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TERMS OF REFERENCE

SHORT TERM ENGAGEMENT

Technical Assistance to lead the conduct of the survey to assess the readiness of Milne Bay and West New Britain Province to pilot financial inclusion activities at the district level

Background

The role of government in financial inclusion as outlined in the National Financial Inclusion Policy (NFIP) 2019 and National Financial Inclusion Strategy 2023-2027 (NFIS) is to set policy goals, set the rules (through regulation) and address market failures where justified. The Government Departments which have a stake in financial inclusion are the Department of National Planning & Monitoring, the Department of Community Development & Religion, Department of Treasury, the Department of Finance, the Department of Education, the Department of Provincial & Local Governments Affairs, the Department of Agriculture & Livestock and sub-national government (Provincial and District Administrations)

Financial inclusion is an agenda that is part of and contributes in many ways towards accomplishing their respective policy objectives and the grander vision of the National Government as articulated in the Vision 2050, the Marape Manifesto and the Medium Term Development Plans. There is a need to coordinate activities with all the identified stakeholders and, where justified, to provide resources to address market failures which constrain financial inclusion. The NFIS has targeted Government Engagement as a key priority area to address this problem. The specific objective of government engagement is to promote the integration of financial inclusion in the planning and implementation processes of the national and sub-national governments.

A critical element of embedding the financial inclusion agenda into the provincial government's planning process is to have up to date data on the level of financial inclusion in the province. Such data will be crucial in informing relevant authorities on the serious need for government intervention in pursuing financial inclusion initiatives as a key agenda for their province's development.

The survey is the first step in embedding financial inclusion in the province. The survey will gather key information to guide provincial governments to make informed decision about prioritization and allocation of resources to promote financial inclusion in their provinces. Overall, the data collected will be crucial in monitoring the implementation of the key initiatives under the Provincial Government Engagement Roll-out Program and help to evaluate the effects of a change and track the progress of improvement made as a result of intervention brought on by the partnership between CEFI and the respective provincial governments in driving financial inclusion in the province. This information will be crucial when it comes to evaluating the impact of the MOU signed between CEFI and the provincial

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government. It assists both parties to determine whether the partnership has led to progress and where necessary appropriate changes can be implemented to ensure that the partnership is on track to achieve its targets and objectives.

Purpose

The objective of this task is to provide technical assistance in developing, planning, implementation and analysis of the demand side baseline survey on financial inclusion for CEFI Partner provinces. The technical Expert will lead and oversee the implementation of the two (2) components of the research project –

- i) Conduct desktop review and
- ii) Design the pilot plan for the rollout of financial inclusion activities at the district level

Key objective

The key objective of the survey project is to assist both CEFI and the Provincial Government to cascade the financial inclusion interventions down to the district and LLG Level.

Sub-key objectives

- 1) Map out the demographic distribution in the district
- 2) Identify key economic impact project / activities in the district
- 3) Identify the beneficiaries of the project
- 4) Assess if there are spinoffs from the project more particularly the presence of SMEs in the project impact area
- 5) Map out level of cashflow (inflows and outflows in a week/month/year)
- 6) Map out the presence or proximity of financial institutions and the services that are offered in the district.
- 7) Work out both direct and indirect costs of accessing financial services in the district
- 8) Identify the types and level of risks associated with doing business in the target community/district.
- 9) Assess the efficiency and effective of essential government services and infrastructure to aid the expansion of financial inclusion identifying gaps and proposing appropriate interventions. Focus areas includes roads, bridges, police station and telecommunication infrastructure, presence of government institutions and agencies such as SOEs, Govt Departs, IRC, IPA etc.
- 10) Identify if there are any donor or government (both national and provincial) interventions or support programs pertaining to agriculture, livestock, fisheries, financial literacy, SMEs, women support program etc

Scope of work

The Technical Expert will lead and oversee the implementation of the two components of the research project

- (i) Conduct a desktop review**

This task requires the technical expert to review and analyze relevant reports on financial inclusion both at the national and provincial level. Access to these documents will be facilitated by both CEFI and the provincial government. Findings from the review will be presented to CEFI and tabled before the Provincial Financial Inclusion Steering Committee. The findings from the desktop review will be crucial in developing an implementation plan for the rollout of financial inclusion activities in the districts/LLGs.

(ii) Design of the implementation plan for pilot rollout of Financial Inclusion initiative at the District level

The technical expert is required use the findings from the desktop review will used to formulate a plan of action to promote and embed financial inclusion in the selected district with a keen focus on agent banking and deployment of innovative technologies (digital platform) to broaden the access points.

Methodology

The technical expert will conduct a review and analysis of written documents held by BPNG and CEFI and the selected provincial government.

Key Deliverables

- a) Desktop review report completed and presented to the Provincial Financial Inclusion Steering Committee
- b) Methodology and financial inclusion rollout plan completed and presented to the Provincial Financial Inclusion Steering Committee.
- c) Presentation Material (PowerPoint or similar) covering the key results of the research completed.
- d) Presentation of key results of the research in meetings/conferences/workshops to stakeholders in consultation with CEFI and the Provincial Government.

Duration of the assignment

- The assignment is expected to last one (1) month.

Realistic Delivery schedule

Planned start: April **2024** End date: June **2024**.

- The research plan and methodology should be prepared by the **first week of the engagement**.
- Sensitizing meeting is conducted with CEFI Management and the Provincial Government as well as the Provincial Financial Inclusion Steering Committee (offline or inline)

- Regular data collected reports – frequency of the reports to be determined by the CEFI Special Projects Manager
- Preparation of the final document (report and implementation plan)-no later than **3rd week of the 4 weeks' assignment.**

Remuneration and terms of payment

The Technical Expert will receive a consultancy fee, which will be paid to the bank account indicated by the Consultant in the following instalments:

- The first instalment in the amount of 30% of the consultancy fee shall be paid after CEFI approves the study plan and methodology.
- The second instalment in the amount of 20% of the consultancy fee shall be paid upon submission and approval by CEFI of the final report of the desktop review report.
- The third instalment of 30% of the consultancy fee shall be paid up submission and approval by CEFI of the financial inclusion roll-out plan to embed financial inclusion in the province/districts/LLGs.
- The final instalment of 20% of the consultancy fee shall be paid up after an evaluation done on the skills transfer to the CEFI Special Projects Officer is found to be satisfactory.

Qualifications and competencies for the consultancy

- Master's degree in Statistics, Economics, Banking and Finance and development studies, or, alternatively, an equivalent combination of related education with relevant 3-4 years of professional experience.
- Excellent knowledge of statistics, survey and assessment methodologies and database management.
- Excellent writing and communication skills, efficiency and flexibility.
- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines.
- Strong analytical skills and creative thinking.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Experience in report writing in English language. Fluent in speaking, writing and reading in English required.

To apply: please send your application to the CEFI Special Projects Manager by **April 5th 2024** at the latest referring to this ToR in the subject line. Only short-listed candidates will be contacted.

Timeline, milestones & payment schedule

Key milestones and time line for the task are as follows.

Milestone	Responsibility	Time frame	Payment Schedule
Submission and approval of the study plan and methodology	Technical Expert	1 week	Payment of 30% of the Consultancy fee upon the approval of the study plan and the methodology
Submission and approval of the desktop review report by the CEFI	Technical Expert	2 weeks	Payment of 20% of the Consultancy fee upon the approval of the review report
Submission and approval of the financial inclusion roll-out plan to embed in the province/districts/LLGs	Technical Expert	1 week	Payment of 30% of the Consultancy fee upon the approval of the final baseline survey report
Transfer of basic skillsets in data collection, information gathering, analysis and report writing to the CEFI Special Projects Coordinator	Technical Expert		Payment of 20% of the Consultancy fee upon the endorsement of the evaluation report furnished by the CEFI Special Projects Coordinator
	Total days	4 weeks	100%

Budget

The following table shows the total budget associated with compiling the position paper together with an itemised breakdown of the main costs.

Item	Comment	Cost
<i>Fee</i>	It is anticipated that the study will take up to 4 weeks from start to completion.	K20,000
<i>Logistics</i>	CEFI/Provincial Government will be responsible for the logistic costs	CEFI/Provincial Government

