

## **CONSULTANCY SERVICES FOR DEVELOPING FINANCIAL MANAGEMENT SYSTEMS (MAX. PERIOD THREE MONTHS)**

### **1. Background**

The need for evidence-based decision making and monitoring and evaluation of Government's policies and programmes as well as international initiatives have resulted in ever-increasing demand for quality and timely statistics. To meet this demand, the Ghana Statistical Service (GSS) has developed two strategic documents – the GSS Corporate Plan and the Ghana Statistical Development Plan (GSDP), both of which were launched in November 2008. The implementation of these documents will enhance the entire National Statistical System to produce quality data in a timely and sustainable manner to meet demands of stakeholders. Heavy injection of financial resources will go into implementing the programmes earmarked under the plans. While government remains the major financier of GSS, Development Partners (DPs) have also supported GSS programmes and activities in diverse ways and it is likely they will support the implementation of the plans with both bilateral and multilateral grants/loans. The mobilization of funds from these sources would enable GSS to implement the two strategic planning documents and effectively address the weaknesses in the National Statistical System. This calls for speedy and efficient management of the resources and timely financial reporting to meet the strict financial reporting deadlines of Development partners and other financiers. This will, in part, be achieved by the development of an IT financial management solution. The establishment of such a system will facilitate financial transactions; enhance quality delivery, transparency and accountability in the management of financial resources. To ensure this, the services of a Financial Management Consultant with specialty in financial management systems development will be sought to identify, design and develop an integrated and user-friendly financial management system for GSS.

### **2. Objective**

The objective of this short term consultancy is for the Financial Management Systems' Consultant to set up an efficient and integrated computer-based financial management system for GSS to enable its accounting staff to deliver quality financial management services and produce up-to-date financial reports as and when required. The Consultant will also be required to train the staff to manage and operate the system after the consultancy.

### **3. Scope of work**

The Financial Management (Systems) Consultant will review and redesign the financial management system for GSS taking into account the specific needs of the GSS and particularly as it assumes the additional role of managing funds for MDAs under the Statistics for Result

Facility Catalytic Fund (SRF-CF) and the IDA credit (based on an agreed financial management option). As part of his/her assignment, the Financial Management (Systems) Consultant is expected to conduct training for GSS accounting staff and other relevant staff within the GSS and MDAs.

The specific sets of activities to be performed by the consultant are as follows:

**i. Assess needs, select and design appropriate business solutions**

- Perform analysis for application development including selecting design tools, developing design specifications, models and prototypes and validating design scheme and models.
- Testing and validating applications i.e. developing test plans, performing tests and document test results.
- Interpret test results, make recommendations and support user acceptance test.
- Develop training materials for the systems developed and provide training to the end-users of the systems.

**ii. Prepare and Implement Accounting System Infrastructure**

- Prepare detailed definitions of accounts and their content
- Prepare examples of journal entries with definitions for all transaction types
- Design new data collection systems, related forms and electronic collection methods
- Design system databases and data transfer systems
- Program data input and data transfer systems
- Implement accounting data collection, data entry and data transfer systems.

**iii. Design, implement and produce financial management output report**

- Design recommended set of financial, cost and operational output reports to satisfy needs of GSS and World Bank
- Obtain GSS and World Bank approval of proposed reports
- Program the output reports
- Test and debug system
- Create model report sets for GSS, World Bank and Project Component Coordinators and set-up reporting schedule with due date for each report set
- Obtain Government and World Bank approval of reporting models and schedules

**iv. Design and implement a cash flow management system**

- Form design for summarizing actual cash receipts and disbursements and cash flow
- Incorporate recording of original estimates, current budgets and current forecasts on a quarterly basis (monthly if warranted)

- Budgets and/or forecasts of expenditures for at least four future quarters
- Calculate budgeted or forecasted quarterly cash requirements for next twelve months and initiate implementation of system.

**v. Design and implement Administrative System for Project Cost Unit's (PCU's) financial management function**

- Establish set of mandatory computer system back-up policies
- Design and implement centralized filing system for all accounting and financial management documents to support systems and Annual Audit needs
- Establish and document procedures for ensuring security of project assets and appropriate use of funds for designated purposes
- Assist with design of budgeting and forecasting system
- Prepare comprehensive Financial Management Systems Manual

**vi. Provide Training**

- Work directly and continuously with PCUs Financial Officer during entire design, development and implementation stages of system, ensuring understanding of principles, procedures and operations
- Train in the use of World Bank forms for advances, withdrawals and reconciliation of loan and special account
- Provide training to ensure World Bank's Financial and Auditing Handbook and Disbursement Manual are well understood and incorporated into systems and procedures
- Provide training sessions for PCU Staff members, the PCCs and for other Government management or staff as required to ensure all stakeholders have good understanding of the system and its capabilities

**4. Input provided by Implementing Agency**

Aside from providing office space, GSS will provide the Consultant with administrative support including technical and communication facilities, and a small number of accounting staff.

**5. Expected Output**

The following outputs are expected from the Financial Management (Systems) Consultant:

- An integrated financial management system in place and functioning;
- A Financial Management Systems Manual is developed and presented. The manual should include tips for trouble shooting. A draft is submitted to GSS and the World Bank prior to project completion for review and feedback; and
- The *Project Completion Report* detailing results of the assignment in direct relation to the original terms of reference.

## **6. Implementation arrangements**

The consultant will work in close collaboration with GSS accounting staff and the Programme Development and Management Group. S/he will report to the Director of Finance and Administration. S/he will be required to spend the entire assignment period on-site, in Accra, Ghana.

## **7. Assignment Period**

The assignment will be for a period of three months. The performance of the consultant will be judged by the robustness and efficiency of the financial management system set up for GSS.

## **8. Terms of Payment**

A contract shall be signed between the GSS and the Consultant. Payment to the consultant will be performance based with not less than 30% of the total budget withheld and paid only when the GSS is satisfied that all outputs have been met and are of high quality standards. Payments will be made according to the following schedule:

- 10% on signing of the contract
- 40% on presenting inception report and draft reports
- 50 % on presenting and acceptance of final reports

## **9. Qualifications and experience required**

The Financial Management (systems) Consultant should be a systems analyst with knowledge of accounting systems. Having a professional accounting qualification (CPA, CA or equivalent) is an advantage. S/he will have a Bachelor's degree in computer science, Maths, accounting, business, finance or economics, or related field from a recognized university and at least 5 years of direct relevant experience in systems development and financial management.

Candidates should have the following qualifications/skills/experience:

- Demonstrated examples of analysis, design, and development of a proposed solution;
- At least three (3) years working experience with standard system development methodologies; Intensive hands-on experience with developing applications in Delphi, VB programming, and/or visual Basic;
- Extensive knowledge of RDMS especially SQL Server, Oracle would be an added advantage;
- Experience in systems release management;
- Knowledge of International Financial Reporting Standards and International Standards on Auditing;

- Experience in internal 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; and
- Ability to communicate effectively, in writing and orally, in English and to hold discussions on substantive and difficult issues with GSS Management.