

Terms of Reference
Capacity Building & Training Officer
Public Financial Management (PFM) Reform Coordination Unit
Ministry of Finance & Development Planning-Liberia

1. Background

Capacity building, from both human and institutional perspectives, remains an important component of the Government's Public Financial Management Reform Strategy and Action Plan. The strategy which spans over a four year period (2017-2020), serves as the strategic tool for guiding Government's efforts to improving systems, processes and practices in the PFM sector. It also provides the avenue for effectively coordinating with Development Partners and other stakeholders in implementing the reforms. The Strategy and Action Plan is structured according to the following areas: (1) Robust legal and regulatory framework; (2) Credible budget to support service delivery; (3) Revenue mobilization; (4) Robust and linked PFM systems and processes; (5) Comprehensive and transparent financial reporting and (6) External Scrutiny. Capacity building is included as a cross cutting activity.

As a cross cutting theme under the PFM Strategy, the GoL's capacity building programs focus on delivering the relevant training courses, both short and long terms, for PFM staff in various functionalities of government enabling them to be adequately qualified to implement the Government's PFM programs. It also concentrates on building institutional capacity, particularly for those institutions that are capable for delivering capacity building and training in PFM programs. Steady progress has made in implementing PFM reforms over the last few years. However, many governance and PFM challenges still persist. These weaknesses include but not limited to the slow progress in consolidating Government cash balances into a Treasury Single Account (TSA), lack of effective reconciliation of GoL accounts, weaknesses in budget credibility, macroeconomic forecasting, cash management, financial reporting, public investment and delays in revenue accounting system and reconciliations. Other areas of weakness include the obsolete IFMIS infrastructure and network connectivity, delays in the implementation of procurement activities, have all undermined the Government's efforts to achieve best value for money in public procurement and hence affecting the GoL delivery of basic social services to its citizens in a way.

Under the last Capacity Building Strategy (2011-2016), PFM staffs from various Ministries & Agencies were trained in various disciplines, including budgeting, macroeconomic forecasting, procurement, financial reporting, IFMIS, basic computer, accountancy, financial management and auditing, among others. The development of a new Capacity Building Strategy, which will complement the PFM Reform Strategy is being developed to consolidate and deepen the GoL PFM capacity building programs. The strategy will focus on key PFM areas including financial reporting, accounting, auditing, procurement, reconciliation, macroeconomic forecasting and modelling among others. The strategy will be developed from an assessment of the capacity that has been created in public financial management to ascertain whether the GoL has the needed capacity to implement its second PFM strategy and Action Plan. Implementation of the strategy is expected to be supported under the second phase of the Integrated Public Financial management Reform Project (IPFMRP-II). IPFMRP II is expected to be supported by our

international development partners including the World Bank, African Development Bank, Swedish International Development Agency and the European Union.

In view of the above, the PFM Reform Coordination Unit is looking for a Capacity Building & Training Officer who will coordinate the delivery of capacity development programs including training within the PFM sector, particularly PFM staff within functionaries of Government from both human and institutional capacity development perspectives. The Officer will work in closed collaboration with staff of the Reform Coordination Unit, heads of Ministries and Agencies and training institutions.

2. Objective of the Assignment

The main objective of this position are two-folds: 1) To support the PFM Reform Coordination Unit coordinate the effective delivery of the PFM capacity building strategy and b) To monitor and evaluate the implementation of the Capacity Building Strategy (2018 – 2021) and ensure the regular preparation of reports highlighting progress, impact, challenges and recommendations.

3. Duties and Responsibilities

The Capacity Building & Training Officer will provide leadership on the capacity development component of the PFM Strategy & Action Plan and ensure that all PFM related capacity development interventions both at human as well as institutional levels, as enshrined in the Capacity Building Strategy, are effectively implemented. The specific responsibilities are as follows:

1. Facilitate and supervise the implementation of the PFM Capacity Building Strategy to allow for effective oversight of the implementation of the strategy, the annual consolidated capacity building and training plan for the PFM Sector and ensure best usage of resources;
2. Identify training requirements at various ministries and agencies for the monitoring and evaluation of strategic, activity and action plans;
3. Contribute to the development of training and workshop materials on PFM Capacity development aligned to project focus by ensuring proper development and delivery of workshop and training;
4. Liaise with various stakeholders and assist them in developing terms of reference and concept notes and any other relevant document for conducting workshops, training, seminar in key PFM areas;
5. In consultation with the PFM Coordinator, evaluate all capacity building and training requests emanating from various stakeholders within the ambit of IPFMRP II, by checking on the relevance, alignment with the capacity building strategy and available resources and advice the Coordinator appropriately;
6. Work with various PFM training institutes and ensure that their training curricula is practical, address the capacity needs of staff and focus on the key and relevant PFM areas;
7. Undertake periodic training impact assessment and retention rate etc. for providing high quality advice to the Coordinator in case of any changes required in capacity building interventions;

8. Provide guidance in developing comprehensive capacity building strategy on PFM and other capacity development related issues and ensure its implementation;
9. Carry out any other relevant tasks that may emerge during the course of this assignment, and which may be deemed to be appropriate by the PFM Reform Coordinator to undertake.

4. Recruitment Qualifications

1. A Master degree in accounting, social sciences, education, international development, economics and financial management and relevant training in project management;
2. Six years of previous working experience related to Public Financial Management Reforms and capacity development, including capacity building and training is desirable;
3. Three years working experience in supporting project management and coordination is an asset.
4. Sound knowledge of Public Financial Management Reform issues as well as experience in monitoring and evaluation of capacity development programs;
5. Effective communication skills and ability to establish good working relationships with national and international partners;
6. Good computer skills, especially proficiency in Microsoft Word, Excel, Power point, outlook & Access.

Performance Indicators:

- Annual consolidated capacity and training work plan, including budgets are timely developed;
- ToRs and Concept Notes justifying trainings for various stakeholders are satisfactory prepared and made available in a timely manner;
- Trainings and workshops are satisfactorily delivered in a timely manner;
- Capacity building and training interventions are coordinated and executed in a timely manner;
- Progress of capacity building implementation is monitored, outputs evaluated, and reports are provided regularly;

1) Reporting Requirements

The Capacity Building & Training Officer, during the course of this assignment, will report to the Public Financial Management Reform Coordinator on a regular basis.