



Terms of Reference (ToR)

Consultant for Sustainability Reporting Capacity Building Strategy Implementation

Duration: Three months, commencing 23 September 2024

Location: Remote

Background: The Pan African Federation of Accountants (PAFA) is committed to enhancing the capacity of professional accountancy organisations (PAOs) and their members in Africa to adopt and implement the IFRS Sustainability Disclosure Standards. To achieve this, PAFA is establishing a Sustainability Centre of Excellence (CoE), which will serve as a central resource hub. The CoE aims to drive transparency, accountability and sustainable value creation across the continent.

Objectives: The consultant will be responsible for translating the PAFA Board-approved strategy to enhance the capacity of professional accountancy organisations (PAOs) and their members to advance the adoption and implementation of the IFRS Sustainability Disclosure Standards in Africa into actionable plans and frameworks to ensure the successful implementation of the CoE's objectives. Key responsibilities include:

1. Strategy Implementation Plan:

- Develop a detailed strategy implementation plan, outlining key milestones, deliverables, and timelines for the CoE's phased implementation.

2. Stakeholder Mapping and Engagement:

- Identify and map key stakeholders across Africa, including PAOs, regulatory bodies, and other relevant entities.
- Develop a comprehensive stakeholder engagement plan to facilitate collaboration and support for the CoE.

3. Funding Proposal Development:

- Craft a compelling funding proposal to secure necessary financial resources from donors, sponsors, and partners.
- Align the proposal with the CoE's mission and strategic objectives to attract investment and support.

4. Communication and Awareness:

- Assist in developing and executing a communication strategy to raise awareness of the CoE and its initiatives.
- Ensure clear and consistent messaging to promote the benefits of sustainability reporting and the CoE's role in advancing it.
- Highlight the critical role of the accountancy profession in sustainability reporting by showcasing how accountants can drive transparency, accountability and strategic decision-making in organisations.
- Create communication materials that illustrate the importance of sustainability reporting and how it aligns with global sustainability goals.

5. Establishment of the Forum for Sustainability and Integrated Reporting in Africa:

- Support the establishment of a multi-stakeholder Forum that will include representatives from countries adopting or considering the IFRS Sustainability Disclosure Standards.
- Develop terms of reference for the Forum and facilitate its initial meetings.

6. PAO Champions Identification and Upskilling:

- Identify PAO champions who will lead sustainability initiatives within their organisations.
- Develop a plan for upskilling these champions, potentially through internationally recognised sustainability certifications.

Deliverables:

- A detailed strategy implementation plan, including timelines and resources required.
- A stakeholder engagement plan with identified key stakeholders and engagement strategies.
- A funding proposal tailored to potential donors and sponsors.
- A communication strategy and plan for awareness campaigns.
- Draft terms of reference for the Forum and a plan for its establishment and operation.
- Draft terms of reference for PAO Champions and a plan for upskilling them.

Qualifications:

- Proven experience in strategy implementation, stakeholder engagement, and fundraising.
- Strong background in sustainability practices and standards, particularly the IFRS Sustainability Disclosure Standards.
- Excellent communication and project management skills.
- Ability to work collaboratively with diverse stakeholders across the African continent.

Compensation:

- The consultant will be compensated with a fixed fee of US\$27,000 for the three-month period.

- Payments will be structured based on the achievement of key deliverables and milestones:
 - 25% upon submission of the initial strategy implementation plan.
 - 25% upon completion of the stakeholder mapping and engagement plan.
 - 25% upon delivery of the draft funding proposal.
 - 25% upon submission of the final communication strategy and other deliverables.
- Any necessary travel or other expenses incurred by the consultant will be reimbursed, subject to prior approval and in accordance with PAFA's expense policy.

Application Process: Interested candidates are invited to submit their proposals, including a cover letter, resume, and a brief outline of their approach to this consultancy. Applications should be sent to Lebogang Senne at LebogangS@pafa.org.za by 09 September 2024.

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