

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

LIBERIA

INTEGRATED PUBLIC FINANCIAL MANAGEMENT REFORMS PROJECT (IPFMRP) II

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

Assignment Title: National Counterpart to the International ITAS Advisor

Reference No. : 2.1.34PPA

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

A) General Responsibilities for SIGTAS Stabilization:

- Assist in delivering a stabilized and available SIGTAS during the contract period and as agreed to with the system owner.
- Assist in documenting fully all program decisions and progress.
- Prepare, implement and update the work plan.
- Be the full time counterpart to the International ITAS Advisor
- Ensure the planned trainings and knowledge transfer are implemented
- Assist in providing SIGTAS support to functional and technical teams
- Assist with the preparation of Project documents and business case for the new ITAS
- Assist in the preparation of Strategy for Transition to new ITAS
- Prepare business case justification for steering committee consideration.
- Assist in providing support for the utilization of the Audit, Enforcement and other underutilized modules in order to continue to strengthen revenue collection as the new software is under procurement.

B) Specific Responsibilities for SIGTAS Stabilization:

- Assisting in identifying the key processes by which SIGTAS stabilization objectives will be achieved.
- Assisting in examining cross-cutting SIGTAS initiatives and issues and pursue their timely resolution.

- Assisting in identifying any SIGTAS issues, risks or opportunities as they develop and take necessary steps to resolve them.
- Assisting with the migration the upgraded SIGTAS from the Test to the production environment
- Supporting the activation of Audit, Enforcement and other modules in SIGTAS
- Assisting the LRA team in rolling out SIGTAS to revenue collection points
- Building Customized SIGTAS Reports for Management decision making and Dash Board
- Assisting with the development of project plans (for example scope, budget, time, training and change management plans etc) for successful implementation of ITAS. Ensure ITAS is delivered to defined scope, timelines and budget.
- Working with LRA management, refine ITAS project Team charter, collaborate and ensure deployment of LRA staff in various workgroups, hence facilitating LRA ownership of solutions and change management.
- Ensuring the training and knowledge transfer plan is implemented and that the goal of building the internal competency as planned is realized
- Advising management on system design and requirements for new ITAS
- Supporting the development of functional and technical requirements for the new ITAS
- Liaising with the Business Process Consultant in providing guidance for the “As-IS” and “To-Be” business process reengineering in anticipation of the New ITAS
- Liaising with the Procurement Team in providing support for the development of the bidding documents for the new ITAS
- Assisting in the development of Cut-over strategy for transition to new ITAS
- Ensuring the development of the business continuity SOP with relevant stakeholders.
- Any other task as may be assigned

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:

1. Comprehensive understanding of the Enterprise Resource Planning or Revenue Administration Systems (SIGTAS, TAS, FreeBalance) including configuration, parameterization and business processes review/reengineering as it relates to Customs, Domestic tax operations or overall Public Financial Management.

2. Have a Master Degree in Information Technology, Business Administration or its equivalent. Other professional certification is a plus.
3. Experience in Information Technology (IT) Project Management. Experience working in post conflict environment is an added advantage
4. Experience as a Train the Trainer and providing training to end-users
5. 6 years working experience performing similar requested services
6. Have an understanding of tax operation and administration
7. Strong knowledge and technical skills in the following programming language SQL, R, Java
8. Strong knowledge and technical skills in the following analytical and reporting tools and techniques such as Crystal Reports, SSIS and SSRS is an added advantage.
9. Fluency in English both written and spoken

The assignment is for an initial twelve (12) months and renewable based on satisfactory performance.

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 5th January 2018.

Reforms Coordination Unit
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