

# BUILDING PUBLIC FINANCE CAPABILITIES

## PROGRAMME APPLICATION FORM

The Collaborative Africa Budget Reform Initiative ([CABRI](#)) is accepting proposals from teams of government officials in African countries to participate in the [Building Public Finance Capabilities \(BPFC\) programme](#).

The BPFC is an 12-month action-learning programme. It puts teams of government practitioners at the centre of public financial management (PFM) reforms, through an approach that drives incremental change and facilitates the emergence of local solutions to complex public finance problems.

This year, officials from ministries of finance and other relevant ministries or agencies in Africa are invited to apply to the programme and **identify a pressing country-specific public finance problem within one of the following two areas.**

Programme, problem areas	Potential participants from the following units
i. Area 1: Debt, cash, and liquidity management	ministry of finance (debt, cash, treasury, and budget units), etc.
ii. Area 2: Capital spending	ministries of finance, planning, public works, other sector ministries, etc.

To register your interest, please complete this application form by the **7<sup>th</sup> of April 2023** and submit to Joana Bento, BPFC Programme Manager at [joana.bento@cabri-sbo.org](mailto:joana.bento@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.*

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**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.*

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**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?**

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**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 12 month-period*

Name and surname	Position	Institution	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 BPFC programme completion certificate to be delivered”.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

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Name

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Signature

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Name Signature \_\_\_\_\_

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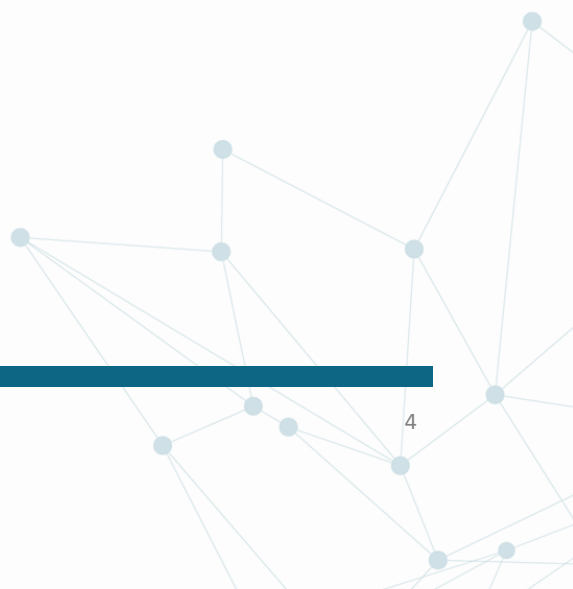
\_\_\_\_\_  
Name Signature \_\_\_\_\_

**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 dates
<p><b>Deadline to submit your application</b> Officials from the relevant target audience 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>	7 <sup>th</sup> of April 2023
<p><b>Online Course [5 weeks]</b> The online training course introduces teams to the PDIA approach using video lectures, readings, assignments, reflection exercises and peer interactions. These can be tailored to the specific thematic problems.</p>	8 May – 9 June 2023
<p><b>Framing Workshop [South Africa, 4 days]</b> 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>	19– 23 June 2023
<p><b>Action-learning [in-country, 10 months]</b> 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>	June 2023- March 2024
<p><b>In-country check-ins [2 to 3 missions, approx. 3 days each]</b> Coaches will undertake two country visits to participating countries to engage with the team and facilitate learning on the progress achieved, review PDIA concepts, define goals for the upcoming weeks and meet with the authorizer(s) and other relevant agents involved in the problem resolution.</p>	1 <sup>st</sup> visit: August 2023 2 <sup>nd</sup> visit: November 2023 3 <sup>rd</sup> : April 2024
<p><b>Mid-term peer review workshop [online, 2 days]</b> During the mid-term peer review, countries will report on the progress achieved, which will be reviewed by a group of panellists and experts. The MTRW will also provide an opportunity for CABRI to share research and case studies on the respective problem areas and invite other non-participating countries to share relevant country experiences.</p>	30-31 August 2023
<p><b>Progress Review Workshop [in-person, 3 days]</b> 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 BPF fellows' network, which connects African PFM officials who practice the PDIA approach.</p>	6 – 8 March 2023