

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Macro Assessment

BACKGROUND

To ensure adequate awareness of the public financial management (PFM) environment within which agencies provide cash transfers to IPs, a desk review of assessments of the PFM system is conducted. In the HACT framework PFM is broadly defined to include a range of considerations for operating in the country. It is not limited solely to the financial environment but also includes national procurement capacity, exchange rate volatility, presence of informal/black markets, etc.

OBJECTIVE / SCOPE OF WORK

To ensure adequate awareness of the public financial management (PFM) environment in which agencies provide cash transfers to IPs, a desk review of assessments of the PFM system will be conducted. The term 'PFM' in the harmonized approach to cash transfers (HACT) framework is broadly defined to include a range of considerations for operating within the country; it is not limited solely to the financial environment but also includes national procurement capacity, exchange rate volatility, presence of informal/black markets, etc. This assessment is called a macro assessment.

The two primary outputs of the macro assessment are:

1. An outline of the risks related to use of the PFM for cash transfers within the country by governmental IPs, as well as other country-specific knowledge for non-governmental IPs; and
2. A determination on whether the government's supreme audit institution (SAI) has the capacity to undertake scheduled and special audits of government IPs.

DESCRIPTION OF THE ASSIGNMENT

To ensure adequate awareness of the public financial management (PFM) environment within which agencies provide cash transfers to IPs, a desk review of assessments of the PFM system is conducted. In the HACT framework PFM is broadly defined to include a range of considerations for operating in the country. It is not limited solely to the financial environment but also includes national procurement capacity, exchange rate volatility, presence of informal/black markets, etc. This assessment is called a macro assessment.

The two primary outputs of the macro assessment are:

- (a) An outline of risks related to the use of the PFM for cash transfers to government IPs within the country (individual IP risk is determined through the micro assessment), as well as other country-specific knowledge for non-governmental IPs, such as environmental conditions, exchange rate volatility, presence of black markets, etc.; and
- (b) A determination on whether the government's supreme audit institution (SAI) has the capacity to undertake the scheduled and special audits of government IPs.

ACTIVITIES, DELIVERABLES, TIMELINES AND PAYMENTS

The third party service provider summarizes the findings on the risks related to the use of PFM systems for cash transfers within the country in the macro assessment checklist (provided in Appendix I)

N.B. All reports and questionnaires must be submitted in English

ACTIVITY	DELIVERABLES	TIMELINE	PAYMENT
<p>Conduct macro assessments using the below methodology which is further elaborated in the Appendix I.</p> <p>Desk review: Act 1: Review the background documents received from UNICEF.</p> <p>Data Collection: Act 2: Perform macro assessment and complete the standard questionnaire (attached Appendix I, annex 1 and 2).</p> <p>Debriefing: Act 3: Discuss the results of the questionnaires with UNICEF.</p> <p>Reporting: Act 4: Deliver report including an executive summary, detailing the overall risk rating and specific identified risks, and the completed questionnaires (Appendix I, annex 1 and 2).</p>	One final macro assessment report per the Appendix I, annex 1 and 2	Within one month	Per completed assessment and upon UNICEF approval.
QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES			

The third party service provider should be experienced in performing assessments similar to a macro assessment and assessing risks related to PFM systems. The provider should also have financial management experience and knowledge of the United Nations system and the development sector. Curriculum vitae (CVs) of all members of the assessment team should be provided. They should include details on engagements carried out by the staff members, including ongoing assignments indicating responsibilities assumed by them, and their qualifications and experience in undertaking similar assessments.

CONDITIONS OF WORK

- Management: The service provider will work under the direct supervision of UNICEF as the contractor.
- The UNICEF will be responsible for contractual formalities with the selected firm and organizing the first introductory meeting with the service provider and the HACT committee
- UNICEF will be responsible to provide following documentations before starting the fieldwork:
 - Summary of primary programme initiatives and IPs in the country;
 - Details of macro assessments previously performed in the country; and
 - Any other documentation that may help the provider better understand the country context from a United Nations perspective.