

TERMS OF REFERENCE (ToR) FOR PUBLIC FINANCIAL MANAGEMENT (PFM) CONSULTANTS

1. Introduction

1.1 In 2022, the Collaborative Africa Budget Reform Initiative (CABRI) received a grant from the African Development Bank for the financing of The Regional Institutional Support Project For Public Financial Governance Phase II (RISPPFG).

1.2 Basic Project Data

Project ID: P-Z1-K00-136

Grant No: 2100155042116

Executing Agency: Collaborative Africa Budget Reform Initiative

Approval date: 30 June 2022

Signature date: 22 September 2022

Effectiveness: 1 December 2022

Closure date: 31 December 2025

Total Regional Grant and Loan (UA): ADF: 1.710 million

1.3 Project Objective

The proposed development objective is to enhance domestic resource mobilisation, and public financial management (PFM) and contribute to RMC efforts to build resilience for sustainable and inclusive growth and development. The specific objectives are:

- a) Enhancing African tax systems through technical capacity building and provide a voice for African countries on regional and global platforms;
- b) improving capacities for public finance management (planning, budgeting and public debt management); and
- c) encouraging the mainstreaming gender and climate change in tax and PFM.

1.4 Project Components

- **Building Public Finance Capabilities:** Key activities are: (i) BPFC – Country Capability Assessments, Online Course and Framing Workshop, Mid-Term review, Action-Learning, Progress Review Workshop (Consultancies and Training costs)
- **PFM for Social Sectors (Agriculture, Education and Health, Climate Resilience and Just Energy Transition (JET):** Key activities are: (i) Policy Dialogue in Health and Education, Youth Employment and Agriculture, Climate Resilience and Just Energy Transition (Consultancies and Training Costs)
- **Sustainable Public Debt:** Key activities are: (i) African Public Debt Managers Network Outreach, Policy Dialogue in Sustainable Public Debt, Public Debt Newsletters (Consultancies and training costs)

- **Knowledge Development and Network Governance:** Key activities are: (i) Knowledge Management/PFM Knowledge Hub: BPF Practice Notes, Budgets in Africa, Africa Debt Monitor, Health Budget Practices & Procedures Survey, PFM Knowledge Hub, PFM Notes (Consultancies, training, costs for annual production of Africa Debt Monitor and Budgets in Africa reports, maintaining and updating the PFM Knowledge Hub) (ii) Stakeholder Management, Organizational reforms (Long-Term Consultant for Stakeholder relations, Firm Consultancy services on organizational strengthening)
- **Project Management:** Operating and corporate services

2. Scope of work

The Collaborative Africa Budget Reform Initiative (CABRI) is seeking to appoint 2 individual consultants to provide services under the PFM Programme. This procurement initiative seeks to flexibly and adaptively enlist services to address CABRI's evolving PFM operational needs. The selected consultants will play a pivotal role in contributing to CABRI's dynamic initiatives and operations, that offers specialised expertise in PFM.

In response to the dynamic operational landscape of CABRI, this opportunity allows consultants to engage actively with the organisation's strategic goals and within the Public Finance division in CABRI. Emphasising the ever-changing nature of CABRI's work, the appointed consultants will demonstrate their commitment by navigating evolving PFM challenges, addressing ad-hoc operational requirements, and contributing to the impactful initiatives that CABRI undertakes across the African continent. Positioned as key contributors to CABRI's Mission in the realm of PFM, consultants will leverage their specialised skills to ensure the success and effectiveness of CABRI's programmes, fostering positive change in PFM.

Specific activities in support of CABRI programme managers include:

Relationship Building and Representation:

- Develop and maintain relationships with international organisations and actors in the field of PFM.
- Represent CABRI, as delegated, and advocate for CABRI's position at regional and international meetings.
- Contribute to shaping the international discourse on PFM, emphasising the African perspective.

Programme Implementation and Reporting:

- Assist the programme manager in planning, executing, and monitoring programme activities and budgets.
- Provide policy advice and support to country-teams, addressing locally-identified and complex PFM challenges.
- Conduct or coordinate data analysis and policy-oriented research, building the capability of PFM practitioners in Africa.
- Assist in reporting and presenting programme outputs and outcomes, and disseminating CABRI's results.

Work Stream Support:

- Manage projects and administer the programme, including learning platforms, budget inputs, fundraising, and reporting activities.
- Develop concepts and terms of reference for specific workplan components in collaboration with the Programme Manager.
- Coordinate service providers, oversee the preparation of contracts of consultants, and engage with CABRI partners in PFM reform design and implementation.
- Conduct outreach and network-building, fostering engagement with external partners.

3. Time Schedule

The 2 PFM Consultants will be required to travel to different countries from time to time. The expected start date for this assignment is 1st September 2024. Subject to good performance; it is expected that the consultants will serve up-to December 2025 .

4. Minimum qualification and experience

Academic Qualifications:

- Master's degree in economics, public policy, development management, public administration, or a related area.

Work Experience:

- A minimum of three (3) years of professional experience in a senior PFM role.
- Experience in working with central government ministries and/or sector ministries in Africa.
- Experience working within CABRI member countries, spanning the African Region will be an added advantage.

Equity Requirements:

- Proficiency in English is essential.
- Consultants who are fluent in French and working within the Francophone region have an added advantage.
- Consultants from CABRI member countries will be given priority.

Skills and Personal Attributes:

- *Strategic Autonomy:* Demonstrates independent consultancy skills to ensure high-quality deliverables.
- *Communication & Representation:* Proficient in negotiation, delivering impactful presentations, and representing the organisation professionally.
- *Analytical & Project Management Excellence:* Exhibits excellent analytical skills for evidence-based decision-making, coupled with effective project management capabilities.
- *Interpersonal & Conflict Resolution Skills:* Exceptional ability to build relationships at all levels, along with proficiency in conflict resolution.
- *Innovative Problem Solver:* Embraces new ideas, fostering a culture of continuous improvement, and demonstrates creativity and innovation in problem-solving.

ESTABLISHMENT OF SHORTLIST CRITERIA:

Criteria	Points
General academic qualifications (Master's degree completion)	30
Similar experience in a senior PFM-specific function (3 years experience)	30
Experience in the specific areas of the ToR	20
Experience with CABRI, other international organisations, or similar work (2 years' experience)	10
Language proficiency (English, French, and/or Portuguese)	5
Knowledge of the region and/or member country(ies) of assignment	5
Total Points	100

5. Reporting Requirement

The selected consultants will report directly to the Executive: Public Finance. However, reporting may be delegated to any specific programme area based on the allocated work at any time period.

6. Payment plans

Payment for consultancy services will be structured on a project-by-project basis, contingent upon the completion of agreed-upon milestones as outlined in the inception phase (quarterly reviews). Payments will be processed at the end of each month, aligning with the submission of evidence demonstrating the achievement of specified milestones.

7. Terms of the Assignment

The 2 PFM Consultants shall be engaged on a flexible/ hybrid basis. The PFM consultants will be appointed on a fixed-term contract and will be subject to quarterly reviews.