

REQUEST FOR EXPRESSIONS OF INTEREST

INDIVIDUAL CONSULTANT



Public Financial Management and Performance Monitoring Reform Component I: Performance Monitoring: Operations Manager

Institution: Inter-American Development Bank
Country: The Commonwealth of The Bahamas
Project: Public Financial Management and Performance Monitoring Reform
Project Number: BH-L1035
Loan Number: 3340/OC-BH
Process/Bid No.: 1.2.2
Sector: Public Financial Management
Deadline: April 16, 2019

The Ministry of the Finance (MOF) of the Commonwealth of the Bahamas has received financing from the Inter-American Development Bank (IDB), and intends to apply part of the proceeds to payments under the Public Financial Management and Performance Monitoring Reform Project (PFM/PMR) for an Operations Manager. The consulting services ("the Services") include setting up an implementation plan for the structure and development of the PMDU, providing feedback on the process changes required to facilitate the work flow redesigns required for the introduction of a center of government model; assisting with stakeholder sensitization on the benefits of the new process flows: coordinating and facilitating the embedment of delivery and centre of government culture with stakeholders. The consultant will also be responsible for drafting the PMDU's policies and procedures, management of the staff, directing the work of the unit with the initial assistance (training) of the Advisory Firm, and overseeing regular communications to stakeholders. The duration of the consultancy is for Twelve (12) months.

Main activities include:

- Proposing a draft format for Delivery Strategies or Detailed Implementation Plans for the fulfillment of the Government's key priorities and assist Ministries in preparing the same, providing guidance on methodological issues, including the selection of indicators, adequate sources of verification, identification of key processes, relevant budget programs, and stakeholder maps,
- Coordinating with the Ministry of Finance to ensure adequate resource allocation for key priorities in the budget, proactively identifying possible financing gaps, and proposing solutions to address them
- Preparing a risk assessment for key priorities
- Proposing a coordination protocol for monitoring each of the government's key priorities including a draft reporting format to be presented to the Prime Minister, Accountable Leaders, and other stakeholders in follow-up meetings
- Overseeing and supporting Priority Managers providing assistance to Accountable Leaders, Permanent Secretaries and stakeholders
- Coordinating with PMDU team to finalize a bi-annual report, and preparing, as applicable, external communications
- Contributing to monitoring meeting agendas by preparing specific questions for the Prime Minister/meeting's chair, to identify bottlenecks and solve them, and of the minutes with the main decisions, as well as its distribution to relevant parties
- Managing the PMDU's participation in coordination and monitoring meetings with Ministries with the aim of identifying potential obstacles to achieve them and facilitate unblocking obstacles
- Leading internal meetings of the PMDU, as applicable.
- Coordinating training and guidance to the PMDU and stakeholders in Ministries in charge of coordination with specific sectors or priorities regarding methodological aspects of delivery, and the specific work program with its sector or sectors
- Contributing to the design and implementation of a website and other mechanisms for enhancing accountability to the Bahamian citizens, reporting the government's progress in achieving its key priorities,
- Preparing, in coordination with the Chief Operating Officer, a succession plan for PMDU leadership

The Ministry of Finance now invites eligible consultants to indicate their interest in providing these Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Consultants will be selected in accordance with the procedures set out in the IDB's: **Policies for the Selection and Contracting on National Consultants financed by the IDB GN-2350-9**, and is open to all eligible bidders as defined in these policies. Interested consultants may obtain further clarification on the technical aspects or scope of services by email: pfpmpmr@bahamas.gov.bs. Expressions of Interest must be submitted in a written form by email to pfpmpmr@bahamas.gov.bs, Re: **Operations Manager** on or before 5:00 pm on April 16, 2019.