

Terms of Reference for Consulting Service for FMIS Establishment for Financial Reporting of BRCH

Contract ID No: PPCR/DHM/S/CQS-20

1. Introduction:

Background

The Government of Nepal (GoN) has prepared a Strategic Program for Climate Resilience (SPCR), which was approved by the Climate Investment Fund (CIF). SPCR, Nepal identified five projects for investment. Among them, one of the projects is "Pilot Project for Climate Resilience- Building Resilience to Climate Related Hazards (BRCH). Under BRCH, component A, B and C are being implemented by the Department of Hydrology and Meteorology (DHM) under the Ministry of Science, Technology and Environment (MOSTE) and component D is being implemented by the Ministry of Agriculture Development (MOAD). A dedicated Project Management Unit (PMU) has been set up in DHM for the implementation of project components A, B, and C. DHM requires consulting services for overall financial management and reporting related to the DHM BRCH project activities and in accordance with World Bank financial procedures.

At present in DHM, there is manual financial record keeping system which results in delay in record keeping as well as reporting system. Therefore, it is very essential to introduce computerized record keeping system to BRCH/DHM.

2. Objective/Purpose of the Assignment:

The overall objective of this consultancy is to develop an efficient and flexible Financial Information Management and Reporting System which will facilitate the timely submission of accurate and comprehensive financial data from the project for financial reporting.

The consultant/Firm will develop appropriate software which will be helpful to generate monthly financial report of GoN system, Trimester Financial Monitoring Reports (FMR), Project Accounts, and other related financial reports as required by the World Bank and GoN. The consultant will also provide training and ongoing support to maintaining the FMIS system.

3. The BRCH Plan

BRCH has the following strategy and computerization plan to improve the financial management information system at central level:-

- Procurement of Financial and IT consultants for the specification of software and hardware requirements in order to meet the BRCH's, Financial Information Management and Reporting requirements.
- The software shall be cover the financial operation of regular budgetary system of GoN and the foreign currency account i,e, designated account of the project .
- Procurement of appropriate software and installation at BRCH/DHM at first stage and further could be reinstalled at Region and Basin offices
- To conduct software operating training program to BRCH's concern personnel by the consultants.

4. Scope of Work

The main activities to be carried out include as follows:

Phase 1: Development of a FMIS system

Consult BRCH and other relevant stakeholders, to document, develop an overview and assess the present financial information management and reporting practices and systems in use at BRCH/DHM and other levels, their strengths and weaknesses vis-à-vis best practices and systems in use in other organizations in Nepal;

- Prepare detailed description of the Financial Management Information System and Reporting needs of the BRCH to develop an appropriate software and recommend appropriate technical specified setup of hardware to meet the project's need;
- Prepare technical specifications of the software to be produced (or developed) for meeting the financial management information and reporting needs of the BRCH;
- Identify and describe: 1) software already available from the market that could be adapted to meet the needs of the BRCH and its cost and authorized suppliers; and 2) software developers/suppliers in Nepal or the region who have the capacity to develop new software or adapt a 'on-the-shelf' software to meet the needs of the BRCH.
- Support procurement of appropriate software and installation at BRCH/DHM at first stage. Support with contract and asset management
- Establish a computerized FMIS system. The system should be flexible to make changes as needed.
- Start computerization of data access in BRCH.
- Help desk and technical support team will form in department to provide assistance.
- Prepare operation manual of the software in Nepalese language.
- Source codes of the software should be open to make update and required modification in future.

Phase 2: Support to DHM in maintaining the FMIS system

- After set up of the FMIS systems, provide ongoing help to DHM to support the system, provide support to help desk, etc

5. Composition of Consultant's Team

The Consultant will field a team of two experts with the following profile and competencies:

i) Financial Information Management Expert (Team Leader):

A master degree in financial management, business management, accounting or similar. A minimum of 5 years of practical work experience in the field of financial management in general and the design and management of financial information management systems. Good understanding of the Government of Nepal's accounting and reporting system and some practical experience with Donor funded projects within the Government of Nepal's accounting and financial information management system, rules and procedures. Good knowledge of internationally acknowledged accounting and financial information management packages and systems.

ii) Information & Communication Technology Expert (Technical Team Member):

A relevant educational background with a minimum of 5 years of practical work experience in the ICT sector in general and the design of network system for exchange of data. Specific experience in the technical design of financial information management systems through which several remote cost centers share data with centrally located offices through electronic linkages and world funded project will be an advantage.

6. Method of working

The Consultant will apply a process approach during which the need and capacity of the BRCH is taken into consideration at all times. It is of particular importance that the Consultant plans meetings, events, presentations and De-briefing in close consultation with the Responsible Officer at an early stage to ensure the timely delivery of the outputs below.

The Consultant will communicate with and report directly to the Responsible Officer.

7. Selection Criteria:

The consultant/firm shall be selected based on the selection method of the World Bank's Guidelines-Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants-January 2011. Main criteria for the selection will be relevant work experience and qualification.

8. Outputs

At the end of the contract period and subject to payment of the last installment, the Consultant will have delivered the following outputs:

Phase 1:

- Report summarizing assessment of the present financial information management and reporting practices and systems in use at BRCH, their strengths and weaknesses vis-à-vis practices and systems in use in other organizations in English/Nepali;
- Detailed description of the financial management information and reporting needs of the BRCH and plan stating how they can be improved;
- Technical specifications of the software to be procured (or developed) for meeting the financial management information and reporting needs of the BRCH;
- A computerized and flexible Financial Management Information System and Reporting system established.
- Financial Report generated from the FMIS
- Prepared FMIS operating manual in Nepali.
- Training program for concern employee.

Phase 2:

- Support service will be provided as and when required during FMIS operation.

9. Deliverables and Payment

The consultants/firms shall be delivered the following products:

A. Deliverables

1. The assessment of the present financial management information system of DHM and design appropriate FMI System for the project.

2. Develop the computerized FMI System to produced required reporting of GoN system and the Financial Management Report (FMR),Project Account and other related report in accordance with World Bank financial procedures.
3. Installed the FMIS in appropriate hardware setup of DHM and could be further installed in the Region and Basin offices under the DHM,
4. Delivered 3 copies of the Operation Manual of FMIS in Nepali language.
5. Produced the required report from the system.
6. One day training shall be conducted to the concerned staff of DHM.

B Payment:

1. The consultant/firm produces the assessment report of present financial operating system development design of new FMIS of DHM within 10 days after the assignment. A 20 percent of the total contract amount shall be paid after the acceptance of the assessment report.
2. Remaining amount of the contract shall be paid after the completion of the FMIS with the delivery of the products specified in no. 9 A of the ToR.
3. Tax burden shall be bear by consultants/firms and Tax Deduction on Source (TDS) at the rate of 15 percent shall be deducted in each payment..
4. The consultants/firm shall be produced invoice with complementation of the assignment conditioned for the payment of each installment.
5. All tax related liabilities shall be rest on the consultants/firm.

10. Reporting

The Consultant/Firm will be overall responsible for reporting and will report directly to the Project Director of the BRCH project. The firm will work closely with the National Project Manager, FM specialist, and other members of the PMU.

11. Timing and Work plan

The tentative work plan will be as below

1. The Assessment of present Financial Management Information System of DHM, and designing of the appropriate FMIS shall be completed within 15 days after the commencing of the contract,
2. The design and Development of appropriate FMIS for the project shall be completed within 3 months after submission of the assessment report.
3. The training program shall be conducted at the last week of the assignment period,
4. The final product of FMIS shall be installed in the appropriate hardware setup of the BRCH project and further could be installed in the Region and Basin Offices as requested by DHM,

Expected duration: 3 month