



Pacific Church Partnership Advisory Network (PCPAN)

Terms of Reference for PCPAN Design of Phase 2

This Terms of Reference outlines the requirements for a consultant or team of consultants to support the co-design process of a new phase of the Pacific Church Partnership Advisory Network.

Background:

The partners

Act for Peace is the international humanitarian agency of the National Council of Churches in Australia. Our vision, as set out in our Strategic Framework (2022 – 2026), is for a world where everyone belongs. To achieve this - through our change strategy - we focus on backing displaced people, building unity and working to transform the system for the benefit of displaced people.

The National Council of Churches in Australia (NCCA) is located in Sydney and is the peak organisation representing its 19 Christian member churches in Australia.

The Pacific Conference of Churches (PCC) is the peak representative body for National Councils of Churches across the Pacific including the NCCA.

The Project

Australia's cooperation with churches and church-based development and aid agencies in the Pacific region is longstanding. It encompasses a variety of development and humanitarian exchanges, programs and initiatives focussing on leadership, service delivery, gender equality, education, seasonal workers' welfare, climate change impacts and disaster preparedness and response. This cooperation recognises churches and church-based agencies as important contributors to development outcomes in the Pacific and a significant source of social and cultural connections between Australia and the Pacific. Indeed, the Pacific continues to remain a focus for the Australian Government as is the intention to build more genuine and respectful partnerships, as indicated in DFAT's 2023 International Development Policy¹.

The Pacific Church Partnership Program (PCPP) was established in 2018 to give further impetus to this cooperation. The objective of the PCPP is to support the leadership and organisational needs of Pacific churches and church leaders to more effectively contribute to development outcomes in Pacific Island countries, including by strengthening their existing partnerships and building new strategic partnerships with Australian church and church-based development leaders.

The Pacific Church Partnership Advisory Network (PCPAN) was established in 2021 as part of the PCPP to act as a capacity-building, coordination, advisory and partnership building forum for the Australian government, Pacific and Australian churches, and church-based aid and development agencies working in the Pacific region. It consists of 12 Pacific Seats including gender, disability and youth representation and 10 Australian Seats representative of the peak ecumenical church bodies, church-based aid and development consortiums, First Nation Australians, the Pacific Diaspora and DFAT. Other stakeholders such as Pacific Theological College, government authorities and experts from multilateral institutions have been invited to attend PCPAN meetings to contribute to learning

¹ <https://www.dfat.gov.au/publications/development/australias-international-development-policy>

and shared knowledge. The PCPAN held its inaugural meeting on 14 October 2021 and its most recent meeting from 19 to 21 March 2024.

Since PCPAN's inception in 2021, the Secretariat has been composed of NCCA and PCC, with support from Act for Peace. During this time, they have demonstrated a capacity to listen to the voices of church representatives, an ability to facilitate action and the collaborative efforts of churches together, and an ability to sit with the discomfort of challenging conversations and maintain a mutually respectful, open and trusted working relationship with DFAT.

PCPAN has a Charter, outlining its purpose to act as a coordination, advisory and partnership-building forum for the Australian Government, Pacific and Australian churches, and church-based aid and development agencies working in the Pacific region. Over the next 12 months, PCPAN will review its Charter, "re-weaving" its contents to reflect emerging key functions, membership, structure, responsibilities and meeting procedures for the future.

Background for this Consultancy:

During Phase 1 (2021 – 2024), the PCPAN focussed on strengthening connections between people in the Pacific and Australia in order to improve development in the region. Now that Phase 1 has concluded, the Network has been given the time to consider how it will evolve, whether there is interest in continuing, and what sort of network, projects and activities make sense in future. As part of this new design phase, the PCPAN Secretariat will lead on revising the PCPAN Charter and Act for Peace will coordinate the preparation of 3 discussion papers highlighting possible areas of shared work. The Design process will build upon the revised Charter and 3 discussion papers.

Purpose of this Consultancy:

The purpose of this Consultancy is to support PCPAN members to co-create a design for a potential multi-year program funded by DFAT. To achieve this purpose, the consultant(s) will be required to develop a 'Design Plan' (see A below) outlining the process and methods to be used to develop a multi-year Program Design (a full program proposal for a multi-year program funded by DFAT as noted in section C below). This consultancy will build on learning about successes and challenges from Phase 1.

The successful consultant will:

- (a) Provide a Design Plan, including an outline of the process and timeline, a rationale for the methodology proposed, assumptions and requirements, and an itemised budget.
- (b) Deliver a collaborative and participatory co-design process that actively engages participants in the Pacific and Australia and identifies key priority areas for the network in future.
- (c) Provide technical writing of a Design Document including Theory of Change, Logframe (or equivalent), M&E Plan, Workplan, and risk assessment for submission to DFAT as part of a proposal for Phase 2.

More information on each of these components is outlined under Deliverables below.

Scope and Methodology:

The PCPAN Secretariat is seeking a consultant / team of consultants who can facilitate the co-design of a new phase of the PCPAN Project. The idea is to build on the learnings and successes of Phase 1 and respond to the identified future priorities of the Network. The consultant will work closely with representatives of the three partner organisations' (Act for Peace, the NCCA and the PCC) to discuss, develop, present and finalise the Design Plan. The consultant will review relevant documents and prepare consultation sessions for the next PCPAN meeting in October 2024 to commence the co-

design process. They would then engage and consult with a wide group of stakeholders including hosting in-country meetings in 2-3 Pacific countries to develop a draft Design Document, which would then be workshopped during a future PCPAN meeting in February 2025. This process will help facilitate a meaningful dialogue and collaboration between stakeholders, promoting mutual understanding and shared ownership of the design process and its outcomes.

This design should be conducted using a methodology that is appropriate to the Pacific context. Use of *talanoa*, storytelling and qualitative methods of enquiry are encouraged. Act for Peace will be the primary point of contact and will provide documents such as PCPAN proposals, reports, Charter and a list of stakeholders.

The work will commence in September 2024 and conclude in March 2025. It is expected that this work will require up to a total of 70 person days.

Management Arrangements:

The Consultancy will be contract managed by Act for Peace. The NCCA, PCC and Act for Peace will form a Reference Group to guide and review the consultant's work.

Act for Peace will provide:

- A list of stakeholders including PCPAN members, representatives of theological colleges such as South Pacific Association of Theological Schools and Pacific Theological College etc.
- Relevant documents including original Phase 1 Proposal, FY25 Proposal documents and budget, PCPAN reports and evaluations of previous activities and PCPAN's Charter

NCCA will provide:

- Logistical support to attend PCPAN meetings

PCC will provide:

- Three discussion papers (to be prepared by PCC before February 2025) outlining possible areas for shared engagement
- Guidance and logistical support for Pacific country consultations

Deliverables:

The deliverables of this Consultancy include:

1. A design plan including methodology, key consultation questions, budget, and detailed timeline by 15th October 2024
2. Undertake design consultation including:
 - (a) Begin design consultations during PCPAN Meeting 21 – 23 October 2024
 - (b) Through online meetings with stakeholders
 - (c) Through in-country consultations (The Secretariat will support decision making on the selection of countries)
 - (d) Review 3 discussion papers (to be prepared separately)
 - (e) Sense checking workshop at PCPAN meeting in February 2025
3. A full PCPAN Phase 2 Design document including Theory of Change, M&E Framework/Plan, workplan, risk assessment, and budget.

Selection Criteria

The successful consultant or team leader will demonstrate the following:

1. At least 7 years' experience in international aid with a proven background in program design and facilitation
2. Demonstrated knowledge of, and experience working with, communities (especially

churches) in the Pacific

3. Demonstrated experience in participatory co-design processes
4. Experience working with civil society organisations in Australia and the Pacific
5. Familiarity with DFAT monitoring and evaluation standards
6. A good understanding of issues of concern to people in the Pacific including climate change, locally led and Pacific-led approaches, theological approaches to behaviour change, and gender equality, disability inclusion and social inclusion
7. Success working as part of a team
8. Strong communication and writing skills

Payment milestones:

- 30% payment on commencement of assignment
- 35% on delivery of the design plan
- 35% on completion of all outputs including final Design Document - this is payable based on the approval by Act for Peace of the deliverables (including two rounds of feedback from AfP and having this incorporated by consultant)

Expressions of Interest should include:

- A proposal including methodology
- Timeframe for undertaking the assignment (must be completed by March 2025)
- A quote / costing for completion of the work
- CVs for any consultants who will be involved in delivering the assignment

Enquiries regarding this consultancy should be directed to:

Pixie Enright-Hallett penright-hallett@actforpeace.org.au

Safeguarding Risk Assessment:

Child Safeguarding	PSEAH
<input type="checkbox"/> Low	<input type="checkbox"/> Low
<input type="checkbox"/> Med	<input type="checkbox"/> Med
<input checked="" type="checkbox"/> High	<input checked="" type="checkbox"/> High
<input type="checkbox"/> Very High	<input type="checkbox"/> Very High

Act for Peace takes the prevention of fraud and the protection of sexual misconduct, harassment, and child safeguarding seriously. Engagement of the consultant/contractor is conditional upon the outcome of relevant background checks. Strict adherence to our Codes of Conduct, safeguarding policies (Child Safeguarding and Prevention of Sexual Exploitation, Abuse and Harassment) and our Privacy Policy is mandatory. For our full Policies set please see: <http://www.actforpeace.org.au/our-policies>