

Job Description

Position Title	Long-Term Consultant - Budget Transparency (A lump-sum package at the amount of US \$18,000 to US \$20,000 per year)
Programme Unit	Coalition and Partnership Building Programme
Reporting to	Director of Programmes
Type of Contract	One year (renewable) and part-time (60% of eligible time)
Duty Station	Phnom Penh Office, Cambodia
Starting Date	December 2016

1. Background

Transparency International Cambodia (TI Cambodia) is a fully accredited National Chapter of Transparency International, the global civil society organisation leading the fight against corruption. Founded in 2010, TI Cambodia envisions a Cambodia, which is free of corruption, where its citizens enjoy high quality of lives and sustainable development. TI Cambodia's mission is to work together with individuals and institutions at all levels to promote integrity and reduce corruption in Cambodia.

TI Cambodia's Strategic Plan 2016-2020 entitled "Collective Action for Transparency and Integrity (CATI)" has also emphasised its focus on enhancing Budget Transparency and improving Public Financial Management, which is in line with the Public Financial Management Reform Programme (PFMRP) of the Royal Government of Cambodia. Under the financial and technical supports of the Swedish International Development Agency (SIDA) and the European Union (EU) through SIDA, the overall objectives of the PFMRP are:

Overall objective of the Budget Transparency and PFM Reform Programme: to enhance the effective use of resources and alignment of expenditure with national priorities to improve Government's service delivery and spur economic growth.

Overall objective of the Complementary Programme: Strengthened enabling environment for the PFM reform in Cambodia through improved public accountability and transparency.

The Specific Objective of the Complementary Programme: Strengthened demand for and supply of public transparency and accountability through institutional capacity development.

The above objectives can only be realised through a multi-stakeholder approach with key relevant institutions such as the General Department of Taxation (GDT), the National Audit Authority (NAA), the National Institute of Statistics (NIS), the Parliament Institute of Cambodia (PIC) and Transparency International Cambodia (TI Cambodia). TI Cambodia will provide added values to contribute to achieving the overall objectives through its focus on budget transparency and anti-corruption, and the delivery of the following outputs:

1. *Promote high quality demand for budget transparency, accountability and cooperation including all relevant stakeholders to support improved national budget management system*
2. *Enhanced capacity of the Parliament's Commissions to oversee the enforcement of the anti-corruption law and national budget*
3. *Increased public demand for budget transparency*
4. *Increased participation by youth on anti-corruption.*

In 2014, TI Cambodia and other seven NGO members established a Budget Working Group and signed a Memorandum of Understanding (MoU) to commit to working together and with their partners and relevant stakeholders to promote budget transparency and accountability in Cambodia. To meet the goal, the Working Group had developed and endorsed a joint Strategic Plan for an initial period of three year 2015-2017.

To deliver these outputs of the TI Cambodia's strategic plan and WG's effectively and efficiently, TI Cambodia is looking for an expert on Budget Transparency and PFMRP to work closely under TI Cambodia and with the Budget Working Group (BWG) and relevant stakeholders for the next three years.

2. Overall Goal

The Budget Transparency Expert leads, coordinates, and delivers Transparency International Cambodia's expected outcomes on Budget Transparency and PFMRP Programme; ensures that the organisation's activities are effectively and efficiently executed in close partnership with the Budget Working Group and relevant stakeholders.

3. Deliverables

- a. Adequate capacity building, training and coaching are professionally provided to members of the Budget Working Group and key stakeholders to ensure their competency on and ability to relate to budget transparency and subjects around PFMRP;
- b. Strategic advice, support and guidance are given to stakeholders in the Budget Working Group and other stakeholders;
- c. Constructive partnership and dialogues between BWG members with key stakeholders are intensified and maintained to achieve common goals and objectives of the BWG and members;
- d. Provide input on budget analysis/documents made by the National Budget Working Group, based on available information;
- e. Strengthened parliamentary oversight of the national budget and its transparency including capacity building to National Assembly members on budget oversight;
- f. Contribution to conducting Open Budget Survey (OBS), and the findings and recommendations presented to all stakeholders, especially the Ministry of Economic and Finance (MEF);
- g. Enhanced understanding of citizens and youths at national and sub-national levels and increased demand for budget transparency and access to information on budget through training or awareness raising activities; and
- h. Improved quality, coverage, public availability of relevant budget information and documents through dialogue and engagement with MEF and NAA and other relevant agencies.

4. Role and Responsibilities

4.1 Overall responsibilities:

- Lead, coordinate and deliver Transparency International Cambodia's expected outcomes/outputs on Budget Transparency and PFM Reform; ensures that the organisation's activities are effectively and efficiently executed;
- Work closely with the Director of Programmes and the Programme Manager to ensure an effective and timely execution of the project's activities and finance;
- Together with the Budget Working Group (BWG), conduct a capacity need assessment of BWG, and develop capacity plan for BWG and key stakeholders;
- Provide on-going capacity building/training/coaching to its members to ensure that they stay relevant and updated on the issues and are able to contribute meaningfully to PFMRP and budget transparency;
- Work closely with BWG and individual members and provide them with strategic advice and direction on the issues;
- Synergise with other TI Cambodia's programmes to raise public awareness on budget transparency and PFM and increase public demand for reforms and better access to information;
- Work strategically and constructively with MEF, NAA and other relevant agencies to improve quality, coverage, public availability of relevant budget information and documents;
- Under the direct supervision of the Director of Programmes and in consultation with BWG, develop an effective work plan with budget on budget transparency;
- Provide regular updates and reports to the Director of Programmes and TI Cambodia's management team on progresses, risks and challenges and way forward;
- Under the direct supervision of the Director of Programmes and in consultation with BWG, develop proposals and raise fund to support PFM reform's efforts; and
- Perform other tasks whenever necessary.

4.2 Studies and Research:

- Play a supporting role in analysing the budget based on available information under the framework of TI Cambodia and BWG;
- Provide technical support in providing recommendations to Open Budget Survey and present the findings and key recommendations to relevant stakeholders; and develop advocacy strategy if necessary;
- Provide strategic and technical advice to TI Cambodia, BWG and counterparts on Public Financial Management with a focus on fiscal and budget issues;
- Provide technical inputs or comment on WG's and partners' policy research/studies;
- Review existing government policies and regulation on the budget related and formulate suggestion and recommendation for improvement or reform;
- Review and provide comments on the budget Cambodia's macroeconomic framework and budget law of Government;
- Provide analytical support on the sectoral based budget and formulation recommendation for further advocacy;
- Identify potential studies on subjects around budget transparency and PFM and propose to TI Cambodia and BWG and any subject requested by partners/counterparts.

4.3 Capacity Development:

- Conduct Capacity Assessment of WG and partners on PFM
- Develop Capacity Development Plan for WG and partners
- Develop training materials and knowledge products on PFM

- Provide training to BWG and other counterparts on PFM
- Present analytical findings to WG and partners
- Develop M&E plan for Capacity Building
- Provide strategic and technical input to the TI, BWG and partners on strategic plan and other documents which relate to budget issues.

4.4 Communication and advocacy

- Develop communication and advocacy strategy plan for TI Cambodia and WG on PFM and budget transparency and accountability;
- Support TI Cambodia's management team in dealing with external stakeholders and media on subjects related to budget transparency and PFM;
- Provide support to TI Cambodia and WG in lobbying with key counterparts on PFM or budget related reform;
- Support constructive dialogues with PFM's stakeholders, especially GTD, NAA, NIS and PIC as well as key DPs;
- Ensure and maintain regular constructive dialogues with BWG and individual members
- Work closely with the Communication Department of TI Cambodia to ensure an effectively liaison with external stakeholders on the subjects and produce materials; and
- Provide adequate and quality progress reports and communicate the impacts of the project to the Management Team and the Board of Directors of TI Cambodia.

5. Knowledge, Experience and Skills

- University degree (MA or PhD) in Public Financial Management, Public Administration and other subjects, which are relevant to budget transparency, audit, tax reform and financial management;
- Be an expert on Public Financial Management, Public Administration Reform and Budget Transparency, especially on PFMRP and Budget Law of the Royal Government of Cambodia;
- Extensive experiences in the areas around Public Financial Management, Public Administration Reform and Budget Transparency;
- Good grasp of corruption, governance and development issues. Prior experience in Cambodia and/or knowledge of the Cambodian socio-political context much appreciated;
- Excellent communication skills in English (to native speaker standard) and ability to write clear and compelling content for a wide variety of audiences. Working knowledge of Khmer language an advantage;
- High level of intercultural competence, diplomacy and political sensitivity, and ability to build and maintain relationships with people from across government institutions, the private sector, civil society, DPs and media.
- Good management skills, team work and will to support, train and inspire staff
- Ability to work with minimum supervision and under pressure
- Passion for Transparency International Cambodia's mission and goals and a commitment to the organisation's core values.