoring and reporting.
- **Fiscal and institutional analysis**
  - Review the cost structure of the current scheme and simulate medium-term financial sustainability under various reform options (e.g. expanded coverage, increased benefit levels, or alternative targeting models).
  - Assess institutional mandates, inter-agency coordination (especially between DPWD and the Social Welfare Division under the Department of Finance), and administrative capacity.
- **Development of redesign options**
  - Co-lead the development of policy and design options, covering eligibility, benefit levels, assessment models, and delivery mechanisms.
  - For each option, provide:
    - Operational feasibility
    - Institutional implications
    - Fiscal costing
    - Pros, cons, and trade-offs
    - Short- vs long-term pathways
  - Propose strategies for strengthening MIS and accountability systems.
- **Benchmark the scheme design** against good practices and experiences from other countries, with an emphasis on disability benefit schemes in small island developing states or other peer countries.
- **Participate in key consultations**, including:
  - Virtual preparatory stakeholder consultations
  - In-person review and validation missions

## Tasks of the broader team

- **Pacific Disability Inclusion Specialist (Consultant)**
  - Disability Rights and Policy Review
  - Design and lead inclusive consultations
    - Lead all engagement and collaboration with local OPDs, the Pacific Disability Forum and community representatives

- Assess accessibility of service delivery points and communication materials for the Disability Allowance
- Lead the assessment of disability processes from a Pacific disability equity and rights perspective, ensuring alignment with the Convention on the Rights of Persons with Disabilities (CRPD) principles and Pacific regional disability frameworks.
- Lead the elements around capacity and systems strengthening, providing recommendations both for government and OPDs
- Provide inputs on and review both the review report and slide deck, as well as those covering the proposed redesign options.
- Participate in the Disability Allowance Review missions and virtual consultations
- **GEDSI Adviser (P4SP staff position)**
  - Apply a GEDSI lens to the review methodology
  - Ensure the review maintains coherence with Pacific regional frameworks
  - Design and facilitate consultations
  - Participate in the Disability Allowance Review missions and virtual consultations
  - Lead the design of a piece of qualitative research attached to the review, which will include a set of focus group discussions with beneficiaries and caregivers.
- **Senior Social Protection Specialist (P4SP staff position)**
  - Lead the recruitment of the review team
  - Assist with the project management responsibilities (developing a detailed activity plan, invoicing, organising travel for the review and validation missions, internal P4SP reporting etc.)
  - Assist with organising the preparatory meetings with Government of Nauru stakeholders, as well as the in-country missions
  - Participate in the Disability Allowance review missions
  - Review and provide quality assurance for the final set of deliverables
- **Economist (Assigned through managing contractor)**
  - Work with the Nauru Bureau of Statistics to access both the Census and HIES data;
  - Provide an assessment of the following:
    - Total population with disabilities
    - Coverage rate for the Disability Allowance
    - Benefit adequacy of the Disability Allowance (relative to other social assistance programs in Nauru, as well as other disability benefits in the region and globally)
    - Model the impacts of the Disability Allowance on:

- Household consumption rates;
  - National poverty headcount; and
  - Consumption distribution/ inequality.
- Provide additional areas of analysis, as requested by the P4SP team.

## Selection criteria

### Essential criteria

- Advanced degree in public policy, economics, social development, disability studies or a related field
- At least 10 years experiences in social protection system design and reform, particularly in low- and middle-income countries
- Strong operational experience and understanding of the delivery chain of social protection programs
- Experience designing or evaluating disability-targeted and disability-sensitive programs, including either categorical allowances or mainstream social protection schemes with disability inclusive features
- Flexibility to travel across to Nauru for the review missions
- Strong analytical and writing skills, with a demonstrated ability to produce policy-relevant reports for governments.

### Desirable criteria

- Experience working in the Pacific or across Small Island Developing States (SIDS)
- Knowledge of Nauru's social protection system

## Deliverables

The core deliverables anticipated as a part of this assignment include the following:

Deliverables	Responsibility	Indicative input days (Up to)	Deadline
Review of program documentation	Disability Benefit Specialist	3 days	30 August 2025
Inception presentation covering: <ul style="list-style-type: none"> <li>• Objectives</li> <li>• Scope</li> </ul>	Disability Benefit Specialist	1 day	30 August 2025

Deliverables	Responsibility	Indicative input days (Up to)	Deadline
<ul style="list-style-type: none"> <li>Proposed methodology</li> <li>Workplan and timeline</li> </ul>			
<p>2-week mission to Nauru, which will encompass the following:</p> <ul style="list-style-type: none"> <li>Inputs on consultation guide for mission</li> <li>BTOR covering: <ul style="list-style-type: none"> <li>Key findings from in-country consultations with relevant government agencies, OPDs/CSOs, beneficiaries</li> <li>Operational findings</li> <li>Higher level policy findings</li> <li>Annex 1 (list of consultations and KIIs)</li> <li>Annex 2 (Questionnaires)</li> <li>Annex 3 (any presentations in country)</li> </ul> </li> </ul>	<p>Disability Benefit Specialist (with inputs from the broader team)</p>	<p>14 days</p>	<p>In-country consultations are tentatively being planned for the w/c 15 September</p>
<p>Review of Nauru's Disability Allowance (20-page report and accompanying slide deck) covering:</p> <ul style="list-style-type: none"> <li>Overall purpose and design of the scheme</li> <li>Alignment of the scheme with domestic policy commitments, CRPD principles, Pacific regional frameworks, and international guidance on inclusive social protection.</li> <li>Complementarity with other support available for people with disabilities in Nauru (home modification program, support provided by NGOs etc.)</li> <li>Assessment of the operational aspects of the Disability Allowance (outreach and communication, identification and registration, eligibility determination and disability assessment, enrolment and onboarding, payments, case</li> </ul>	<p>Disability Benefit Specialist (with inputs from the Pacific Disability Inclusion Specialist)</p>	<p>10 days</p>	<p>30 October 2025</p>



Deliverables	Responsibility	Indicative input days (Up to)	Deadline
management, grievance redress, MEL etc.)			
1-week validation mission including: <ul style="list-style-type: none"> <li>• BTOR covering:               <ul style="list-style-type: none"> <li>○ Feedback from Government of Nauru Stakeholders on draft review report</li> <li>○ Annex 1 (list of consultations and KIIs)</li> <li>○ Annex 2 (any presentations in country)</li> </ul> </li> </ul>	Disability Benefit Specialist (with inputs from the broader team)	6 days	15 December 2025
Options for redesign of Nauru's Disability Allowance (20-page report and accompanying slide deck)	Disability Benefit Specialist (with inputs from the Pacific Disability Inclusion Specialist)	8 days	30 December 2025
<b>Disability Benefit Specialist</b>		<b>42 days</b>	

## Reporting

The consultants will report to the Senior Social Protection Specialist (Economist) within P4SP.

It is expected that the team of consultants will report back fortnightly on progress and be available for check-in meetings with the P4SP team as requested.

## Place of work

This work will be undertaken both in-country (over the course of two missions), as well as remotely in between those missions. The work will also be primarily carried out within Australian and Nauru working hours, as requested.

## Invoicing schedule

The team of consultants will invoice based on inputs on a monthly basis, providing supporting timesheets.

## Child protection

P4SP is committed to protecting the rights of children. We may require you to provide a police check(s) and reserve the right to conduct other screening procedures, if required, to ensure a child-safe environment.

## Gender equality, disability and social inclusion

P4SP is 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.

## Preventing sexual exploitation, abuse and harassment

P4SP is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind. P4SP is committed to ensuring the safety of everyone who interacts with our program.

## Submission requirements

Please submit a Curriculum Vitae and a brief one page cover letter demonstrating how you meet the selection criteria.

All submissions are to be submitted via email to [admin@p4sp.org](mailto:admin@p4sp.org) with the subject line "TOR: Nauru Disability Allowance Review and Redesign – Disability Benefit Specialist".

Applications must be submitted by no later than **5:00pm (AEST) Thursday 7 August 2025**.

## Assistance completing application

Please contact Jesse Doyle ([jdoyle@p4sp.org](mailto:jdoyle@p4sp.org)) and Shirleen Ali ([sali@p4sp.org](mailto:sali@p4sp.org)) if you have any questions and/or should you require assistance with completing this application. Please tell us as much as you feel comfortable for us to work with you about the appropriate adjustments that you might need.