

TERMS OF REFERENCE

Institutional Support Project for Customs Administration and Public Expenditure Management – ISP CAPEM

INDIVIDUAL CONSULTANT FOR MONITORING AND SUPERVISION OF THE DEVELOPMENT AND IMPLEMENTATION OF THE NEW INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (IFMIS – SAFE-e) FOR THE GOVERNMENT OF SÃO TOMÉ AND PRÍNCIPE

1. Introduction and Background

The Government of the Democratic Republic of São Tomé and Príncipe (GoSTP) has received a grant from the African Development Fund (ADF) and the African Development Bank (AfDB), acting as administrators of the Transition Support Facility (TSF), to implement the **Institutional Support Project for Customs Administration and Public Expenditure Management (ISP-CAPEM)**, approved on 28 November 2023.

The development objective of the project is to enhance revenue mobilization and strengthen public expenditure management capacity through the modernization of customs administration and the introduction of more effective systems for budget control and financial management.

Within this framework, the GoSTP intends to recruit an **Individual Consultant** to provide technical assistance in monitoring and supervising the **development and implementation of the upgraded Integrated Financial Management Information System (IFMIS – SAFE-e)**.

2. Objective of the Assignment

The objective of the assignment is to support the Ministry of Economy and Finance (MEF) in the implementation of the new IFMIS, ensuring compliance with the defined technical and functional requirements.

The Consultant will:

- Monitor the alignment of the system with business and technical specifications;
- Validate deliverables at each stage;
- Support functional, technical, and security testing;
- Facilitate acceptance and readiness for production;
- Produce periodic progress reports and a final comprehensive report with recommendations to ensure sustainability of the new SAFE-e.

3. Scope of Services

The Consultant will work under the supervision of the Directorate of Information Technology (DITEI) within the MEF and in close coordination with other directorates. Key responsibilities include:

Planning and Coordination

- Support the definition and adjustment of the work plan and timeline.
- Ensure alignment of activities with project objectives.

Technical Supervision

- Monitor system development and compliance with specifications.
- Validate software architecture, methodologies, and best practices.
- Assess integration with other systems and existing IT infrastructure.

Quality Assurance

- Review and validate deliverables in all phases (analysis, design, coding, testing, deployment).
- Identify risks and propose improvements.

Testing and Acceptance

- Supervise execution of functional, technical, and security tests.
- Support final acceptance before go-live.

Risk Management

- Identify deviations, bottlenecks, or vulnerabilities.
- Propose timely mitigation measures.

Capacity Building and Knowledge Transfer

- Provide guidance on best practices to the MEF team.
- Support preparation of manuals and technical documentation.

Reporting and Communication

- Produce periodic progress reports.
- Facilitate communication between GoSTP, the software provider, and stakeholders.

Contractual Compliance

- Ensure suppliers comply with contractual obligations and timelines.

4. Expected Deliverables

- **Quality Assurance Plan and Strategy** (within 1 month of contract start);
- **Quality Control Process Documentation**;
- **Monthly Interim Progress Reports** aligned with the main IFMIS implementation phases:

- Solution Design
- Prototyping
- Build and Acceptance Testing
- Test Deployment
- Stabilisation
- BCG Rollout
- Certification and Warranty

- **Final Report** (summarizing key achievements, challenges, test results, and sustainability recommendations)
- Completion certificate, issued by MEF confirming satisfactory completion of services.

5. Qualifications and Experience

The Consultant must meet the following requirements:

- **Education:** Master's degree in Computer Science, Software Engineering, Information Technology, or related fields.
- **Professional Experience:** At least 10 years of proven experience in ICT consulting, including a minimum of 5 years in information systems in the public or corporate sector.
- **IFMIS Experience:** At least 5 years of hands-on experience with IFMIS implementation or supervision, with leadership in at least three assignments.
- **Country Experience:** Previous professional experience in São Tomé and Príncipe is preferable , with sound knowledge of the institutional and financial system context.
- **SAFE-e Knowledge:** Practical understanding of the current SAFE-e system or the national financial management system of São Tomé and Príncipe.
- **International Exposure:** Experience with projects financed by AfDB or other international development partners is an asset.
- **Language:** Fluency in Portuguese (spoken and written) is required.

6. Criteria for the selection of consultants

The Consultant will be selected in accordance with the African Development Bank's selection procedures as specified in the Bank's Procurement Framework, dated October 2015 and is open to all eligible bidders as defined in the Procurement Framework available on the Bank's website at <http://www.afdb.org>.

The evaluation of recruitment will follow the criteria detailed below.

Criteria	weight
Relevant academic background (Master's degree in IT-related fields)	10
Proven experience in IFMIS implementation (minimum 5 years)	25

Criteria	weight
Professional experience in ICT consulting (minimum 10 years)	20
Professional experience in São Tomé and Príncipe, or in countries with similar institutional and financial management systems, with demonstrated understanding of SAFE-e or comparable IFMIS platforms. .	25
Experience with AfDB or other international development partners' projects	5
Fluency in Portuguese, spoken and written	15
Total	100

Minimum qualifying score: 70 points. The highest-scoring candidate will be invited for contract negotiations.

7. Location, Duration and Reporting

- The Consultant will be based in São Tomé and Príncipe, working in close collaboration with DITEI.
- The assignment is expected to last **24 months**, with a combination of on-site field missions and remote work.
- All reports and deliverables shall be submitted electronically in Portuguese (and English if required) and approved by the DITEI before payment.