

Government of the Federal Republic of Nigeria
Support to the Public Service Institute of Nigeria (PSIN)

Terms of Reference for Engagement of a Program Officer (Liaison & Communication)
for the SFTAS Program

1. Background

The Federal Government of Nigeria has agreed with the World Bank on a multi-year (2018-2022) program to support Nigerian states to strengthen fiscal performance and sustainability: *The State Fiscal Transparency, Accountability and Sustainability (SFTAS) Program for Results* (“*The Program*”). Details of the proposed Program is contained in Annex 1.

The Public Service Institute of Nigeria (PSIN) was established by the Federal Government and charged with the statutory mandate of modernizing public sector governance through structured training, research, consultancy and advocacy for the public service in Nigeria. Since its establishment, the Institute has been offering competency-based training programs aimed at strengthening the capacity of Ministries, Departments and Agencies (MDAs). PSIN training programs cut across a wide range of need areas including but not limited to planning, budget, policy design and implementation, public procurement, strategic human resources management, corporate governance, leadership, public sector reforms, fiscal transparency and accountability.

PSIN has been engaged under the technical assistance component of the SFTAS program to strengthen capacity of Nigerian states in PFM and OGP to enable them achieve the disbursement linked results under the three (3) key results areas (KRA) of the SFTAS PforR: Increasing Fiscal Transparency and Accountability; Strengthening Domestic Revenue Mobilization; and Strengthening Efficiency in Public Expenditure. Specifically, PSIN plans to design and deliver face-to-face curriculum-based standard structured core courses training on PFM and OGP to the relevant staff in the State Governments involved in the achievement of the SFTAS disbursement-linked indicators (DLIs), and eligibility criteria. It further plans to develop an e-learning course.

PSIN has identified the need to engage a Consultant as the Program Officer – Liaison & Communication for the SFTAS Program at the PSIN during the Program’s implementation. The individual consultant will be selected in accordance with the procedures set out in the World Bank’s “Procurement Regulations for IPF Borrowers” (Procurement Regulations) dated July 2016 (revised November 2017) under the “New Procurement Framework (NPF), available at the WorldBank website:<https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=4005&ver=current>

2. Objectives and Scope of the Assignment:

The principal task of the Program Officer-Liaison & Communications is to provide liaison and communication services to the PSIN-SFTAS team to support them to successfully implement the PSIN workplan for the SFTAS Program.

3. Specific Responsibilities and Activities

The Program Officer-Liaison & Communications is expected to conduct/implement the following key operational activities:

- Serve as a point of contact for SFTAS related enquiries.
- Provide support for communication and coordination activities between the PSIN-SFTAS Team, the state governments and the PCU;
- Assist the PSIN-SFTAS project team in organizing all public engagements, including curriculum based face-to-face training and virtual workshops by collating and organizing all background materials and documents;
- Respond to all enquiries on SFTA Program to PSIN.
- Ensure appropriate filing of all SFTAS-related documents and maintaining a database of PSIN-SFTAS Secretariat for effective communication, monitoring and reporting;
- Develop and maintain database of SFTAS key stakeholders.
- Support the development of a communication strategy for the project and act as the first point of contact for all media enquiries;
- Work closely with the PCU in managing PSIN related SFTAS Communication.
- Maintain asset register for all equipment (non – ICT) procured under the PSIN-SFTAS Program
- Provide administrative support to the PSIN-SFTAS team to manage all consultants including firms hired by the PSIN under SFTAS
- Perform other duties as required and requested by the Program Coordinator within the framework of this consultancy.

4. Supervision and Reporting Arrangements

The Consultant will be supervised day-to-day by the SFTAS Program Coordinator at the PSIN.

5. Duration of the Consultancy

The contract shall be time-based. The contract will be for a maximum of 62 working days in 2020 and 240 working days per year during 2021-2022.

6. Location of the Consultancy

The Consultant will be based in the PSIN-SFTAS office, located in the Public Service Institute of Nigeria (PSIN) office in Abuja, Nigeria. The PSIN will ensure that there is adequate facilities and logistical support for the PSIN-SFTAS Team. The Consultant will travel as necessary to perform the consultancy activities.

7. Payment

Payments shall include the daily consultancy fees and reimbursable expenses associated with the performance of the consultancy activities such as missions to the states. Fees will be discussed and agreed before contract is finalized. Payments shall be made on presentation of consultant's invoices and other supporting documents for the number of days spent on the consultancy and all reimbursable expenses shall be paid upon presentation of actual invoices and other supporting documents.

8. Qualifications, Specialized Knowledge and Experience and Competencies:

- Minimum of Bachelor degree/HND in management, public administration, public relations, communications or other relevant fields;
- Minimum of 5 years relevant experience in project communication, stakeholder management and administration;
- Experience of working with public sector in Nigeria is an advantage.
- Experience of working in development partners is an advantage;

- Highly computer literate with demonstrable proficiency in Microsoft Office Suites.
- Fluency in spoken English required with excellent written English skills, including sound report-writing skills;
- Proven ability to work under pressure and meet strict deadlines;
- Demonstrated delivery focus that balances a responsive and proactive approach;
- Proven ability to work effectively as part of a team.

Annex 1: State Fiscal Transparency, Accountability and Sustainability Program for Results (“The Program”)

1. Strategic Context. State governments in Nigeria account for 37 percent of total government expenditure and a quarter of total public debt. States are provided with a high degree of fiscal autonomy under the country’s Constitution. The fiscal federalism framework does little to compel states to be fiscally transparent and accountable and exercise prudent fiscal management. The sharp decline in oil prices and revenues in 2015-2016 led to two financial assistance packages from the federal government to the states, and the adoption of the 22-point Fiscal Sustainability Plan (FSP). The current fiscal performance across states, with few exceptions, is sub-optimal: fiscal transparency and accountability is weak, revenues collected by the states are limited, states face recurrent spending pressures, and states’ debt sustainability has declined. The Federal Ministry of Finance of Nigeria (FMoF) requested a World Bank program to support Nigerian states to strengthen their fiscal performance and sustainability.

2. Program Development Objective. The Program development objective is to strengthen the fiscal transparency, accountability and sustainability in the participating states.

3. Program Financing and Duration. The Program will finance activities under two components: (i) a Program for Results (PforR) component in the amount of US\$700 million; and (ii) a technical assistance (TA) component, using the Investment Project Financing (IPF) instrument in the amount of US\$50 million. The duration of the Program will be four years with the program effectiveness May 2019 and end date of December 2022. The PforR will cover the fiscal performance of states over four fiscal/calendar years: 2018-2021. Capacity building activities will commence after program effectiveness until the end of 2021.

4. Summary Program Design: The Program will support participating states to implement a strategic set of reforms from two government programs: The Fiscal Sustainability Plan (FSP) and The Open Government Partnership (OGP) commitments. Ex-ante, the Program is open to all states and FCT to participate. The PforR component will provide performance-based financing to states. To access the PforR financing, every state must meet the annual eligibility criteria: the publication of annual budgets and audited financial statements. States meeting the eligibility criteria will receive performance-based financing based on their achievement of pre-agreed set of results/disbursement-linked indicators (DLIs). The results/DLIs support increasing state-level fiscal transparency and accountability, strengthening state-level domestic revenue mobilization, increasing efficiency in state public expenditures, and strengthening state debt sustainability. The states’ achievement of the results/DLIs are to be verified annually by the independent verification agent (IVA) and the annual performance results will be published. Under the TA component, comprehensive set of capacity building activities to support participating states to achieve the results/DLIs will be delivered by selected implementing agencies. In addition, support will be provided to the IVA and the Program Coordination Unit (PCU) under the TA component.

5. Program implementation and coordination arrangements:

Program implementation: States will be responsible for achieving the program results and thus will be leading the implementation of the PforR component. To support the implementation of the Program in each state, a state steering committee and focal persons for SFTAS will be established and assigned in each of the participating states.

Program coordination: The Home Finance Department (HFD) in the Federal Ministry of Finance (FMoF) will house the Program Coordination Unit (PCU), with the Director of HFD as the National Program Coordinator. The HFD is the department within FMoF mandated to oversee transfers and financial support to the states. It manages the FAAC process with the

states and disbursements from the Budget Support Facility (the federal government’s financial assistance program to the states). The PCU’s key functions are to: 1) coordinate state capacity building activities delivered by the selected implementing agencies; 2) conduct communications and outreach activities for the Program; 3) conduct monitoring and evaluation activities for the overall Program; 4) disburse PforR financing to the states on the basis of the verified results from the IVA; 5) provide accounting and reporting for the Program; 6) act as the interface with the Bank’s supervision and implementation support team; and 7) act as the secretariat for the Central Steering Committee. The TA component will provide financing to FMOF to recruit several consultants to work full-time alongside Ministry staff to carry out the PCU’s key functions. The PCU’s work will be guided by the Program’s operations manual (POM).

6. Commitment and support: There is strong federal and state-level government buy-in and ownership of the proposed SFTAS Program. For the federal government, the main benefits of SFTAS are in reducing the fiscal risks posed by the states and in encouraging a common set of fiscal behaviors across states. States welcome not just the PforR financing but also the capacity building support. The Program was presented and approved by the National Economic Council on 22 March 2018. As of 15 May 2018, 32 states have submitted formal expressions of interest to the Federal Ministry of Finance to participate in the Program.

Figure 1: Overview of the SFTAS Program Design and Implementation

