

## Terms of Reference

### Local Country Expert

### “Sustainability in Local Public Finances”

to assist

KDZ-Centre for Public Administration Research

in the framework of

the “Sustainability in Local Public Finance (SLPF)” project

funded by the European Commission via the

Technical Support Instrument (TSI)

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**SLPF**  
SUSTAINABILITY IN  
LOCAL PUBLIC FINANCES

## 1 Background Information

CSPF is the Cities for Sustainable Public Finance Network, which has been founded in the year 2014. It aims at creating a joint space for the exchange of experience and knowledge sharing in the field of economic and financial local government topics. It is a forum for thinking together and improving the comparability of financial data among European cities and for enhancing the quality, effectiveness, efficiency and accountability of public sector management.

CSPF unites larger European cities that build on the core values of the respective organisations and that strive towards a different way of doing politics – politics that are committed to quality management, sustainability, liquidity and resilience of public sector finances as guarantors of Europe’s economic competitiveness, its social policies and thus ultimately the wellbeing of its citizens.

### Objectives

- To create real and practical dialogue about cutting-edge issues
- To advocate sound financial management, transparency and sustainability in European cities
- To maintain a strong link with and support of European policy formulation through showcasing strong local European experience.
- To contribute to European capacity building (knowledge transfer), i.e. regarding the EPSAS project of Eurostat.

Four cities of the CSPF-Network “Bordeaux, Barcelona, Hamburg and Amsterdam” have requested support from the European Commission Technical Support Instrument (TSI) for specific and tailored technical support. KDZ-Centre for Public Administration Research is host of the CSPF-Network and provides together with the implementing partners EF (Expertise France) as lead and I4CE (Institute for Climate Economics) the technical support for “Sustainability in Local Public Finances” (#TSI, #EUReformSupport, #SLPF).

The KDZ - Centre for Public Administration Research ([ww.kdz.eu](http://ww.kdz.eu)) is a competence center and knowledge platform for Public Management Consulting, European Governance & Urban Policy and Public Finance & Federalism. It is a non-profit association based in Vienna and offers applied research, advice and training to the public sector, with more than 50 years of experience.

KDZ is seeking to deploy a **Local Country Expert** in “Sustainable Local Public Finances” for the **City/Metropole of Bordeaux** (hereinafter “the Expert”) **in the period November 2024 to the end of April 2026.**

## 2 Objectives

The general objective of this SLPF project is to support Amsterdam, Barcelona, Bordeaux and Hamburg in incorporating the Sustainable Development Goals (SDGs) and Green Agenda in their decision-making process and public finances management practices. This shall strengthen institutional and administrative capacity at municipality level, to facilitate socially inclusive, green, and digital transitions, to effectively address the challenges identified in the country-specific recommendations and to implement the Union law.

By aligning local public finances with the SDGs, the project seeks to encourage investment, increase competitiveness, and facilitate green and digital transitions at the municipal level. The duration of the initiatives is envisaged for 2,5 years and includes improving budgeting practices, enhancing policy frameworks and promoting knowledge sharing (capacity building).

### 3 Tasks, Responsibilities and Outputs/Deliverables

The Local Country Expert will be supported and supervised by as well as report to the Project Lead of the SLPF project at KDZ and related team, and will work closely with the Key Senior Public Finance expert.

The specific tasks are distributed over the following phases of the projects:

#### 2. Assessment Phase:

##### Status-quo analysis of “Managing SDGs in Bordeaux” (est. 10-20 working days)

- Collect and examine the current strategies and concepts of Bordeaux related to Sustainable Development Goals (SDGs) and climate change.
- Carry out desk research (and interviews) to compose a comprehensive overview of the legislative, financial, and strategic documents related to SDGs that are of interest for Bordeaux.
- Review related EU, national, local legislation, strategies and financial documents related to SDGs, e.g. climate and environment, strategies and targets and its possible consideration in the case of Bordeaux.
- Examine the existing budgetary framework in Bordeaux, with a particular focus on expenditures to identify budgetary allocations related to various SDGs, such as climate and social actions.
- Review existing local tools and methodologies for SDGs assessment and/or climate and environmental impacts of public investments in Bordeaux.
- Evaluate the status quo for incorporation of local SDG strategies at national level in France.
- Conduct an in-depth consultation (e.g. interviews) with stakeholders and provide recommendations for the use of budgeting tools to incorporate local SDG strategies into Bordeaux’s budgetary framework.
- Draft the status-quo analysis report based on a common structure, including first recommendations, for the City/Metropole of Bordeaux.

=) **Output/deliverable:** *Status-quo report and (first) recommendations in City/Metropole of Bordeaux*

##### Action Plan (est. 10-20 working days)

- Participate in a co-creation meeting with the beneficiary authorities and DG REFORM to discuss and validate the result of the outputs and discuss a most suitable and desirable TO-BE situation (in the cities), specifically in Bordeaux.
- Draft an action plan base on a common structure for the beneficiary authority/city for the formulation and operationalization of the policy reforms concerned, with estimated timelines of the actions to be taken by the beneficiary authorities, eventual milestones, needed actors & stakeholders.

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- Potential interviews, peer-to-peer exchanges to support the work.

=) **Output/deliverable:** *Action plan for the City/Metropole of Bordeaux*

**Template (Analysis) SDG and/or climate expenditures plus Key Performance Indicators (KPIs)  
(est. 5-10 working days)**

- Quantitative (and qualitative) data collection based on a provided comprehensive financial framework/template, designed and developed by the Key Senior Public Finance Expert, with SDGs KPIs in the City/Metropole of Bordeaux.
- Potential interviews, peer-to-peer exchanges to support the quantitative work.

=) **Output/deliverable:** *Completed SDG KPIs template for City/Metropole of Bordeaux*

**General coordination (est. 3 working days)**

- Participation in technical and/or steering group meetings (upon necessity)

The selected Local Country Expert is expected to be involved and provide additional tasks in other project phases/deliverables, e.g. training and capacity building, resulting in another separate service contract.

## 4 Logistics and Timing

### 4.1 Location

KDZ is located in Vienna, Austria. The tasks will be carried remotely, but travel to/from the respective cities within the beneficiary country and/or other international missions are -upon request- necessary.

### 4.2 Start date and period of implementation

The envisaged starting date of the expert is as soon as possible and the period of implementation is as stated under point 1.

## 5 Requirements for the expert

- Successfully completed university education, preferably a graduate with a Master in economics, public finance or public administration.
- Being an individual either in a freelance status, forming part of an academic (university) or private organisation with the possibility to accept and undertake such an assignment.
- Min. three years of working experiences in/with local government, academic and/or (public) finance sector.

- Familiar with the respective national and local SDG situation in the respective beneficiary country, (local) budgetary and financial frameworks (legal, economically and politically);
- Willingness and ability to work independently, good team spirit, sense of responsibility;
- Fluency (speaking and writing) in the working language of the project (English) and preferably native knowledge of the language needed in the respective beneficiary city/country (i.e. French).
- Excellent analytical and presentation skills and ability to write clear and coherent documents;
- Excellent PC and Internet skills, particular Microsoft packages, Teams and Zoom applications, power-point application and e-communication tools;
- The respective Local Country Expert ideally is a national of one of the four Member States of the European Union.

## 6 Contractual provisions

- A service contract governed by Austrian law, with a fixed lump sum for the assigned tasks, will be established.
- The position and service are starting as soon as possible.
- Interesting professional experience in a pleasant international working environment (multi-country, multi-disciplinary).
- The Local Country Expert(s) will be supported and supervised by as well as report to the Project Lead of the SLPF project at KDZ and related team and will work closely with the Key Senior Public Finance expert.
- Visibility forming part of an European funded projects for a high-level group of city managers.

## 7 Application procedure

The interested Expert shall submit its CV latest by 11.11.2024 to [prorok@kdz.or.at](mailto:prorok@kdz.or.at).

The maximum level of fee foreseen for the assignment is 40.000 EUR.

**Questions to the ToR:** Questions about the ToR shall be submitted to [prorok@kdz.or.at](mailto:prorok@kdz.or.at).

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