**TERMS OF REFERENCE (ver. Nov2015)**

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**Purpose of the Assignment:**  Economist to Provide Technical Assistance to the Parliament of Mozambique on financial oversight.

**Section Submitting:** Social Policy Evaluation and Research - SPEAR

1. **Purpose and Objective:**

UNICEF’s one of key areas of Social Policy is Public Finance for Children (PF4C), whose main objective is progressive realization of child rights through utilization of public resources at national and local levels for children’s services. Within the PF4C agenda this consultancy’s specific objectives are 1. Improved efficiency, effectiveness and equity of public resources allocated to child-focused programs and 2. Strengthened policies and capacity for investing in children.

This consultancy is a continuation to existing work of technical assistance and capacity building of the parliament for evidence-based budget oversight.

UNICEF has supported the Parliamentarian Technical Cabinet since 2017 when the unit of financial, economic and budgeting analyses (UEEFO Unidade de Estudos, Economicos, Financeiros e Orcamentais) was created with technical support in collaboration with Parliament’s Secretariat and Technical Cabinet. The UEEFO was established with the objective to strengthen the evidence based legislative and oversight role of the parliament especially the Budget Committee and Social Issues Committee. The unit was led by a Snr Financial Analyst with financial support from UNICEF since August 2017 until September 2020. During this time the analyst developed working tools and processes to ensure the relevance and coherence of UEEFO work to respond parliament’s analytical needs for effectively run its legislative and especially oversight role.

This consultancy will build on existing work and tools. The consultant will work with the UEEFO team supporting mainly Budget Committee, but not only. The consultant will develop and deliver timely high-quality analytical products for the use of members and Budget and Social Issues committees. He/she will lead the production of all the UEEFO financial and economic products and ensure they are of the highest quality and analysis is independent and authoritative, yet user friendly. The consultant will run capacity building sessions to relatively new elected MPs and staff together with the Parliamentary Training and Study Center. The Consultant needs to actively be updated of any Public Finance Management reforms and stakeholders. The consultant will also support effective provincial oversight capacities of the MPs. During the consultancy the tools of UEEFO will be further developed.

The proposed consultancy will require full-time dedication to provide technical assistant and will be mainly based in the Parliament of Mozambique.

**Methodology and Technical Approach:**

The consultant will be based at the Parliament 80% of his/her working time working in accordance to the stipulations of the Technical Cabinet (as it relates to hours and schedule) and 20% in UNICEF to have on-job coaching on Public Finance Management for Children. The consultant will work in close collaboration (albeit independently) with the Parliament’s Secretariat as well as with the Planning and Budgeting Committee of Parliament (CPO) and with Social Action, Gender and Child Committee, particularly with its President, Vice-President, and Rapporteur and vice rapporteur and committee secretariat. Consultant ensures transfer of knowledge to possible new staff.

The consultant reports monthly to UNICEF in terms of main activities undertaken, products produced, challenges and achievements.

The consultant needs to develop and maintain key relationships with the Parliament’s Secretariat, Planning and Budget Committee, the Social Action, Gender and Child Committee; the Secretary General Cabinet; the Centre for Parliamentary Study and Training; the Ministry of Economy and Finance; the Tribunal Administrativo; the Banco de Moçambique (Central Bank); the Library and Research department; and local experts and economic analysts.

1. **Activities and Tasks:**

**Development of Economic, Budget and PFM analysis (50%)**

* Act as the Financial and Economic Analyst leading the development of all UEEFO products and responses to requests of CPO.
* Develop, within the first month of consultancy, a workplan, timeline and deliverables of the production consulting CPO secretariat and leadership as well as UNICEF including dissemination plan and methodology of analyses and technical information to MPs as well as the public in general.
* Lead the elaboration of economic and budget analyses inclusive but not limited to, technical analyses of: State Budget Proposals and eventual revisions, Plano Económico e Social (PES) Proposals, Conta Geral do Estado, Budget Execution Reports, Audit Reports and recommendations and present them in and appropriate user-friendly formats. Include analyses on In-depth budget analyses on selected social sectors such as health, education, water and sanitation and social action/protection
* Support the provision of independent assessments of financial implications of draft legislation and policies.
* Regular updates on key PFM reforms to CPO and staff.
* Ensuring timely completion of all analyses so they are delivered to deadline, meet the requirements of the end-user and are of high-quality and adhere to internal standards. Ensure that the analyses is transparent and published in UEEFO webpage.
* Support staff to ensure that TC maintains or has access to datasets to ensure it is able to respond quickly and accurately to requests for information and analysis
* Devising appropriate methodology for responding to requests from the TC’s end-users
* Liaise with and ensure appropriate information is provided to the Committees in a timely manner.
* Take overall for the accuracy and editorial quality of the all the TC’s economic products and analyses.

Interact and network with relevant stakeholders such as MEF, Administrative Court, Bank of Mozambique, Tax Administration and academia.

**Committees Oversight support, esp. Public institution’s and Provincial Oversight visits (20%)**

* Develop together with secretariat preparative and follow-up sessions to support oversight visits together with Parliamentary Training and Study Center.
* Support the development of oversight material.
* Support the development of opinions.

**Training of MPs and Staff (20%)**

* Identify and arrange together with the Secretariat appropriate training and development opportunities for UEEFO staff and Second and Third Committees to ensure necessary skillsets and knowledge are available and maintained. The trainings can be coordinated with Parliamentary Study and Training Center.

**Mentoring and leadership (10%)**

* Provide leadership in an open, interactive and consultative style, which values the views and skills of all the TC’s staff
* Coordination of the TC’s team and possible trainees by ensuring appropriate capacity development plan and ensuring effective delivery of economic products.
* Provision of day-to-day on-the-job mentoring and guidance to the staff and interns

1. **Deliverables and Payments:**

Consultant will be paid on product delivery basis. The products (unless considered confidential by Parliament) will be accompanied by a narrative report documenting the progresses, challenges and way forward.

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*Deliverable 1:*

Delivery timeframe: by the end of January 2021

Deliverable/product(s): Annual workplan that includes a calendar for the production and dissemination of analysis and provision of technical information to MPs, Analyses of CGE 2019.

*Deliverable 2:*

Delivery timeframe: by the end of February 2021

Deliverable/product(s): Analysis of the REO III 2020, Assessment report on the training and development requirements of the parliamentary Staff and MPs.

*Deliverable 3:*

Delivery timeframe: by the end of March 2021

Deliverable/product(s): Analysis of the REO IV 2020. Training and development plan. Informative sessions and trainings -reports.

*Deliverable 4:*

Delivery timeframe: by the end of April 2021

Deliverable/product(s): Deliverable/product(s): Development of Oversight material and preparative sessions. Informative sessions and trainings -reports.

*Deliverable 5:*

Delivery timeframe: by the end of May 2021

Deliverable/Product: Analysis of the REO I 2020. Run preparative sessions of oversight visits -reports.

*Deliverable 6:*

Delivery timeframe: by the end of June 2021

Deliverable/product(s): Development of UEEFO material. Analysis of the 2020 State Budget Accounts (CGE).

*Deliverable 7:*

Delivery timeframe: by the end of July 2021

Deliverable/product(s): Lead staff training sessions. Preparative activities on Provincial oversight visits -report.

*Deliverable 8:*

Delivery timeframe: by the end of August 2021

Deliverable/product(s): . Support oversight visits. Participate in PBO seminar -report.

*Deliverable 9:*

Delivery timeframe: by the end of September 2021

Deliverable/product. REO II analyses, Possible analyses of revised 2021 budget. Support follow-up sessions of oversight visits -report.

*Deliverable 10*

Delivery timeframe: by the end of October 2021

Deliverable/product(s): 2022 PES-OE proposal analyses and informative sessions. Support consultative sessions.

*Deliverable 11*

Delivery timeframe: by the end of November 2021

Deliverable/product(s): Support consultative sessions and the development of budget opinion -report.

A final report of the overall consultancy – focusing on the progress, challenges and the way forward.

1. **Management and Supervision:**

Supervision and guidance will be provided by Social Policy Specialist. Assignment will commence on January 2021 and end December 2021 (11 months).

1. **Qualifications and Specialized Knowledge:**

**Academic qualifications**:

* A sound academic background, preferably Masters in Economics and Public Finance Management

**Work experience**:

* Demonstrated experience of 2 year experience performing economic and financial (including budget) analyses.
* Demonstrated experience working with the parliament (minimum 2 years), preferably UEEFO and CPO.
* Experience in coordinating multi-stakeholder activities.

**Specific knowledge, competencies, and skills required**:

* A track record of delivery of high-quality products, meeting the needs of customers
* Skills to simplify complex economic and budgetary information in user friendly format.
* Strong knowledge of the Mozambican parliamentary system.
* Knowledge of Public Finance Management landscape, actors and reforms in Mozambique.
* Knowledge of Results Based Management and Human Rights Based Approach.
* Exceptional numerical and analysis skills
* Diplomatic networker, results and solutions oriented and approachable personality.
* Non-partisan and independent operator.
* Willing and able to travel in Mozambique and regionally

**Language skills**:

* Fluency in written and spoken Portuguese
* Fluency in written and spoken English

**Other:**

Mozambican nationality

1. **Conditions of Work:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Provided by UNICEF** | | **Remarks** |
| **Yes** | **No** |
| Service incurred death, injury or illness | X |  | Per the provisions of CF/IC/2013-001 on insurance coverage “in cases of service-incurred injury, illness or death under a third-party provider”. |
| Health Insurance |  | x |  |
| Office Space |  | x |  |
| Computer in office premises |  | x |  |
| Access to printer in the office premises |  | x |  |
| Airtime |  | x |  |

1. **In-country Travel.**

Approved travel within Mozambique and internationally will be covered/reimbursed by UNICEF as follows:

Travel organized by UNICEF through a Travel Authorisation per the applicable policy, with standard terminal expenses, and per diem at 75% of the applicable UN Mozambique DSA rate.

1. **Evaluation Criteria**

The selection of the consultant will be based on a “best value for money” principle. The technical evaluation criteria are stipulated below.

|  |  |  |
| --- | --- | --- |
| **Item** | **Technical Criteria/Qualifications** | **Max. Points** |
| **1** | **Education** | **15** |
| **1.1** | Degree in economics or in a related field | 15 |
| **2** | **Work Experience** | **30** |
| **2.1** | Demonstrated experience of 2 year experience performing economic and financial (including budget) analyses. | 15 |
| **2.2** | Demonstrated experience in working with the parliament (minimum 1 year), preferably with CPO and UEEFO. | 10 |
| **2.3** | * Experience in coordinating multi-stakeholder interventions. | 5 |
| **3** | **Technical Skills and Knowledge** | **55** |
| **3.1** | A strong track record of delivery of high-quality analytical products on economy, fiscal and monetary policies as well as public policies, meeting the needs of customers in a user-friendly way. | 25 |
| **3.2** | Strong knowledge of the Mozambican economy and Public Finance Management system, on-going reforms and relevant stakeholders | 15 |
| **3.3** | Managerial experience | 10 |
| **3.4** | Language skills: proficiency in Portuguese and English | 5 |
|  | ecblank**Total Technical Score** | **100** |
|  | **Minimum Technical for pass to financial assessment** | **70** |
|  | *Only those candidates meeting the minimum technical score will be eligible for further review.* | |

1. **Remarks:**

Consultant should be Mozambican citizen.