

TERMS OF REFERENCE

IT Consultant – Implementation of Financial Management Information Systems at the Ministry of Finance

1. Introduction

Ministry of Finance (MoF) is currently engaged in many public financial management reforms activities, which are largely driven on information technology. These systems include introduction of new IT based applications at the Ministry and institutions operate under the purview of the MoF, with the aim of improving the efficiency of its services offered to the general public and other public and private sector organizations.

2. Background

Information technology based systems are already implemented and are in operational state, while few other systems are to be implemented and introduced in very near future as well. These include the introduction of the Integrated Treasury Management Information System (ITMIS), operations of Revenue Administration Management Information System (RAMIS), introduction of new e-Procurement system, introduction of new e-Payroll system, operationalization of the Trade Single Window system and management of MOF data centres.

3. Objective and Purpose of the Assignment

This assignment is to provide functional, technical and project management expertise to MoF and Fiscal Management Efficiency Project (FMEP) in all automation and digitization projects undertaken by MoF and FMEP.

4. Scope of Work

The consultancy support shall be provided in the following areas;

- i. Overall understanding on all components of the Financial Management Information System (FMIS) and any other activities initiated by MoF and FMEP.
- ii. Provide functional, technical and project management expertise on the above systems.
- iii. Prepare project scopes, functional/ technical specifications, project plans as and when required.
- iv. Manage stakeholders by ensuring adequate and timely deliverables of the project timelines, UATs, training and awareness, documentation, sign-off, etc.
- v. Support for other ICT based initiatives undertaken by MOF.

5. Detailed Tasks and/ or Expected Output

- a) Assist the Project Director of FMEP in implementation of FMIS components undertaken by MOF through FMEP.
- b) Assist MoF in implementation of IT infrastructure and application projects including finalization of required planning and designing documentations and Request for Proposals (RFPs).

- c) Supervise, monitor, coordinate and facilitate the work of all stakeholders, on all aspects of the automation processes including software, network/infrastructure and hardware requirements.
- d) Coordinate with all stakeholders, including implementation partners of FMIS during project implementation lifecycle to ensure that the requisite tasks are planned and implemented in timely manner.
- e) Coordinate with MoF, other Ministries and Departments falling under the coverage of FMIS implementation, all relevant stakeholders as well as other consultants, if any under the guidance and direct supervision of the FMEP Project Director.
- f) Support MoF in reviewing and in providing the sign-off on the quality and completeness of the deliverables prepared and submitted by the FMIS implementation partners.
- g) Support MoF in planning and undertaking any change requests (CRs) and tracking the implementation status of the gaps identified in system implementations.
- h) Support MoF in coordinating with the FMIS implementation partners for conducting the capacity building and training programs required for successful implementation and adoption of FMIS and new IT Infrastructure.
- i) Support MoF in planning and undertaking all requisite tasks to ensure timely completion of all FMIS and its rollout activities.
- j) Support MoF in coordinating with FMIS implementation partner(s) in planning and rollout of the system to other government agencies in a phased manner.
- k) Monitor and report on the compliance of the performance and services delivered by all stakeholders as per the Service Level Agreements (SLAs) and Contracts signed between MoF and respective implementation partners.
- l) Conduct risk management of IT initiatives undertaken by MoF.
- m) Prepare project documents, deliverables as requested by the Project Director of FMEP.
- n) Coordinate with Data Centre and Data Recovery Site operators to support FMIS and any other MoF systems.
- o) Any other relevant work assigned by the Project Director of FMEP or the Director General of Department of Information Technology Management (DITM).

6. Minimum Qualification Requirements

1. Degree in Computer Science or Information Systems and a Postgraduate/professional qualifications would be an added advantage.
2. A minimum of 15 years post academic general work experience, especially in IT project deployment.
3. A minimum of 5 years specific experience relevant to implementing Financial Management Information Systems in public sector.
4. Excellent writing and communication skills in English and fluency in Sinhala, knowledge of Tamil language would be an added advantage.