

Terms of Reference

Position Title	Team Leader
Duration / Term	Full-time FXTE, until 15 Nov 2027 with option of extension
Location	Apia, Samoa
Appointment	Samoan Nationals only
Travel	Within Samoa as required
Reporting to	Palladium Contractor Representative
Objective	<p>The Team Leader will oversee all aspects of the Tautua - Human Development for All Program to ensure that it is self-reflective, innovative and adaptive - producing high-quality, value-for-money development outcomes that advance human development in Samoa and the enhance the partnership between the Governments of Australia and Samoa.</p> <p>Working closely with the Australian Department of Foreign Affairs and Trade (DFAT) and government and community partners in Samoa, the Team Leader will have overall accountability for leading the program team in developing and implementing the program's strategy, achieving results, reporting on progress and performance, whilst maintaining technical rigour in activity design. The Team Leader will manage the evolving organisational structure, developing a team culture that promotes teamwork, critical enquiry and creativity to generate innovative development solutions.</p> <p>The Team Leader is accountable for budget oversight, monitoring and communicating results. They are responsible for identifying and managing risks to program performance. They are also responsible for ensuring strong and productive relationships are maintained between Tautua and DFAT, continuously maintaining Tautua's relevance to emerging priorities and agendas within the Human Development and Social Inclusion landscape in Samoa.</p> <p>The Team Leader will drive methodological innovation and adaptation, providing strategy, technical and organisational leadership, guidance, and performance management to an interdisciplinary team based both in Samoa and internationally. They will oversee the delivery of Tautua's knowledge sharing, learning and communications agenda, which will inform the trajectory of programming. They will help engage relevant stakeholder groups, including DFAT and the development community in a way that enhances the reputation of the Program.</p>

1. About Palladium

Palladium is a global leader in the design, development, and delivery of Positive Impact – the intentional creation of enduring social and economic value. We work with governments, businesses, and investors to solve the world's most pressing challenges. With a team of more than 3,000 employees operating in 90 plus countries and a global network of over 35,000 experts, we help improve economies, societies and, most importantly, people's lives.

Palladium has extensive experience managing donor-funded programs in the Asia Pacific region. We engage in international development as a holistic, multi-disciplinary and integrated process. Strengthened by our geographic and market diversity, we are committed to providing innovative and integrated solutions that create opportunities for significant, lasting change in emerging economies. Collaborating with multilateral and bilateral donors, private clients, governments, and communities to develop sustainable solutions to complex challenges, we work with local counterparts to achieve meaningful impact.

2. About the Tautua Program

The Samoa *Tautua – Human Development for All* Program assists in the delivery of Australia's human development commitments in support of Samoa's development priorities. The program is supporting the human development foundations required for Samoa's health security, economic recovery, and continued stability thereafter. Tautua prioritises five interconnected pillars of human development: Education, Health, Gender Equality, Disability and Social Protection. Guided by the Government of Samoa, Tautua is creating transformative change in human development by addressing complex development needs through multi-sectoral, innovative approaches that identify and focus on the underlying issues. Simultaneously, Tautua intends to be able to respond to emergency, short-term needs, build capacity and through research, monitoring and evaluation apply lessons learned and evidence-based decision making to continuously improve delivery. The goal for Tautua is 'improved health, education, gender equality and social outcomes, and social harmony for all Samoans'.

Tautua has three end-of-investment outcomes (EOIOs):

- **EOIO1:** Samoans, especially women and girls, youth, persons with disabilities, the vulnerable and those living in hardship, have more equitable access to health, education, disability and social protection services.
- **EOIO2:** Samoans benefit from the delivery of more inclusive, gender-responsive and higher-quality health, education, community and social development, and social protection services in line with GoS priority areas.
- **EOIO3:** Tautua is an effective partnership between the Governments of Samoa and Australia that supports Samoa's human development priorities and contributes positively to the bilateral relationship, and delivers the specific EOIOs of each of the sub-programs.

3. Scope of Services

The role requires leadership across six key dimensions:

1. Vision and strategy
2. Technical innovation
3. Leadership and culture
4. Knowledge sharing, learning and communications
5. Activity and partnership design quality
6. Risk management

Vision and strategy

- a. Establish and maintain a coherent Tautua Program-wide strategic vision that delivers program excellence and responds to the needs of many stakeholders whilst maintaining a strategic line of sight to end of program outcomes. Ensure that Tautua represents the vanguard of international thinking and best practice in human development orientated support programming within the Pacific.
- b. Interpret DFAT's strategic policy intent in the Pacific, including the sectoral priorities in health; education; Gender Equality, Disability and Social Inclusion (GEDSI); and social protection; and use an adaptive thinking approach to translate this into practical interventions with Government of Samoa (GoS), civil society groups and other development partners in Samoa.
- c. Work collaboratively with DFAT to guide the strategic direction and transition of the program into phase 2, building on the foundational efforts made in the first phase of Tautua. Contribute to and maintain the roadmap to achieve transformational outcomes and ensure a positive impact.
- d. Continually adjust and refine the suite of service lines that Tautua offers and ensure that the program is constantly targeting the highest return on investment support activities that align and support both Tautua and GoS objectives to improve human development outcomes for all Samoans.
- e. Lead the ongoing development and implementation of Tautua's key documents (Annual Reports, Six Monthly Progress Reports, Annual Work Plans), key strategies (GEDSI, Disability Equity and Rights, Climate Change), as well as Communications and Public Diplomacy products.
- f. Create a culture that balances control/compliance with innovation, embracing risk and dynamic organisational structures.

Technical innovation

- g. Drive methodological innovation and adaptation in Human Development programming and the suite of service offerings of Tautua.
- h. Ensure that innovation and learning is shared across both Samoan and Pacific stakeholder groups in a way that most effectively leverages Samoa's unique Human Development programming model.
- i. Oversight and direct program level efforts to develop, refine, and adapt tools and techniques to enhance Tautua's effectiveness, particularly the effort to apply systemic change thinking and practices to drive effectiveness and responsiveness of the Tautua in assisting the GoS to progress the human development objectives in their portfolio.
- j. Support the translation of findings from analysis of country context, socio-economic conditions, industry competitiveness, exclusion (based on gender, disability, ethnicity, religion, region), and other relevant development challenges (e.g. climate change, trade, nutrition, disability) into strategy and a coherent portfolio of investments.
- k. Support the development of technical resources, including training, that target internal and external audiences, and take a lead in preparing and delivering these, as required.

- i. Provide strategic direction to the program's monitoring, evaluation and learning (MEL) agenda, in particular ensuring Tautua's results measurement capability is harnessed to support adaption and deliver real time narrative on the contributions, lessons learned and impact of the Tautua investment.

Leadership and culture

- m. Take the lead in signalling and developing a team culture that promotes teamwork, critical enquiry and creativity, and which brings together different skillsets to generate innovative development solutions. This includes proactively seeking to create strong linkages and partnerships (including cost efficiencies) and to work collaboratively with other DFAT funded investments (either bilateral or regional) to reinforce mutual effort. In particular, working in parallel with the Samoa Governance and Economic Growth program, Tautai.
- n. Contribute knowledge and experience in public policy settings, the national and sectoral planning, monitoring and evaluation frameworks preferably with technical expertise in the social sector or human development sectors.
- o. Provide strategic oversight of Tautua's learning and capacity building agenda.
- p. Identify current and future talent requirements, competencies, risks and opportunities to ensure that the Tautua attracts the calibre of staff required to fulfill its objectives.
- q. Ensure that there is a strong pipeline of capable senior and mid-level managers who have the skills to get the job done.

Knowledge Sharing and communications

- r. In close collaboration with DFAT and the Contractor Representative, set the strategic direction and focus for Tautua's knowledge sharing, learning and communications efforts, ensuring that the program engages with funders, government and civil society partners and other stakeholders through insightful, persuasive, and impactful products.
- s. Utilise Tautua's significant information sharing and communication capability to engage with a wide range of human development and social inclusion actors in a way that leverages collective action and expertise to solve complex problems in the human development space.
- t. Represent Tautua on international platforms where appropriate; share lessons and good practices with DFAT and, where relevant and feasible, key bodies in Samoa.

Activity and partnership design quality

- u. Employ and promote principled partnership approaches within program and team - ensure that partnering efforts are contextualised and culturally sensitive, emphasising collective activeness and readiness for change; while facilitating genuine collaboration and trust-building among partners in the spirit of the Government of Australia and Government of Samoa bilateral partnership agreement.

- v. Implement and promote adaptive management practices (e.g. Problem-Driven Iterative Adaptation methodology) which focus on context and people to ensure readiness for change and sustainable impact.
- w. Ensure coherence with program investment screening guidelines while being responsive to emergent priorities and opportunities from ministry stakeholders. Avoid fragmentation by maintaining a cohesive approach to investment screening and decision-making.

Risk management

- x. In close collaboration with DFAT and the Contractor Representative, proactively identify, mitigate and/or manage emergent issues and risks as they arise, with particular focus on risks associated with the Facility modality, and aligned with DFAT's Risk Management principles and requirements.
- y. Lead the development and implementation of responses to any external/client issues and/or recommendations.

4. About You

- The Tautua Team Leader will have a comprehensive understanding of development program implementation including the design, implementation, and evaluative stages of a project life cycle.
- They will have a proven track record of supporting complex reform agendas and working across stakeholders and sectors in the pursuit of lasting change, preferably in the Pacific Islands region.
- They will have demonstrated success in using political economy analysis and brokering skills to establish and strengthen effective partnerships, influence change and enhance program implementation.
- They will have a deep understanding of Samoa, including skills and knowledge to navigate formal and informal protocols in a culturally sensitive manner.
- They will possess high-level leadership, management skills and experience, which will enable them to guide a large team of national and international advisers and program staff, set the program direction and coordinate various specialist program components toward the high-level objectives of the investment.
- They will have high level communication, interpersonal and mediation skills which will enable them to manage the competing demands of stakeholders and partners and develop effective relationships with senior government officials, civil society organisations and the private sector.
- They will have relevant experience with DFAT or other major donors in Samoa an/or the Pacific.

5. How to Apply

We welcome your interest in leading the Tautua team in this key role. Please apply via the online job

advertisement by clicking on the "apply" button. Your application must include:

- A written response (maximum 500 words) to the following question:
As a potential Team Leader, please summarise:
(1) what are some of the challenges and opportunities that a multi-sector program like Tautua presents; and

(2) how your skills and expertise could help the program achieve its outcomes.

- A copy of your up-to-date Curriculum Vitae.

We welcome and encourage applications from people of all backgrounds and abilities.

Thank you for your interest. Kindly note, only shortlisted applicants will be contacted.

Applications must be submitted before Sunday 22nd March 2026, 11:59PM.

Palladium is committed to Safety and the Prevention of Sexual Abuse, Exploitation and Harassment (PSEAH), Child Protection, fraud, and bribery prevention. We want to engage with the right people to deliver our client programs. As part of our approach, you will be subjected to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All Palladium staff receive safety, compliance and safeguards training and are responsible for contributing to a safer working culture.