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Project Fiduciary
Management Unit –
PFMU
13 Howe Street
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**GOVERNMENT OF SIERRA LEONE
PROJECT FIDUCIARY MANAGEMENT UNIT –PFMU**

Name of Project: Public Financial Management Improvement and Consolidation Project

Credit/Grant Numbers: IDA Credit Number 5350-SL, TF Grant Number 17201-SL and AfDB-2100155027317

Assignment Title: Recruitment of a firm for Quality Assurance Advisor

Reference No. SL-MoFED-113298-CS-CQS

Date of Issuance: 17th May, 2019

1.0 Source of Funds

The Government of Sierra Leone solicited and got approval from the Executive Directors of the World Bank to provide Additional Financing (AF) of US\$10.0 million to Sierra Leone for the Public Financial Management Improvement and Consolidation Project (PFMICP, P133424). The proposed AF is an IDA grant to allow for (a) US\$3.0 million for the introduction of an electronic procurement (e-Procurement) platform within a new Component 1, (b) US\$4.5 million to address the funding gap associated with implementation of the Integrated Taxation Administration System (ITAS) within the new Component 1, and (c) US\$2.5 million for the introduction of new activities around open and big data and scaling up of non-state actor (NSA) support within the new component.

1.1 Objectives of the Assignment

The IFMIS Quality Assurance Advisor will provide specialist advice to contribute to the successful implementation of IFMIS in the GoSL. Specifically, the IFMIS Quality Assurance Advisor will assist the IFMIS Project Manager during the implementation and for a period after go-live of the upgraded FreeBalance Version 7, with the specific purpose to ensure that the technical and functional specifications developed by the GoSL have been implemented according to the industry best practices. . The overall objective of QA consultancy is to provide timely advice and effectively support to the Ministry of Finance (MoF) in the management and implementation of the IFMIS Roll-out with respect to: -

1. Develop and implement an IFMIS quality assurance program/plan covering IFMIS IT Governance, IFMIS Security, Business Processes implementation, Client Support and Capacity Building;
2. Providing quality assurance services over the project inputs, activities and deliverables of the IFMIS Rollout/Upgrade implementation and supervision services of FreeBalance. This includes but not limited to: Validation of design documents, implementation schedule, data migration, custom development, end-user training programs and rollout strategies.

Brief Description of how Activity Contributes to Achievement of Indicator

The consulting services (“the Services”) include the following but not limited to the IFMIS Upgrade implementation plan and in close consultation with IFMIS Project Manager, develop and finalize Quality Assurance & Management Plan (QAMP). Prepare and issue quality reports on the implementation activities covering all components including systems, training, change management etc.

CORE SKILLS

- i. Must possess the ability to work on several project tasks and activities simultaneously employing strong organizational and planning skills
- ii. Must have demonstrative consulting skills that include team facilitation, business case definition and analysis, business process mapping and business process redesigning
- iii. Must have demonstrative background knowledge in systems implementation to include requirements and business process analysis, conceptual and detailed design, configurations and testing, training, change management and support
- iv. Ability to solve complex business issues with excellent business process and best practices experience or aptitude
- v. Excellent business process and experience in using tools such as Visio, MS Project, and any relational database system.

3.0 Requirement for key Staff

1. QUALIFICATION AND EXPERIENCE

The Ministry of Finance now invites eligible Consulting firms to indicate their interest in providing the Services. Interested Consulting firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- a) Knowledge of Public Financial Management processes including budgeting, accounting, auditing, reporting standards (IPSAS) & human resource management functions within the context of implementation of Integrated Financial Management Information Systems;
- b) Knowledge and practical expertise in the information systems & information technology activities associated with an IFMIS implementation and or in the capacity of a QA Advisor, including Knowledge and experience in the IT security aspects of IFMIS;
- c) Knowledge of the Sierra Leone IFMIS environment & practical knowledge and hands-on work experience of FreeBalance will be an added advantage;
- d) A proven track record of successful project management of medium to large-scale financial management information system development and implementation.
- e) Experience in transfer of knowledge; designing instructional materials and delivery of training under a Train the Trainers (ToT) model as well as to end users will play an important role in this assignment; therefore, skills and experience will be advantageous;

- f) An understanding and experience in implementation of Chart of Accounts (GFS and COFOG compliant) in Government and accounting standards under IFMIS environment and a track record of working with modern large financial management systems (preferably including FreeBalance), and an understanding of COA structures and the analytical and relational reporting hierarchies supported by these systems;
- g) Experience of working in a national government Treasury, and a good understanding of budgeting, treasury and accounting processes and of the fiscal and management reporting requirements of a wide range of stakeholders.

The functional expert shall possess the following qualifications:

- Minimum Bachelor's Degree in Finance, Management, Economics, Information Technology or related field from a recognized university. Additional post graduate qualifications are an added advantage.
- Minimum of 5 years' experience in the implementation of FreeBalance Version 7 Core Financials and Budgeting application modules and preferably in Sub-Saharan Africa that required interfacing with other government revenue and expenditure systems at the national government (preferably Anglophone) level.
- The consulting firm must have demonstrative background knowledge on creating and configuring task sequences in FreeBalance Version 7 application platform.
- The consulting firm must have experience in enterprise-grade systems implementation project with strong process analysis, design, and documentation skills.
- Excellent MS Office and MS product knowledge.
- Strong interpersonal skills with superior written and verbal communication skills.
- Extremely detail oriented and customer focused.
- The consulting firm must have previous experience with ERP platform implementations with Free Balance experience being an added advantage.
- Previous requirements gathering experience in Enterprise Resource planning implementations for the public sector.

The technical expert shall possess the following qualifications:

- Minimum Bachelor's Degree in Finance, Computer Science, Management, Economics, Information Technology or related field from a recognized university. Additional post graduate qualifications are an added advantage.
- Minimum of 5 years' experience in the implementation of Free Balance Version 7 Core Financials and Budgeting application modules and preferably in Sub-Saharan Africa that required interfacing with other government revenue and expenditure systems at the national government (preferably Anglophone) level
- The consulting firm must have demonstrative background knowledge on creating and configuring task sequence in Free Balance Version 7 application platform
- The consulting firm must have experience in enterprise-grade systems implementation project with strong process analysis, design, and documentation skills
- Excellent MS Office and MS product knowledge.
- Strong interpersonal skills with superior written and verbal communication skills
- Extremely detail oriented and customer focused
- The consulting firm must have previous experience with ERP platform implementations but with Free Balance experience an added advantage
- The consulting firm must have at least two full implementation lifecycle experience for the Free Balance Version 7 application
- Previous requirements gathering experience in Enterprise Resource planning implementations for the public sector.

4.0 Reporting, Communication and Coordination

The consulting firm will report directly to the Accountant General and will have a dotted matrix functional relationship (reporting) with the IFMIS Project Manager.

5.1 Language of Assignment

All reports and official communication of the assignment shall be in English

5.2 TIME FRAME, DURATION AND LOCATION

The initial duration of this assignment is 12 months. Renewable upon satisfactory performance The duty station is Freetown, Sierra Leone.

6.0 Selection Criteria

The short listing criteria are:

1. Experience of the Firm relevant to the Assignment
2. Competency/Qualification of the Firm relevant to the Assignment

This REOI will lead to the preparation of Short list of Consulting Firms

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants under IDA Grants by World Bank Borrowers](#), (January 2011). ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011 ("Consultants' Guidelines"),

Further information can be obtained at the address below during office **hours 0900 to 1700 hours Sierra Leone time**.

Expressions of interest must be delivered in a written form to the address below in person or **e-mail: pfmu2018@gmail.com** on or before **Wednesday 29th May, 2019 at 4pm**. The name of the assignment should boldly be written as "**Recruitment of Quality Assurance Advisor**".

The Team Lead

Project Fiduciary Management Unit -PFMU

Ministry of Finance

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Freetown, Sierra Leone

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