**UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION**

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| **I. Position Information** |
| **Job Title:** | **Consultancy to review and revise the Public Financial Management (PFM) Law of Liberia** |
| **Contract Type:** | **Individual Contract (IC) – National** |
| **Reports to:** | **Team Leader of the Inclusive Governance Pillar** |
| **Duty Station:** | **Monrovia, Liberia.** |
| **Duration of Contract:** | **41 working days, beginning May 15th – July 30th, 2021.** |

# II. Organizational Context

Since 2006, Liberia embarked on an ambitious reform effort to decentralize public administration and local governance across its fifteen political sub-divisions. The long-term goal of the reform is to devolve political, fiscal, and administrative authorities at the sub-national level as a means of addressing the perennial problems of over centralization. Amid the difficulties associated with decentralization reforms, the government has made considerable, but incremental progress. Through partnership and collaboration with the United Nations Development Programme (UNDP), the Liberia Decentralization Support Program (LDSP) was established in 2013 to give full effect to the implementation of the National Policy on Decentralization & Local Governance.

In phase I of LDSP (2013 – 2019), the program succeeded in organizing extensive dialogues and debates on decentralization across counties with citizens, Ministries, Agencies and Commissions (MACs) and civil society organizations; facilitating the de-concentration platform as a quick win strategy to respond to the needs of citizens and bring services closer to the people; strengthening the capacity and competencies of local government through mentoring, coaching and trainings; and the passage of the Local Government Act (LGA), amongst others.

LDSP II (2020 -2024) will build upon the gains made by LDSP I and focus more broadly on interventions geared toward facilitating the implementation of the LGA, strengthening County Service Centers capacity to deliver services effectively and efficiently at the sub-national levels while engendering the crafting of legislations and policies to sustain decentralization. These interventions will target the structural issues of administrative, fiscal, and political decentralization in Liberia and aligned same with the government’s overall goal of sustaining decentralization.

In support of the government’s goal to sustain decentralization, the United Nations Development Programme (UNDP) has allocated resources for the hiring of a consultant to review and draft a bill to amend the PFM Law of Liberia. The revision of the Law will specifically focus on areas that promotes revenue sharing through an independent revenue collection process for counties at the sub-national level. Under the current governance system, revenue collection, budgeting and expenditures are all under the jurisdiction of the central government. This must be changed to effect decentralization and promote financial sustainability for local government structures. The consultant will work under the supervision of the Team Leader of the Inclusive Governance Pillar in regular consultations with the Ministry of Internal Affairs (MIA),Governance Commission (GC) and other key institutions.

Under the supervision of the Team Leader of the Inclusive Governance Pillar and in close consultation with MIA and GC, the consultant will:

* Review and analyse the existing PFM legal framework including the recently enacted amended and restated PFM Law of 2019, as well as the LGA and propose amendments that promotes independent revenue collection at the sub-national level, rather than a centralized collection through the “Government’s Consolidated Account” as it is currently.
* Identify and reconcile all inconsistencies in the LGA and PFM laws in relations to revenue collection at the sub-national level and include same in the proposed draft amendment.
* Liaise with MFDP and LRA to generate technical inputs and buy-in to the draft amendment.
* Make a detailed presentation of findings and recommended amendments at a validation meeting to be organized by MIA..
* Consolidate inputs from the validation meeting and finalize the amendments to the PFM Law through a draft bill.

**III. Scope of Work**

**IV. Deliverables**

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| Deliverables | Days |
| Develop and submit inception note which contains methodology | 4 |
| Conduct desk review of relevant Laws (PFM Act of 2009 & Restated Law of 2019, Revenue Code of Liberia, and the Local Government Act of 2018) | 8 |
| Hold consultations with key stakeholders including the Ministry of Finance & Development Planning, Liberia Revenue Authority, Ministry of InternalAffairs and Governance Commission. | 8 |
| Prepare a draft bill reflecting the proposed amendments to the PFM Act. | 10 |
| Organize a validation meeting with key stakeholders to present the draft Bill. | 2 |
| Prepare the final draft reflecting all the inputs from the validation. | 4 |
| Prepare and submit final report to MIA | 5 |

The sustainability of decentralization requires predictable flow of financial resources which is key for local government administration. In the case of the current decentralization legal framework, appropriate legislations must be enacted to grant sub-national structures the opportunity of collecting and retaining portion of locally generated revenue for administrative efficiency and local economic development. Once these frameworks are in place, sub-national structures will have the required resources to sustain the decentralization gains made over the years. It is in

**V. Impact of Results**

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this regard that UNDP is soliciting consultancy services to identify areas in the PFM Law that must be amended to grant some level of financial autonomy to local government structures.

Amending the PFM Law to grant sub-national structures the authority to collect locally generated revenue will accelerate the government’s decentralization efforts and empower local government structures to thrive.

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| **VI. Recruitment Qualifications** |
| Education: | * Master’s degree in Law. A PhD in Law will be an added advantage.
* 10 years of progressive Law practice in Liberia in lieu of the master’s degree in Law will suffice.
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| Experience: | * A qualified Lawyer with at least 10 years post- qualification experience in legal analysis and research.
* At least 7 years legislative drafting experience.
* Experience in drafting legal aid legislations will be an added advantage.
* Experience in engaging a cross-section of stakeholders in public and private sectors.
* Demonstrated understanding of the LGA.
* Extensive experience of working with legal institutions as well as government institutions and civil society organisations.
* Must be a licensed Lawyer to practice law in Liberia.
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| Language Requirements: | Fluency in English, including excellent writing and drafting skills. |