

# Call for Consultant: Public Accounts Committee (PAC) Online Training Course

The Commonwealth Parliamentary Association UK (CPA UK) is issuing a call for a consultant with extensive experience working with a PAC to develop an online training course on Public Accounts Committees. The consultant will work with CPA UK to develop course content as part of the recently launched CPA Parliamentary Academy.

## Project Description:

As part of the expansion of the CPA Parliamentary Academy, and as part of a wider project funded by the UK Foreign, Commonwealth and Development Office (FCDO), CPA UK will be developing an online training course on Public Accounts Committees for members and clerks. The course will draw on the work of Public Accounts Committees across the Commonwealth to address the critical issues of public financial oversight and scrutiny.

As with other courses across the Parliamentary Academy, the course should be designed to provide a comprehensive yet accessible introduction on the roles and remit within a Public Accounts Committee. There should be a strong emphasis on making the course practical while also being underpinned by authoritative research and theory to support the learning for Chairs, Members, and Clerks of Public Accounts Committees.

## Deliverables:

The work will require consultation and interaction between the consultant and CPA UK. Draft content will be reviewed throughout with the consultant making necessary changes to the content, as required, until the final course content is approved and submitted.

The consultant will be required to deliver the completed course content in pdf/Microsoft Word format to CPA UK by the week commencing 20 December 2021. Any changes to start dates/completion dates require the written agreement of the CPA UK.

The consultant developing the course material will complete the following:

1. Conduct all necessary background research in consultation with CPA UK
2. Produce a course outline which includes a list of 'modules' and subordinate 'lessons' for PAC members and clerks.
3. Develop all course content in English, including:
  - a. References
  - b. Links to additional research and sources
  - c. Sharing Commonwealth examples of good practice
  - d. Session briefs for additional video contributors
4. Develop a written exam for the course, consisting of multiple-choice questions (and answers).

The Consultant will be paid GBP £10,000 inclusive of taxes, costs and expenses.

## Application:

Applicants should send their CV, a cover letter outlining their suitability for the role, and a maximum of 500 words on what they would want to cover as part of the course to NORTHALLR@parliament.uk by (1700) GMT+1 on Friday 10 September 2021.

Confirmation of the successful candidate will be communicated during the week commencing 13 September 2021

To be considered for the role, please confirm the following in your application:

- Availability between 4 October 2021 – 20 December 2021. (NB The Consultant will not have to be available full time. However, they must be able to demonstrate their availability throughout the development period.)
- Applicants should have extensive experience working with a Public Accounts Committee setting. Ex – PAC Chairs, members and clerks are encouraged to apply.
- Applicant must be fluent in English.

## Contact:

Should you require any additional information on the application, please contact Rebekah Northall on +44 (0)20 7219 0540 or via email at NORTHALLR@parliament.uk

## [About The CPA Parliamentary Academy \(CPA\)](#)

CPA launched the Parliamentary Academy in May 2021. The courses are designed to strengthen the capacity of Parliamentarians and parliamentary staff by enhancing knowledge of their roles within the democratic governance process. Please click here for more information on previous courses.

## [About The Commonwealth Parliamentary Association UK \(CPA UK\)](#)

CPA UK is one of the largest and most active branches in the CPA community. We deliver a unique annual international outreach programme in Westminster and overseas. CPA UK works to encourage parliamentary diplomacy and build parliamentary capacity on behalf of the UK Parliament and the wider CPA, through activities such as conferences, seminars, delegations and parliamentary strengthening teams.

## [About The Commonwealth Association of Public Accounts Committees \(CAPAC\)](#)

CAPAC is designed to support the work of Commonwealth Public Accounts Committees in promoting good governance. CPA UK is the secretariat for CAPAC of which there are currently 52 members committees, and 11 executive committee members. The Association was constituted by Chairs and Members of Public Accounts, (and equivalent,) Committees of Commonwealth parliaments at the CPA UK 4th Westminster Workshop on Parliamentary Financial Scrutiny of Public Expenditure in 2014.