

## Terms of Reference

### DFAT Accreditation Consultancy

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<b>Consultancy</b>	DFAT Accreditation Consultancy: Baseline analysis and recommendations for 2023 readiness
<b>Timeframe</b>	May - June 2021 (approx. 12 days)
<b>Commissioned by</b>	Accreditation Working Group, CARE Australia
<b>CARE Australia Lead Contact</b>	IPO contact

#### 1. Overall Purpose of the Consultancy

The purpose of the Consultancy is to provide support to the CARE Australia Accreditation Working Group to prepare for the Department of Foreign Affairs and Trade (DFAT) accreditation review in 2023. The Consultancy will undertake a rapid baseline analysis against selected criteria (see Annex A) and provide practical recommendations in preparation for 2023 readiness.

#### 2. Background

Given significant changes to CARE Australia since its last full accreditation (2017) CARE is seeking to engage a consultant to provide some analysis and recommendations to ensure its systems, policies, and procedures are robust enough to pass its re-accreditation in 2023. Early preparation will ensure any changes are implemented and embedded well ahead of the DFAT led external Review process, and to place CARE Australia in the best possible position to achieve accreditation.

#### 3. Expected Outcomes

- Review of draft organisational profile against selected accreditation criteria
- Baseline analysis of policies, procedures and systems against selected accreditation criteria
- Practical recommendations to strengthen:
  - o Overarching policy framework as well as individual policies
  - o Procedures and approaches that support the application of policy into practice
  - o Systems that support monitoring and reporting and the collation of documentation that provides evidence of the application of policy

Recommendations will need to be made within the parameters of the outcomes of CARE's 2020 redesign and be implementable within those strategic and structural changes.

#### 4. Outline of support to be provided

- **Preparation** – consultation with Lead Contact on scope of work (this document) to provide most effective inputs

- **Baseline analysis and proposed recommendations** - CARE Australia will provide documentation for initial baseline analysis (Annex B). This will include a mock agency profile and associated documents for selected accreditation criteria (Annex A). Follow-up interviews with specific areas will occur as needed to clarify how policies are applied and the systems used. The Consultant will provide a rapid analysis of the proposed approach captured in the Agency Profile and associated documents and systems.
- **Testing and revising recommendations** - the consultant will provide practical recommendations. These will be tested with relevant areas to ensure understanding and implementability.
- **Report/feedback** – following the mock review the Consultant will provide a verbal debrief to the working group and provide a final report with baseline analysis and recommendations.

## 5. Schedule and Dates

The consultancy is for a period approx 12 days between May and June 2021.

Date	Key Activities	Number of days
May	▪ Baseline analysis and proposed recommendations	4 days
May	▪ Testing and revising recommendations	6 days
Jun	▪ Report/feedback	2 day

Note there may be opportunities for further engagement over the course of FY21/22

## 6. Selection Criteria

- Experience working as a member of a DFAT review team or extensive experience working with smaller organisations undertaking full accreditation.
- Extensive development experience and knowledge of the ANGO sector, DFAT and ANGO operating structures.
- Technical experience on selected accreditation criteria noting criteria will be further refined within selected areas outlined in Annex A.

## 7. Consultancy Fee and Conditions

- It is estimated that the Consultancy will require approx 12 days
- An estimated consultant fee of AU\$800/day will be paid for days worked plus GST.
- Travel costs / Out pocket expenses to be negotiated
  - It is expected that there will be no travel costs or out of pocket expenses
- Payment will be on submission of a Tax Invoice following the completion of the assignment as per the Scope of Work
- Advice is provided based on the Consultant’s best knowledge of the accreditation review process and does not guarantee a pass for the DFAT accreditation review. scope

## Annex A: Selected accreditation criteria

Note: These criteria will be further refined prior to the engagement of the consultant.

**A3: The ANGO has effective child safeguards**

**B2: The ANGO has the capacity to operate in a manner that promotes quality and effectiveness.**

**B3: The ANGO integrates cross cutting themes to enable effectiveness.**

**B4: The ANGO can monitor, report and assess the effectiveness of activities.**

**C1: The ANGO has documented arrangements with partner organisations in countries where it works.**

**C2: The ANGO undertakes due diligence and assesses the capacity of its partner organisations.**

**C3: The ANGO continually supports its partners to manage joint initiatives in a manner consistent with current good practice.**

**Annex B: Documentation for initial baseline analysis**

1. 2020 mock organisational profile (and associated documents) for selected accreditation criteria submitted by Accreditation Working Group (Provided on site)
2. 2017 Organisational Profile (Provided on site)
3. CARE OR Feedback (2017) (provided on site)
4. 2018 Accreditation Handbook
5. <https://www.dfat.gov.au/about-us/publications/Pages/australian-ngo-accreditation-guidance-manual>
6. DFAT updates (2019-20)  
<https://drive.google.com/drive/u/0/folders/1oDAqi9PDvUsWUD2VxymwMWNHuD8uXN6W>  
<https://drive.google.com/drive/u/0/folders/1oDAqi9PDvUsWUD2VxymwMWNHuD8uXN6W>