MINISTRY OF FINANCE
Government of the Republic of Trinidad and Tobago
Project No: ICB No 1/ 2017

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TOR: Long-Term Project Supervisor (IT)

1. BACKGROUND

The Government of the Republic of Trinidad and Tobago (GORTT) and the Inter–American Development Bank (IDB) (via Loan TT-L1042), are seeking to strengthen the financial management capacity of GORTT in order to improve the efficiency of public expenditure, the alignment between resource allocation and the Government's main policy goals and to provide for the improvement of the quality of accountability and delivery of public services to the population. To this end GORTT has created a Public Finance Management Modernisation Unit (PFMMU) which was given the mandate to develop and carry out the strategy for the reform of the Public Financial Management systems of the Government. Amongst the various reforms to be introduced is the installation of an integrated Financial Management Information System (IFMIS).

2. OBJECTIVES

The PFMMU is seeking the services of a consultant to provide technical services to assist the GORTT in its negotiations to purchase, and in the implementation of, an integrated Financial Management Information System (IFMIS), to act as chief advisor over the project period, with respect to the installation and roll-out of the IFMIS and as key IT liaison with the vendor's Project Team during the installation and roll-out period for the IFMIS.

3. SCOPE OF WORK

Based on the existing diagnostics study of the IT environment of the Ministry of Finance (MOF), the IFMIS Conceptual Design, and Request for Proposal Document, to prepare and execute the following:

- Maintain and update the overall technical components of the IFMIS solution requirements as required;

- Provide support for the MOF for the clarification of overall IFMIS solution technical requirements with potential Bidders prior and during the bidding process;
- Support the MOF in the analysis and ranking of the technical components of the IFMIS Bids/Proposals;
- Participate with PFMMU and Ministerial representatives on requested demonstration of the various IFMIS solution propose by Vendors, to enhance understanding of the technical components and capabilities of the relevant IFMIS solution;
- Support the MOF by providing technical support to the IFMIS contract negotiating team in developing and executing the negotiation strategy, objectives and tradeoffs;
- Function as the PFMMU's direct technical liaison to the Project Management Team of the vendor, reviewing all technical documents of the vendor's project management team to ensure consistency between work activities and the vendor's project plan
- Assist in the selection and coordinate the activities of the IFMIS installation monitoring, testing, start-up and implementation teams;
- Coordinate the IFMIS training plan, schedule and activities;
- Be responsible for site preparation and readiness of the Data Center, Departments/Divisions, Service Support, Pilot and Training sites for IFMIS delivery and installation;
- Facilitate any required data conversion/migration activities after initial delivery, installation and check-out of the IFMIS;
- Facilitate, monitor and sign-off on exercises covering, gap fit analysis, customization, systems interfacing and business process mapping/documentation of the IFMIS;
- Review and oversee the System Acceptance Tests (hardware and software) of the IFMIS
- Review and oversee the Operational Acceptance Tests (Pilots) of the IFMIS;
- Ensure site preparation and readiness of Line Ministries for IFMIS roll-out and operation.
- Ensure that the Help Desk and E-learning platforms are installed.
- Work closely with other IFMIS consultants, to facilitate and support the IFMIS implementation, including the update of operational procedures for the Budget and Treasury Units, as well as change management initiatives.
- Coordinate work -with the selected vendor-- on IT governance, IT policy, Budget and Treasury business processes.
- Identify key policy issues and priorities associated with the objectives of the consultancy, and where impediments to implementation are determined; evaluate alternative strategies and makes recommendations to the PFMMU. In this context the Consultant/ Advisor will report directly to the Chief Technical Coordinator of the PFMMU, who in turn reports to the Permanent Secretary of the Ministry of Finance. All efforts to coordinate activities between and within Divisions in the Ministry of Finance, and the Consultant/Advisor, will be processed through the PFMMU.

4. DURATION

The initial contract period will be for 12 months. However, the anticipated time frame for the purchase, installation and full roll-out of the IFMIS is 48 -60 months. Based on the consultant's performance reviews, there will be consideration for an extension of the contract beyond the first year.

5. REPORTS AND MONITORING

Upon assumption of the consultancy the consultant is expected to:

1. Prepare and submit an Inception Report, within the first 15 (working) days, detailing the approach to be adopted to successfully deliver the expected outputs. The report will reflect and shall include high-level work plan, inclusive of a road map with benchmarks to measure progress, in meeting the objectives of the Consultancy. The Work Plan, once agreed upon with the PFMMU shall be used as the evaluation and monitoring framework for the operation of the consultancy.

2. Prior to implementation, prepare a report documenting the results of the negotiations and any agreed upon changes to the originally proposed solution including its terms and conditions.

3. Review procurement documents associated with the vendor's hardware and software purchases to ensure consistency with technical specifications set by PFMMU

4. Prepare and complete bi-monthly summaries of completed and planned IFMIS activities. as defined in the agreed upon Project Plan between the vender and the PFMMU, including training;

5. Prepare reports that verify/certify completion of each of the following key points during the IFMIS installation process……..the installation of hardware, systems software and application software -and check-out;

6. Prepare and complete all Reports during the period of User Acceptance Testing of the IFMIS;

7. Prepare the report on the readiness of pilot sites for testing, and to complete all final reports on the Operational Acceptance Testing of each of the pilots;

8. Prepare and complete readiness reports on all targeted sites, and check-out reports on completion, during the IFMIS Roll-out to the Line Ministries, and to identify key policy issues and priorities associated with the roll-out, and where impediments to implementation are determined; evaluate alternative strategies and makes recommendations to the PFMMU;

9. At the end of the roll-out of the IFMIS to Prepare a Draft Final Report that is an Operational Review of the IFMIS implementation, which will be submitted to the Permanent Secretary of the MOF and the Head of the PFMMU. The Ministry and Head of the PFMMU will have 15 days to respond, failing which the Draft Final Report will be deem approved and treated as the Final Report. Where comments on additions, deletions or adjustments to the Draft Final Report are received on time, the consultant has 10 working days to remedy and

address the concerns raised. Once resubmitted the Ministry and the PFMMU have 10 working days to respond, failing which the Draft Final Report will be deem approved and treated as the Final Report.

6. REQUIREMENTS:

1. An International Consultant, with a graduate degree in Business Informatics, Information Systems (IS), Economics, Public Policy, Accountancy, or related field, with broad knowledge of Information Systems and Information Technology (IT) and at least 15 years of relevant hands-on experience in the field of IT or IS consulting, preferably with a government, NGO, or international agency; or a Bachelor's Degree, or professional IT qualifications, and 18 years relevant experience.

2. An established track record showing the ability to conceptualize, design and implement IT systems and IS business solutions. International experience, particularly working in a multi-disciplinary, multi-ethnic and multicultural environment, will be an asset.

3. An established track record demonstrating the ability to design, organize, and implement effective government-wide training courses.

4. Previous experience providing IT/IS consulting and IT project management/coordinating services to government ministries and agencies, as well as for donor agencies such as the IDB and World Bank, ADB, etc. and for IT-based projects funded by these donor agencies. Experiencing completing similar work in any English speaking Caribbean Country will be an asset.

5. Knowledge of the budgeting and treasury operational structures and business processes of the Government and IFMIS requirements.

6. The ability to generate innovative and creative solutions to problems that contribute to improving organizational effectiveness.

7. The ability to communicate effectively, in writing and orally and demonstrated evidence of the understanding of information systems and the application of new technology in financial management.

LONG TERM IT SUPERVISOR SELECTION CRITERIA

1. Academic Qualifications (15 points)

    a. Post Graduate Degree (PhD level) in Social Sciences, Public Management or Administration, Public Finance, Business Administration, Business Informatics, Information Systems or Accountancy. **(15 points)**

    b. Post Graduate Degree (Masters Level) in Social Sciences, Public Management or Administration, Public Finance, Business Administration, Business Informatics, Information System or Accountancy. **(13 points)**

    c. First Degree (BA./BSc level) in Social Sciences, Public Management or Administration, Public Finance, Business Administration, Business Informatics, Information Systems or Accountancy. **(11points)**

2. Professional Qualifications (5 points)

ACCA, ACA, PMP Certification, PMI Certification, Certified Information Technology Professional.

3. General Experience (GE) (20 points)

    a. Experience in the area of the assessment and review, preparation, of public sector budgeting/accounting/financial systems, and preparatory engagement in, and or implementation of, public sector reform programmes. **(10 points)**

    b. In the area of IT/IS, full time work or consulting

        i. Minimum of 15 years relevant professional experience. (with Post Graduate degree) **(3 points)**

        ii. Minimum of 18 years relevant professional experience (with Bachelor's degree) **(2 points)**

    c. Experience in the Caribbean region in (a) above, (i) Region (ii) Trinidad. **(5 points)**

4. Specific Experience showing adequacy for the assignment (55 points)

a. Experience in the design of a programme to foster public financial reforms specifically associated with the reforms of IT systems towards an IFMIS. **(15 points)**

b. Experience in leading a team, or being the lead consultant, in the implementation of sector specific strategies that covered the design and implementation of fully integrated information systems in areas such as finance, accounting, either stand-alone or as part of an IFMIS. **(15 points)**

c. Have been engaged in the design and or implementation of training programmes in areas of IT application, covering areas such as the integration of systems, database management and creation of GFS and IPSAS compliance IT systems. **(15 points)**

d. Experience in the development of key post-implementation operational issues such as the design of operational manuals/frameworks and revised work processes. **(10 points)**

Other Criteria (to show Adequacy for the Assignment) (5 points)

Evidence of work in a multi-cultural and multi-disciplinary environment such as a multi-national firm, Regional Development Organization, International Development Organization, Multilateral Lending agency, etc, specific to the implementation of reforms in public sector budgeting/accounting systems.

Minimum qualifying points: 85