

MACROECONOMIC AND FINANCIAL MANAGEMENT INSTITUTE OF EASTERN AND SOUTHERN AFRICA (MEFMI)

CONSULTANCY SERVICES FOR WORKSHOP FACILITATION, IN-COUNTRY MISSIONS AND STUDIES FOR MEFMI MEMBER COUNTRIES

REQUEST FOR PROPOSALS

1. BACKGROUND

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned institute currently with 13 member countries: Angola, Botswana, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. The Secretariat of MEFMI is in Harare, Zimbabwe.

MEFMI was founded with the view to build sustainable capacity in identified key areas in ministries of finance and/or planning and central banks, or equivalent institutions. MEFMI strives to improve human and institutional capacity in critical areas of macroeconomic and financial management.

The Institute delivers its products and services through workshops for professionals, seminars for senior professionals, retreats for heads of departments/divisions, executive fora for top executives, and country missions. These products and services are delivered in all 13 member states on a rotation basis

2. SCOPE OF THE ASSIGNMENT

The Consultant(s) will work in conjunction with MEFMI to provide the required services.

The Consultant(s) will carry out the following assignment(s):

- a) Provide relevant inputs on the draft workshop and/or country mission programme;
- b) Prepare workshop and/or country mission materials relevant to the respective activity;
- c) Submit to MEFMI electronic copies of workshop and/or country mission materials
- d) Conduct training and/or country missions as outlined in the detailed Terms of Reference;
- e) Collaborate with MEFMI staff and other experts in the delivery of the activity;
- f) Produce a report of the workshop and/or country missions and submit to MEFMI Secretariat in accordance with the conditions outlined in the Terms of Reference; and
- g) Carry out studies on specific countries or subjects.

3. AREAS OF EXPERTISE

3.1 DEBT

The consultants should have expertise in one or more of the following areas:

- i. Experience in External and Domestic Debt Management and operations including course and workshop design and delivery;
- ii. Formulation of debt strategies and analysis of debt sustainability preferably with hands on experience in design and documentation of country debt strategies, including application of Breton Woods Institutions tools such as Medium Term Debt Strategies (MTDS) and Debt Sustainability Framework (DSF); Ability to design e-learning material on debt sustainability analysis and debt strategy formulation and delivery to students of the e-learning material;
- iii. Experience in fiscal and debt analyses, including key quantitative applications;
- iv. Experience in compilation of, and reporting on public debt statistics using computer debt systems of United Nations Conference on Trade and Development (UNCTAD) and Commonwealth Secretariat (COMSEC). This includes either experience in UNCTAD DMFAS

5.3 computer system and procedures for debt data recording and validation or COMSEC's CS-DRMS 2000+;

- v. Experience in sovereign liabilities analysis and computer-based modelling of related risks;
- vi. Hands-on experience in technical application of the DSF for LICs using live country data and projections;
- vii. Experience in debt management office operations and institutional arrangements and reforms.

3.2 FINANCIAL SECTOR MANAGEMENT

The consultant should have expertise in one or more of the following areas:

Reserves Management

- i. In this area the respondents must have a thorough understanding of investment strategies, strategic asset allocation, benchmarking and indexation and understanding international capital markets;
- ii. Front Office: dealing in foreign currency both in the domestic and international markets, investing in money market and fixed income instruments, trading in these instruments;
- iii. Middle Office/Risk Management: exposed to risk analytics such as performance measurement, benchmarking and indexation, asset valuation and pricing, use of spreadsheet tools such goal seek, solver, etc;
- iv. Back office Operations: settlement and reconciliations, accounting for investments, etc.

Domestic Financial Markets Development

Practical expertise in the development of domestic financial markets with specific focus on bond market issuance, trading in fixed income instruments and the relationships with monetary policy implementation.

Payment Clearing and Settlement Systems

- i. Practical experience on the operations of payment, clearing, settlement and securities systems;
- ii. Large Value Systems: development and operations of RTGS systems, Securities Settlement Systems and Cross border settlement systems;
- iii. Retail Systems: development and operations of retail systems, switches, clearing systems and electronic payment instruments;
- iv. Oversight/Risk Management: use of analytical tools in managing payment systems risks and conducting oversight (on and offsite) etc.

Supervision of Financial Institutions

- i. Practical expertise in the regulation and supervision of financial institutions (banking and non-bank institutions);
- ii. Thorough understanding of modern supervisory methodologies used for on-site examinations and off-site surveillance such as risk-based supervision, consolidated supervision and Basel II;
- iii. Good understanding of evolving advances in markets and the impending risk management practises.

Monetary Policy Implementation

- i. In this area, the respondents must poses practical experience in the implementation of monetary policy;
- ii. Open Market Operations: use of indirect tools such as government securities, use of repos, discount rate, reserve requirements, etc;
- iii. Monetary Policy Regimes: thorough understanding of various monetary policy regimes such as inflation targeting, monetary targeting, exchange rate targeting and interest rate targeting;

- iv. Liquidity management and forecasting: thorough understanding of various methods of liquidity management and forecasting in monetary policy transmission.

3.3 MACROECONOMIC MANAGEMENT

The consultant should have expertise in one or more of the following areas:

- i. Applied Econometrics (macroeconomics); Hands on experience in modelling and forecasting; Macroeconomic modelling and forecasting in Eastern and Southern Africa or any other developing countries;
- ii. Monitoring and analysis of cross border transaction; Compilation and analysis of Balance of payments and International Investment Position (IIP) statistics based on latest IMF manuals; Experience in Eastern and Southern Africa or other developed countries, knowledge in the IMF CDIS and GDDS System;
- iii. Specialisation in the practice of Trade policy: Analysis, negotiations and rules; Up to date in issues of Trade policy, Regional Integration, economic underpinnings of trade policy, negotiations skills, advanced knowledge of the rules of international trade and the capacity to integrate theory and practice in all these areas; Hands on experience dealing with regional integration and trade policy; knowledge of WTO and UNCTAD rules and procedures
- iv. Capacity building evaluation and planning in macroeconomic management; facilitation of macroeconomic capacity building;
- v. Developments in the design and implementation of tax systems; ability to adapt basic principles to the complex variety of domestic and international economic, political, social and historical constraints; Hands on experience in tax policy and administration in African countries;
- vi. Macroeconomic Management with a bias to monetary and exchange rate policy management; Hands on experience in economic policy management in African countries and other developing countries in general and Eastern and Southern African countries in particular;
- vii. Knowledge of best practice in public expenditure and financial management and linkages with growth and poverty reduction; understanding of the fiscal frameworks and determinants of revenue and expenditure; analysis of how to manage fiscal deficits; how to critically evaluate budgets formats, structures and classification; short and long term fiscal planning; performance and output budgeting; current approaches to accounting system reforms including strengthening of budget execution, cash management, financial reporting and use of integrated Financial Management Information Systems; Hands on experience in public expenditure and financial management in African Countries or other developing countries.

Expected Outputs

- a) Jointly deliver presentations at MEFMI workshops;
- b) Prepare Power Point Presentations and relevant background papers;
- c) Provide inputs and written comments on the draft programme;
- d) Carry out a country situation analysis or implementation missions;
- e) Prepare and submit a report on the workshop and/or country mission. Electronic copies of workshop material to be presented;
- f) Produce a report or paper on the study carried out.

The details to be included in the report will be specified in a contract with MEFMI

4. SUBMISSION OF PROPOSAL

- a) MEFMI now invites eligible Consultant(s) with requisite expertise in providing the above-mentioned services to submit proposals. The Experts/Consultant(s) should be “hands-on” and demonstrate knowledge and ability in skills transfer, general training and proof of expertise in the area of consultancy.

The Expert/Consultant(s) should have a minimum academic qualification of a Masters degree in Finance, Banking and Economics. A PhD and a track record of research will be an added advantage.

- b) The proposal from eligible Consultant(s) should include the following information as a basis for pre-qualification:
- Submit either electronic or hard copies.
 - Statement of relevant experience in executing similar assignments in the last five years.
 - Professional fees/rates for short term consultancy
 - Relevant documentation such as CVs
- c) The duration of the consulting services varies and will be determined by the needs of each consultancy.
- d) The Consultants will be selected in accordance with the MEFMI tendering procedures.
- e) Interested consultants should submit a written expression of Interest) in a sealed envelope clearly marked **“PROPOSAL TO PROVIDE CONSULTANCY SERVICES.**
- f) PROPOSALS should be delivered or e-mailed to the address below

The Executive Director
Macroeconomic and Financial Management Institute of Eastern and Southern Africa
21A Airport Road
P O Box 66016
KOPJE
Harare
ZIMBABWE

Email: capacity@mefmi.org

Short-listing will be done quarterly, and only short-listed applicants will be contacted.