

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



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

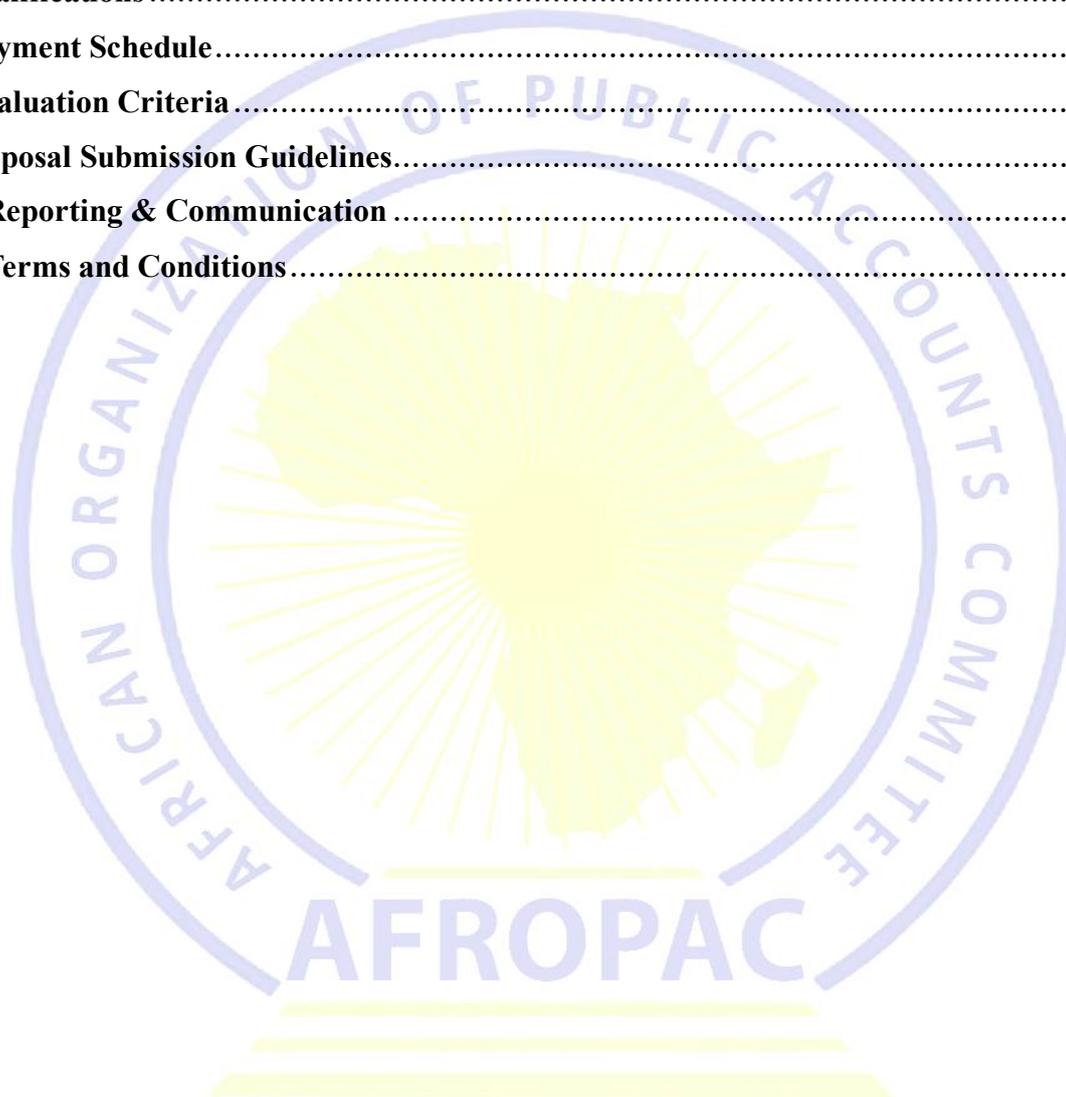
**QUOTATION No. AFR/RFP/001/2026**

**Closing date: 5<sup>TH</sup> MARCH 2026, 5:00 pm EAT.**

**AFROPAC**

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# **TERMS OF REFERENCE**

**Title: Supporting legislative oversight & accountability on public finance, including grant funds in Burundi.**

## **Project Overview & Background**

### **1. Organizational Background**

The African Organization of Public Accounts Committees (AFROPAC) was founded on September 2<sup>nd</sup>, 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.

### **2. Project Overview**

AFROPAC, in conjunction with the Global Fund, is implementing a project to strengthen 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 (Kenya, Uganda, Burundi, Liberia, Malawi, Rwanda and Ghana) 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. The project already commenced, with the first training held in Kenya in July 2025. A consultant (Lead consultant) is currently engaged to deliver workshops in Anglophone countries and deliver on other requirements of the program. However, as Burundi is the only Francophone country within the project scope, AFROPAC seeks to engage an additional consultant (Specialist consultant) who can deliver the Burundi workshop in French, and contribute to the regional PAC Good Practices Handbook to be prepared by the Lead consultant, ensuring full accessibility and effective participation by national stakeholders, in close coordination with the AFROPAC secretariat and the Lead consultant.

### 3. Project Goal and Objectives

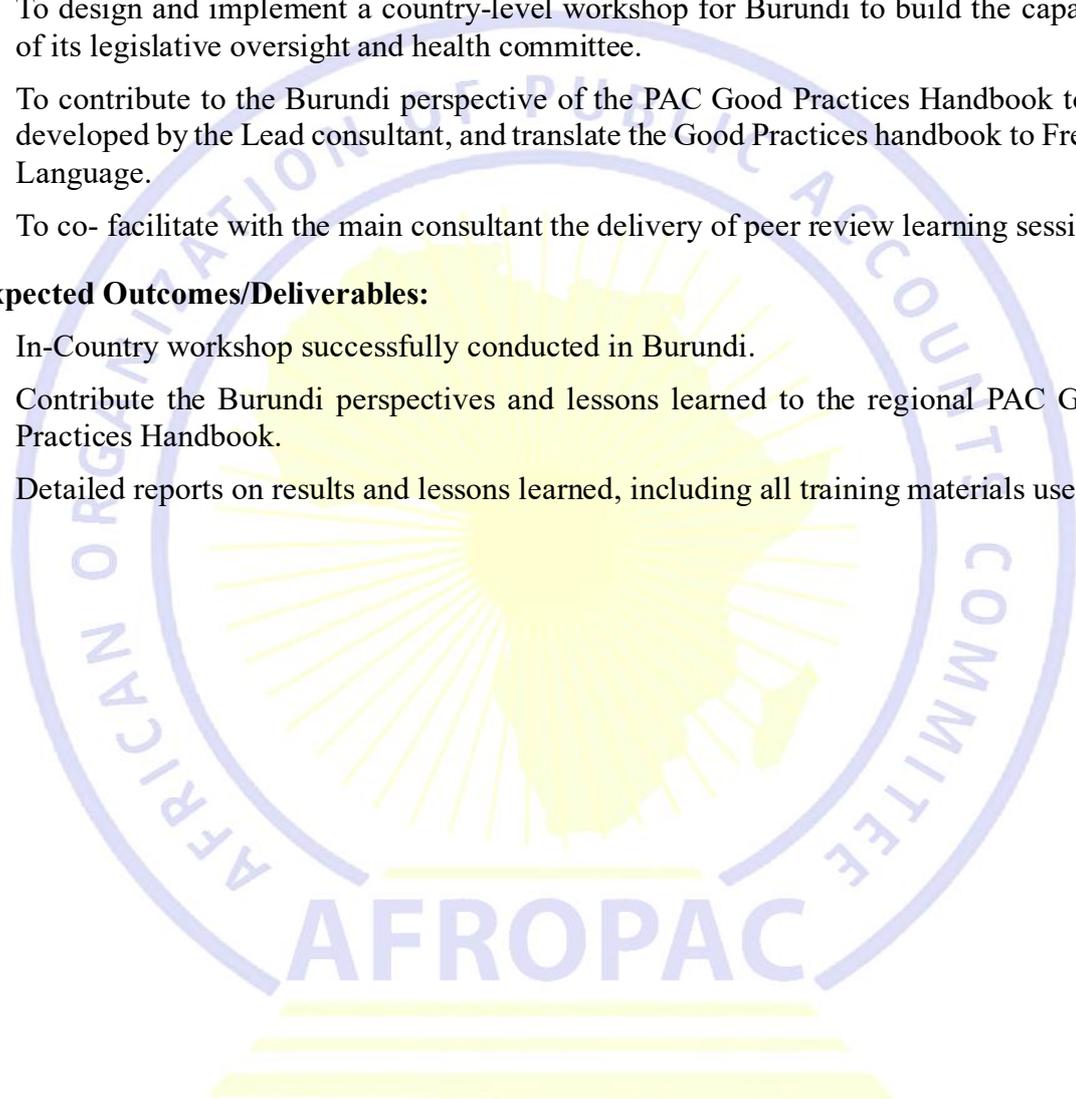
The overall goal is to strengthen the Committee's oversight to promote transparency, accountability, and good governance in public financial management. A second element is to provide Parliamentary scrutiny over health sector grant management.

#### Specific Objectives:

- To strengthen Francophone parliamentary oversight practices by integrating Burundi-specific legislative procedures, audit follow-up mechanisms, and accountability frameworks into PAC capacity building.
- To design and implement a country-level workshop for Burundi to build the capacity of its legislative oversight and health committee.
- To contribute to the Burundi perspective of the PAC Good Practices Handbook to be developed by the Lead consultant, and translate the Good Practices handbook to French Language.
- To co-facilitate with the main consultant the delivery of peer review learning sessions.

#### 4. Expected Outcomes/Deliverables:

- In-Country workshop successfully conducted in Burundi.
- Contribute the Burundi perspectives and lessons learned to the regional PAC Good Practices Handbook.
- Detailed reports on results and lessons learned, including all training materials used.



## 5. Deliverables & Timelines

Deliverable	Indicative Deadline / Period	Notes	Maximum Workdays
Desktop preparation	By March 2026	Includes detailed work plan, desk review, and methodology, developed in consultation with the AFROPAC Secretariat and Lead Consultant.	<b>3 days</b>
In Country Mission, Report writing and debrief	By April 2026	Includes 2 days travel, 3 full days for facilitation, 1 day report writing and 1 day for debrief.	<b>7 days</b>
Develop Burundi-specific oversight tools in French for immediate operational use and document lessons learned to inform the Regional PAC Good Practices Handbook, including the development of a French version.	By June 2026	Developed based on insights and practices observed in Burundi and existing legislative oversight documentation. Consolidates tools and approaches for effective legislative oversight unique to Burundi system.	<b>2 days</b>
Peer Review learning sessions	By August 2026	Co-facilitate peer learning sessions with PACs and technical support team from the mission countries	<b>4 days</b>
<b>Total Maximum Workdays</b>	—	—	<b>16 days</b>

## 6. Scope of Work

The consultant will work closely with the AFROPAC Secretariat and the Lead consultant to provide technical support to Public Accounts and Finance, Economic Affairs and Planning or its equivalent in Burundi. The consultancy aims to strengthen the capacity of the legislative oversight committee to conduct effective, timely, and transparent oversight—particularly in health sector grant management—while promoting high-impact recommendations and ensuring robust follow-up mechanisms. The consultancy will adopt a Francophone parliamentary lens, ensuring that all methodologies, tools, and learning approaches reflect Burundi’s oversight system and institutional accountability chain. The consultant will also contribute to the delivery of peer learning sessions with PACs and technical support team from the mission countries by assisting /co-facilitating with the lead consultant.

## 7. Key Deliverables:

- i. **Contextualize training materials in French** to Burundi’s Francophone parliamentary system by integrating national public finance laws, committee mandates, and parliamentary oversight practices into workshop content and case studies to ensure accessibility and relevance for Burundi’s Public Accounts and Finance, Economic Affairs and Planning and stakeholders.
- ii. **Design and deliver a country-specific workshop in French** for the legislative oversight committee and Health Committee members in Burundi, that will **enhance participants’ understanding of audit processes and findings** and the **ability to produce timely, accessible, and high-quality oversight reports** that enable the oversight committee to improve on their PEFA<sup>1</sup> assessment scores.
- iii. **Provide support materials in French** (handouts, reference guides, summaries) to reinforce learning and sustainability.
- iv. **Coordinate with the lead consultant** to ensure consistency of approach, methodology, and outputs across all project countries.
- v. **Develop Burundi-specific parliamentary oversight tools in French**, including recommendation tracking matrices, audit follow-up templates, and action planning tools for the Public Accounts Committee and the Committee on Finance, Economic Affairs and Planning, to support immediate operational use. In addition, **document lessons learned and best practices from the Burundi intervention to inform the regional PAC Good Practices Handbook and ensure development of the same in French.**
- vi. **Prepare a workshop report in French** highlighting outcomes, challenges, and recommendations, with an English executive summary for AFROPAC Secretariat use. The report template should be finalized after considering the mission reports of the Lead Consultant to ensure comparability to the extent possible.

## **8. Target Audience:**

- Members of Parliament, primarily from the Legislative Oversight Committee and the Health Committee.
- Staff from the above Committees.
- Stakeholders of the Legislative Oversight Committees that are relevant for the work of the Legislative Oversight Health Committees of Burundi.

## **9. 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**

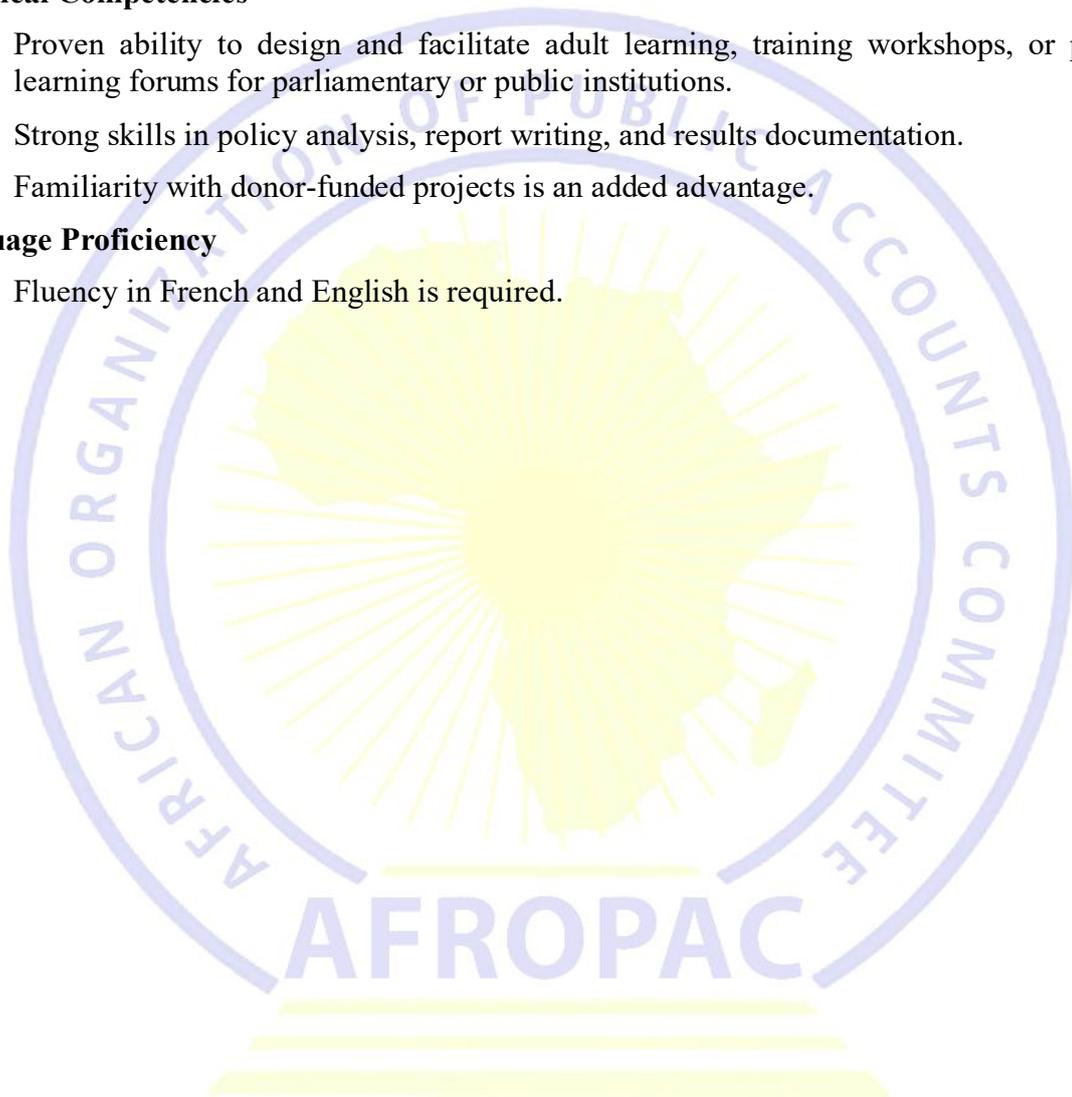
- At least 10 years of relevant experience in public financial management, governance, audit oversight, or institutional capacity development.
- Experience working with Legislative Oversight Committees, Parliaments, and/or Supreme Audit Institutions (SAIs) is highly desirable. Equivalent experience with other public sector bodies engaged in budget oversight, financial accountability, or governance will also be considered.
- Demonstrated hands-on experience working with Francophone African parliaments or Public Accounts Committees

#### **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 French and English is required.



## 10. Payment Schedule

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

Tranche	Timing	Deliverables & Payment Conditions
<b>Tranche 1</b> 10%	March 2026	– Acceptance of the Inception Report.
<b>Tranche 2</b> 75%	April 2026	– Submission and approval of the workshop report.
<b>Tranche 3</b> 15%	July 2026	– Contribution to the draft PAC Good Practice Handbook.

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

## 11. 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
<b>Technical:</b>		
<b>Relevant Expertise and Experience</b>	35%	Qualifications and relevant experience of the consultant, including expertise in public financial management, advocacy, governance, and legislative processes. Have an understanding of the public systems in French-speaking countries. A proven track record of working with major development partners such as USAID, AfDB, and the World Bank is highly desirable. Demonstrated knowledge of health sector oversight would be desirable.
<b>Understanding of the Assignment and Context</b>	10%	Demonstrate understanding of Burundi's parliamentary oversight architecture and Francophone legislative traditions. Have an understanding of the importance of legislative oversight in enhancing accountability. 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.
<b>Technical Approach and Methodology</b>	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.
<b>Communications:</b>		
<b>Language skills and Communications</b>	10%	Proficiency in French and English is required.

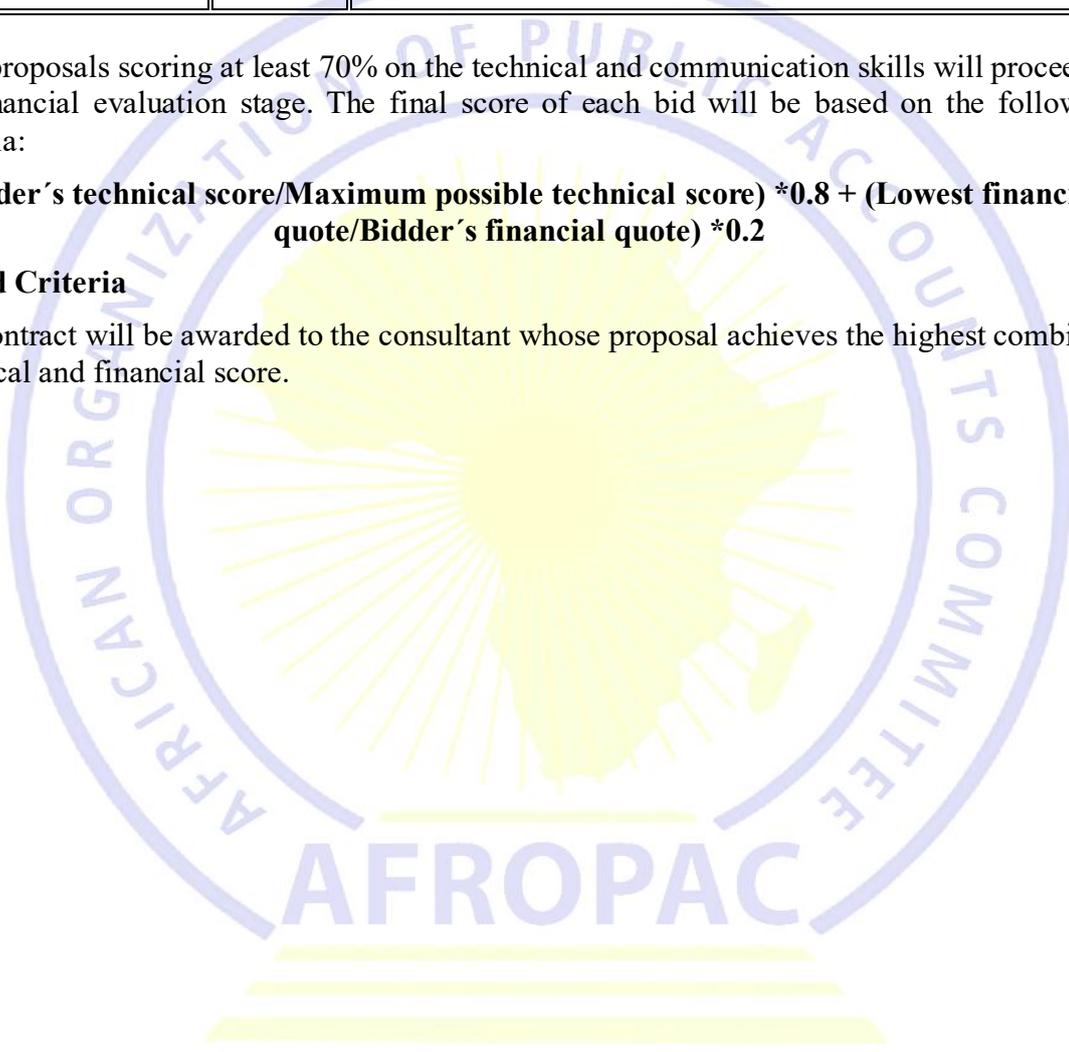
Criterion	Weight (%)	Description
		Ability to communicate clearly and with cross-cultural sensitivity, both orally and written. Ability to facilitate inclusive, participatory workshops and trainings, engaging diverse audiences through effective communication.
<b>Financial:</b>		
<b>Financial quote</b>	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:

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

#### **Award Criteria**

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



## 12. 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. **Please note that the fees will be subject to a maximum 20% withholding tax as per the Kenyan Regulation.**
- 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 – Burundi”** and submitted via email to [procurement@afropac.net](mailto:procurement@afropac.net) no later than **5<sup>th</sup> March 2026 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.

### **13. Reporting & Communication**

#### **Reporting Lines**

The consultant will report directly to the Project Coordinator and Project Officer. Update meetings with the team consisting of the Project Coordinator, Project Office and the Lead Consultant are likely. Update meetings with the AFROPAC's Secretary General or members of the Executive Committee may also be required.

#### **Reporting Frequency & Format**

- The consultant is expected to provide frequent progress updates as agreed with the AFROPAC Secretariat.
- Draft reports must be submitted in electronic Word format, with clear, concise, and actionable content for review by the AFROPAC secretariat before finalization.

#### **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.

### **14. Terms and Conditions**

#### **Confidentiality**

The consultant shall treat all information obtained during 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 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: [procurement@afropac.net](mailto:procurement@afropac.net)

