**USAID MEG/LESP - Public Financial Management Component**

**Terms of Reference**

**Subnational/Municipal Government Leader**

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# BACKGROUND

The Subnational/Municipal Government Lead for MEG/LESP-PFMwill have chief technical responsibility across all subnational project activities. The Lead will coordinate the work of the municipal finance sub-team to design and deliver targeted technical and training support services. S/he will participate in and help provide oversight for the municipal assessment process, including the municipal selection process and sectoral pilot implementation. Design of these pilot programs will be coordinated by Lead with the PFM National Budget Lead. Ms. Spearman will help coordinate recommendations on intergovernmental finance with the lead in that project area. The Lead will work to coordinate project tasks and manage reporting lines within core tasks at the sub-national level, in a manner designed to sustainably improve the capacity of the Libyan government to finance and efficiently plan and administer provision of public services at the municipal level.

# SPECIFIC ACTIVITIES

In coordination with the MEG Technical Director/PFM Lead and in coordination with other sub-national level advisors and the Libyan technical team, The Lead will guide technical/training support work designed to facilitate achievement of key sub-national objectives as specified in the USAID approved Action Plan:

1. Assist other subnational finance advisors to establish a sound intergovernmental finance policy framework.
2. Participate in the work of the municipal level team to improve MOLG management of the municipal budget cycle. Work with the PFM subnational advisors and local experts to develop the following:
   1. A systemic budget roadmap for operating and development budgets.
   2. Standard municipal forms and instructions
   3. A strategy to activate MOLG's oversight role in municipal budget formulation and execution.
3. Work with the municipal-level team to improve the efficiency of municipal budget and finance processes, including:
   1. Identification of clusters of counterpart municipalities
   2. Identification of trainers and availability
   3. Update and broaden AMEG materials
   4. Implement the municipal self-assessment process by cluster
   5. Lead development and implementation of municipal action plans designed to improve core budget planning/administrative oversight policy/procedural guidelines and systems across the network of municipalities included in the cluster support program.
4. Assist with the design and implementation of support activities by the municipal-team to facilitate effective operationalization of medium-term budget planning-based municipal pilot activities in the primary health care and solid waste disposal areas.
   1. Pilot municipalities identify and collect relevant data and information on status of service delivery
   2. Support the development of guidelines for municipal service delivery administration
   3. Support design of detailed implementation plans.

# DELIVERABLES

Deliverables are organized as per the USAID approved Action Plan. Key deliverables include:

***Under Outcome 2: MOLG management of the municipal budget cycle improved***

1. Draft budget calendar developed by the MOLG/MOF with the support of LESP (April - May 2018)
2. Draft guidelines for municipal budgeting developed by the MOLG/MOP with the support of LESP (April - May)
3. 90 municipal staff personnel trained and coached on municipal budget circular (June – September 2018)
4. Draft Standard municipal forms, instructions and checklists developed by MOLG with LESP support. (March – May 28)
5. Budget instructions and forms for distribution to municipalities are prepared and distributed by the MOLG to support the 2019 budget cycle. (June - September 2018)
6. Checklists for MOLG responsibilities developed and coaching plan initiated. (March 1– May)

## *Under Outcome 3: Efficiency of municipal budget and finance processes improved*

1. List of LESP trainers ready to engage in ToT and training activities in 5 selected clusters (March – April 2018)
2. Updated training materials for municipal training sessions. (March – May 2018)
3. GoL pool of trainers trained in various topics in close relation to the municipalities’ needs ready to deliver training in Libya after Ramadan. (April – May 2018)
4. Core PEFA-compliant budget planning and administration processes/procedures disseminated across municipalities participating in the municipal cluster program (August – September 2018)

## *Under Outcome 4: Municipal pilot activities designed/approved*

1. Database of information on costs, equipment, HR, etc. for solid waste services in the respective pilot municipalities. (May - June 2018)
2. Database of information on costs, equipment, HR, etc. for primary health services in the respective pilot municipalities. (May - June 2018)
3. Comprehensive implementation guidelines developed/adopted for the pilot implementation activities in the primary health care and sold waste management sectors (September 2018)