

Review of Caritas Australia's compliance and contracting requirements for the First Australians Program (FAP)

Introduction

Caritas Australia is the aid and development agency of the Catholic Church. We work with partner organisations in Australia and overseas to support locally-led development and humanitarian programs. We have supported First Australian programs since 1972.

We are seeking to engage a consultant to undertake a review of Caritas Australia's current compliance requirements and contracting arrangements as they relate to our programs and partnerships in Australia with the view to ensuring alignment with Government legislation and best practice.

Purpose

The purpose of the consultancy is to ensure that Caritas Australia's partner compliance requirements and contracting arrangements for the FAP are in line with Australian Government (Federal and State) requirements as well as best practice standards. The review will identify any gaps or inconsistencies and provide recommendations to strengthen Caritas Australia's compliance processes and contracting arrangements in relation to the First Australians Program. Once the recommendations have been endorsed by Caritas Australia, the consultant will support these changes to be implemented.

Scope and timeframe

The review will be undertaken from 26th April – 28th May 2021. The consultancy will start by the 19th of April and it is anticipated that the report (with recommendations) will be completed by the 7th May, with agreed recommendations implemented by the 28th May 2021.

**Timeframes can be negotiated where required.*

Who is involved

The key stakeholders involved in this review include Caritas Australia and our FAP partners.

Methodology

The consultant will engage with:

- key Caritas Australia staff,
- current First Australian Program (FAP) partners
- key Government agencies including the Australian Charities and Not for Profits Commission (ACNC) and Office of the Registrar of Indigenous Organisations (ORIC)
- similar Australian NGOs that are registered as overseas aid and development agencies (and signatory to ACFID code and accredited with DFAT) who have Australian-based programs; and
- other relevant bodies as identified.

The consultant will also review Caritas Australia's existing processes and contracting arrangements as well as relevant Government legislation as part of this review.

The review will involve the following steps:

- Map existing standards and legislation that Caritas Australia and our First Australian Program partners are required to adhere to.
- Clarify the standards and legislation that apply directly to Caritas Australia's programs and partnerships in Australia and identify those that need to form part of Caritas Australia's contracting arrangements with FAP partners.
- Consult with FAP partners and Caritas Australia staff in relation to CA's compliance processes and contracting requirements, identifying strengths and areas for improvement.
- Review Caritas Australia's existing compliance requirements and contracting arrangements identify any gaps or inconsistencies.
- Provide recommended changes to CA processes and contracting requirements, in relation to the First Australian Program, based on this review.
- Once recommendations have been approved, support Caritas Australia to implement key changes.

Consultant required knowledge and experience

The consultant will be selected based on the following skills, experience, and qualifications:

- Experience interpreting and applying Australian Government legislation/regulations relating to NGOs working in Australia.
- Strong understanding of international aid and development sector in Australia, including good practices and accountability/compliance requirements.
- The ability to respectfully and effectively communicate with diverse groups of people.
- Strong interpersonal and facilitation skills, and cultural sensitivity.
- Bachelor's degree or post graduate qualifications in a relevant field.
- Excellent oral communication skills and the ability to deliver high quality written documents.

Logistics

The review may require face-to-face meetings/discussions in addition to follow up via phone/zoom.

Caritas Australia will support by coordinating meeting schedules with CA staff and FAP partners and providing meeting spaces in our offices as required

Application Procedure

Interested parties are requested to submit the following Expression of Interest to Stephanie Lalor, First Australians Program Manager at stephanie.l@caritas.org.au by 6th April 2021.

- A curriculum vitae with two references.
- A proposal outlining:
 - Relevant experience and capacity to undertake the consultancy
 - Proposed methodology for the consultancy and total number of days
 - Proposed budget – including daily rate and all costs in relation the consultancy
 - Availability to undertake the project within the timeframe indicated