

**AFRICAN ORGANIZATION OF
PUBLIC ACCOUNTS COMMITTEES (AFROPAC)**



**REQUEST FOR PROPOSALS: CONSULTANCY SERVICES TO SUPPORT
LEGISLATIVE OVERSIGHT & ACCOUNTABILITY IN PUBLIC FINANCE,
INCLUDING GRANT FUNDS THROUGH PUBLIC ACCOUNTS COMMITTEES.**

QUOTATION No. AFR/RFP/001/2025

Closing date: 26th June, 2025, 5:00pm EAT.

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TERMS OF REFERENCE

Title: Supporting legislative oversight & accountability on public finance, including grant funds through Public Accounts Committees.

1. Project Overview & Background

Organizational Background

The African Organization of Public Accounts Committees (AFROPAC) was founded on September 2nd, 2013, in Arusha, Tanzania, at a joint conference of African regional networks of Public Accounts Committees (PAC). As a Pan-African network, AFROPAC aims to promote peer exchange on budget accountability and legislative oversight among all member states of the African Union. AFROPAC works closely with regional PAC networks, East African Association of Public Accounts Committees (EAAPAC), Southern African Development Community Organization of Public Accounts Committees (SADCOPAC), and the West African Association of Public Accounts Committees (WAAPAC). AFROPAC's strategic collaboration with these networks aims to enhance service delivery for their members while fostering synergies across the African continent. The objective is to present a united front advocating for accountability and transparency in public finance and legislative oversight.

The AFROPAC Secretariat is situated in Nairobi, Kenya, and is hosted by the Parliament of Kenya. It works under the supervision of the Executive Committee of AFROPAC, in direct contact with the Secretary-General of AFROPAC.

Project Overview

AFROPAC is implementing a project aimed at strengthening legislative oversight and accountability in the management of public funds. The project seeks to enhance the capacity of Public Accounts Committees (PACs) in 7 African countries to conduct effective oversight, thereby promoting transparency, accountability, and good governance in public financial management. This will be achieved through awareness meetings, facilitating peer-learning sessions, and delivering tailored training programs.

The project aims to promote sustainability and aid effectiveness by using national systems to manage its health investments. While collaboration with Supreme Audit Institutions (SAIs) has improved audit coverage, the critical oversight role of Public Accounts Committees (PACs)—particularly their follow-up on audit recommendations—remains underutilized.

AFROPAC, as a pan-African body of PACs, is strategically placed to facilitate greater legislative scrutiny and accountability in grant management, especially for health-related

programs. This consultancy will operationalize AFROPAC's mandate through targeted interventions in seven countries—Burundi, Ghana, Kenya, Liberia, Malawi, Rwanda, and Uganda—and broader engagement at the regional (other AFROPAC Members) and continental levels, with engagement with the Pan African Parliament.

2. Project Goal and Objectives

The overall goal is to strengthen PAC oversight to promote transparency, accountability, and good governance in public financial management. A second element is to provide Parliamentary scrutiny over health sector grant management

Specific Objectives:

- Design and implement country-level technical support missions to build PAC capacity.
- Develop a PAC Good Practices Handbook.
- Support PAC engagement meetings at national, regional, and continental levels.
- Document and report results achieved against defined performance indicators.
- Collaborate with the AFROPAC Secretariat on follow-up actions and learning documentation.

Expected Outcomes/Deliverables:

- Technical support missions successfully conducted in 7 countries.
- A comprehensive PAC Good Practices Handbook.
- Organized and facilitated PAC engagement meetings.
- Detailed reports and case studies on results and lessons learned.
- Ongoing advisory support to the Secretariat in implementation follow-up.

3. Scope of Work

The consultant will work closely with the AFROPAC Secretariat to provide technical support to Public Accounts Committees (PACs) in the seven focus countries and additionally facilitate PAC regional meetings and engagements with the Pan African Parliament. The consultancy aims to strengthen the capacity of PACs to conduct effective, timely, and transparent oversight—particularly in health sector grant management—while promoting SMART recommendations and ensuring robust follow-up mechanisms.

Key Responsibilities:

1. **Design and deliver country-specific technical support missions** in coordination with national stakeholders and the AFROPAC Secretariat, focusing on:
 - Enhancing PAC and Health Committee members' understanding of audit processes and findings related to health grants.
 - Supporting PACs to improve the timeliness, accessibility, and quality of their oversight reports.

- Building capacity to make SMART (Specific, Measurable, Achievable, Relevant, Time-bound) recommendations and communicate findings effectively.
2. **Develop a PAC Good Practices Handbook** featuring:
- Effective PAC reporting and publication standards.
 - Best practices in public transparency and citizen engagement.
 - Tools and approaches for tracking the implementation of PAC recommendations.
3. **Facilitate peer learning and engagement forums** at national, regional, and continental levels to encourage knowledge exchange and cross-country learning among PAC and Health Committee members.
4. **Support PACs in developing and implementing follow-up mechanisms** in coordination with SAIs, to ensure audit recommendations are acted upon.
5. **Monitor and document project impact** through periodic reports that track:
- PAC report completion and publication.
 - Quality and clarity of recommendations.
 - Progress on implementation of audit follow-up actions.
6. **Provide continuous advisory support** to the AFROPAC Secretariat and participating PACs to ensure effective execution of the project strategy.

Target Audience:

- Members of Parliament, primarily from Public Accounts Committees and Health Committees.
- Parliamentary staff.
- Stakeholders from national audit institutions..

4. Deliverables & Timeline

The consultancy will deliver the following key outputs over the project period:

Deliverable	Indicative Deadline / Period	Notes	Maximum Workdays
Inception Report	By August 2025	Includes detailed work plan, desk review, and methodology, developed in consultation with the AFROPAC Secretariat.	4 days
Country Missions	Rolling throughout the project	5 days per country for 5 countries. Includes preparation, travel, and 2 full days for facilitation. ¹	25 days
Draft PAC Good Practices Handbook	By March 2026	Developed based on insights and practices observed across country missions and existing PAC documentation. Consolidates tools and approaches for effective PAC oversight.	5 days
Pan African Parliament Engagement	By April 2026 (tentative)	Includes preparation, travel, 2 full days of engagement with PAP, and follow-up reporting.	5 days
Facilitation of Regional Peer Learning Forum	By May 2026	Includes session preparation, travel, 2 full days of forum facilitation, and a written forum outcomes report.	6 days
Follow-up and Monitoring Framework	By August 2026	Development of a user-friendly framework and indicators to help PACs and the Secretariat track audit recommendation follow-up and oversight performance.	5 days
Final Completion and Sustainability Report	By February 2027	Comprehensive closure report summarizing results, challenges, and sustainability recommendations for AFROPAC and its partners.	5 days
Planning, Coordination & Stakeholder Engagement	Throughout the project period	Covers desk-based preparation, scheduling, coordination, virtual engagement with stakeholders, and adaptation of tools and materials as needed.	11 days
Total Maximum Workdays	—	—	66 days

5. Qualifications

The proposed consultant must meet the following minimum qualifications:

Educational Background

A Master's degree in Public Administration, Public Policy, Governance, Political Science, Economics, Development Studies, or a related field is preferred. Candidates with a Bachelor's degree in a relevant field may be considered, provided they meet the minimum professional experience requirement.

Professional Experience

- At least 10 years of relevant experience in public financial management, governance, audit oversight, or institutional capacity development.
- Experience working with Public Accounts Committees (PACs), Parliaments, or Supreme Audit Institutions (SAIs) is highly desirable. Equivalent experience with other public sector bodies engaged in budget oversight, financial accountability, or governance will also be considered.
- Demonstrated experience in legislative oversight, preferably in the context of African countries.

Technical Competencies

- Proven ability to design and facilitate adult learning, training workshops, or peer learning forums for parliamentary or public institutions.
- Strong skills in policy analysis, report writing, and results documentation.
- Familiarity with donor-funded projects is an added advantage.

Language Proficiency

- Fluency in English is required.
- Proficiency in French is an added advantage, given the regional scope of the assignment.

¹ While the consultancy scope includes seven countries—Burundi, Ghana, Kenya, Liberia, Malawi, Rwanda, and Uganda—in-country support missions are planned for five countries only. **Kenya and Uganda** will be addressed through desk-based review, document analysis, and virtual engagement, as applicable. The consultant is expected to ensure that all seven countries are adequately represented across all deliverables, including the Good Practices Handbook, Final Report, and Monitoring Framework.

6 Payment Schedule

Payments to the consultant will be made in **four tranches**, contingent upon submission and acceptance of the deliverables detailed below:

Tranche	Timing	Deliverables & Payment Conditions
Tranche 1 <i>20% of total price</i>	September 2025	<ul style="list-style-type: none"> – Acceptance of the Inception Report . – Submission and approval of the first semesterly programmatic report by August 2025.
Tranche 2 <i>40% of total price</i>	March 2026	<ul style="list-style-type: none"> – Acceptance of the draft PAC Good Practice Handbook. – Mid-project progress report including country mission outcomes and training summaries. – Submission and approval of reports covering August 2025–Feb 2026
Tranche 3 <i>20% of total price</i>	September 2026	<ul style="list-style-type: none"> – Documentation of Regional Peer Learning Forum – Report on the implementation of the Monitoring & Follow-up Framework. – Submission and approval of reports covering March 2026–August 2026
Tranche 4 <i>20% of total price</i>	February 2027	<ul style="list-style-type: none"> – Final Completion and Sustainability Report covering the entire project.

Payments will be processed upon formal approval of deliverables and submission of valid invoices.

7. Evaluation Criteria

Proposals will be evaluated against the following criteria to ensure the selection of a consultant with the right expertise, capacity, and understanding to effectively support AFROPAC's mandate and objectives:

Criterion	Weight (%)	Description
Technical:		
Relevant Expertise and Experience	35%	Qualifications and relevant experience of the consultant, including expertise in public financial management, advocacy, governance, and legislative processes. Proven track record working with experience with major development partners such as USAID, , AfDB and the World Bank is highly desirable. Demonstrated knowledge of health sector oversight would be desirable.

Criterion	Weight (%)	Description
Understanding of the Assignment and Context	10%	Demonstrated understanding of AFROPAC's role as the pan-African body for PACs, its mandate, and its work on capacity building, advocacy, regional cooperation, and monitoring PAC performance. Understanding the importance of legislative oversight in enhancing accountability.
Technical Approach and Methodology	25%	Clarity, relevance, and feasibility of the proposed approach and work plan, including how the consultant plans to leverage AFROPAC's strengths and address country-specific and regional tasks effectively.
Communications:		
Language skills and Communications	10%	Proficiency in English is required. Ability to communicate clearly and with cross-cultural sensitivity, both orally and written. Ability to facilitate inclusive, participatory workshops and trainings, engaging diverse audiences through effective communication. Proficiency in French would be an added advantage.
Financial:		
Financial quote	20%	Daily professional fees and other costs quoted by the bidder. All prices and costs should be quoted in US dollars

Only proposals scoring at least 70% on the technical and communication skills will proceed to the financial evaluation stage. The final score of each bid will be based on the following formula:

$$(\text{Bidder's technical score} / \text{Maximum possible technical score}) * 0.8 + (\text{Lowest financial quote} / \text{Bidder's financial quote}) * 0.2$$

Award Criteria

The contract will be awarded to the consultant whose proposal achieves the highest combined technical and financial score.

8. Proposal Submission Guidelines

Interested consultants are invited to submit comprehensive proposals that include the following components:

1. Technical Proposal

- Detailed methodology and approach to deliver the consultancy tasks outlined in the Terms of Reference.
- A clear work plan with timelines, specifying how key deliverables will be achieved.
- Demonstration of understanding of AFROPAC's mandate, regional and country-specific contexts, and the role of PACs in public financial oversight.
- Profiles or CVs not exceeding four pages each, highlighting relevant qualifications and experience.
- Examples of previous relevant assignments, particularly those involving capacity building for legislative bodies or public financial management in Africa.

2. Financial Proposal

- Comprehensive financial proposal, including a detailed budget breakdown. This should specify professional fees (daily or hourly rates), estimated travel costs, per diems (DSA), and any other anticipated expenses.
- Consultants are expected to reference the applicable Daily Subsistence Allowance (DSA) rates as outlined in the UN DSA Circular [January 2025](#) when preparing their per diem estimate.
- The total cost of the consultancy should be clearly indicated.
- In case of unsuccessful technical proposals, the financial proposals will not be evaluated.

3. Additional Documentation

- Legal registration documents i.e. National Identification Card or Passport.
- References or testimonials from previous clients.

Submission Instructions

- All applications must be clearly marked with the subject line: **“Consultancy Services – Legislative Oversight”** and submitted via email to secretariat@afropac.net **no later than 26th June 2025 at 5:00 PM EAT.**

Important Notes

- Late or incomplete submissions will not be considered.
- AFROPAC reserves the right to request clarifications or conduct interviews with shortlisted candidates before final selection.

9. Reporting & Communication

Reporting Lines

The consultant will report directly to the Project Coordinator and Project Officer. Frequent update meetings with the Secretary General or members of the Executive Committee may be required.

Reporting Frequency & Format

- The consultant is expected to provide frequent progress updates as agreed with the AFROPAC Secretariat.
- Reports must be submitted in electronic format (Word/PDF), with clear, concise, and actionable content.

Communication Channels

- Primary communication will be conducted via email.
- Virtual meetings (Zoom, Teams, or similar platforms) will be scheduled regularly to review progress, troubleshoot challenges, and align on upcoming tasks.
- Occasional in-person meetings may be required during key events or workshops.

10. Terms and Conditions

Confidentiality

The consultant shall treat all information obtained during the course of the consultancy as strictly confidential and shall not disclose it to any third party without prior written consent from AFROPAC.

Intellectual Property Rights

All materials, reports, training manuals, and deliverables produced during the consultancy shall be the exclusive property of AFROPAC. The consultant agrees to transfer all intellectual property rights related to the work carried out under this contract to AFROPAC.

Contractual Obligations

- The consultant shall perform the tasks outlined in the Terms of Reference in a professional and timely manner.
- AFROPAC reserves the right to terminate the contract if the consultant fails to meet agreed deliverables or standards.
- Any amendments to the contract shall be agreed upon in writing by both parties.

Due Diligence & Compliance

The consultant must comply with all relevant laws, regulations, and policies of AFROPAC and the countries involved.

AFROPAC reserves the right to conduct due diligence on the successful consultant. Any false information will lead to automatic disqualification.

Liability

The consultant shall be responsible for any damages or losses arising from negligence or failure to perform the consultancy as agreed.

Contact for Queries

For any clarifications related to this procurement process, please write to the email address: **secretariat@afropac.net**



Annex A: Country Schedules

Country	Timeline	Frequency
1. Kenya	July 2025	1 trip
2. Uganda	July 2025	1 trip
3. Ghana	September 2025	1 trip
4. Liberia	September 2025	1 trip
5. Rwanda	October 2025	1 trip
6. Malawi	1 st Quarter 2026	1 trip
7. Burundi	1 st Quarter 2026	1 trip
8. South Africa (Pan African Parliament engagement)	April 2026	1 trip
9. Regional peer learning forum. (Country yet to be determined)	May 2026	1 trip

Note: While the consultancy scope includes seven countries—Burundi, Ghana, Kenya, Liberia, Malawi, Rwanda, and Uganda—in-country support missions are planned for five countries only. **Kenya and Uganda** will be addressed through desk-based review, document analysis, and virtual engagement, as applicable. The consultant is expected to ensure that all seven countries are adequately represented across all deliverables, including the Good Practices Handbook, Final Report, and Monitoring Framework.