

Terms of Reference

Role	Communications Adviser
Location	Apia, Samoa
Duration	Up to 60 days until November 2026
Supervisor	Manager Corporate Communications
Specification	Locally or internationally contracted opportunity. Open to both Samoan nationals / permanent residents / consultants (who have the authority to live and work in Samoa), or international consultants.

About the Tautai program

Tautai – Governance for Economic Growth Program will consolidate and build on Australia’s previous investments supporting the Government of Samoa (GoS) to improve fiscal management and promote equitable economic growth. The program will support Australia’s engagement with the GoS and other development partners in policy-driven budget support arrangements, and to complement and support Australia’s other major bilateral investment through the Tautua Samoa Human Development and Social Inclusion program, working in health, education, and social protection.

The overall objective of Tautai is to promote equitable economic recovery and growth in Samoa with improved fiscal efficiency, reducing the country's vulnerability to debt and external shocks.

The two End of Program Outcomes (EOPOs) are:

- Ministry of Finance (MoF) and the Executive develop and execute annual national budgets with clear policy intent to improve Samoa's fiscal position and deliver on improved social wellbeing.
- Government of Samoa finance and deliver community level economic development that stimulates inclusive broad-based productivity and growth.

There are four pillars of the program, represented by the four Intermediate Outcomes:

- Fiscal Management - Improved finance sector and whole-of-government coordination and oversight of reforms in revenue collection and public financial management.
- Economic stimulus and investment - Economic stimulus investments delivered by GoS and other partners in line with the Samoa Development Strategy.
- Community and private sector engagement - GoS policy reforms and investment choices informed and supported by industry and the community.
- Multi-stakeholder collaboration - Improved integration and coordination of investments within Government and with external stakeholders.

Background

The Central Bank of Samoa (CBS) is mandated to formulate and implement Samoa’s monetary policy as part of the country's macroeconomic framework. Core CBS functions also include prudential and Anti-Money Laundering and Combatting the Financing of Terrorism (AML/ CFT) supervision and regulation of both financial and non-bank financial institutions in the country, with the aim to ensuring the soundness and stability of the financial system.

Samoa's financial system includes over 30 licensed and supervised financial institutions, comprising of commercial banks, insurance companies & brokers, money transfer operators, a money changer, and public non-bank financial institutions.

Central to the conduct or implementation of these mandated functions or responsibilities is an effective communications framework. This is a vital component for any central bank as it helps to build trust and credibility, manage expectations particularly on inflation and subsequently economic behaviour, enhance the effectiveness of monetary policy and ensures accountability and independence. Clear communication also assists the central bank to navigate economic shocks, where a well-informed public can understand the various monetary policy approaches that a central bank may undertake in response to different economic conditions.

Effective communication is also essential for strengthening financial literacy across Samoa, helping households and businesses understand financial products, consumer protection measures, and the role of monetary policy in everyday life. To be fully impactful, CBS communications must be accessible and inclusive ensuring that messages are tailored to different literacy levels, languages, and vulnerable groups including persons with a disability so that all Samoans can participate confidently in the financial system. Levering new technology will be an important part of updating the current communications strategy.

Purpose of role

The objective of this consultancy is to assess, plan, and develop a communications policy and strategy to guide CBS in effectively engaging with all its stakeholders, especially the public and Government.

Roles and Responsibilities

The objective of the requested consultancy or technical assistance support is as follows:

- i. To assess the current communications framework at CBS and identify areas for improvement and ensure that the communications framework meets regulatory and operational needs, aligns with best practice, and is delivered within the set timeline and budget.
- ii. To advise on how to draft, edit and format various communications materials for CBS to use and implement in its various functions.
- iii. To identify key effective communication methods and support that would be necessary for an effective communication policy and strategy for CBS, ensuring this communication is inclusive including for persons with a disability and supports financial literacy development.

Deliverables

Deliverables	Means of Verification	Up to Days
1. Inception report	Approved work plan and inception report	
2. CBS communication policy framework	Draft policy framework document and feedback from stakeholders	

3. CBS communications strategy	Draft strategy document detailing objectives, target audiences, messages, and communication channels.	Up to 60 Days
4. Final report and presentation on CBS communication policy framework.	Final policy framework, final report, and presentation to CBS management.	
5. Capacity development	Training session summary report and attendance list.	

Reporting structure

The consultant will report to the Manager of Corporate Communications.

The contract will be administered by the Tautai program with Timesheets submitted by the Adviser to the Central Bank of Samoa for endorsement before being provided to Tautai to support claims for payment.

Selection criteria

Potential Candidates must address the following criteria in their application:

- **Expertise.** A minimum of a master's degree in communications, economics or a finance field related to the role of central banks. A degree with significant relevant experience could be considered.
- **Experience.** At least ten (10) years of experience in finance or communications roles including at senior levels. Central bank experience in the Pacific Island Countries or small island developing countries would be considered a significant advantage.
- **Communications & Capability.** The candidate must have effective communication and stakeholder-management skills, work well in teams, and adapt to fast-paced environments. They should demonstrate good problem-solving ability, sound understanding of central-bank operations, and strong organizational skills. They must also be able to train, coach, and mentor staff effectively, and confidently support and lead change within policy or organizational frameworks.
- **Pricing.**

DT Global will seek to award a contract for delivery of the Advisory services to the Candidate who offers the best overall value for money solution, considering both technical merit and pricing competitiveness.

Basis of selection and payment

Candidates are requested to submit final applications via email to recruitment@tautaipartnership.org no later than **11.59pm (GMT +13) Apia Samoa on 27 February 2026**

Applications must include:

- A statement of claims addressing the selection criteria, including with reference to the Deliverables table above.
- A CV and a list of three referees with email and/or phone contact details, accompanied by an acknowledgement that Tautai is authorised to contact referees.
- Daily rate(s) including all fees & charges but exclusive of VAGST (see also 'Notes' below).

and may include:

- Any Additional information such as examples of work relevant to the Terms of Reference in electronic form.

Notes

The preferred Candidate will be required to meet minimum safeguard standards relating to Fraud, Prevention of Sexual exploitation abuse and harassment, Child protection, and modern slavery. Where no adequate Candidate policies exist, DT Global policies will apply to the services being delivered and all specified personnel will be required to comply with these policies and undertake relevant training.

Candidates will be required to have reasonable Professional Indemnity and Public Liability Insurance cover in place before commencement, in addition to Worker's Compensation insurance as appropriate. DT Global will seek certificates of currency prior to the commencement of services or the mobilisation of personnel.

Candidate's fees must be inclusive of the above insurance requirements, whether captured within the daily rate(s) or listed as a separate cost item.

Costs (if any) associated with approved international travel arrangements, including economy-class flights, reasonable accommodation, transport and incidental costs (such as communications), will be reimbursed at cost (on supply of invoices/receipts), and will be arranged by the Adviser unless otherwise agreed or directed by DT Global.

Other Information

DT Global Asia Pacific Pty Ltd is an Equal Opportunity Employer. All qualified Candidates will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, veteran status, gender identity, or national origin.

Our organisation is committed to child protection and safeguarding the welfare of children in the delivery of our international development programs. Procurement, recruitment, and selection procedures reflect this commitment. We are committed to safety and the prevention of sexual abuse and harassment, child protection, and bribery prevention.

We want to engage with the right people to deliver our client programs. As part of our approach, Candidates will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All our staff, consultants and subcontractors receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.

About DT Global

At DT Global Asia Pacific, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure, and social equity — with innovative thinking and a commitment to long-term impact.

For more information, please see www.dt-global.com