**USAID MEG/LESP**

**Terms of Reference**

**Public Financial Management Component**

**Senior Budget Administration Advisor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **BACKGROUND**

The Senior Budget Administration Advisorfor the Public Financial Management Component of the MEG/LESP project will assess the GOL’s current budget administrationpractices and capacity and identify and prioritize the needed reforms and capacity building requirements. The Advisor will then assist with the development and implementation of reform recommendations and with the development and delivery of capacity building activities. In particular, the Advisor will assess the assistance priorities required for improving the administration of national-level government budgeting and strengthening the associated institutional capacity. His/her work will be done under supervision of the MEG/LESP’s National Government PFM Team Leader and in collaboration with the Municipal/Subnational Government Budget Co-Leadsto help Libyan counterparts develop a more data-informed budgeting process and more robust budget execution.

1. **SPECIFIC ACTIVITIES**
2. Lead analysis of budget administration/institutional reform needs/priorities, and provide comprehensive technical and training assistance to facilitate design and implementation of critical budget administration reforms for Libya.
3. Help establish and guide dialogue with relevant institutional stakeholders on budget administration/institutional reform needs/priorities in Libya;
4. Participate in meetings/debriefs with relevant public and private stakeholders and USAID staff on budget administration reform strategy/activities.
5. Initiate a dialogue with MoF, MoLG and MoP and selected municipalities to develop standard municipal forms, instructions and checklist. Create a multi-stakeholder working group from MoLG, MoF and MoP that will collaboratively develop the check-list and ultimately have the MoLG validation. Facilitate and coordinate effectively with the municipal finance team on the implementation of budget administration-related reforms in municipalities supported under the municipal cluster program.
6. **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. Assist with draftingstandard municipal forms, instructions and checklists developed by MOLG with MEG/LESP support

## *Under Outcome 5: PFM institutional framework strengthened*

1. Detailed report detailing recommendations to improve PFM legislation, regulations and executive instructions in a manner that reflects PEFA-compliant budget administration principles/practices.
2. Workshop conducted to present findings of PFM legislation report.
3. Multiple workshops conducted for MOF, MOP and other relevant GOL officials to self-assess National Government PFM practices against good practices and identify a series of reforms for implementation in the short- and medium-term.
4. Report reviewing the MOF organization plan and providing detailed recommendations for improving the proposed organization structure of MOF completed.
5. Core improved budget administration procedures developed.
6. A detailed report summarizing the workshops and findings of the self-assessment benchmarking activities completed.
7. Improved budget administration guidelines adoptedacross selected municipalities participating in municipal cluster program.