unicef | for every child

TERMS OF REFERENCE

Individual Consultancy to Strengthen Programme-Based Budgeting through Hyperion Costing and Integration of Children and Disability Budget Tagging into IFMIS and ePROMIS.

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Nairobi-based at National Treasury-Budget Department office
DURATION OF CONTRACT	Seven months

Purpose of Assignment

The National Treasury implementing the 2023–2028 Public Finance Management Reform Strategy to strengthen efficiency, transparency, accountability, and equitable allocation of public resources. As part of Kenya's commitment to inclusive development, the Government has strengthened child-, gender-, and disability-responsive budgeting in the FY 2027/28 budget process, requiring improved costing, expenditure tagging, tracking, and reporting. With support from UNICEF and other development partners, the initiative will strengthen Hyperion costing, child and disability expenditure tagging in IFMIS, reporting systems, and capacity development for MDAs and counties, while supporting Kenya's commitments under the Amman-Berlin Declaration, including enhanced disability financing and the "15 percent for the 15 percent" target. The overall aim is to improve the visibility, allocation, monitoring, and reporting of public expenditure for children and people with disabilities.

This is intended to strengthen programme-based budgeting (PBB) and support Government of Kenya commitments to children and disability-through automated costing model and integrating children and disability tagging into IFMIS**.**

Scope of Work

The scope of this consultancy is to support the National Treasury-Budget Department to undertake three interrelated streams of work: (1) complete the automated hyperion budget costing model; (2) integrate the children and disability budget tagging manual into IFMIS and ePROMIS as an automated tool which will also enable tracking of ODA programmes with 15% disability objectives as per the global disability summit commitments; and (3) build the capacity of Government of Kenya officials from the National Treasury and relevant line ministries and state departments, including Social Protection, Children Services, Health, Education, Labour and Youth, to apply the hyperion costing model and use children and disability tagging, tracking and reporting in IFMIS.

Note- this consultancy will work alongside another consultancy that will be developing the children budget tagging and reporting manual and the disability budget tagging and reporting manual.

The specific deliverables of the assignment are defined in the deliverables table in this ToR.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable

Inception Report Preparation	Inception Report covering: 1. Established technical working committee led by the National Treasury Budget Department and comprising the IFMIS Department, the State Department for Children Services, the State Department for Social Protection, relevant sector ministries, the Council of Governors and UNICEF. 2. Confirmed scope, institutions, levels of government, budget stages, outputs, timeline and approval arrangements. 3. Agreed methodology, workplan, quality assurance process, and consultation schedule.	15th November 2026
Complete the automated budget costing model in hyperion in IFMIS while ensuring it has ability to enable children and disability costing.	Report on completion of the automated budget costing model in hyperion with ability to enable children and disability costing and a summary PPT.	30th Dec 2026
Automate the children and disability tagging, tracking and reporting manual and integrate it into IFMIS and ePROMIS which will also enable tracking of ODA programmes with 15% disability objectives as per the global disability commitments. Note- the children and disability taxonomy, children and disability tagging manual, and ODA tracking on disability options, is developed by another consultant, but in consultation with this	Report on automated children and disability tagging, tracking and reporting manual and integration in IFMIS and ePROMIS which will also enable tracking of ODA programmes with 15% disability objectives as per the global disability commitments; and a summary PPT. The automated manual to include: i. Translated approved tagging rules into functional and	28 February 2027

consultancy.	technical requirements for IFMIS. ii. Configured distinct tag fields, validation rules, user permissions and audit trails for children and disability-inclusive expenditure. iii. Integrated tags with the approved programme, administrative, economic, and functional classifications without replacing the underlying chart of accounts. iv. Standard reports covering approved allocations, releases, commitments, actual expenditure and budget execution rates. v. For ODA either within IFMIS and or ePROMIS, identify ODA programmes with objectives on disability. vi. Conducted user acceptance testing using representative national and county budget data, resolve defects and document system controls. vii. Approve and deploy the configuration, then issue user guidance and system administration procedures	
Train relevant officials in the National Treasury, State Department for Social Protection, State Department for Children Services and relevant line ministries, including Health, Education, Labour and Youth, on the use of costing and children and disability tagging in IFMIS.	Report on training of relevant officials from National Treasury, State Department of Social Protection and State Department of Children Services and relevant line ministries including Health, Education, Labour and Youth on use of costing and the tagging of children and disability in IFMIS and a summary PPT. Two	30 April 2027

Estimated 2 workshops.	workshops. The report to include: i. Trained budget, planning, finance, monitoring and programme officers from relevant ministries, departments, agencies and selected counties. ii. Practical exercises on programme costing, classification, tag selection, weighting, quality assurance, and IFMIS reporting. iii. Established implementation support for the first budget cycle of application. iv. Quality assurance reviews to identify incorrect coding, omissions, inconsistent weighting, and double counting. v. Generated and reviewed reports on allocations, releases, commitments, actual expenditure and execution rates for children and persons with disabilities. vi. Documented lessons and recommend refinements to the manuals, system configuration, and subsequent budget preparation guidelines.	

Payment Schedule:
Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum Qualifications required:Bachelors in Software Engineering, ICT, Economics, Statistics, Mathematics, Public Finance, Finance, Public Policy, Planning or related quantitative professionals.

Years of Experience/ Knowledge/Expertise/Skills required:

Work Experience:

• At least 5 years' working experience on issues related to public finance management automated systems.
• At least 5 years' hands-on experience in Government Budget and IFMIS reforms.
• Experience supporting Ministries of Finance/National Treasuries and sector ministries on planning and budgeting processes.
• Hands-on experience with automated government costing systems.
• Hands-on experience in budget coding and tagging.
• Evidence of experience engaging with the National Treasury of Kenya.
• Hands-on experience in the development of budget manuals.
• Hands-on experience in capacity building and training of government officers on budgeting processes and systems.

Language Requirements:

• Fluency in English (written and spoken) is required
• Knowledge of a local language (e.g. Kiswahili) is an asset.

Knowledge/Expertise/Skills:

• Demonstrated depth of ICT knowledge and skills that support public budgeting systems.
• Strong understanding of public finance management systems, budgeting, planning, and expenditure management.
• Strong communication and interpersonal skills.
• Ability to support and strengthen the use of automated budgeting, costing, coding, and tagging systems within government institutions.

Desirables:

• Experience working in government digital transformation initiatives related to budget management and public financial management systems.
• Familiarity with Kenya's budget formulation, execution, and reporting frameworks, including IFMIS.