



TERMS OF REFERENCE
Senior Public Finance Advisor

Reference No.	PN/FJI/109/22
Location	Suva, Fiji with travel to other Pacific Island countries on needs basis
Application deadline	29 August 2022
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of contract	2 years with a maximum of 510 days

Objective

The overall objectives of this assignment are to support the partner countries of the Governance for Resilient Development in the Pacific (Gov4Res) project in risk informing planning and budgeting functions. The Expert will also provide strategic guidance, capacity building and training to the Gov4Res project team and contribute to project implementation and reporting

Background

The Governance for Resilient Development in the Pacific (Gov4Res) project works with Pacific governments to ensure that countries adapt their decision making and governance systems towards more resilient development. The project's theory of change rests on a core assumption that Pacific Island people will be more resilient to the impacts of climate change and disasters if countries manage all development through a risk informed approach. This is consistent with the Framework for Resilient Development in the Pacific which calls for the 'mainstreaming' of climate and disaster risk, treating risk management as fundamental to all development decisions.

The Gov4Res project has three outcome areas: 1) government planning and financing systems enable gender and socially inclusive risk-informed development; 2) country oversight and accountability systems require gender and socially inclusive risk-informed development; and 3) regional organisations, policies and practices are actively supporting gender and socially inclusive risk-informed development.

The project is being delivered by the United Nations Development Programme (UNDP) Pacific Office, in partnership with the Australian Department of Foreign Affairs and Trade (DFAT), Korea International Cooperation Agency (KOICA), the New Zealand Ministry of Foreign Affairs and Trade (MFAT) the Swedish International Development Cooperation Agency (SIDA) and the United Kingdom's Foreign Commonwealth and Development Office (FCDO).

LTA CONTRACTING MODALITY AND CALL-OFF MECHANISM

- An LTA is a mutual arrangement between UNDP and the individual to provide the required services at established fee or provisions. The LTA will be established for one year and renewable for up to three years linked to satisfactory performance of the individual consultant(s). UNDP reserves the right to rescind the agreement during that period should

performance of the consultant(s) not meet its requirements.

- It is expected the consultant(s) to be engaged for maximum 510 working days per year up to 2 years starting from Sept 2022 to 31 August, 2024
- UNDP does not warrant that any quantity of services shall be contracted during the term of this Agreement. A specific Term of Reference (TOR) outlining the deliverables shall be provided, and an Individual Contract would be issued to the consultant, detailing the time frame.
- Once the LTA is signed, if there is a specific service required, the focal person in the UNDP hiring unit would contact the Consultant(s) and upon positive confirmation in the availability for the assignment, acceptance of the Term of reference, cost and travel arrangement, UNDP will issue an Individual Contract. Price in the order will be based on daily fee included in the LTA. After contract has been agreed between the two parties, no further costs would be reimbursed by UNDP unless there is prior written authorization by UNDP.
- Once the services are completed and have been approved by the hiring unit, the Consultant(s) will provide the following for payment purposes:
 - a) complete invoice indicating the completed deliverables.
 - b) supporting documentation (bills/vouchers) for reimbursements of travel costs if applicable;
 - c) copy of the UNDP contract for the consultancy.

Payments will be made upon satisfactory achieved deliverables under each assignment and submission of time sheet in accordance with number of days worked. Final payment shall require a signed performance evaluation of the consultant(s).

Scope of work/Expected Output

Outcome 1 of the Gov4Res project focuses on supporting systems reform within central government agencies including ministries of finance and planning. The Gov4Res project has commenced initiatives to mainstream climate change, disaster risk and gender and social inclusion issues into PFM processes by engaging Ministries of Finance and other relevant ministries in Fiji, Tonga (MEIDECC, NPD), and Solomon Islands (MECDM). Undertaking a 'from-within' approach, the project intends to build on current systems and processes, to create ownership for the reform agenda under the rubric of risk informing development. Preliminary support for climate change integration, through climate budget tagging processes has commenced through advocacy and consultations, including the development of policy briefs and options paper and consultative dialogues with the governments.

With the governments in these 3 countries set to adopt system-based changes to integrate CC into PFM systems, the responsibilities of the Senior Public Finance Advisor are anticipated at two levels – 1. With Senior Ministry staff and 2. With programmatic staff. The capacity support to the programmatic staff at MoF will include designing expenditure tracking solutions, preparation of periodic reports and inclusion of this data into government budgets. At a more senior level, the Advisor will support the higher authorities in the government to analyse the data for informed policy making. Finally, the Advisor is expected to provide capacity support to the Parliamentarians in the use

of this data for enhancing budget oversight. More specific actions under each responsibility area would include:

I. Provide strategic advice to partner governments on mainstreaming risks into national planning and budgeting functions

1. Lead policy level dialogues to engage decision makers in the government to create ownership for reform measures articulated under Gov4Res project Outcome 1 (Government planning and financing systems enable gender and socially inclusive risk- informed development) and support Outcome 2. (Country oversight and accountability systems require gender and socially inclusive risk-informed development).
 - 1.1 Identify potential entry points in new partner countries (such as RMI and Tuvalu) by conducting diagnostics to identify strengths and opportunities in the government's PFM practices for capturing risk and resilience in national planning and budgeting systems. Subsequently, conduct diagnostics on an annual basis to develop performance trajectories to inform progress on project implementation and identify progressive areas of support from the project
 - 1.2 Provide high-level technical assistance and advice to national counterparts and their institutions on strengthening the planning and budgeting systems. This would require development of policy briefs, conducting budget and expenditure analysis and similar needs based analytical papers.

II. Provide technical support to relevant ministries in Gov4Res partner countries

1. Support governments in strengthening budget allocation decision making processes. Countries in the Pacific have articulated policy objectives however the policy framework lacks fiscal perspective, as a result, the budget process lacks allocative efficiency and undermines social inclusion. To support the central budgetary authorities (Ministries of Finance and Planning) design a management decision support system (MDSS) to ensure the budget allocations have climate change, disaster and social inclusion perspectives.
 - 1.1 To support budget tagging reforms for different thematic areas (climate change, disaster and gender) conduct a review of the chart of accounts (CoA) and Government's Financial Management Information System (FMIS) in partner countries to support the development of Climate change expenditure tracking solution and database of fiscal allocations aligned with national sustainable development and CC policy objectives.
 - 1.2 Support the development of reporting templates to support evidence-based policy formulation and informed budget allocation decisions. Provide recommendations on refining the expenditure tracking system to other thematic areas like SDGs, gender, and social inclusion.
2. Support the achievement of Outcome 2 of Gov4Res project (Country oversight and accountability systems require gender and socially inclusive risk-informed development)
 - 2.1 Facilitate the engagement of civil society organizations in budget preparation and execution process to ensure inclusive budgeting. Conduct situation analysis and develop policy brief along with an action plan for the introduction of participatory budgeting. Develop capacity building strategy and implement capacity response to support the adoption of participatory budgeting.
 - 2.2 Conduct orientation sessions with civil society organizations, develop budget briefs and facilitate pre budget sessions to make the CSO's participation in the budget preparation process more effective.

- 2.3 Provide capacity support to enhance budget scrutiny by the Parliamentarians. Develop concept note articulating measures for strengthening budget scrutiny. As an on-the-job coaching activity, collaborate with the Parliamentary research staff to prepare periodic budget and budget execution analysis to facilitate budget scrutiny with climate change, gender and social inclusion perspective.
3. Support institutionalization of technical assistance provided by Gov4Res
 - 3.1 Develop options paper to design conditional grants mechanism to institutionalize the financing mechanism for community level development programs in the government's core fiscal allocation system.
4. Develop knowledge products
 - 4.1 Develop guidance notes to facilitate users in the identification, classification and assigning climate relevance to budget allocations in the government budgeting and accounting system.
 - 4.2 Prepare Manual for FMIS teams in the government to use climate change expenditure tracking solution.
 - 4.3 Develop guidelines for budget circular to support preparation of budget proposals by sector ministries.
 - 4.4 Develop screening criteria and guidelines for strengthening project planning and prioritization in pilot sector ministries.
5. Identify, design and lead capacity building initiatives and training packages within the space of public financial management contextualized for risk informed development. Provide recommendations on executive development programs.
6. Mentor the Gov4Res funded staff embedded in the central and line ministries to ensure quality of technical support to the government

III. Provide advice and support implementation of the Gov4Res project

1. Provide strategic advice to the Gov4Res team and the UNDP Resilience and Sustainable Development team more broadly, on crosscutting issues like the mainstreaming of SDGs in public finance
2. Support data collection and analysis for project reporting purposes
3. Collaborate with regional and global partners on knowledge exchange programs and support efforts for peer-to-peer learning initiatives.

Institutional Arrangement

- The consultant will report directly to the Project Manager for the UNDP Governance for Resilience Project under the overall guidance of the Resilience and Sustainable Development Team Leader and will work in collaboration with other members of the Resilience and Sustainable Development team including Gov4Res team and key partners.
- The consultant is expected to provide their own laptop and communications equipment. UNDP will provide desk space in Suva and will make arrangements for travel to Suva and other countries as and when required.

Duration of Contract

For 2 years contract with a maximum of 510 days

- Start date: September 2022
- End date: August 2024

Long term Agreement Consultancy International -IC LTA

Duty Station

- This is a Suva, Fiji based assignment.
- UNDP will provide desk space in Suva and will make arrangements for travel to Suva and other countries as required.

COMPETENCIES

Core competencies

Innovation -Ability to make new and useful ideas work

Leadership - Ability to persuade others to follow

People Management -Ability to improve performance and satisfaction

Communication - Ability to listen, adapt, persuade and transform

Delivery -Ability to get things done

Technical / Functional Competencies

Strategic Planning -Ability to make decisions that align with strategy, vision, and mission

Results-based Management -Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results

Risk Assessment / Management - Knowledge of risk assessment methodologies and ability to determine degree of risk and apply to strategic and/or practical situation;
Ability to identify and prioritize risks, and organize action around mitigating them

Secondary Competencies

Project Management - Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals

Data Measurement - Ability to set goals and indicators and to interpret and synthesize results into usable information to inform policy, strategy, and/or action

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Master's degree in Economics, Public Administration, Finance or related discipline

Experience

- At least 15 years of progressive experience in public finance, governance and climate change;
- Demonstrated experience of providing policy advice (at cabinet level) on governance, SDGs, PFM and mainstreaming climate change related reforms. Specific experience should include supporting governments in designing climate change expenditure tracking systems
- Demonstrated analytical experience in conducting diagnostics to identify entry points for reforms, which should include public expenditure and financial accountability (PEFA) assessments or climate public expenditure and institutional review (CPEIR) or public investment management assessments.
- Experience of working for or with the Development Partners to support institutional development and system reform

- Familiarity working with governance, or development planning particularly national, sectoral and/or sub-national planning;
- Experience integrating climate change gender and social dimensions into development;
- Excellent writing and drafting skills and experience of providing policy advice at the international, regional or national level;
- Knowledge of the Pacific region; and
- Fluency in English (written and oral) is essential.

Language requirements

- Fluency of English language is required.

Other requirements

- Solid experience in the usage of computers and office software packages (MS Office incl. Word, Excel, PowerPoint) as well as experience in handling of web-based management systems.

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 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

Payment Schedule

Country	Activity/Deliverable	Weight
Programmatic	Inception report including work plan for the achievement of deliverables.	5.00%
Fiji	Design of an excel-based or Government FMIS (GFMIS) compatible climate change expenditure tracking system for Ministry of Economy in Fiji.	10.00%
	Develop Management decision support system for Planning and Budgeting and CCICD, Ministry of Economy Fiji. Design reporting template to support budget utilization and conduct training of staff to assist reporting to the Minister and Permanent Secretary.	7.50%
	Support Ministry of Economy staff through training and on-the-job-coaching in populating budget and expenditure data in the climate change expenditure tracking system and inclusion in the executive budget proposal.	7.50%

Tonga	Design excel-based or FMIS compatible climate change expenditure tracking system for MOF in Tonga	10.00%
	Support Ministry of Finance Tonga and MEIDECC staff through training and on the job coaching in populating budget and expenditure data in the tracking system. Through capacity support enable generating report for first fiscal year	7.50%
Solomon Islands	Develop climate classification tables for Solomon Islands and conduct policy dialogues to create ownership of the climate budget tagging agenda.	7.50%
	Design excel-based or FMIS compatible climate change expenditure tracking system for MOFT in Solomon Islands	10.00%
Vanuatu and Tuvalu	Prepare Minister level policy brief for Vanuatu and Tuvalu (or any other 2 partner countries as agreed with the Project Manager).	5.00%
Governments of Tonga and Solomon Islands	Guidelines for climate change mainstreaming to risk inform budget submissions in Tonga and Solomon Islands (or any other two countries as determined in consultations with the project management and recipient countries).	7.50%
Regional	Develop training material to build public sector capacities in public financial management (PFM) and strengthening fiscal risk management.	10.00%
Fiji or any other country as agreed with PM	Support the design of conditional grant mechanism for risk informing development. Develop options paper, engage policy makers in dialogues to sensitize the options available.	7.50%
Programmatic	End of project report including lessons learnt to support annual project reporting and Project Board meeting	5.00%
Total		100%

Fees to be paid based on monthly invoice submitted by consultant with progress report of outputs certified by UNDP.

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 following methodology.

Cumulative analysis

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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

No.	Criteria	Weighting
1	Minimum Master’s degree in Economics, Finance, Public Administration or other relevant field.	5
2	At least 15 years of progressive experience in providing policy level support to governments in public finance which should include at least 4 years of support focussing on mainstreaming climate change into public financial management (PFM) practices	15
3	Specific experience supporting governments in designing climate change expenditure tracking system	15
4	Knowledge of the Pacific region is essential, specifically, supporting the governments and Parliaments in the space of climate and public finance.	15
5	Experience of conducting diagnostics to identify entry points for reforms which should include experience conducting Public expenditure and financial accountability (PEFA) assessments or climate public expenditure and institutional review (CPEIR) or public investment management assessments.	10
6	Fluency in English and excellent writing and drafting skills demonstrated with evidence of publications (research papers, articles, and reports).	10
		70

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

Shortlisted candidates may be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, 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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.

- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

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](#)

For any clarification regarding this assignment please write to pts.fj@undp.org