



Southern Africa Development Community Organization of Public Accounts Committees

SADCOPAC SECRETARIAT  
C/o National Audit Office,  
Audit House, Samora, Avenue  
P.O.Box 9080 Dar es Salaam, Tanzania.

Tel: +255 222 115157-8  
Fax: +255 222 117527  
e-mail:secretariat@sadcopac.org

## **JOB: CONSULTANT FOR TRAINING SADCOPAC NEW MEMBERS OF PUBLIC ACCOUNTS COMMITTEES (PACs)**

**Project name: SADCOPAC/EAAPAC IDF PROJECT (TF99399)**

**Application Deadline: 10<sup>th</sup> November 2014**

**Languages Required: English**

### **Background to the Project**

The Southern African Development Committee Organisation of Public Accounts Committees (SADCOPAC) and the Eastern African Association of Public Accounts Committees (EAAPAC) were created in 2003 and 2004 respectively as permanent institutions in order to promote mutual support, foster the exchange of ideas, knowledge and experience among Public Accounts Committees (PAC) on the oversight function with the overall objective to contribute to good governance and transparency.

Parliamentary oversight plays an important role in the strengthening of accountability and transparency. Still, major challenges remain for PACs in the region, amongst them,

- In general, PAC operate in isolation of each other and little information is shared
- No uniformity or standardization of practices
- There is limited opportunity to share good practices
- Little institutional memory
- PAC members' background knowledge is not necessarily in the area of financial management

Overall, a need to improve the quality and performance of PAC is acknowledged.

### **Project purpose and objectives**

The project intends to contribute to good financial governance, accountability and transparency in African countries by strengthening the capacities of Public Accounts Committees and enhance networking amongst them. It therefore intends to support two major regional associations of Public Accounts Committees, SADCOPAC and EAAPAC.

The project aims at enhancing exchange of experience and peer learning among members of PAC and their staff. It thus intends to contribute to the effectiveness of PAC's overall work including its relation with the Auditor General's office (AGO).

The objectives of the project are aligned with the strategic objectives of both organisations as laid out in their respective strategic documents. Their objectives relate, among others to:

- i) Improvement of individual capacity of PAC members
- ii) Sharing of good practices and innovation, harmonization and standardization where appropriate
- iii) Conduct research on new good practices
- iv) Work closely with Auditor General
- v) Strategic planning and creating monitoring and evaluation arrangements

The specific objectives of the projects are:

- i) EAAPAC and SADCOPAC networks share information and produce quality learning resources for themselves as well as amongst each other.
- ii) EAAPAC and SADCOPAC members (PAC and staff) learn from each other and Supreme Audit Institutions (SAIs) staff and transfer and apply their learning in the interest of their countries.

## Purpose of the assignment and scope of work

SADCOPAC and EAAPAC in collaboration with WBI are expecting to conduct training for SADCOPAC new members of Public Accounts Committees (PACs) in **November, 2014** to be held in Johannesburg, South Africa.

The training will involve participants from new PAC members and their support staff from **Botswana, Malawi and South Africa.**

### Consultant's tasks are:

- To produce presentations covering the below training topics.
- To produce the training manual covering the below training topics.
- Design training methodologies that will maximize learning and exchange of experiences
- Facilitate training using uploaded materials by members on the wiki website at the previous members community of practice workshops and training. More information about previous events are available on: <http://sadcopac.publicaccountscommittees.wikispaces.net/>
- The consultant will work with the SADCOPAC Secretariat to ensure all preparatory materials and training proceedings/ discussions are captured on the SADCOPAC wiki website (<http://sadcopac.publicaccountscommittees.wikispaces.net/>)
- The training will covers the following topics:
  - Effectiveness of PAC - attributes of an effective PAC, effective management of PAC meetings, role of the Chairperson, role of members, role of support staff, preparation of PAC reports, drafting of PAC recommendations, follow up mechanism for PAC recommendations, enhancing links with citizens and how PAC can evaluate its performance.

- Public Finance Management
- Value for money Auditing (understanding of VFM report)
- Auditing of contracts (role of PACs on public contracts e.g extractive industries)

The training language will be English.

### **Deliverables**

- *Training manual for participants - 1 master copy* (before the training)
- *Training presentation slides* (before the training)
- *Training program* (before the training)
- *Knowledge management / report: Uploading all preparatory materials and training content/ discussions on the SADCOPAC wiki website ( before and during the training )*

All outputs/deliverables should be communicated and submitted to the SADCOPAC Secretariat in-person.

### **Qualification of the consultant (education and experience).**

The following skills and knowledge are necessary to carry out the consultancy:

- Appropriate university academic qualification in public sector administration or equivalent;
- Minimum of 3 years experience of working in public sector financial management and auditing, or/and parliamentary public accounts committee
- Proven experience as trainer and facilitator of the trainings
- Fluent in English language
- Experience in producing International training reports.

- Be a candidate from one of the countries of Southern and Eastern Africa

### **Mode of Application**

- Submit the fee and technical proposals
- The breakdown costs to be incurred
- Provide profile / CV with references in relation to the personnel envisaged to render the service
- Short concept note regarding the assignment (2-3 pages)

Interested candidates/Individuals are invited to submit their applications not later than 10<sup>th</sup> November 2014 to:

**SADCOPAC Secretariat,**

**C/o National Audit Office of Tanzania,**

**Samora Avenue / Ohio Street,**

**P.O. Box 9080, Dar-es-Salaam, Tanzania.**

**Email: [secretariat@sadcopac.com](mailto:secretariat@sadcopac.com)**

**Website: [www.sadcopac.org](http://www.sadcopac.org)**