

## **Capacity Building Programme for the Improvement of Project Financial Management (CBP-FM)**

### **Project Description: Additional Information**

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The below information is provided in addition to the Concept Note for Grant Proposals. Interested applicants should make reference to both documents during preparation of the Grant Design Document.

#### **A. Context**

1. IFAD works where poverty and hunger are deepest: in remote regions of developing countries and fragile situations, where few aid agencies or international financial institutions venture. IFAD is the world's second-largest multilateral investor in food and nutrition security, and is one of the top multilateral institutions working in agriculture in Africa.
2. IFAD financed projects are undertaken across five regional divisions, Asia and Pacific (APR), East and Southern Africa (ESA), Latin America and the Caribbean (LAC), Near East and North Africa and Europe (NEN) and West and Central (Africa).
3. Effective FM arrangements are vital to the achievement of IFAD's development objectives, as they play a key role to ensure that the proceeds of any financing are used only for the purposes for which the financing was provided, with due attention to considerations of economy, efficiency and social equity. High quality FM is therefore key to building and sustaining IFAD's credibility as a mature IFI and reliable development partner.
4. IFAD follows a Risk Based Assurance Framework, through which inherent and control level risks are systematically analysed, assessed and rated. Through application of this framework, IFAD is able to identify key weaknesses and areas of risk, that require greater focus and resources.

#### **B. Scope of Work**

5. The proposed 'Capacity Building Programme for the Improvement of Project Financial Management'(CBP-FM), is devised as an instrument through which IFAD, in collaboration with the selected applicant, will target key FM risks through tailored training and capacity building of project finance staff (Modules 1 and 2).
6. Interested applicants are invited to submit proposals to undertake the design and implementation of the proposed programme, which will support improved financial management in IFAD financed projects in client countries.
7. The implementation period of the programme must span 36 (thirty six) months, with key deliverables phased accordingly (see section C. Deliverables).

Modules 1 and 2:

- i. The training curriculum and material should be designed in such a manner so as to facilitate a mix between 'on-site' and 'off-site' training (e.g. via online live and/or recorded training).
- ii. Online progress test to be developed for progression to Module 2, and final examination for formal certification.
- iii. The candidates will be identified with support from IFAD on the basis of IFAD's Risk Based Assurance Framework. Candidates from High and Medium risk projects will be prioritised. It is anticipated that approximately two project

finance staff from each selected project will be eligible to participate in the programme.<sup>1</sup>

- iv. Travel and visa arrangements for candidates' participation in the 'on-site' training elements will be the responsibility of the selected applicant. This will include travel and visa arrangements and calculation of daily subsistence allowances (DSA).<sup>2</sup>

8. Timeline for activities:

- i. The design of the curricula for modules 1 and 2 must be finalized within 4 months from the signature of the Grant Agreement.
  - ii. The first set of face-to-face training related to module 1 must be completed within 12 months from the signature of the Grant Agreement.
  - iii. Online progress test to access module 2 to be administered within 14 months from the signature of the Grant Agreement.
  - iv. Second set of face-to-face training and online training to be completed within 24 months from the signature of the Grant Agreement.
  - v. Administration of the final examination and formal certification within 30 months from the signature of the Grant Agreement.
  - vi. Submission to IFAD of the final project report and final set of audited financial statements of the project within 36 months from the signature of the Grant Agreement.
9. The languages of instruction of the course shall be determined according to the project design and regional / grouping basis of the training delivery. It is anticipated that at a minimum, English, French and Spanish versions of the training material and delivery will be required.
10. An indicative program cost was identified at project conception (see Concept Note for Grant Proposals; Para. 17). Interested applicants are required to provide a more detailed cost breakdown according to components and categories of expenditure (see Grant Design Template; Part 4 and Annex 3, as well as IFAD Guidance Note on Eligible Expenditure).
11. As per the evaluation criteria, it will be considered highly desirable where interested applicants can demonstrate that they are able to provide and/or leverage co-financing (including in the form of contributions in-kind).

### C. Deliverables

12. A comprehensive capacity building programme (curriculum in English, French and Spanish) tailored to:

Project finance staff (x250 candidates):

- i. Module 1: Fundamentals of project financial management (international standards and best practice);

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<sup>1</sup> A fee-based scheme may be introduced for projects that are interested in enrolling additional finance staff. Fees will be set on a cost-recovery basis (incremental costs).

<sup>2</sup> The indicative programme cost as provided in the Concept Note for Grant Recipients foresees a budget allocation for travel and allowances.

- ii. Module 2: Advanced project financial management (international standards and best practice, formulated around IFAD-specific requirements).
- 13. Progress test, final examination and certification for successful candidates (Project Finance Staff only).
- 14. Sustainability and scalability programme for continuation of the programme following the end of the 36-month project period established and endorsed by IFAD.

**D. Procurement method: Competitive Selection – Open call (at Grant Design)**

- 15. IFAD Management is committed to ensuring the highest standards with regard to the rationale, efficiency and effectiveness in the use, management and impact of grant funds.
- 16. In support of this commitment, the procurement method adopted is Competitive Selection through Open Call. This modality entails a wide dissemination of the request for proposals through publication on the IFAD (external) website or through open advertisement.
- 17. Bidders must submit their proposal in pdf format in the form of an IFAD Grant Design Document, as per the template provided, as further described in the Letter of Invitation.
- 18. Eligible applicants include non-profit organisations, international professional bodies, training institutions and universities/research institutes. The application may be presented in partnership with other entities, however a single recipient will need to be identified as the main project partner.