

TERMS OF REFERENCE – Provincial Procurement and Public Financial Management (PPFM) Manager

LISP, a programme implemented by DT Global UK, is positioned to deliver a paradigm shift in local infrastructure delivery in Nepal, demonstrating the power of well-supported, accountable, and responsive local governance. LISP's overarching goal is to enhance the legitimacy of Local Governments (LGs) by empowering them to deliver infrastructure services demanded by their communities. This programme posits that with improved planning, prioritization, and execution, LGs can achieve better development outcomes. Furthermore, support from development partners can accelerate these improvements, fostering a sustainable path forward for infrastructure investments and delivery.

LISP-DT Global invites expressions of interest from qualified individuals for the position of Province Procurement and Public Financial Management Manager. This role provides an opportunity to engage in public financial management, fiduciary risk mitigation, and local infrastructure governance, contributing to building capacity at the local level and ensuring sustainable development outcomes.

Project Number	20620
Project Name	Local Infrastructure Support Programme
Country of delivery	Nepal
Client	United Kingdom Foreign and Commonwealth Development Office (FCDO)
Beneficiary	FCDO/ Government of Nepal

Overall Project Objective

LISP will improve the ability of Nepal's local and provincial governments to respond to the demands of citizens for local infrastructure and increase the legitimacy and accountability of local government to their citizens with an emphasis on the empowerment of women. It will create green recovery jobs to stimulate the local economy and build climate resilience.

Programme Summary Overview

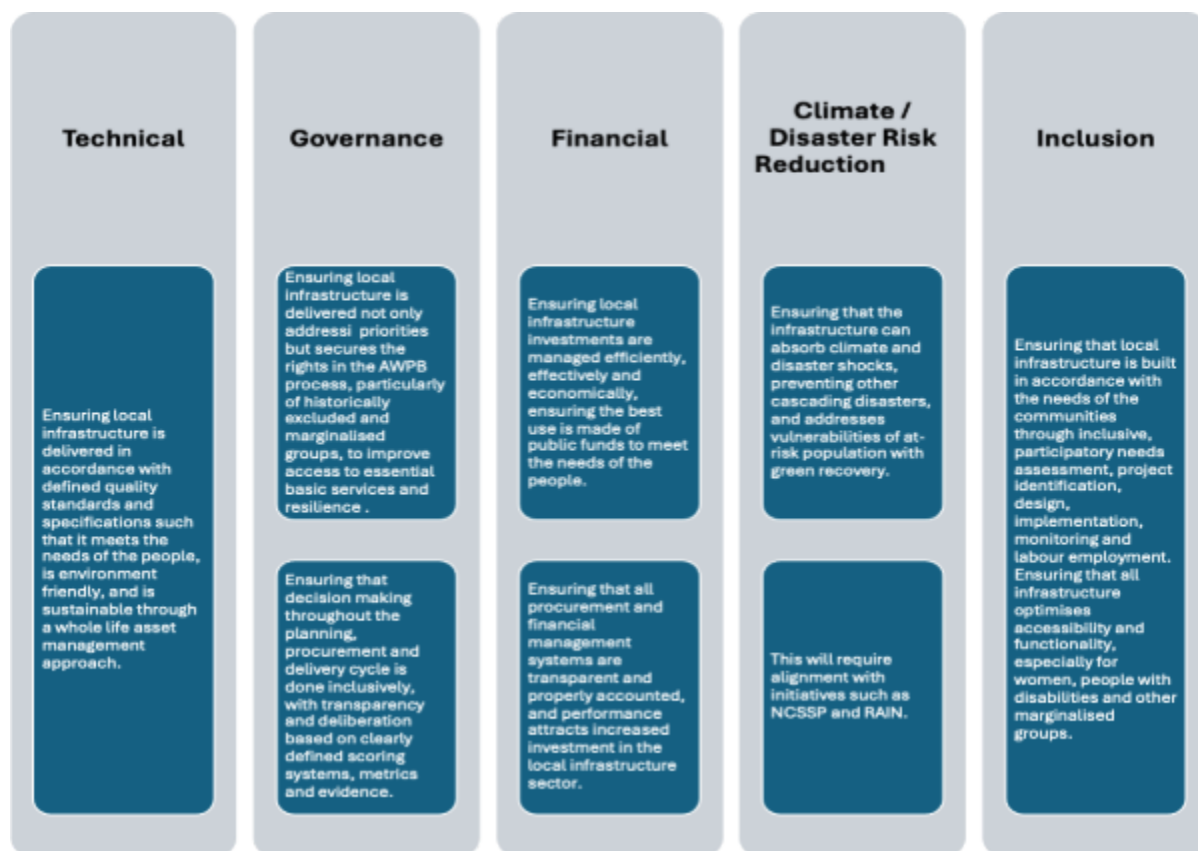
MoU between the GoN and British Embassy (BEK)	16th of March 2023
Grant support	£66 million for capital investment only which is on budget and on treasury
Technical Assistance (TA)	£ 20 million
Innovation, Evidence and Learning	£ 4 million
Provinces	Karnali, Lumbini, and Madhesh
LISP Implementation	13 November 2024 – 13 August 2029

LISP Approach

Our approach is to build on the understanding that as the LISP TA we will need to fulfil three roles to realise the full impact of LISP's Objective:

1. **Strengthening Infrastructure Governance** Institutionalising inclusive governance mechanisms from risk informed planning, design, implementation, monitoring, operation and maintenance. Integrating the system actors for a holistic planning and delivery to minimise siloed development efforts among different level of governments.
2. **Capacity building and technical support** To improve the capacity of LGs to deliver local infrastructure services according to strengthened governance systems.
3. **Quality Assurance of LISP investments** To ensure that FCDO's funds are utilised in accordance with the strengthened governance systems, and with LISP demonstrating the effectiveness of these systems to build confidence and encourage others to invest in the local infrastructure sector in accordance with the improved governance systems.

The programme objective will be achieved through **five critical strands of delivery**:



Position Title: Provincial Procurement and Public Financial Management (PPFM) Manager

Duty Station: Surkhet, Karnali

Reporting to: PPFM Lead (Technical matters) and Provincial Infrastructure Lead (Administrative and Logistics)

Role of the Provincial PPFM Manager

Overall: The PPFM will be responsible for providing technical and operational support in procurement and public financial management (PPFM) at Local Government (LG) levels, and coordination with the province Government, to ensure the effective implementation of LISP. The role requires coordinating PFM activities, support in fiduciary risk management, support in procurement management to LGs, review of Financial Management/ Monitoring Reports (FMRs), ensuring compliance with the value for money (VfM) framework, and building capacity government at Provincial and Local levels. The role emphasizes evidence-based, risk-informed, realistic, transparent, inclusive, and deliberative local infrastructure planning, prioritization, budgeting, and financial reporting. The PPFM will administratively report to the Provincial Lead and technically to the Federal PPFM Lead.

Specific:

- Support LGs in developing realistic and evidence-based budgets, ensuring inclusive, climate-resilient, and priority-based infrastructure planning, co-financing arrangements, budgeting, procurement management, accounting and reporting.
- Provide specialist support for LGs in areas of PFM and LISP infrastructure investments in collaboration with the respective provincial and cluster teams.
- Lead and manage cluster PPFM Officers to deliver technical assistance, build capacity, and achieve work plan objectives and PFM responsibilities at the LG level.
- Support LGs to implement the Fiduciary Risk Management and Improvement Plan (FRMIP) and track implementation status across LGs. Identify, assess, and document fiduciary risks and weaknesses in LG systems and recommend corrective and preventive actions.
- Provide technical assistance to LGs and PPFM Officers in preparing procurement plans that are transparent, competitive, and aligned with LISP and national guidelines.
- Review and validate procurement documents for goods and works ensuring compliance with the Public Procurement Act (PPA), Public Procurement Regulations (PPR), LISP's Operational Procedures and improved modality guidelines. Monitor and support LGs and PPFM Officers in executing procurement processes for high-value, or risk-sensitive projects, including bidding, evaluation, award, and contract management.
- Provide technical backstopping to LGs during the implementation phase of infrastructure projects, including field-level financial monitoring in coordination with cluster teams.
- Monitor fund utilisation and verify whether disbursed amounts are applied for approved purposes, and identifying and reporting any variances, or irregularities.
- Review periodic FMRs submitted by LGs and PPFM Officers, verifying reported expenditures against the LISP Operating Procedures and legal requirements. Coordinate with the PPFM Officers and PPFM Lead to finalise verified FMRs for submission to the Ministry of Federal Affairs and General Administration (MoFAGA) and BEK.
- Design and execute capacity-building plans in coordination with the provincial and cluster teams, tailored to LGs' PPFM capacity gap requirements.
- Support PPFM Officers and LGs in budgeting, procurement, accounting, reporting, resolving audit irregularities, Medium Term Expenditure Framework (MTEF) and other PFM areas.

- Prepare and submit periodic technical reports, including verified FMR summaries, risk register updates, and capacity development reports.
- Contribute to the development of LISP TA annual workplans, learning products, and donor reporting.
- Undertake any additional responsibilities related to PPFM and procurement as assigned by the PPFM Lead, Provincial Infrastructure and Technical Lead and Core Central Management Team (CCMT).
- Provide any other technical assistance as outlined in the Scope of Work (SOW) between DT Global and FCDO for Provincial and Local Governments relating to PPFM.

Key Deliverables

- Reports on verified FMRs including verifying expenditures against established guidelines and procedures, oversight of public procurement and financial management (PPFM) practices.
- Periodic updates on risk registers and reports, FRMIP implementation status.
- Periodic progress reports as per work plan.
- Capacity-building plans and execution reports.
- Periodic report on LG status in planning, budgeting, procurement, accounting, reporting, and other critical PFM areas, assistance provided and noted improvements.
- Enhanced coordination mechanisms with provincial and local governments.
- Other deliverables as per the annual workplans and directions from the PPFM Lead and Core Coordination Management Team (CCMT).

Required Qualifications and Experience

- A recognized professional qualification such as Chartered Accountant (CA), Certified Public Accountant (CPA), Association of Chartered Certified Accountants (ACCA), with five (5) years of relevant experience. **OR** A Master's degree in Accounting, Finance, Business Administration, or related field (e.g., MBA, MBS) with at least five (5) years of relevant experience.
- Public Financial Management certification (e.g. CIPFA, Cert. PFM, or equivalent) is an added advantage.

Relevant Work Experience:

- Experience in public financial management (PFM), public procurement, compliance, and assurance in government or donor-funded budget or treasury programmes.
- Demonstrated experience with the Public Procurement Act (PPA), Public Procurement Regulations (PPR) of Nepal, financial review, financial monitoring reporting (FMR), government audit, and compliance.
- Proven track record of providing technical support to local governments in Nepal in the areas of financial planning, budgeting, procurement, reporting, and audit management.
- Experience overseeing or supporting infrastructure project implementation from a PFM and procurement perspective.
- Experience in applying fiduciary risk management tools and improving financial accountability at the subnational level is desirable.
- Prior experience working on donor-funded projects, particularly UKAid/FCDO-funded programmes, is an added advantage.

Skills and Competencies:

- Strong analytical and problem-solving skills in public financial management, procurement systems, financial review, reporting, audit, and compliance.
- Excellent understanding of government financial systems, on budget on treasury projects, SuTRA, and familiarity with government financial reporting frameworks and auditing.
- Strong interpersonal and communication skills with the ability to provide coaching, mentoring, and capacity-building support to PPFM Officers and government counterparts.
- Ability to coordinate with multiple stakeholders including local governments, provincial governments, federal agencies, and development partners.
- Proficiency in English and Nepali (both written and spoken).
- Competency in using Microsoft Office tools and digital reporting systems.

Lines of Communication:

Accountable to	PPFM Lead
Administrative Reporting	Provincial Coordinator

Application Procedure:

If you believe this opportunity will enhance your career growth, we encourage you to apply by emailing HRLISP@dt-global.com with all required documents, including your CV, Nepali citizenship, academic certificates and experience letters.

Interested and qualified individuals are requested to submit the application by **COB on Sunday 27th July 2025 at 5:00 PM.**

We encourage applications from women and disadvantaged groups.

Note: No telephone inquiries will be entertained. If your application is a good fit, we will follow up with you directly for the screening process.

Proposed Implementation Team – June to Dec. 25

