



**SPECIFIC TERMS OF REFERENCE  
TERMS OF REFERENCE FOR THE DEVELOPMENT OF QUARTERLY  
MONITORING REPORTING FRAMEWORK FOR PUBLIC FINANCE AND  
ECONOMIC MANAGEMENT REFORMS IN MALAWI**

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## **1. BACKGROUND**

### **1.1 OVERVIEW**

In a bid to improve and strengthen Public Finance and Economic Management (PFEM) systems, Government undertook to implement the PFEM Reform Programme since 2011. The Programme was developed with a view to have a coordinated approach towards implementation of the Government PFEM reform agenda. It followed several prior initiatives whose implementation was guided by action plans.

With the implementation of the reform programme underway, the Government has achieved several milestones towards the strengthening of PFEM systems. The roadmap has however faced a lot of bottlenecks including revelations of fraudulent activities in a scam that was famously known as 'cash-gate'. Following this, the image of PFEM in Malawi has been significantly dented.

Government with assistance from other cooperating partners has been implementing several initiatives aimed at strengthening the porous control environment whilst at the same time building stakeholder's image of and confidence in, the PFM systems. Despite the efforts, the challenge has however been insufficient communication with the stakeholders on what is being done for full appreciation of the initiatives and status quo.

In view of the foregoing, Government through the Financial Reporting and Oversight Improvement Project (FROIP) would like to contract the services of a Monitoring and Evaluation consultant to produce a PFEM reforms bulletin and the long term PFEM Reform Program (PFEM RP).

### **1.2. PROBLEM STATEMENT**

Despite several initiatives that Government and Development Partners are making towards strengthening PFEM systems in Malawi, there has been little appreciation of what is being done. This has been attributed to under reporting and poor dissemination of reports on PFEM reforms.

Additionally, there has been fragmented reporting on various activities that Government is undertaking in addressing PFEM deficiencies, and in most circumstances reporting being demand driven and mainly through the Ministry's PRO.

It is against this background that the PFEM Unit would like to be proactive and engage the services of a well qualified consultant to assist Government effectively and wholesomely evaluate PFEM reforms by championing the development of a PFEM bulletin and long term PFEM RP.

## **2. DESCRIPTION OF THE ASSIGNMENT**

### **2.1 Overall Objectives**

The overall objective of this assignment is to develop a PFEM Reporting framework that will culminate into the development of an initial progress report on PFEM and subsequent development of long term PFEM RP and a bulletin to aid in communicating to the stakeholders and the general public on status of the PFEM reform programme.

### **2.2 Specific Objectives**

The specific objectives of this assignment are:

- i. develop reporting framework for the PFEM RP,
- ii. review implementation progress of the PFEM reform programme,
- iii. review implementation progress of specific projects/interventions towards implementation of PFEM RP, and
- iv. Produce a bulleting on progress with regards to implementation of the projects/interventions
- v. Facilitate the integration of the PFEM RP into the long term PFEM RP.

### **2.3 Required Services**

The Consultants will be required to:

- i. carry out an progress implementation review of the PFEM RP and other vehicles for implementing the programme
- ii. come up with a progress report on the implementation of the interventions
- iii. Draft a bulletin on the interventions
- iv. Draft long term PFEM RP

### **2.4 Required Outputs**

The following are the key expected outputs of this assignment;

- i. Inception report on how the Consultant will approach the assignment;

- ii. Quarterly reporting framework
- iii. A draft final report that highlights progress with regards to implementation of each of the projects/initiatives within PFEM RP
- iv. A bulletin on PFEM reforms both on status and initiatives
- v. Long term PFEM RP

### **3. EXPERTS PROFILE OR EXPERTISE REQUIRED**

The Consultant should have the following attributes:

- i. At least 10 years of managerial experience in the public service, 5 years of this in PFEM institutions, experience in managing public sector reforms will be an added advantage.
- ii. Knowledge in carrying out Monitoring and Evaluation of public sector programmes.
- iii. Excellent writing skills.
- iv. Minimum of Masters Degree in relevant field, preferably Economics, Finance or Accounting.

#### ***Evaluation Criteria:***

Evaluation will be based on relevant and overall work experience of the consultant, education qualification and contributions made towards publications or strategy papers.

### **4. LOCATION AND DURATION OF THE ASSIGNMENT**

#### **4.1 Starting period and duration**

The assignment is expected to start on 2<sup>nd</sup> March and shall be for an initial 15 working days subject to renewal subject to performance and based on demand in subsequent months.

#### **4.2. Location(s) of assignment**

The assignment will be undertaken within Lilongwe with the Consultant expected to travel to some local councils for consultations.

### **5. DELIVERABLES**

The Consultant is expected to submit the final report within 10 days after the engagement.

### **5.1 Submission/comments timing**

In addition to the specified outputs under section 2.4 of these Specific Terms of Reference, further details are as follows:

### **5.2 Inception Report**

The contractor will present an inception report two days after commencing.

### **5.3 Final Report**

The consultant will submit draft reports and the bulletin at the end of the assignment. Comments from stake holders will be allowed for 5 working days, after which the outputs will be deemed final.

### **5.4 Number of report(s) copies**

All reports will be submitted in three (3) copies to the PFEM Unit. The final report will also be submitted in electronic format compatible with the latest versions of Microsoft Office.

## **6. INCIDENTAL EXPENDITURE AND ADMINISTRATIVE INFORMATION**

### **6.1 Administrative arrangement and Reporting Requirements**

The assignment will be managed administratively by the PFEM Unit in the Ministry of Finance, Economic Planning and Development. The Consultant will report to the Director of the PFEM Division and will work closely with various head of the PFEM Report Program.

### **6.2 Other authorized items to foresee under 'Reimbursable'**

Reimbursable items include inter-city travel or local travel, communication and printing expenses.

### **6.3 Tax and VAT arrangements**

Malawi tax laws to consultants shall apply.

#### **6.4 Others**

The consultant shall keep an inventory of all the documents made available to him by the Administration or produced in the course of the assignment. These documents, which shall be entrusted to his safekeeping, must be returned at the end of the assignment.