



Budget Strengthening Initiative (BSI):

Country Programme Manager - Liberia. Consultancy Service Contract

Background

ODI's Budget Strengthening Initiative (BSI) supports the world's poorest, most fragile and most conflict-affected states to develop more effective, transparent and accountable systems for managing public finances. The project works in collaboration with an international network of donors (including IMF and World Bank) and budget reform stakeholders such as the IBP, CABRI and others to provide high-level policy advice on budgeting issues to governments of fragile states. The project is hosted by the Centre for Aid and Public Expenditure (CAPE) and links closely with the existing portfolio of work on aid instruments and PFM reform.

We currently work with Ministries of Finance in three fragile states: Southern Sudan, Liberia and DRC; with a long term aim to expand to another 1 to 2 fragile states. BSI provides contacts with international experts, demand-led policy advice and technical assistance; and access to peer learning and networks. Requests for advisory support have been wide ranging with the main focus on budget reform (e.g. Public Financial Management reform strategy; MTEF implementation and cash management) and aid strategies (both design and implementation at central and line ministry level). However support has also covered development of citizens' guide to the budget; macroeconomic policy; climate change finance and job creation strategies.

Terms of Reference

The outcome of the assignment will be the successful development and administration of the Country Programme, with the consultant coordinating activities, providing technical support and managing the team. The work will be overseen by

BSI's Director. The budget for BSI's programme in Liberia is expected to be between £300,000 and £400,000 per year.

BSI only started work in Liberia this year. The main focus of work at the moment is supporting the budget department on budget formulation; MTEF implementation and monitoring and evaluation. Other key areas of support include design and implementation of infrastructure financing strategy, aid management and macroeconomic policy.

One of the first tasks for the successful consultant will be to visit Liberia in early 2012 and review how best to build on these current programmes and explore additional options for engagement including possible support to the legislature and civil society..

Key Terms and Deliverables

A. Technical and mentoring support to the BSI country programme in line with agreed workplans and requests from the client countries.

B. Management of the BSI country programme:

- i. Act as the primary point of liaison between BSI and the client country; liaise with the client focal points and BSI coordinators; ensure effective communication with the client and other relevant organisations to ensure BSI activities are coordinated with and not duplicating the activities of others.
- ii. Oversee the preparation of workplans; oversee the implementation of agreed workplans.
- iii. Support the sourcing and identification of BSI experts; draft requirements or ToR; coordinate the country programme team.
- iv. Provide quality assurance for the work of BSI advisory support.
- v. Plan and execute monitoring and evaluation activities for the country programme, including logging impact against activities and on an ongoing basis.
- vi. Report on BSI activities, providing regular and timely updates and supporting into BSI reporting requirements; liaise with all members of the country programme team and ensure each member is reporting appropriately after every mission and on ongoing work.

C. Provision of Cross Support to the BSI Programme:

- i. When required, provision of cross support to other elements of the BSI programme, including design, provision of technical support in other BSI country programmes, research services and cross programme learning.

The consultant will be expected to demonstrate the following:

Knowledge and Qualifications

- i. Education to post-graduate level
- ii. Experience and in depth knowledge of (but not limited to) Liberia.
- iii. Experience working at a senior level within government agencies as well as managing and designing development assistance strategies.
- iv. Expertise in public budgeting and expenditure management.
- v. Language as required to operate effectively in the country of the programme

Skills/Abilities

- i. Demonstrated ability to operate effectively at the highest levels of government and network effectively.
- ii. Tact, diplomacy and persuasiveness backed by strong analytical skills.
- iii. Excellent written and spoken communication in English and any relevant language including the ability to write and explain technical matters clearly in non technical language and tailor outputs towards the target audience (i.e. policy briefs for Ministers).
- iv. Demonstrated capacity for policy advisory based on an analytical approach, and the ability to communicate innovatively and creatively.
- v. Ability to translate request for assistance into implementable projects/activities.
- vi. Skills in negotiation, listening, communication of ideas, problem solving, decision making.

Other Information

- The contract will be based on a minimum of 60 days per year and the selected consultant would have to have the flexibility to provide this level of input in a timely manner as required by the needs of the client and will keep in close contact with the BSI Director and team.
- BSI is currently primarily funded by a 5 year grant from the UK Department for International Development (DFID). The contract will initially be valid for a period of 2 years.
- BSI operates as a global team, with headquarters at the ODI offices in London and experts located in US; Europe and Africa. The Country Programme Manager can be based in any suitable location providing they can maintain the necessary communication and travel links with the country and London. However:
 - BSI will consider cost implications when reviewing applications and always strives to obtain maximum value for money.
 - The consultant must be willing to travel and will be expected to be available for on the ground support to the programme not less than 4 times a year for at least 30 days per year.
- The BSI team will be composed of the following staff roles: A Director, a Deputy Director; a Research Manager; a Project Manager and a Project Officer. In addition, there will be total of 3 Country Programme Manager consultants contracted to the team, and ODI staff and contractors will provide technical advice and research services as needed. BSI works with a number of senior, international advisers and is continuing to expand its team.

Tender Process

- Applicants should submit a CV, statement of support responding specifically to their qualification to perform the services set out in the terms of reference above and a schedule of costs by COB on the 6th of October bsi@odi.org.uk.
- Shortlisted consultants will be invited to a meeting in the week beginning 7th November and will need to be available to commence work by March 2012 at the latest.