

National Community Driven Development Project
TERMS OF REFERENCE
Technical Assistance for the Provision and Installation of Accounting Software
And Customization for NCDDP Finance Unit
C72

I. Background

The Republic of the Union of Myanmar has received financing from the World Bank towards the cost of the National Community Driven Development Project. The Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock and Irrigation, which implements the National Community Driven Development Project, intends to apply part of the proceeds for the hiring of a consulting firm for Technical Assistance to the NCDDP Project Finance Unit (FU) in the supply of suitable accounting software, installation thereof, and training of relevant FU staff in its effective operation.

Financial management and procurement processes are well established at the NCDDP Project. The Project is implemented at Township Level with overall project management exercised by the Union DRD. All financial management activities are centralized at the NCDDP FU. FU is responsible for producing monthly management information for project management and preparing quarterly financial reports for the World Bank. Currently, there are 27 townships participating in the project. This number is expected to grow to 47 by early 2017. Township project units are given budgets for their operating costs and operate bank accounts to disburse their costs. Currently all accounting data from townships are submitted manually to Union FU and data using excel spread sheets.

Peachtree accounting software is used to maintain accounting records and produce period financial reports. The Project management wishes to migrate to a more robust accounting software that can handle multi-currency accounting, facilitate automatic production of customized reports, and facilitate easier input of Township Accounting data. As DRD is also implementing other donor funded projects, the intention is to also use the same accounting system for all project accounting. Therefore, the selected software should support multi-user up to about 20 users at Union level. If the design of the system allows direct access to Township FUs, there could be addition 40 to 50 users.

II. Objectives of the Technical Assistance

The technical assistance needed will include the supply of suitable accounting software, customizing the project financial report templates both internal and external, set up of the software using the NCDDP Chart of Accounts, installation of the software, preparation of user manual, training of relevant FU staff and maintenance of the system within the warranty period.

Specific objectives include the following:

1. Recommend the suitable accounting software based on the financial management information system framework of NCDDP as prepared by the Finance Unit;

2. Customize the project financial report templates for DRD and World Bank submission, configure and link these to the other modules of the software;
3. Prepare the set-up of the accounting software together with the Finance Officer and International Finance Advisor which include the configuration of the Chart of Accounts (COA) in line with the requirements of DRD and the World Bank, the interfacing of the COA with the other modules of the software such as the Budget, General Journals, General Ledgers and Financial Reports;
4. Prepare a User Manual which should serve as a guide to the FU staff in operating the system;
5. Install the comprehensive accounting software to the server and selected computers of relevant FU staff and management;
6. Train the FU staff in the effective operation of the accounting software; and
7. Provide maintenance services and technical support during the operation phase of the software and up to the warranty period.

III. Scope of Work

The TA shall carry out the following duties:

1. Carry out an initial study of NCDDP requirements working closely with the NCDDP finance staff and recommend a suitable software package. The study should include a review of the current Chart of Accounts, FMIS needs of the Project (at all levels – Union and township), Interim and final financial reports required by the Government and the World Bank.
2. Based on the above study, recommend a suitable accounting software package for approval of NCDDP management.
3. Provide technical services to the Project as specified below:
 - (a) Assist the FU in designing the Chart of Accounts (COA) in line with the requirements of the Project and the World Bank;
 - (b) Customize the financial report templates as required by NCDDP and the World Bank. These templates should be configured to the software and linked to the COA and other modules of the system;
 - (c) Set-up the accounting software together with FU staff to include the COA and the customized financial report templates;
 - (d) Develop a User Manual tailored to NCDDP to provide guidance in using the computerized accounting system;
 - (e) Install the accounting software to the server and to the computers of relevant FU staff and management; Installation should include number of townships to test the link to the township accounting;
 - (f) Develop proper security system, including password protection and back-up facilities, using common best practices;

- g) Develop the training materials (practical guidance and necessary forms) consistent with the User Manual to be used by staff during training for the use of the accounting system;
- h) Provide on-the-job training on the installed accounting system to the Project relevant staff to bring the computerized accounting system to full operation. Trainings should be provided to the users and administrator of the system as well as to the Project IT Officer on the maintenance of the system;
- i) Assess the capacity of the software in terms of the number of years that it can store financial data and reports and the maximum number of users within the DRD. Project life is about six years and the system should be capable of carrying the data for this period.
- j) Provide recommendation as to specifications of needed hardware, such as servers, desktop, laptop and connectivity required in running the system at both Union and township level; and
- k) Include the relevant information in Item i and j in the User Manual.

4. Provide maintenance service and technical support to the FU for the duration of the Warranty period.

IV. Output

- ❖ Inception Report assessing the FMIS requirements and recommending a software package;
- ❖ Computerized accounting system capable of producing financial report templates (internal, quarterly Interim Unaudited Financial Reports (IFRs) and annual financial statements to be sent to the Bank and relevant stakeholders, and statutory requirements) prepared and in use;
- ❖ Training materials (practical guidance and necessary forms) consistent with the User Manual to be used in training produced and disseminated within the terms of the consultancy contract;
- ❖ User Manual of the computerized accounting system; and
- ❖ Support and on-site training is available; all relevant staff trained in the procedures and use of the software, administration and maintenance.

V. Assignment period

The Scope of Work as specified in Items 1 and 2 under Section III shall be completed within sixty (60) calendar days over three months from September 2016 through December 2016. A warranty period of six (6) months shall take effect from January 2017 when parallel running of the system is planned.

VI. Accountability

The consultant will report to the Project Director and Finance Officer as the Coordinator for this assignment. The consultant will also work closely with the International Finance Advisor.

ANNEX 1

Delivery schedule

| Line Item N° | Description of Services / Goods | Qty | Physical unit | Description | Timing |
|--------------|---|-----|---------------|--|--|
| 1 | <i>Recommendation on suitable accounting software for NCDDP</i> | 1 | | Include the specifications of the accounting software, capacity and specifications of needed hardware | Within 14 days from contract signing |
| 2 | <i>Supply of suitable brand new accounting software with manufacturer's user manual</i> | 1 | | Latest model of accounting software capable to producing all financial reports | Within 5 days from receipt of approval of recommendation |
| 3 | <i>Installation of the accounting software at Union</i> | 1 | 6 | Installation of software to server and computer of users | Within 15 days from the delivery of the software |
| 4 | <i>Training on setting up and operating the implemented accounting software</i> | | | Training for Users, System Administrator and Maintenance Officer. Training materials should be provided. | Within 15 days from completion of installation |
| 5 | <i>Installation of the Township module at 5 townships</i> | 5 | 5 | Install the recommended system for linking townships | Within 10 days after Union installation |
| 6 | <i>Supply the user manual of the computerized accounting system</i> | | | | Within the duration of the training period |
| 7 | <i>Maintenance Plan</i> | | | | Before the start of the warranty period |