



Southern Africa Development Community Organization of Public Accounts Committees

SADCOPAC SECRETARIAT
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TERMS OF REFERENCE

CONSULTANT FOR TRAINING SADCOPAC / EAAPAC NEW MEMBERS OF PUBLIC ACCOUNTS COMMITTEES (PACs)

1. Background

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.

2. 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.

3. Purpose of the assignment and scope of work

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

The training will involve participants from new PAC members and their support staff from Rwanda, South Sudan, Swaziland, and Zimbabwe.

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.
 - Best Practices on Finance and Procurement Acts and Regulations in SADC
 - Procurement audit (understanding procurement audit report)
 - Public Finance Management: An overview of PFM and Case clinics on PEFA and other methodologies for PFM systems assessment

The training language will be English.

4. Qualification of the consultant

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

5. Output/ 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.

5. Copyright

All rights of copyright concerning the material produced by consultant will remain the property of SADCOPAC, be public domain, and can be used by any organisation with appropriate attribution to SADCOPAC.

6. Time frame

The consultant will work from **December 1-2, 2014** (*Arrival of consultant in South Africa is expected on November 30, 2014 and departure on December 3, 2014*). On

November 30, 2014 in the evening, the consultant will meet with SADCOPAC Secretariat to finalize program issues, at the training venue.

7. Supervisory arrangements

The consultant shall directly work with the SADCOPAC Secretariat and development partners, who will collaborate with the consultant in obtaining all the required documents and materials, as well as in communication with the main beneficiaries of the assignment. The consultant will be supervised by SADCOPAC Secretariat and report regularly to SADCOPAC and EAAPAC Office Bearers through respective Secretariat. The consultant is ultimately accountable to the SADCOPAC.

8. Pricing

The fee will be transferred by SADCOPAC/EAAPAC IDF Grant on instalment basis as will be indicated in the contract. Fees quoted should inclusive of travelling, accommodation, stationery etc.

9. Scope of the offer

9.1 Submit the fee and technical proposals

9.2 The breakdown costs to be incurred

9.3 Provide profile / CV with references in relation to the personnel envisaged to render the service

9.4 Short concept note regarding the assignment (2-3 pages)

10. Other agreements

SADCOPAC/EAAPAC may terminate the Agreement with immediate effect if the services or parts thereof cannot be rendered for reasons not within the responsibility of SADCOPAC/EAAPAC. The same shall apply if major elements of the services cannot be rendered for reasons for which the Contractor is responsible. In the event of termination, only the services rendered to date by the Contractor shall be remunerated. SADCOPAC/EAAPAC shall not assume liability for risks emerging directly or indirectly from implementing the commission.

11. Contacts:

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