



# Terms of Reference

## Communications Specialist – Consultancy

<b>Role</b>	Communications Specialist
<b>Work area</b>	Australia Awards Nauru (AAN) and Nauru Education Program (NEP)
<b>Accountable to</b>	Team Leader
<b>Duration of assignment</b>	Up to a maximum of 15 days from 1 July 2026 to 30 June 2027 for AAN Up to a maximum of 60 days from 1 July 2026 to 30 June 2027 for NEP

### Working Relationships:

- Team Leader
- AAN and NEP program team members | NATU program operations support | Executive Management Team
- Government of Nauru and Australian High Commission representatives
- Australia Awards scholars and Australia Global Alumni

### Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of Tetra Tech, a global consulting firm. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language groups.

### Our Values

We are a values-based organisation. Our values reflect who we are and what we stand for, and we strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



### Overview of the Australia Awards Nauru and Nauru Education Program

The Australia Awards Nauru (AAN) program is a key component of Australia's human development focused support to Nauru. AAN provides opportunities for Nauruan citizens to obtain tertiary qualifications at Australian or Pacific region institutions. The goals of the program are for alumni to contribute to the long-term development needs of Nauru, and to forge strong people-to-people and institutional links between Australia and Nauru.

The Nauru Education Program (NEP) aims to strengthen Nauru's education sector performance and Australia's Pacific relationships, driving shared prosperity and progress. The NEP has a focus on stronger literacy and numeracy outcomes; more equitable and relevant education pathways; and more inclusive, evidence-based, and efficient government systems.

The NEP is tailored to the local cultural context and government priorities, through Nauru's Department of Education and Training (DoET) and other Nauruan stakeholders, including staff, teachers, school leaders, and parents. Program delivery will employ unique approaches to effectively address local challenges within a resource constrained environment.

## Summary of Duties

The Communications Specialist supports both AAN and NEP by developing clear, professional, and audience-appropriate communications products that strengthen program visibility, stakeholder engagement, public diplomacy, and the translation of MERL insights into accessible content for diverse audiences.

The specialist is responsible for drafting and refining communications products, reports and planning documents, assisting with public diplomacy and event communications, maintaining branding and quality standards, and providing light-touch support to colleagues on communications practices.

The Communications Specialist contributes to program reporting, helps translate program results into accessible content, supports capacity building across AAN, NEP, and DoET, and responds to *ad hoc* directions of the Team Leader.

Across all tasks, the role ensures communications are accurate, inclusive, culturally sensitive, evidence-based, and compliant with DFAT, Australia Awards, Tetra Tech, and program requirements.

The Communication Specialist will undertake, or guide program staff with delivery of the following:

### Communications

- review and update both the AAN and NEP Communications/ Public Diplomacy Strategies and develops annual plans targeting priority groups, sectors, and institutions, aligned with End-of-Program-Outcomes
- ensure integration of strategic evidence from program MERL into reporting, and communications products
- manage digital and print communications materials, ensuring all content is accurate, compliant, cost-effective, and aligned with program results and learning
- draft and publish communications products, including success stories, multimedia content, and other materials, and support the coordination of media events as required
- manage website and social media content, monitor analytics such as Google Analytics and Facebook Insights, and report on performance
- support contractor management, stakeholder liaison (media, alumni, course providers) and compliance with DFAT, Australia Awards, and TTID branding and consent policies, and
- ensure consistency with AAN and NEP core communication principles, including accessibility, inclusiveness, evidence-based messaging, and cultural sensitivity.

### Content Development and Storytelling

- translate Australia Awards, technical education, and program achievements into clear, concise, plain-language communication materials suitable for diverse audiences
- support the development of communication materials in both English and Nauruan, as appropriate
- ensure communications appropriately recognise the partnership between the Government of Nauru, the Australian Government, and implementing partners, and
- assist with communications planning around key milestones, events, and campaigns identified in the AAN or NEP communications/ public diplomacy calendar.

### Branding and Quality Assurance

- ensure all communications products comply with Australia Awards, AAN, or NEP branding guidelines and Australian Aid visibility requirements, and
- support review and quality assurance processes, including coordination of approvals with Team Leader, and client as required.

### Capability Building

- provide light-touch coaching or guidance to AAN and NEP staff on communications practices, including digital literacy and content development, and
- build strategic communications and MERL capabilities across AAN and NEP teams and partners through training, mentoring and coaching.

The expected outputs of this role are provided in the table below. All deliverables are subject to review and written acceptance by the Team Leader. Acceptance will be based on completeness, accuracy, compliance with DFAT and TTID policy requirements, and fitness for purpose.

Milestones	Description of Milestone	Approximate Input Days	Means of Verification   Acceptance
<b>Inception Note</b>	Brief outline of approach, priorities, deliverables, and workplan aligned to the AAN and NEP Communications Strategies	3-days	Team Leader written acceptance of Inception Note
<b>Communications Products</b>	Drafting and finalisation of agreed communications products/ materials (eg. monthly highlights, case studies, briefs, media content)	13-days	Team Leader written acceptance of Communications products
<b>Public Diplomacy Support</b>	Communications support packages for milestones/ events (eg. talking points, social media posts, media notes, radio and video scripts)	13-days	Team Leader written acceptance of Public Diplomacy support packages
<b>Branding and Templates</b>	Updated or refined communications templates or guidance, as required	5-days	Team Leader written acceptance of templates
<b>AAN and NEP MERL Frameworks, Logics, and Plans</b>	support the annual review and updated aligned with AAN and NEP EOPO	5-days	Updated AAN and NEP MERL Frameworks, Logics, and Plans submitted to client
<b>AAN and NEP Annual Plans</b>	contribute to annual planning, ensuring data is presented in reader-friendly formats using infographics, etc	2-days	AAN Annual Plan (Jan-Dec) submitted to client
		3-days	NEP Annual Plan (Jul-Jun) submitted to client
<b>AAN and NEP Annual Report</b>	contribute to annual reporting, ensuring data is presented in reader-friendly formats using infographics, etc	2-days	AAN Annual Report (Jan-Dec) submitted to client
		3-days	NEP Annual Report (Jan-Dec) submitted to client
<b>AAN Six Month Report and NEP Quarterly Progress Reports</b>	contribute to quarterly reporting, ensuring data is presented in reader-friendly formats using infographics, etc	2-days	AAN Six Month Report (Jul) submitted to client
		4-days	NEP Quarterly Progress Reports submitted to client
<b>capacity building of AAN, NEP and DoET colleagues</b>	respond to requests for support with communications related tools, materials, guidance, etc. as directed in writing by Team Leader	10-days	bespoke per written direction and acceptance from AAN-NEP Team Leader
<b>ad hoc activities responding to AAN, NEP, AHC, or DoET emerging priorities</b>	contribute as directed in writing by AAN-NEP Team Leader	10-days	bespoke per written and acceptance from AAN-NEP Team Leader

### Selection Criteria

#### Qualifications

- Tertiary qualifications in media, journalism, writing public relations, or monitoring and evaluation, and
- post-graduate qualification in strategic or digital communications, or marketing is highly desirable.

#### Experience

- Experience in public diplomacy or donor-funded communications, including use of digital channels in development programs, government-funded initiatives, or complex stakeholder environments
- strong creative and content development skills, including graphic design and/ or video production, with excellent bilingual writing and editing skills in English and Nauruan, or another Pacific language

## Selection Criteria

- demonstrated ability to develop evidence-based communication strategies and translate MERL insights into tailored products for diverse audiences
- strong stakeholder engagement, facilitation, and capacity-building skills, with experience working across media, communities, the private sector, donors, and government counterparts, and the ability to manage multiple priorities, and
- strong thematic and regional knowledge of development program delivery in the Indo-Pacific.

## Knowledge and Skills

- Strong writing, editing, synthesis, and verbal communication skills, with the ability to translate technical content into accessible messaging and provide clear, practical recommendations
- sound understanding of public diplomacy, donor visibility, branding requirements, and the Australian Government Aid Program, including relevant DFAT policies and reporting expectations
- demonstrated ability to apply cultural sensitivity, inclusion, and accessibility principles in communications and reporting, and
- strong organisational and ICT skills, including the use of MS Office and digital communications platforms, and tools with the ability to meet tight deadlines and produce high-quality deliverables.

## Personal Attributes

- Highly collaborative, with the ability to build effective working relationships across cultures and with diverse partners and stakeholders, and support the capacity building of local partners
- practical and solution-focused, with strong attention to detail, driving clarity, and the ability to manage multiple priorities under pressure
- adaptable and resilient, with the ability to navigate ambiguity, respond to changing priorities, and adjust plans based on emerging evidence, and
- high levels of professionalism, judgement, and discretion, with a strong commitment to organisational values, safeguarding, and ethical standards.

## Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

## Child Protection

Tetra Tech International Development is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

## Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritised groups and promise to ensure our application process is accessible and inclusive.

## Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*