

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

LIBERIA

INTEGRATED PUBLIC FINANCIAL MANAGEMENT REFORMS PROJECT (IPFMRP) II

Loan No./Credit No./ Grant No.: **P163243**

Assignment Title: Consultancy for the Customization of IFMIS System Administration and Operations Manual

Reference No. : IPFMRP/C/IC/1.1.1b -AfDB

The Government of Liberia has received financing from the World Bank, Swedish International Development Cooperation Agency (SIDA), the United States Agency for International Development (USAID), and the African Development Bank (AfDB) toward the cost of the Integrated Public Financial Management Reforms Project (IPFMRP) II, and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include the following:

- a) Review the GoL's Financial Management Processes as articulated in the Financial Management Manual, PFM Regulations, PFM Act and other related documents.
- b) Review of the generic user manual of version 7 of the Freebalance Application.
- c) Perform a comprehensive walk-thru of transactions on the Freebalance Application to understand the functionalities of all modules in operation.
- d) Liaise with the IFMIS implementation team to identify imminent change in the business processes and operations of the IFMIS functionalities
- e) Develop System Administration and Operations Manuals that covers all facets of GoL IFMIS Operations: System Administration, Budgeting and Appropriation, Commitment Control, Purchasing, Goods Receipting, Invoicing, payables, check printing, Electronic Fund transfers, Reconciliation, Accounting and Reporting, Human Resource and Payroll Management.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below.

The Ministry of Finance and Development Planning (MFDP) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

- a. At least a Masters degree in Accounting and Finance, IT or related field with at least 3 years of overall experience.
- b. Minimum 3 years' experience in developing training/user manual or other system documentation.
- c. A proven track record in the operations of Financial Management Application or other information system. Knowledge of Freebalance Application is an added advantage
- d. 5 years' experience in the implementation of Public Financial Management reforms in a post conflict environment is desirable.

The assignment is for six (6) weeks.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Approved Selection Methods for Individual Consultants set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours from *0900 to 1700 hours*

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 1700 hour on 18th April 2018.

Reforms Coordination Unit
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