

# REQUEST FOR EXPRESSIONS OF INTEREST

## PEMPAL Community Facilitator (Individual Consultant)

Europe and Central Asia

Public Expenditure Management Peer Assisted Learning (PEMPAL)

PUBLIC SECTOR

CONSULTING SERVICES

PEMPAL (Public Expenditure Management Peer Assisted Learning) is a program to create networks of practitioners in public finance in Central and Eastern Europe as well as the Central Asian Region (ECA countries). The network includes members from 17 ECA countries. The purpose of the networks is to share experience on reform implementation in key areas of public financial management through Communities of Practice (COPs). The program is supported by a group of donors, including the World Bank, DFID, the Swiss State Secretariat for Economic Affairs (SECO), US treasury, GTZ, InWent and the OECD. PEMPAL Secretariat is located at the Center of Excellence in Finance (CEF) in Ljubljana, Slovenija.

The program is looking for a dynamic individual to be based at the CEF and play a role of a Community Facilitator for PEMPAL COPs. PEMPAL network is currently organised around three thematic communities of practice (COPs), including Treasury COP, Budget COP and Internal Audit COP. PEMPAL Community Facilitator is expected to work across all three COPs.

The role of the Community Facilitator includes the **support to the leadership team** (executive committee) and sub-groups. The Facilitator is expected to support the leadership team identifying a vision and strategy for the development of CoPs, assist with their annual work programs and budgets, facilitate leadership team meetings and virtual discussions, provide thematic support to COP working groups, advise leadership teams to foster informal and formal communication among members, as well as consult on materials to be posted at COP web page.

Another important task is the **support of the learning agenda for the community**. The Facilitator will assist the COPs in

- developing and maintaining a learning agenda through identifying issues of interest for learning agenda and ensuring distribution of knowledge information;
- connect the community to their respective international field of expertise, ensure access to relevant standards as well as other documents of professional interest for the COP,
- facilitate knowledge sharing on experiences in application of relevant benchmarking tools by members and facilitate the application of such tools,

- develop a database of success stories on specific aspects of CoP development, including documenting 'what works' in terms of network development and strengthening.

Facilitator is also expected to collaborate with the PEMPAL Secretariat and the Steering Committee in elaborating strategies to attract new donors or private sponsors.

***The expert should have the following qualifications and skills:***

**1. Professional experience:**

- At least 5 years of experience in economics, accounting, or public finance; and
- experience in a developing economy or country in transition.

**2. Specific knowledge:**

- Experience within a ministry or public organization either as a public official/employee or external advisor/consultant in one of the following fields: public finance policy formulation; budget oversight; budget execution process and reporting; financial management and control in the public sector; public sector audit.
- Familiarity with PEFA indicators is desirable.

**3. Communication and language skills:** The candidate should have excellent communication skills, have experience in facilitating group discussions and be able to use web based tools and video conferencing for group communication. The candidate must be fluent in English and Russian, knowledge of other languages of South East Europe is desirable.

**4. Working understanding of communities of practice is desirable.**

This is an individual assignment. Total duration of the assignment is 24 months. The initial contract will be for 12 months, with a possibility of extension for additional 12 months, subject to satisfactory performance. The assignment is expected to start in April 2010. The Community Facilitator is expected to work as a full-time expert to be based at the CEF.

Interested individuals may obtain further information at the address below during office hours 08.00 a.m. to 04.00 p.m.

Expressions of interest, including a motivation letter, CV and a reference list (minimum three references are required), must be delivered to the address below by January 25, 2010.

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