



GOVERNMENT OF SIERRA LEONE
REQUEST FOR EXPRESSIONS OF INTEREST

Issue Date: 25th January 2023

Consulting Services: Hiring a consulting firm to support the project on the IT systems work for activities encompassing PFM Smart, AMIS, and the data platform SL-MOFED-325874-CS-QCBS

1. The Government of Sierra Leone has received funding from International Development Association (IDA) of the World Bank towards the preparation of the Accountable Governance for Basic Service Delivery Project and intends to apply part of the proceeds of the funding for eligible payment under the contract for the: *Hiring a consulting firm to support the project on the IT systems work for activities encompassing PFM Smart, AMIS, and the data platform*

2. Objectives and scope of work for the Consulting Services

Accountable Governance for Basic Service Delivery Project in its overall effort to oversee the implementation of various project activities that involve the process of designing, acquiring/developing, implementing, and rolling out of ICT products and services. The main IT systems to be implemented under this project include:

- The upgrading and rolling out of the PFM-Smart at the local level.
- The Audit Management Information Systems at Audit Sierra-Leone.
- The development and rollout of the NAMEMIS monitoring and evaluation System

3. Specific objectives of this assignment will include:

The primary objective is to provide implementation support and quality assurance to the GOSL on the overall efforts to implement the various IT systems under this project. The consultant will be expected to provide the GOSL with expert and professional guidance on the definition of the technical and functional requirements of the various platforms, provide quality assurance during vendor selection and ensure the delivery of envisaged functionality during system implementation. The consultant will be expected to set the conditions and requirements for the end-to-end testing of the various system being acquired and implemented as well as all aspects pertaining to systems adoption and usage.

This effort shall include the following activities among others:

a. Design and Procurement

Support the documentation and evaluation of the existing functionality and performance of the current system taking into consideration the existing business processes and the future methods of operation. Support the collation and preparation of technical and functional requirements of various systems in accordance with generally accepted standards for system development. Where the requirements have already been developed, check and ensure completeness of the requirements before going to market. Support design and document a detailed roadmap for the end-to-end implementation of application packages and consider aspects of sustainability of the system including support and maintenance arrangements. Support the development of

procurement packages using Bank's standard procurement templates including criteria for evaluation for each package. Supporting the procurement processes including provision of technical clarifications, supporting evaluation processes, post qualification evaluations and preparation of Bank prescribed evaluation reports. Support the preparation of the negotiation protocols, negotiation minutes, finalization of contracts (including resolution of Bank reviews and suggestions), and completion of necessary contract effectiveness conditions for timely commencement of vendor implementation activities. Support change management issues related to the adoption and roll-out of IT systems.

b. Data Cleaning and Readiness

Determination of readiness conditions for implementation of the target systems by the different GOSL implementing ministries and departments responsible for the systems. Help review the assessment of the existing IT environment, capabilities, and gaps in relation to the planned system's implementation (AMIS, PFM Smart, and other IT systems as relevant). Support the development of governance and implementation approaches and methodologies. Where appropriate and ahead of migration into the new system environment, support the preparation of a data strategy and plans indicating data quality standards, data cleaning resource requirements, storage of cleaned data and data migration protocols. Provide technical advice on the various options available to the GOSL for the improvement of data quality, business processes and IT governance while pursuing the implementation and the rollout of systems.

c. Implementation and Commissioning

Review all contract effectiveness documentations such advance payment guarantees, performance guarantees and assist GoSL in ensuring valid effectiveness documentation are in place before commencement of implementation activities. Review of project plans and implementation schedules developed for execution of contracted activities. Support the review of vendor project plans, designs and solution builds to ensure compliance with contract documents and specifications. Support the review of documentation and execution of test cases and test scripts that will be designed to test the individual functionalities of the new platforms. Support the tests (such as factory acceptance, inspection, user, go live, operational and final acceptance) submitted by the vendor(s). Perform quality control and inspection services throughout the implementation period to assure conformance with contract documents. Perform quality assurance on the outputs and deliverables and raise quality reviews on all deliverables that do not conform to specifications and designs. Ensure that the implementation activities by the vendor are carried out in a correct manner and in accordance with best practices and as per the contract specifications. Ensure that implementation follows 'best practices' in project management, including quality management principles for the implementation of IT projects. Provide technical advice and input to ensure achievement of agreed objectives at the time of system go live and commissioning. Escalate project implementation risks to the vendor and implementation agencies for timely resolution so as not to affect implementation progress.

d. Contract Management

Assess claims by the vendors regarding time extension and/or additional cost and provide advice to PSMP regarding appropriate responses and actions with respect to the claims. Support the verification and consideration for approval of any variation orders by vendors. Constantly supervising fulfilment of the contractual obligations of the Supplier and appropriate management of any deviations. Supporting government teams on implementation and contractual matters related to all system implementation activities.

e. Disputes, Claims, and Change Orders

Should any disputes or claims arise during implementation, the Consultant will investigate, review, comment and provide advice and support to GoSL and the Bank. The Consultant will provide support of review all claims before recommending a course of action. Once claims are issued, the Consultant will follow up to ensure that they are concluded and properly documented. With regard to change orders, the Consultant will advise and provide technical and cost analysis on proposed change orders, and clearly document the projected cost and time implications and any other project impacts. The Consultant will thoroughly check the Supplier's underlying claim and review these change orders in the same professional manner as described above for the invoices.

The assignment will be carried out remotely with some in-country missions as required. It is expected of the consultant firm to work closely with relevant implementing entities across the different components of the project. This includes the Project Management Unit (PMU) staff, the Ministry of Finance, the Office of the Accountant General at the Accountant General's Department (AGD), and several other MDAs/stakeholders. The consulting firm may also need to engage directly with Local Councils within Sierra Leone to assess capacity and implementation considerations for the effective roll-out of these systems at the local level.

The expected duration of the assignment is thirty (30) weeks.

1. The Project now invites eligible firms to indicate their interest in providing the above-mentioned package of service. The consulting firm/organization should be able to demonstrate the following qualifications, skills and competencies at the organizational level.
 - Proven experience in the design, acquisition, and implementation of Government platforms.
 - Experience in business planning/design, redesign and evaluation of public policies and programs.
 - Demonstrated expertise in providing high quality strategic advice of pertinent PFM matters at the national and local government level.
 - Solid and vast experience in providing independent evaluation in public financial management information systems to include expenditures and revenue systems.
 - Must have proven track record of at least two (2) successful evaluations of country PFM systems preferably in sub-Saharan Africa contexts with specific focus on Integrated Financial Management Information Systems.
 - The successful candidate consulting firm should possess complementary skills set among its core staff members on the implementation, testing and monitoring of PFM IT Systems both at national and local levels. The core team will have solid background experience in a full life cycle of PFM systems implementations to fiscal management, budget planning, accounting, and reporting and systems audit.
 - A consulting firm with previous experience working in Sierra Leone is an added advantage

The roles and responsibilities among team members, and the time allocations of each team member should be proposed by the Consultant Team. The consultant should clearly demonstrate the expertise and capacity to undertake the work within the time periods

stipulated and a track record of having successfully undertaken similar or relevant assignments previously. The **Curriculum Vitae of Key Personnel** will need to at least include the following and with the minimum specified qualifications:

Project Manager

- Master's degree in business administration (MBA), Information technology, computer science or other related fields. Should have 5-8 years of project management and related experience. Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices. Minimum of 3 years' experience seeing projects through their full life cycle. The personnel must have Proven ability to complete projects according to outlined scope, budget, and timeline
- Must possess Excellent analytical skills and have interpersonal skills that are extremely resourceful to the assignment.

Quality Assurance (QA)/Business Analyst (BA)

- Master's degree in business administration (MBA), marketing, computer science, mathematics or other related fields. Should 5-10 years of experience in Business/System Analysis or related fields. Added advantage for In-depth understanding of Sierra Leone's PFM Acts and Policies
- In-depth understanding of Industry Best Practices for system development, implementation and deployment. Strong analytical and problem-solving skills. Meticulous and diligent attributes
- Great team player with the ability to work with minimal supervision
- Working knowledge of data analysis and visualization tools, such as Microsoft PowerBI and Tableau. Must be experienced in system analysis, and in ERP and GRP Solutions.

Systems / Database Administrator

- Bachelor's degree in Computer Science, Information Technology, or a closely related field. Has 3-5 years of database, network administration, or system administration experience in System administration and IT certifications in Linux, Microsoft, or other network related fields are a plus:
- Working knowledge of virtualization, VMWare, or equivalent
- Must possess sound experience and be certified in Microsoft Windows Server 2016 or 2019
- Strong knowledge of systems and networking software, hardware, and networking protocols. Experience with scripting and automation tools
- A proven track record of developing and implementing Enterprise Architecture and IT work plans.
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols
- Must be familiar with database design and theories and Knowledge of database structured programming languages such as SQL.

Network Administrator

- Bachelor's degree in Computer Science or related field with minimum of 3 Years' experience in enterprise network administrative role

- Previous experience with Cisco Switches and Routers. Should have CISSP, CCNA or CCNP Certification.
- Fundamental Knowledge of Networking concepts
- Proven network engineering, network operations and network performance analysis skills. Hands-on technical troubleshooting capabilities and ability to work independently under minimal supervision

This REoI will lead to the preparation of Short list of Consultants

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 Revised November 2017, August 2018 and November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest. The Consultant will be selected in accordance with Quality Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

Consultants should take note that the Expression of Interest must include the following information:

- i.. Core Business and how it is relevant to the assignment;
- ii.. Number of years in business, both as a registered business entity and in providing services in the sector(s) that are relevant to this assignment;
- iii. Key Personnel and their specific experiences are not evaluated at this stage;
- iv. Certification of the firm in national, international, and professional bodies as applicable;
- v. Financial performance (e.g. turnover and profitability)
- vi. For each similar assignment undertaken by the firm, it is required to state whether it undertook the job solely, in partnership with other firms (name them and the role of your firm), and name of the client, the duration of the assignment, the number of staff/person-day(s) your firm engaged on the assignment, cost of the assignment (and cost of the project, if available), status of completeness as at time of expression of interest for this assignment, a brief scope of work for the assignment, etc.
- vii. Firms submitting a joint expression of interest must show information (especially on i to vi above) for each firm separate/distinct from the other(s)

5. Interested consultants may obtain any further information via email request to **agbsdproject2022@gmail.com**

6. Expressions of interest **MUST be sent via E-mail as attachment** with all supporting documents (Note: scan all relevant original documents)

To: agbsdproject2022@gmail.com Cc: pfm2018@gmail.com

Please indicate ***clearly in the email subject*** heading '**EOI GOTECH ADVISOR**

DEADLINE SUBMISSION for this assignment will be **on or before 10th February 2023**

Hard copies should be addressed and submitted to the address below:

Head of Procurement

Project Fiduciary Management Unit

3rd Floor- 13 a Howe Street

Freetown