Terms of Reference
for
Consulting Service for Integrated Financial Management Information
System Establishment for Nile Basin Secretariat (Nile-SEC)

1. Introduction and Background

The Nile Basin Initiative (NBI) is a transitional intergovernmental partnership led by 10 Member States: Burundi, DR Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, The Sudan, Tanzania, and Uganda. Eritrea participates as an observer. The partnership was established on 22nd February 1999 and is guided by a Shared Vision Objective: ‘To achieve sustainable socio-economic development through equitable utilization of, and benefit from, the common Nile Basin Water resources’. To achieve the Shared Vision Objective, NBI implements three core functions; Basin Cooperation, Water Resource Management & Water Resource Development

NBI is governed by a Council of 10 Ministers (Nile-COM), in charge of Water Affairs in the NBI Member States which is the highest decision-making body. The Nile-COM is supported by a Technical Advisory Committee (Nile-TAC), comprised of 20 senior government officials from the partner states

NBI has three (3) Centres; the Nile Basin Initiative Secretariat (Nile-SEC) located in Entebbe, Uganda responsible for the overall basin wide perspective and corporate direction of the institution, the Eastern Nile Technical Regional Office (ENTRO) based in Addis Ababa, Ethiopia that leads implementation of Nile investment Program (ENSAP) in the Eastern Nile sub basin comprising of Egypt, Ethiopia, South Sudan and The Sudan. The Nile Equatorial Lakes Subsidiary Action Program Coordination Unit (NELSAP-CU) based in Kigali, Rwanda leads implementation of the Nile Investment program in the Nile Equatorial Lakes sub basin comprising Burundi, DR Congo, Egypt, Ethiopia, Kenya, Rwanda, South Sudan, The Sudan, Tanzania and Uganda. In each Member State there is an NBI office, the NBI Focal Point, which coordinates and ensures regional NBI interventions are embedded in national development planning.

The Nile-COM in its 24th meeting held in Entebbe, Uganda instructed the Nile-SEC to upgrade the current Accounting System with a sound financial management system that would ensure
successful implementation of Nile-SEC programs and operational objectives. The current system is limited and does not integrate planning & budgeting, commitment, grants, procurement, payroll and fixed assets management. It is therefore essential to review and implement an efficient and flexible Financial Information Management and Reporting System which will facilitate timely submission of accurate and comprehensive financial data for financial reporting to Nile-SEC management and stakeholders.

Nile-SEC therefore wishes to engage an experienced individual consultant for this assignment.

2. Objective/Purpose of the Assignment

The overall objective of this consultancy is to assess, review, define and supervise the implementation of an appropriate financial system, procedures and internal controls to properly account, manage and report on the organizations funds, receipts, expenditures and assets.

The specific Objectives are:

- to review the processes, procedures & information flow mechanisms of the existing accounting System and to assess the information needs of Nile-SEC, including a procurement module.
- Prepare a System design for new financial management system highlighting system logic, information flows and constraints. Also the system design should highlight the integration of the procurement module.
- to develop specifications for software and hardware requirements for the new FMS
- to support the procurement Officer in the preparation of bid documents and in evaluating technical bids of software and hardware providers
- to oversee the implementation of the procured system that will meet Nile-SEC Financial Information Management and Reporting requirements

3. Scope of Work

The main activities to be carried out include:

- Prepare a detailed workplan to be signed off with the Nile-SEC Project Manager & Management
- Review, assess and document the present financial information management and reporting practices and the procurement processes in use at Nile-SEC, the strengths and weaknesses vis-à-vis best practices and systems in use in similar organizations
- Identify core modules to be implemented in new system, streamline information flows between the modules and ensure linkages with existing chart of accounts.
• Prepare a system design document from investigations carried out- this should completely describe the system at the architecture level, including subsystems and their services, hardware mapping, data management, access control, software control structures, and constraints.

• Prepare detailed description of the Financial Management Information System and Reporting needs integrated with the procurement module for Nile-SEC that will form the basis for identification of appropriate software and hardware requirements.

• Prepare technical specifications of the software and hardware to be procured for meeting the financial management information / reporting and procurement needs at the NILE-SEC (The system to be established and installed should be flexible such that changes may be made when needed. Source codes of the software should be open so that modifications can be made when required in future when NBI transforms into a River Basin Commission.)

• Assist in the evaluation of the technical bids.

• Support the implementation of system procured.

• Prepare a training plan for Nile-SEC staff who will interface with system

4. Method of Working

The Consultant will apply a process approach during which the need and capacity of the Nile-SEC is taken into consideration at all times. It is of particular importance that the Consultant plans meetings, events, presentations and briefings in close consultation with the responsible Officers at an early stage to ensure the timely delivery of the outputs.

5. Output/Deliverables

a) An Inception report detailing the understanding of the assignment, methodology & workplan for the assignment

b) An acceptable system design document detailing the proposed financial and procurement system at architectural level- including subsystems and their services, hardware mapping, data management, access control, software control structures and constraints

c) Technical specifications for software & hardware for IFMS with a procurement module to be procured

d) At the end of the contract period,

1. The consultant will have ensured that an integrated financial management system integrated with the procurement module is in place and functioning. Flexible Financial
Management Information System and Reporting system is established, installed and functioning.

2. Completion Report detailing results of the assignment in direct relation to the terms of reference incorporating the following:

- Detailed description of financial management information and reporting needs of the Nile-SEC
- Summary assessment of the present financial information management, reporting and procurement practices and systems in use at Nile-SEC, their strengths and weaknesses vis-a-vis practices and systems in use in similar organizations.
- System design documentation highlighting system logic, information flows, procurement module intergration and constraints
- Technical specifications of the software to be procured which meets the financial management information, procurement module integration and reporting needs of the Nile-SEC
- Detailed evaluation report of the technical bids
- Description of the required reports to be generated from the system

3. Together with the implementing consultant develop a System Operating Manual
4. Ensure that system users are well trained and where necessary identify and document additional training requirements
5. Prepare certificates of implementation which Nile-SEC will use to pay the vendor implementing the IFMS.

6. Reporting

The Consultant will report to the Head of Finance and Administration and is expected to work closely with a team consisting of the Accountant, Finance Officers (Nile-SEC & GWPEA), Internal Auditor, IT Officer, Administration Officer and Procurement officer who are the primary staff involved in the financial accounting and management of Nile-SEC funds, transactions and assets

7. Expected duration

Expected duration of the assignment is 45 days’ work load spread over a period of six months as follows:

1. Signing of contract, meeting with Nile-SEC staff and production of Inception report- 2 days
2. Assessment of Nile-SEC financial management information and reporting needs – 5 days;
3. The Assessment of current Sun Accounts System strengths and Weaknesses – 3 days
4. With Selected actors (program implementation specialists) identify reporting requirements – 2 days
5. Prepare a detailed system design – 10 days
6. Prepare specifications for software and Hardware requirements that will be used to procure a system that will meet Nile-SEC Information Needs as assessed in 2 above – 3 days;
7 Support evaluation of technical bids for the appropriate Software and Hardware – 2 days;
8. Oversee successful implementation of the selected software - 15 days
9. Oversee testing & Commissioning - 3 days

8. Qualifications and experience required

The consultant must have the following qualifications/skills/experience:

• A systems analyst with a Master’s degree in IT, Computer Systems, Business Computing or a related field. Training in accounting will be an added advantage

• Training or Certifications in the following areas
  • ITIL / COBIT
  • Prince 2
  • MCSA / CISS
  • PMP

• At least 10 years of direct relevant experience in systems development (with specific understanding of the Software development Lifecycle) and financial management system implementation

• Demonstrated examples of analysis, design, and development of at least 4 Integrated Financial Management Systems (IFMS) solutions in the last 10 years while using recognized system development methodologies;

• Demonstrated hands-on experience with developing applications using modern programming tools such as Visual Basic, Java, C++, C#, Rails and dotnet framework

• Demonstrated knowledge of RDMS especially SQL Server, Oracle would be an added advantage;

• Experience in systems Integration
Experience in IT control systems and procedures, with the ability to assess such systems and recommend remedial action where necessary;

• Understanding of information systems and the application of new information technologies in collaborative environments using networks or private/public clouds;

• Ability to communicate effectively both in writing and orally, in English