

# Te Tarai Vaka

## Terms of Reference for Technical Assistance to review Te Tarai Vaka Activity Management System

January 2017

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### Background

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This document specifies the terms of reference (TOR) for technical assistance (TA) to support the review and simplification of the Cook Island Government Activity Management System - Te Tarai Vaka (TTV). It serves the basis for support and strengthening of government systems in the area of ensuring quality in all aspects of activity management.

Early 2014 the Development Coordination Division (DCD) commenced work on an "Activity Management System" (AMS) called Te Tarai Vaka.

In the past our approach to activity management was often fragmented and ineffective.

Development partners have various requirements they want the Cook Islands to meet in order to access development assistance. By tailoring the New Zealand Ministry of Foreign Affairs and Trade system into Cook Island context, Te Tarai Vaka / Activity Management System has streamlined our approach as to how we plan, implement and monitor projects (labelled "activities") across government and its partners in the Development Assistance area as well as aligning to the Adaptation Fund National Implementing Entity (NIE) requirements to better enable the Ministry of Finance and Economic Management's (MFEM) application for accreditation towards becoming a National Implementing Entity.

In mid 2015, Te Tarai Vaka was embedded in the Development Coordination Division of the Ministry of Finance and Economic Management and distributed for use by other ministries and agencies.

### Goals and Outcomes

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The TA assignment is designed to be short term and very specific to review of the TTV templates, processes, and provide capability building and training to ministries. The TA will report directly to DCD and work closely with relevant agencies to prepare recommendations with detailed implementation plans for approval to simplify and strengthen the Activity Management System.

### Outputs

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Under the overall supervision of the Manager, Development Coordination Division at the Ministry of Finance & Economic Development, the TA will carry out the following:

No	Output
1	Identify and develop a proposed plan with timelines to address gaps in the the endorsed TTV system or need for improvements and define appropriate course of action and type of corrective action required to strengthen TTV.
2	TA is expected to upskill DCD and provide practical training specific to key stages in a project aimed at better equipping the DCD team familiarity with proposed changes to the TTV.
3	Develop user friendly visual material such as flow charts, brochures and facts sheets to strengthen awareness of TTV and clear guidance on which part of the TTV.
4	Simplify current templates and develop an improved prioritisation matrix in MS Excel to evaluate proposals and assess according to evaluation criteria.
5	Provide practical training workshop to DCD staff and government agencies identified.
6	<p><b>Progress Reporting</b></p> <p>Provide progress report updates as determined by DCD for this project using TTV progress report template. Reporting timelines to be confirmed with DCD</p> <p>Will also need to identify risks identified in the relevant risk register, and any additional risks that have arisen- together with any associated risk mitigations; and any other relevant issues specific to the implementation of the new and improved TTV system</p>
7	<p><b>Completion Reporting</b></p> <p>Provide a completion report for the entire project with a summary in the outcome of deliverables for this project</p>

## Expected Competencies

1. Familiarity with Cook Islands Government national systems, in particular the procurement systems, financial systems, the TTV system and operations manual.
2. Strong interpersonal skills with ability to work under pressure to meet deadlines and to establish and maintain effective work relationships with people of different backgrounds
3. Excellent communication skills, reporting with ability to express ideas clearly, concisely and effectively, both orally and writing
4. Excellent time management skills

5. Above average computer literacy in full Microsoft Office Package in particular MS Excel, MS Word and MS Outlook and web browsing/research capability
6. Ability to take initiative and to work independently, as well as part of a team

## Required Skills and Experience

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The successful applicant(s) will have:

1. A university degree in one of the following: public or business administration, governance and/or economics;
2. Experience of at least 8+ years at a senior level in designing, implementing, monitoring or evaluating public sector reforms and restructuring programmes/projects;
3. Public Sector Experience (preferably in the Cook Islands)
4. Proven consultancy experience in the Pacific would be desirable;
5. Strong communication, report writing and interpersonal skills; and
6. Proficient technology experience to project/programme manage discussions, run surveys and database requirements.

## Methodology

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The Consultant is free to submit their own project management methodology, but will be required to abide by the Cook Islands Government Public Sector Code of Conduct in particular to carry out their duties in a professional, transparent, participatory and culturally appropriate way.

A proposal is required to be costed with daily rates. The methodology/ work plan should include no more than 2-3 pages of how the TOR will be addressed.

In addition, they must also operate in accordance with all Cook Islands law, regulations and procedures, particularly the:

- MFEM Act
- Cook Islands Government ODA Policy
- Cook Islands Government Financial Policy and Procedures Manual  
The Procurement System guided by the Procurement Policy
- Te Tarai Vaka activity management system.  
Cook Islands Government Code of Conduct Policy

## Schedule of Prices

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### **Provision of Consultancy Services**

The submitted price should include travel, insurance, housing, transportation, customs duty and/or any other expenses to be incurred in the delivery of the Services (If and where applicable). The consultant must have their own equipment to provide the services such as a laptop and cell phone, transport and own office space. The Contractor is not entitled to claim expenses,

surcharges or margins or disbursements except if otherwise agreed in advance and in writing by the Government.

All costs should be exclusive of VAT.

<b>Fees</b>	<p>The Consultant fee for the work done must be calculated on the following basis:</p> <p><b>Fixed Fee</b></p> <p>A fixed Fee of \$[ ] excluding VAT.</p>				
<b>Expenses</b>	<p>Actual and reasonable — specified expenses</p> <p>The Principal will pay the Consultant actual and reasonable expenses incurred in delivering the Services up to the total maximum amounts stated:</p>				
		<b>Item of expense</b>	<b>Number of items</b>	<b>Cost (exc VAT)</b>	<b>Total max cost (exc VAT)</b>
					[total cost]
					[total cost]
		[Transport]	[Vehicle hire days]	[Cost per day]	[total cost]
		[Administrative costs e.g. printing telecommunications etc.]	[Flat rate unit]	[Flat rate unit]	[total cost]
		[Subcontractor local support costs]	[Man hour/days]	[Separate lines for individual unit costs]	[total cost]
		<b>Total maximum costs (excluding VAT)</b>	[total costs]		

## Reporting Requirements

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1. The TA will provide progress reports to the DCD manager in accordance with agreed DCD deadlines for this project.

## Performance Standards

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### Quality standards that apply

Project management methodology adopted by Cook Islands Government will be adhered to where appropriate in the completion of this assignment.

## Submission:

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1. The applicant should submit his/her CV including the names and contact information of referees for reference check, and a cover letter that expresses the interest on this Consultancy, relative strength on this work, and financial proposal for the consultancy.
2. Develop a methodology (action plan) to propose how you would implement the task with proposed timeframes.
3. Completion of consultancy services table.

Due Date: **24 January 2017**

## Approval

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Approval by:	
(signature) xxxxxxx	date
DCD  (signature) Lavinia Tama Manager, Development Coordination	