

BUILDING PFM CAPABILITIES

PROGRAMME APPLICATION FORM

CABRI is accepting proposals from teams of government officials in African countries to participate in the [Building Public Finance Capabilities \(BPFC\) programme](#). To register your interest, please complete this application form by the **6th of March 2020** and submit to Joana Bento at joana.bento@cabri-sbo.org and Awa Touray at awa.touray@cabri-sbo.org).

1. What is the public finance problem that your team wants to address?

Provide a statement that describes the problem. A problem that matters is one that gets attention and mobilises action from a broad set of agents. Ensure that your problem is specific and supported by data. Note that your initial problem statement is likely to evolve as you engage further in the programme.

2. Why is this a problem? Who does it impact?

Describe the impact of the problem. A problem that matters is one that, if left unaddressed, will have direct negative consequences.

3. What actions are currently being undertaken to address the problem, and why do you think your participation in the *BPFC programme* will support the reform process?

4. Who will be the team members responsible for addressing the problem? Please list their names, positions and email contacts.

Applicants are required to propose teams made up of six individuals who:

- *Have knowledge and expertise about the problem and are able to contribute to the resolution of the problem.*
- *Come from relevant directorates (in the Ministry of Finance and/or a Sector Ministry or Government Agency where applicable), preferably from different departments and/or organisations, whose perspectives are necessary for understanding the problem and developing and implementing solutions.*
- *Are able to regularly convene over the course of the programme and beyond.*
- *Can dedicate an average of five hours a week to the programme, through the 8 month-period*

Name	Position	Email address
1.		
2.		
3.		
4.		
5.		
6.		

5. Each team member must sign the proposal, agreeing with the following statement:

“If our proposal is approved, I will attend all workshops, work for at least five hours a week on this engagement on, inter-alia:

- *Attending weekly team meetings and check-ins with our coach,*
- *Engaging and consulting key stakeholders and gathering data on the problem to identify, tailor and implement context-specific solutions,*

- *Completing weekly individual and team reflections,*
- *Reporting to our authorizer on our progress.*

I acknowledge that failure to contribute to the team’s work and to comply with the programme requirements can result in an expulsion from the team. In addition, the completion of weekly reflections and attendance at 75% of all team meetings are required for a Building PF Capabilities programme completion certificate to be delivered”.

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

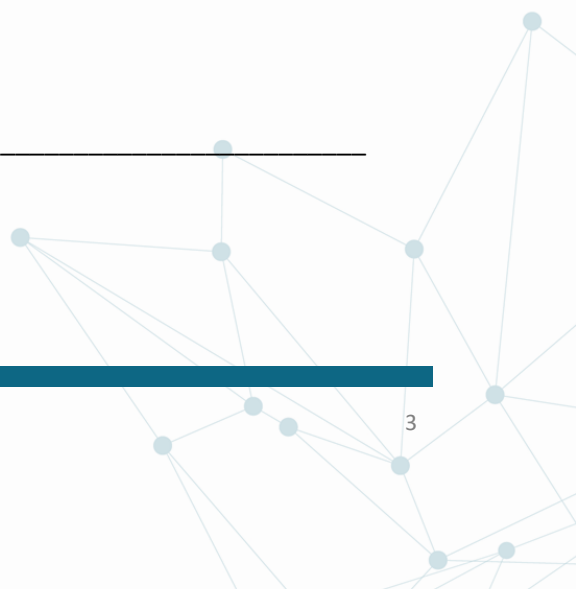
6. Who is the political authoriser of the work (preferably a minister or permanent secretary)? This person must sign the proposal, and agree to the statement:

“I hereby authorise each team member to attend all workshops, work for at least five hours a week on this engagement, complete all their weekly reflection and attend all team meetings and discussion with their coaches. I will also receive regular reports from the team, in writing, and will support the team when necessary”.

Name

Signature

Position



Annexure 1: Programme structure and tentative timeline

The programme structure facilitates officials' practical and experimental learning to solve complex public finance problems. Throughout the programme, a dedicated CABRI **coach** provides support and expertise to the team.

Activity	Tentative date
<p>Deadline for countries to apply to the programme Officials from finance ministries in Africa are invited to apply to the programme and identify a pressing country-specific public finance problem and the team members that will work on solving the problem</p>	6th of March 2020
<p>Online Course The online training course introduces teams to the PDIA approach using video lectures, readings, assignments, reflection exercises and peer interactions.</p>	30th of March - 1st of May 2020
<p>Framing Workshop Teams come together at the framing workshop and, through facilitated discussions: (i) construct a narrative around the identified public finance problem; (ii) identify the causes and sub-causes of the problem using supporting data and (iii) identify the immediate steps that they will take to start solving the problem.</p>	4th of May - 6th of May 7 th of May – 9 th of May for Francophone countries
<p>Action-learning Following the framing workshop, country teams engage in regular learning iterations focused on practically solving the identified problem. This includes: (i) gathering and analysing data on their problem; (ii) regularly consulting key stakeholders to gain new perspectives on the problem and political and administrative support for the team's work and (iii) holding regular team meetings to share progress, challenges, insights, clarify objectives and agree on next steps.</p>	11th of May - 6th of December 2020
<p>Progress Review Workshop The workshop provides a platform for teams to share the progress achieved, their learning experiences and to determine next steps and objectives for the upcoming months. Participants receive a certificate of completion and are invited to join the BPFC fellows' network, which connects African PFM officials who practice the PDIA approach.</p>	7th of December - 9th of December 2020
<p>Continuing engagement Teams are expected to continue working towards solving their problems after the Progress Review Workshop. To ensure continuous progress towards problem resolution, the teams determine the extent of further CABRI support going forward.</p>	10th of December - onwards