

Terms of Reference

PACIFIC TECHNICAL ASSISTANCE MECHANISM 2 (PACTAM2)

Adviser Title	Public Financial Management Adviser
PACTAM2 Partner Organisation	Department of Foreign Affairs and Trade (DFAT) Nauru Post
Duration	November 2018-November 2020
Location	Home based, with 1 trip to Nauru each year
Adviser Type (LTA or STA)	STA – 100 days
Adviser Remuneration Framework (ARF) level	D3
Aid Investment Plan or Partner Government's national/sectoral priority	Aid Investment Plan Objective 1: promoting more effective Public Sector Management
Primary capacity development role (check appropriate box, with reference to below)	<input type="checkbox"/> In line <input type="checkbox"/> Supplement capacity <input checked="" type="checkbox"/> Facilitate capacity
<p>Capacity Development Emphasis: <i>Minor / Indirect - the Adviser will be substituting for an existing or proposed in-line position, with minimal expectation of direct capacity building activities.</i></p> <p><i>Moderate – the Adviser will be directly supporting in-line staff member/s or team as well as helping the individual/s to increase their own job skills, knowledge and awareness - there is an expectation of supplementing capacity</i></p> <p><i>Major – the Adviser's primary purpose is to work with staff/teams in a training, mentoring, and/or facilitating way – there is significant expectation of implementing capacity building activities.</i></p>	

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Purpose

The key purpose of the Public Financial Management Adviser is to provide key technical inputs into DFAT Nauru's investment into Public Sector Management (PSM) and provide quality oversight on PACTAM2 adviser inputs in Public Financial Management (PFM) areas.

Background

PACTAM2 is an Australian Government initiative funded through the Department of Foreign Affairs and Trade (DFAT), and managed by Scope Global. It places highly skilled Technical Advisers in Partner Government organisations across 6 Pacific Island countries.

Australia's development cooperation program in Nauru supports the objectives of a socially stable and economically resilient Nauru that has effective and accountable public sector management (PSM) and invests in nation-building infrastructure, and quality education and health services. Australia is Nauru's major development partner. In 2018-19 Australia will provide an estimated \$25.9 million in overseas development assistance (ODA) to Nauru.

The Department of Foreign Affairs and Trade (DFAT) has three Key Objectives for the Nauru development program: Objective 1- more effective PSM, placing skilled expertise in senior management roles to build capacity across the public sector Objective 2- investing in infrastructure, in accordance with national development priorities and, Objective 3- supporting human development- health and education. DFAT is supporting more effective PSM in Nauru by supporting Nauru to strengthen financial management capacity and economic governance to maximise the benefits of available revenue and manage critical human development infrastructure. DFAT provided \$3.3 million in ODA assistance in 2017-18 for PSM (including the Nauru Trust Fund) investment which is 13% of the total ODA to the country.

Australia has supported improvements in Nauru's overall public financial management, particularly in budgeting, revenue collection and planning. The primary delivery mechanism continues to be provision of skilled personnel to fill senior management roles in the Nauru Ministry of Finance and Sustainable Development through the Pacific Technical Assistance Mechanism Phase 2 (PACTAM2). PACTAM2 advisers (the advisers) have led improvements in budget preparation and execution, helped reform the customs system, including by introducing the Harmonised Commodity Classification System. The advisers also facilitated the implementation of Nauru's first tax system, including the introduction of a new business profits tax in 2016-17. Furthermore, they have increased the number and compliance of government departments utilising the Financial Management Information System and play a key role in safeguarding the administration of Australian development funding. Australia is also contributing to the Nauru Trust Fund, which is a collaboration between Australia, Nauru, Taiwan and the Asian Development Bank. Australia has contributed over \$12 million to the fund to date, and maintains active engagement on its board. As the fund matures it will support Nauru's long-term fiscal sustainability.

Placement objectives

1. Provide technical inputs and advice into DFAT-funded Public Financial Management (PFM) investments in Nauru

Core functions

- Undertake analysis and provide advice to DFAT Nauru regarding programming, investment and performance of Public Sector Reform Investments.
- Draft a PFM sector strategy for DFAT's investment in the short, medium and long-term.

	<ul style="list-style-type: none"> • Travel to Nauru once a year to conduct an internal review of PFM investments and provide recommendations to DFAT via a mission report.
2. Oversee PACTAM2 adviser inputs in the Ministry of Finance.	<ul style="list-style-type: none"> • Support DFAT Nauru to quality review adviser Terms of Reference for PACTAM2 positions within the Ministry of Finance. • Support DFAT Nauru to quality review adviser annual work plans and six monthly progress reports (April and October each year). • Provide consolidating reporting to DFAT Nauru on adviser progress in May and November each year • Support DFAT Nauru to technically review applications from potential advisers and participate in interview processes. • Provide telephone briefing for new PACTAM2 advisers in the Ministry of Finance.
3. Risk and safeguard monitoring and management	<ul style="list-style-type: none"> • Monitor risks associated with DFAT’s investment in Public Sector Reform and provide advice on mitigation strategies • Monitor and review for emerging environmental and social safeguard risks where applicable in accordance with DFAT’s Environmental and Social Safeguard Policy for the Aid Program.
4. Assessment of National Systems support	<ul style="list-style-type: none"> • Periodically review the implementation status of strategies recommended and agreed to in the 2016 Assessment of National Systems (ANS). • Provide technical advice and analysis in support of the recommendations agreed to in the ANS. • Support an update of the ANS in 2019.
5. Cross-cutting issues	<ul style="list-style-type: none"> • Provide advice and ensure integration of cross-cutting issues (gender, disability, and climate change) into the Public Sector Reform investments • Ensure inclusive practices that enhance access for women, people with disabilities and other marginalised populations are appropriately incorporated into the PFM strategy and broader engagement across the sector • Promote and support DFAT’s Gender Equality and Women’s Empowerment Strategy • Promote and support DFAT’s Disability Inclusive Strategy 2015-2020

Accountability and working relationships

The PFM Adviser will report to the Second Secretary Development Cooperation at the Australian High Commission in Nauru.

The PFM adviser will be expected to collaborate with senior personnel in the Government of Nauru. They will also work with other Advisers and other development partners as necessary.

The adviser will collaborate, at the discretion of DFAT, on contractual matters to the PACTAM2 Team Leader.

Key selection criteria

All PACTAM2 Advisers are expected to

- Demonstrate effective interpersonal skills and the ability to work and communicate effectively and respectfully across cultures
- Foster empowerment and sustainability
- Adhere to Scope Global and DFAT policies

Essential

Qualifications

- Tertiary qualification in Public Financial Management or closely related discipline.

Skills, experience, knowledge

- Minimum 10 year experience in implementing PFM reform programs.
- Demonstrated experience providing high level PFM advice on a range of public finance functions including customs, taxation, planning, budgeting and forecasting and revenue management, public procurement process implementation.
- Demonstrated experience working with technical advisers.
- Strong interpersonal and communication skills with the ability to liaise with senior level stakeholders
- Demonstrated experience with computerised financial management Information systems (FMIS) in a Government environment.

Desirable

- Previous experience living and working in a developing country (particularly in the Pacific or small island states) is desirable but not essential.
- Knowledge of DFAT programs.
- Knowledge and experience implementing DFAT's cross cutting issues, such as gender equality, disability inclusive development.

Special conditions

Scope Global recruitment practices operate under equal employment opportunity principles and laws. We encourage all appropriately qualified and experienced people to apply regardless of their sex, age, race, ethnicity, physical ability or beliefs.

We require all Advisers to:

- (a) comply with the terms and conditions of the PACTAM2 Adviser Service Agreement including completing a police check, undergoing a medical examination, and attending a pre-departure briefing.
- (b) comply with DFAT's [Environmental and Social Safeguard Policy](#) and any other policies specific to their placement.

Date Terms of Reference Finalised

October 2018

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