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TERMS OF REFERENCE

Reference	PN/FJI-009-18
Consultancy Title	Public Financial Management Expert Consultant
Project Name:	Palau Local Governance Strengthening Project
Duty Station	Palau
Application deadline	30 March 2018
Type of Contract	Individual Contractor
Languages required:	English
Duration of Contract:	30 working days from 10 April to 31 December 2018

BACKGROUND

The Government of Palau strongly recognizes the challenges and the need to strengthen capacities at local State Government level, especially since the government recognized the importance of Agenda 2030 and the need to localize the SDGs, in a phased approach with central government agencies remaining at the core of planning, budgeting, implementation and monitoring of service delivery. In early 2016, Palau Government requested technical assistance from UNDP to conduct a local governance needs assessment. UNDP conducted an assessment mission in February 2016 to gauge the current local government systems, capacity and needs to form a basis for local governance programming. The assessment outlined a number of challenges at local level and the current substantive fiscal policy, human resource and financial capacity gap at local government level to effectively progress towards sustainable development at local levels.

The Palau Local Governance Strengthening Project was launched in early October 2016 to provide support to the Government of Palau and State Governments in five states to strengthen capacities at both national and sub-national levels based on the capacity issues identified in the initial assessment conducted in February 2016. The Project has three key outputs: Output 1: Pilot States (Executive and Legislative branches) have enhanced capacities to plan and manage public resources to deliver basic services to their constituencies Output 2: The Ministry of State (Bureau of Domestic Affairs) has enhanced capacities to support State governments and facilitates relations and operations between central administrations, the Senate, the House of Delegates and State governments. Output 3: Local residents from Pilot States, including youth and women, have increased understanding of central and local governments' roles and responsibilities and participate more actively in local decision making and oversight.

Hence, the UNDP Pacific Office in Fiji is looking to recruit a Public Financial Management Expert Consultant to support capacity building of state level finance and administration staff in being able to implement sound financial management at state levels in accordance with national and sub-national laws. The Consultant is expected to develop standard operating procedures (SOPs); develop training manuals and training programmes; undertake specific trainings for building capacities of state level finance and administration staff in relation to implementation of national audit laws; and provide other policy advisory services around PFM, planning and budgeting and other areas such as procurement and proper financial management practices.

SCOPE OF WORK AND DELIVERABLES

The Consultant is expected to work under the supervision of the Project Manager/Governance Analyst based at UNDP Pacific Office in Fiji and with close coordination with the Palau Local Governance Strengthening Project Officer to support the following activities:

1. Undertake a comprehensive scoping of capacity gaps both in policy and personnel level (through TNAs) and provide an inception report detailing capacity gaps and detailed scope of support activities to resolve the capacity gaps.
2. Develop and conduct a full-scale training programme (initially piloted with the five states) inclusive of comprehensive training materials with certification provisions through a national or international training or academic institution (should be accessible in Palau).
3. Develop and finalise in consultation with key stakeholders user friendly Standard Operating Procedures (SOPs) and guidelines for pilot state governments, including undertaking trainings for the same to strengthen capacities around implementation of financial (and procurement) acts and regulations, consistent with state and national accountability and reporting requirements.
4. Develop and finalise user friendly SOPs, guidelines and forms to help standardize and enhance the quality (including the public consultation process) of State Annual Plans and Budgets and track progress and challenges.
5. Provide other policy advisory services around PFM, planning and budgeting and other areas such as procurement and proper financial management practices.

Location:

The Consultant is expected to be based in his or her home country and undertake mission to Palau based on the plan outlined under the deliverables above and as agreed with UNDP and Government of Palau.

WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will be directly supervised by the UNDP Governance Analyst based in Fiji. He/She is expected to provide updates on a regular basis to ensure the completion of deliverables as identified in this Consultancy exercise.

Supervision and Reporting

- The Consultant will provide to UNDP brief summary reports of activities undertaken and advice provided.
- All reports and documents relating to the assignment will be submitted to the UNDP Pacific Office based in Fiji.
- At the end of each mission in a country, the consultant is expected to debrief with UNDP and provide a brief summary report of work undertaken in-country. A debrief can be undertaken via skype, teleconference or on email.

Duty Station

The Consultant will be based in his or her home station and will be required to undertake in-country missions to Palau and will conduct regular skype and teleconferences with the UNDP Governance Analyst based in Fiji, the Palau Local Governance Strengthening Project Officer based in Palau and with the Director at the Bureau of Domestic Affairs based in Palau as and when required.

Resources Provided

- The adviser will be home based and will be required to travel to Palau on the needs and requests of UNDP;
- In undertaking the assignment, UNDP will provide some logistical support to the consultant when in duty station. The type and the nature of logistical support to be provided by UNDP will be determined once an event or activity has been agreed.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**Academic Qualifications:**

The consultant should have:

- At least 7 years or more of extensive professional experience in provision of high-level technical policy advisory, institutional strengthening and implementation support on PFM, budgeting, planning and financial management and administration at sub-national levels.
- Knowledge and experience conducting trainings on sub-national planning, research, state governance, public financial management, development and governance issues in the Asia-Pacific context is preferable.
- University degree or advanced university studies in management and public administration; accounting; finance; social sciences; law; and governance or related field.
- Excellent writing, planning, research, communication and reporting skills.
- Demonstrated ability to write clearly and concisely, initiative, diligence at work, sound judgment and ability to perform well in a multi-cultural environment.
- Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria:

Individual consultants will be evaluated based on the cumulative analysis methodology.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and Qualifications section) and Financial Criteria 30%.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Technical Criteria – Maximum 70 points

- Criteria 1 - University degree or advanced university studies in management and public administration; accounting; finance; social sciences; law; and governance or related field. 10%
- Criteria 2 -At least 7 years or more of extensive professional experience in provision of high-level technical policy advisory, institutional strengthening and implementation support on PFM, budgeting, planning and financial management and administration at sub-national levels. 20%
- Criteria 4 - Excellent writing, planning, research, communication and reporting skills. 10%
- Criteria 5 –Strong knowledge and experience conducting trainings on sub-national planning, research, state governance, public financial management, development and governance issues in the Asia-Pacific context is preferable. 20%
- Criteria 6 - Demonstrated ability to write clearly and concisely, initiative, diligence at work, sound judgment and ability to perform well in a multi-cultural environment. 10%

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in **one single PDF document**:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II).
 - 2) **P11 Form** (Annex III), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
 - 3) **Technical proposal**:
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment
 - b. A methodology, on how they will approach and complete the assignment.
 - 4) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II)
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Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)
- Annex III - [P11 Form](#)

Proposal Submission

All applications must be clearly marked with the title of the consultancy and submitted by **30th March 2018** (Fiji Time) electronically to etenderbox.pacific@undp.org

For any clarification regarding this assignment please write to ronald.kumar@undp.org.

Incomplete applications will not be considered, and only candidates for whom there is further interest will be contacted.