

Republic of Rwanda



Ministry of Finance and Economic Planning P.O Box 158 Kigali, Rwanda

REQUEST FOR EXPRESSION OF INTEREST: 01/REOI/MDTF/2010

ONE (1) INTERNATIONAL IFMIS FINANCIAL MANAGEMENT ADVISOR AND TWO (2) INTERNATIONAL IFMIS FINANCIAL MANAGEMENT SPECIALISTS

The Government of Rwanda has received financing from the World Bank toward the cost of the Public Sector Capacity Building Project (ID: P066386, IDA Credit #: 3955) for among others, the implementation of its PFM Reform Strategy, and intends to apply part of the proceeds for individual consultant services to support the Integrated Financial Management Information System (IFMIS). The PFM and M&E components of the project are implemented by the Ministry of Finance and Economic Planning (MINECOFIN) under the coordination of the PFM Reform Secretariat.

1. INTERNATIONAL IFMIS FINANCIAL MANAGEMENT ADVISOR

The expert to be recruited will on a full time work as part of the PFM reform team under the direct supervision of the Accountant General. The IFMIS Financial Management Advisor will also be responsible for ensuring the efficient and effective operation of the IFMIS Governance structures and to facilitate meetings of the IFMIS Project Management Team and the PFM Reforms Technical Committee.

Other responsibilities include but are not limited to the following:-

- a) Provide technical support and guidance pertaining to financial management to the GoR PFM reform program with emphasis on effective delivery and longer-term sustainability.
- b) Supervising and coordinating the work of the Financial Management Specialists and IFMIS Accountants embedded within the Accountant General's office.
- c) Overseeing business process reengineering, documentation, designing, solution testing and deployment activities pertaining to the implementation of a robust IFMIS system within the GoR.
- d) Providing technical support and playing a quality assurance role during the design, build, testing and implementation of all the modules on the IFMIS application. This will involve designing and implementing a suitable quality assurance program.
- e) Ensuring that the IFMIS application build complies with all internal and external solution design requirements including statutory requirements and industry best practice.
- f) Provide the necessary guidance and support to the IFMIS Project Manager to ensure that implementation activities are undertaken in a systematic and timely manner.
- g) Ensure attainment of performance indicators tagged to the IFMIS implementation as agreed with the Development Partners. This will involve adhering to agreed budgets, work plans and timelines that are approved by the PFM Steering Committee.

- h) In liaison with the IFMIS Project Manager, draw up a comprehensive training plan on IFMIS operation and management for end users and monitor the training plan to ensure that objective and targets are achieved.
- i) Assisting with the development, agreement and implementation of a data conversion and consolidation strategy for the IFMIS modules. This will involve ensuring and advising on the integrity of data, reports and accounting procedures and treatment pertaining to the IFMIS.
- j) Assist in the identification of issues and problems in the IFMIS application build and the finding of suitable solutions.
- k) Providing the necessary support and guidance to the Project Manager in order to ensure that all system documentation expected from the Programmer / IFMIS Supplier is delivered or developed including establishing criteria to be applied to review and evaluate all such documents.
- l) Assisting in the development and implementation of a strategy to harmonize the legal, regulatory and institutional framework for public sector financial management and any other procedural documentation required in supporting the IFMIS implementation and operation.
- m) Ensuring that appropriate security and internal controls are implemented including all application and processing controls.
- n) Assist in the establishment of a review and audit process by determining the type and nature of reviews and audits that are to be conducted during the implementation of the IFMIS. This will also include the identification of Quality Assurance reports that are to be produced throughout the implementation and their uses.
- o) Advising the IFMIS Project Manager on any change requests that may need to be processed in respect of any change variations in the application build.
- p) Advising on suitable Governance structures required for the management of all the implementation phases of the IFMIS in the Accountant General's Office and any affected Departments within the Ministry of Finance, other Ministries and Agencies.
- q) Throughout the duration of the Project, assisting the IFMIS Project Manager to identify risks to the Project and the formulation of strategies to manage such risks.
- r) Advising and assisting the Accountant General to define and formulate appropriate Government financial management standards that are consistent with new practices and methods in Public financial management.

The Consultant should have: a) *Relevant post graduate qualification in public finance, business or economics from a recognized university* b) *Membership to a professional accountancy body which is a full member of IFAC,* c) *At least 10 years experience in the area of public financial management, including experience with PFM reform processes at a senior level either with Government or large international organizations,* d) *A proven track record of successful management of application build, testing, implementation and quality assurance activities of large-scale ERP/IFMIS systems in developing countries is required. Public sector experience in this area will be highly regarded;* e) *Prior work experience in Africa is highly desirable; experience of working in Rwanda would be an advantage,* f) *Excellent fluency in English or French, working knowledge in the other being an added advantage.*

2. TWO INTERNATIONAL IFMIS FINANCIAL MANAGEMENT SPECIALISTS

The experts to be recruited will work on a full time basis as part of the PFM reform team under the direct supervision of the IFMIS Financial Management Advisor. The International IFMIS Financial Management Specialists will also be responsible for ensuring the efficient and effective operation of the IFMIS Governance structures and to facilitate meetings of the IFMIS Project Management Team.

Other responsibilities include but are not limited to the following:-

- a. Provide technical expertise in the reforms undertaken by the Accountant General's Office aimed at improving public sector accounting and financial management activities and resolving key accounting and financial management problems existent in Government. This will include temporary coverage of existing skills gaps in financial management and the development of accounting and financial management capacity. This will include (but not limited to) the provision of expertise in classification schemes/chart of accounts and streamlining cash management arrangements.
- b. Provide technical expertise and assistance in the development and implementation of a change management strategy to create a culture of improved financial management.
- c. Supervising and coordinating the work of the IFMIS Accountants embedded within the Accountant General's office. This will also include mentoring the IFMIS Accountants to hone their financial management skills and PFM ethical standards.
- d. Carrying out business process reengineering, documentation, designing, solution testing and deployment activities pertaining to the implementation of a robust IFMIS system within the GoR.
- e. Ensuring that the IFMIS application build complies with all internal and external solution design requirements including statutory requirements and industry best practice.
- f. Ensure attainment of performance indicators tagged to the IFMIS implementation as agreed with the Development Partners. This will involve adhering to agreed budgets, work plans and timelines that are approved by the PFM Steering Committee and advised by the IFMIS Financial Management Advisor.
- g. Assisting with the development, agreement and implementation of a data conversion and consolidation strategy for the IFMIS modules. This will involve ensuring the integrity of data, reports and accounting procedures and treatment pertaining to the IFMIS.
- h. Assist in the identification of issues and problems in the IFMIS application build and the finding of suitable solutions.
- i. Under the guidance of the IFMIS Financial Management Advisor, develop and implement strategies to harmonize the legal, regulatory and institutional framework for public sector financial management and any other procedural documentation required in supporting the IFMIS implementation and operation.
- j. Ensuring that appropriate security and internal controls are implemented including all application and processing controls.

- k. Throughout the duration of the Project, assisting the IFMIS Project Manager to identify risks to the Project and the formulation of strategies to manage such risks.
- l. Support the development and implementation of a comprehensive capacity building and training initiative in order to enhance professional competencies of the GoR public sector accounting cadre through the provision of in-house and on the job training to eliminate the capacity/skills gaps.
- m. Carrying out any such other duties that will be assigned by the IFMIS Financial Management Advisor and the Accountant General in line with the improvement of financial management for GoR.

The Individual Consultants (Experts) should have the following qualifications and experience: a) *Relevant post graduate qualification in public finance, business or economics from a recognized university, b) Membership to a professional accountancy body which is a full member of IFAC, c) At least 5 years experience in the area of public financial management, including experience with PFM reform processes at a senior level either with Government or large international organizations ,d) A proven track record of successful management of application build, testing, implementation and quality assurance activities of large-scale ERP/IFMIS systems in developing countries is required. Public sector experience in this area will be highly regarded, e) Prior work experience in Africa is highly desirable; experience of working in Rwanda would be an advantage, f) Excellent fluency in English or French and working knowledge in the other will be an added advantage.*

MINECOFIN now invites eligible individual consultants to indicate their interest in providing the above mentioned services. Interested consultants must provide information indicating that they are qualified to perform the services (detailed CVs showing their academic background, experience in similar assignments, knowledge of the local conditions such as local language, administrative system, government organization, etc).

The Consultants will be selected in accordance with the procedures set out in paragraph 5 “Selection of Individual Consultants” of *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (May 2004, revised October 2006).

Expressions of interest must be addressed to the **Permanent Secretary and Secretary to the Treasury of MINECOFIN** and delivered by email attachment as a single Microsoft Word or PDF file on or before **16:00 hours local time on March 15, 2010** to the following email addresses: jean.rurangirwa@minecofin.gov.rw, joachim.bagaza@minecofin.gov.rw, robert.mpagi@minecofin.gov.rw ,amin.miramago@minecofin.gov.rw and pfmprocurement@gmail.com.

NOTE: The above mentioned opportunities are for individual consultants. Expressions of interest submitted by firms shall not be accepted.

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