

TERMS OF REFERENCE FOR Development, adaptation, contextualisation of public finance management training materials

INTERNATIONAL CONSULTANT

I. Background

Improvements in governance and associated reforms are among the most important factors for inclusive and sustainable growth in Sudan. Poverty and social exclusion are inextricably linked to weak governance, as there is exclusiveness for some geographic areas such as Kordofan, Blue Nile and Darfur from having their fair share of national resources. Now after the signing of Juba peace agreement in October 2020, which stated clear distribution of resources for these areas that have been affected by the conflict for a long time. Therefore, the economic policy should address and link to SDGs, focusing on strengthening the responsiveness and accountability of the state through good governance.

LEEN in partnership with GIZ is looking ahead to support the transition government towards democratic change through developing and improving the capacity of government, national and public institutions which includes government staff, media groups and civil societies. This initiative will assist in introducing the values and principles for transparency, accountability and participation in budget development and execution. LEEN is referring to the chant of the Sudanese revolution “freedom, peace and justice” as guiding principle to achieve the goals of revolutionary youth, to overcome the problems that were caused by 30 years of corrupt government. LEEN and GIZ will leverage existing resources to promote knowledge transfer in public financial management to support the reforms. LEEN initiative will bring synergy between the best practices of the international, regional and country level initiatives on budget analysis and management, Anti corruptions measures, international financial reporting standard, transparency and gender responsive budgeting and sharing knowledge on budget types and socio-economic programs monitoring.

II. The objectives

The **overall objective** of this initiative is to "Contribute to improvement of public finance sector in terms of planning, budgeting, execution, reporting, in order to increase efficiency, transparency and accountability and improve the delivery of public services as set out in the constitutional document of transition government “. Specifically:

- The aim is to enhance ability to analyze and understand the government budget and associated processes. The aim is also to enhance the transfer of knowledge on topics that Sudanese government institutions and citizen were not expose due to the Sudan context before revolution. This surely will impact the allocation and utilization of resources for the benefit of all Sudanese.

- To enhance the capacity of the Ministry of Finance and line ministries and states in the methods of budget formulation, resource mobilization, ensuring transparency and accountability, and the involvement of the public in the entire process.

III. Purpose

The purpose of this consultancy is to develop a **two (2)** training handbooks emphasizing on Values and Principles of Public Financial Management and participation principles. The first handbook will focus on public financial management and provide a high-level guide for senior government official and senior managers, to help them make sure that their institutions are using funds effectively and that staffs are working appropriately. The second handbook will target the civil society and media (for third party monitoring). This consultancy is part of LEEN's tailor-made services that we provide for the government of Sudan.

IV. Scope of Work

The Consultant will develop **two (2)** training handbooks emphasizing on Values and Principles of Public Financial Management and participation principles. The principles of financial management will be designed to provide a high-level guide for senior government official and senior managers, to help them make sure that their institutions are using funds effectively. The consultant in coordination with national consultant will review the need assessment report and create participant criteria of selection for the training. First handbook be designed to train government officials while the second handbook will be used to train civil society and media. The work will be divided into the following activities:

Phase 1

- Discussion of consultancy and expected outputs between consultant and Training Coordinator
- Agree terms of reference
- Agree roles and responsibilities of both ATs in more detail
- Return signed contract

Phase 2

- Develop session aim and objectives for new content
- Sign off of overview submitted and clarification of amendments if necessary in agreement between consultant and commissioning manager

Phase 3

- Develop draft Workbook

Phase 4

- Develop draft session materials for each session including:
 - Session Briefs
 - Drafts of Power points, workbook sheets, handouts, resource materials
 - Amended course overview

- Amended timetable
- Feedback from commissioning manager provided to the consultant and agreement between both parties on completion of the course materials

Phase 5

- Finalise session materials, using the standard LEEN format, and for each session include:
 - Session Brief
 - Power point if required
 - Workbook sheets, handouts, resource materials
 - Bibliography and any additional resource materials for distribution in soft copy to participants
- Final checking of materials and last minute amendments followed by sign off of materials submitted

Phase 6

- Post pilot review and updates (to course schedule, sessions and materials) after the delivery of the first workshop.
- Final checking of updates followed by sign off of materials submitted and closure of contract

V. Qualifications

The international consultant is expected to meet the following minimum requirements, and provide references for related work undertaken recently as supporting information.

- A minimum of a Master's Degree in Economics, Finance, Accounting, Public Finance, Financial Management or Public Policy, with at least 8 years of experience in training materials development related to public finance management and public budget.
- Familiarities with budget processes in developing countries.
- Experience in public financial management is key.
- Demonstrated ability to develop training materials.
- Excellent writing and communication skills in English.
- Excellent computer skills.
- Minimum five (5) years of experience in providing training services related to public financial management, strategic development or related field, with references for a minimum of two (2) similar project.
- Minimum three (3) years' experience in providing services in public finance management/public budget.

VI. Duration

The number of billable days in which this work will be completed is 20 days. This work, as outlined in this term of reference, will be completed between 10/01/2022 and 15/02/2022.

VII. Application

Interested individual candidates or firms should send their application (cover letter, CV and sample report) to the LEEN through e-mail and Individual candidates or firms should indicate in their cover letter how they fit the criteria outlined in this advert. All applications must be received by 10 January 2022 at 1500hrs East African Standard Time.