

Terms of Reference

Strengthening Fiscal Governance Project (SFG1)

National IT Advisor
Proc. Ref. "IC 012"

1. Project Background

The ministry of Finance is implementing a new project under the title of “Strengthening Fiscal Governance”, for a continuous support to Public Financial Management (PFM) reforms in Lebanon. The project is funded through a loan by the International Bank of Reconstruction and Development (IBRD). The implementation period will cover FY17 – FY22. The development objective of “Strengthening Fiscal Governance” Project (SFG1) is to improve fiscal policy analysis, budget transparency, effective cash management, enhancing public debt management, reviewing and expanding MoF e-services, and reforming public procurement.

The project provides technical support to the Ministry of Finance in four main areas:

- Component One: ***“Functional Review of the Ministry of Finance and Capacity Building”*** has four sub-components as follows:
 - 1.1- Reviewing the Functions of the MoF-DG Finance
 - 1.2- Strengthening Capacity Building at MoF-DG Finance
 - 1.3- Implementing the Learning Plan
 - 1.4- Project Management and Reform Coordination
- Component Two: ***“Macro-Fiscal Analysis and Budget Management”*** has three sub-components as follows:
 - 2.1- Enhancing Macro-Fiscal Analysis Capacity
 - 2.2- Publishing and Implementing Budget Preparation Guidelines
 - 2.3- Improving Citizen Access to Budget Information
- Component Three: ***“Strengthening Accounting, Cash Management and Public Debt Management”*** has three sub-components as follows:
 - 3.1- Strengthening Accounting and Financial Reporting
 - 3.2- Making Cash Management more Effective
 - 3.3- Enhancing Public Debt Management
- Component Four: ***“Developing Internal Audit, MoF E-Services and Public Procurement”*** has three sub-components as follows:
 - 4.1- Developing Internal Audit
 - 4.2- Reviewing and Expanding MoF E-Services
 - 4.3- Reforming Public Procurement

The Ministry of Finance, as the loan recipient, is the primary responsible for overseeing project implementation and ensuring the Bank's guidelines and procedures are adhered to (primarily fiduciary aspects (procurement management, financial management, monitoring and evaluation (M&E), and reporting to the World Bank and other relevant agencies. To facilitate this day-to-day Project implementation, a dedicated Project Management Unit (PMU) has been established within the Directorate General of Finance (DGF). The legally binding terms and conditions of the SFG1 Loan are in the legal Agreement.

2. Scope of the Assignment

The Ministry of Finance seeks to contract the services of a professional IT National consultant to support all IT tasks implemented by SFG1 project. The Consultant will provide advisory services with respect to software requirements, related to implementation of the project.

Under the direct supervision of the SFG1 project coordinator, and in close coordination with MoF IT manager, the IT expert shall be responsible for the following:

- Conduct market assessment and analysis to get the requirements for each assignment based on the objective and scope of work.
- Write the terms of reference that will be included in the request for proposals for each assignment issued under SFG1.
- Participate in the evaluation process, contract negotiation.
- Monitoring and supervising the progress of the consultancy firm during the implementation period
- Review and approve all technical documentations and deliverables submitted by the consultancy firm.

3. Deliverables

Deliverables shall include:

- A monthly summary of activities that summaries the progress of all consultancy firms during their implementation process.
- A detailed progress report at the end of each quarter listing the status of all contracts in process.
- Submitting a monthly report of consultant tasks achieved.
- Undertake any addition deliverable that is requested by the project coordinator or the Ministry of Finance seniors.

The deliverables shall be provided in the English language

4. Period of performance

The contract closing date will be on December 31, 2020.

5. Institutional and Organization arrangements

The Ministry of Finance, as the loan recipient, will have primary responsibility for overseeing project implementation and ensuring the Bank's guidelines and procedures are adhered to. Towards this end, MoF established a Project Management Unit (PMU), financed by the Ministry of Finance proceeds and reimbursed to the Ministry from a Loan, when made effective. The PMU has a primary responsibility the daily project management to facilitate and ensure comprehensive and continuous oversight.

The PMU Project Coordinator will be the Consultant's main counterpart on key substantive matters. The Consultant will report to and work under the direction of Project Coordinator. The Coordinator will facilitate the Consultant's access to the necessary documentary materials as well as access to the key stakeholders to the assignment.

In the Consultant's working relations with the Client and all the key stakeholders, He/ She will be expected to be self-sufficient and conduct him/her self in the highest professional manner.

6. Resources Provided

The MoF shall be responsible for all basic logistics, staff office accommodation, and internal administration, required for performing the assignment, as well as all interpretation, translation services and other expenses.

7. Qualifications and Experience

The consultant will have the following qualifications and experience profile:

Education

- University Degree, Bachelor of Science in computer science, CIT, CC engineering or any relevant field. In the absence of a degree, a high-level technical diploma along with demonstrative proof of six years of experience in a complex IT environment would be considered.

Knowledge and Experience

- A minimum of 6 years of experience in general programming skills.

- A minimum of 4 years of experience in web applications framework, object oriented programming
- Experience in MVC architecture is a plus.
- A minimum of 4 years of experience in high transaction, financial services programming
- Knowledge of RDBMS, tools and concepts such as SQL Server, stored procedures specifically in T-SQL and or P-SQL.
- Extended experience working with MySQL, MS SQL, Oracle, Cassandra, Hadoop and other database technologies is a plus
- Experience in Web Data Privacy practices, data security and access techniques is a plus

Skills and Abilities

- Excellent communication skills: ability to conduct presentations, provide feedback in meetings and present solutions to customers & stakeholders.
- Proven problem solving skills
- Out-going personality and a willingness to expand and share.
- Strong Analytical thinking and problem solving skills.
- Good understanding of the institution's goals and objectives.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment
- Ability to recommend and apply best practices in operating procedures, work methods and standards for the various sections of the IT center.
- Knowledge of related Business practices and ability to apply as best fit within auditable practices.
- Knowledge of source of information for online financial applications; ability to research information from appropriate sources.