



NZAID APPROVED CONTRACTOR SCHEME

SKILLS REFERENCE GUIDE

PART A — SECTORAL SPECIALISATIONS

EDUCATION	
<ul style="list-style-type: none"> • Early Childhood Education • Primary Education • Secondary Education • Tertiary Education • Technical Vocational Education & Training • Languages and Literacy • Non-formal Education • School Management • Distance education • Physical infrastructure 	<ul style="list-style-type: none"> • National planning, policy and development: <ul style="list-style-type: none"> - Finance - Examinations - Assessment - Curriculum - Resources - Instructional materials • Teacher education, pre-service and/or in-service
HEALTH	
<ul style="list-style-type: none"> • Public Health <ul style="list-style-type: none"> - Health Promotion - Environmental Health (including water and sanitation) - Food Safety - Oral health • Primary Health Care & Maternal and Child Health • Sexual & Reproductive Health (including HIV/AIDS) 	<ul style="list-style-type: none"> • Health Information & Information Technology • Clinical and specialist services • Health Sector Policy, Planning and Management • Health Sector Training, Education and Research • Health Support Services • Physical Infrastructure • Disability services
HUMANITARIAN & EMERGENCY MANAGEMENT	
<ul style="list-style-type: none"> • Preparedness <ul style="list-style-type: none"> - Planning - Training - Forecasting - Coordination • Mitigation <ul style="list-style-type: none"> - Legislation & regulation - Hazard management - Engineering 	<ul style="list-style-type: none"> • Response <ul style="list-style-type: none"> - Damage and needs assessment - Planning & logistics - Relief • Rehabilitation <ul style="list-style-type: none"> - Physical Infrastructure and other resources - Trauma Counselling

LAW & JUSTICE	
<ul style="list-style-type: none"> • Institutional Strengthening of Law and Justice Agencies • Constitutional reform • Legislation • Dispute resolution • Restorative justice • Juvenile and youth justice 	<ul style="list-style-type: none"> • Enforcement <ul style="list-style-type: none"> -Policing -Border protection • Corrections • Community safety • Human rights
PEACE BUILDING & RESPONSES TO CONFLICT	
<ul style="list-style-type: none"> • Conflict analysis • Mediation, negotiation & conflict resolution • Community responses • Peace building and post-conflict reconciliation 	<ul style="list-style-type: none"> • Counselling • Truth and reconciliation processes • Refugees and internally displaced people
SUSTAINABLE LIVELIHOODS / ENVIRONMENTAL MANAGEMENT	
<ul style="list-style-type: none"> • Institutional systems <ul style="list-style-type: none"> - Finance (including micro credit) - Private sector development (including small and micro-business) - Producer or marketing groups - Marketing - Biosecurity systems - Organic certification - Advisory/extension systems - Food security - Trade facilitation and promotion • Industry <ul style="list-style-type: none"> - Agriculture/Horticulture - Forestry - Fisheries - Aquaculture - Eco-tourism 	<ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> - Sustainable resource planning - Land ownership, tenure and planning - Sustainable development strategies - Mapping/surveying • Environment <ul style="list-style-type: none"> - Protected area management - Climate change - Biodiversity - Waste management/pollution control • Environmental planning <ul style="list-style-type: none"> - Hazard management - Coastal management - Energy
GOVERNANCE	
<ul style="list-style-type: none"> • Public sector management • National Planning and Resourcing • Public sector reform • Economic analysis and policy • Trade policy • Government budget processes • Financial planning, management and reporting • National Audit • Taxation & Revenue 	<ul style="list-style-type: none"> • Budget support mechanisms • International finance and debt management • Social planning • Civil society and NGO development • Corporate governance • Electoral processes and reform • Parliamentary systems • Local and community governance and planning processes

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PART B — CROSS SECTORAL SKILLS

APPLIED POLICY	
<ul style="list-style-type: none"> • Human rights • Gender and development • Poverty • Environment 	<ul style="list-style-type: none"> • Indigenous people • HIV/AIDS • Disabilities
PROCESSES	
<ul style="list-style-type: none"> • Strategic planning • Project design (log frame) • Operational planning • Participatory approaches • Monitoring • Evaluation • Review • Impact assessment • Social impact assessment • Environmental impact assessment • Cost benefit analysis 	<ul style="list-style-type: none"> • Appraisal • Finance mechanisms/budgeting • Programming approaches including Poverty Reduction Strategies and Sector Wide Approaches • Financial or systems audit • Community development • Rural development • Team leadership and management • Policy analysis
INSTITUTIONAL STRENGTHENING	
<ul style="list-style-type: none"> • Organisational development • Change management • Training needs analysis • Training • Facilitation • Mediation and dispute resolution • Team building • Management development • Information/communications technology and management • Communications 	<ul style="list-style-type: none"> • Human resource services: <ul style="list-style-type: none"> - Recruitment support - Reference checking - Psychometric testing - Job analysis and design - Job evaluation - Career management - Competency development - Performance management systems - General management skills training - Employee surveys - Health and safety - Organisational health - Employment relations advice - Coaching and mentoring