Republic of Maldives

Pension and Social Protection Administration Project

IDA Credit No.: 4611-MV

Strengthening of the Public Accounting System Project

Terms of Reference

(Consultancy No: MV/PSPAF/C 16)

A. Background

1. The Maldives Pension Administration Office (MPAO), Government of Maldives (GOM), has been appointed as the Implementing Agency for World Bank financed Maldives Pension and Social Protection Administration Project.

2. The Pension and Social Protection Administration Project is mandated to support the implementation of Recipient's National Pension Act, to strengthen the institutional capacity of key agencies responsible for implementing the National Pension Act, and to develop the process and platforms required for the delivery of social protection programs.

3. The Government of Maldives (GoM) has received a credit from the International Development Association (IDA) towards the cost of the Maldives Pension and Social Protection Administration Project (PSPAP), and intends to apply part of the proceeds of this credit to payments under the contract for a consultancy for the Strengthening of the Public Accounting System Project.

B. Objectives

4. The objective of the Strengthening of the Public Accounting System Project is to modernize the Public Accounting System (PAS) to enable it to improve the financial management, enhance public sector governance, and strengthen its accountability.

C. Scope of Service.

i. To help Treasury and Public Accounts Division (TPAD) establish an efficient organization to support business processes relevant to the SAP landscapeinstalled at TPAD.

ii. To review and audit the current SAP landscape(Version Details in Annex 2) at TPAD.

iii. Configuration of SAP Solution Manager according to specifications provided in Annex 1.

iv. To upgrade the SAP landscape of the TPAD to the most current EHP level.

v. To upgrade the current database of the SAP landscape from Oracle 10.2.0.2.0 to 10.2.0.5.0.

vi. Migrate the SAP Oracle database of the SAP landscape to another high storage drive within the same storage area network.

vii. To synchronize the ECC landscape (Development, Quality Assurance and the Production) in terms of its configurations and roles.

viii. Run test scripts along with the functional team leads to verify ongoing business process and functions are intact in their respective SAP modules due to the upgrade of EHP level

and solve any identified issues (including but not limited to ABAP customized program errors and configuration errors due to the upgrade).

ix. Resolve the issues in the implemented SAP modules identified by the TPAD in Annex 3 and also other issues that may be found after the review and audit process (point ii above).

x. To help ensure the SAP Landscape at TPAD is performing efficiently to support its business processes.

xi. Involve and train ICT Staff in configuring Solution Manager and upgrading EHP level (this will include the ECC landscape synchronization process).

xii. Involve and train functional staff in solving problems identified in the issues list (Annex 3) and other problems that may be identified during the review and audit or the project inception phase.

D. Schedule of completion of tasks

i. The selected firm would be responsible for following key deliverables.

Tasks
a. Review and audit the current SAP landscape at TPAD,
b. Configuration of SAP Solution Manager according to specifications provided by TPAD.
c. Upgrade the SAP landscapeto the latest EHP level (simultaneously synchronize the ECC landscape -Development, Quality Assurance and the Production in terms of its configuration and roles) and train technical staff on these configurations and upgrade.
d. Upgrade Oracle database from 10.2.0.2.0 to 10.2.0.5.0 and migrate to another high storage drive within the same storge area network.
e. Guide Key staff in identifying issues that may arise due to the EHP level upgrades and solve issues if any.
f. Resolve the issues in the implemented SAP modules identified by the TPAD in Annex 3 and also other issues that may be found after the review and audit process (point ii, section C).

ii. To carry out these tasks, an international firm is required for the period from May to September 2013.

E. Services and facilities to be provided by the client

i. MoFT would communicate the progress to the involved parties and ensure all necessary support to the Consultant for the timely completion of the assignment.

ii. MoFT shall ensure that office space and office facilities-local calls, internet connection, general stationery, support staff and all other relevant information for the completion of the task is made available to the selected party on a timely manner.

F. Output and Deliverables

i. Complete the Review and Audit of the current SAP landscape.

ii. SAP Solution Manager configured according to the specifications provided by the TPAD.

iii. SAP landscape upgraded to the latest EHP level and ECC landscape (Development, Quality Assurance and the Production) synchronized in terms of its configurations and roles.

iv. Database upgraded from Oracle 10.2.0.2.0 to 10.2.0.5.0.and migrated to another high storage drive within the same storage area network.

v. Solved all issues that may have come up due to EHP level upgrade.

vi. Solved all issues identified by TPAD in Annex 3 and issues found after the review and audit process (point ii, section C).

vii. Knowledge transfer and documentation of all activities in section C.

G. Composition of Review Committee to Monitor Consultant's Work

During the course of the project, the Consultancy Firm is expected to work in the premises identified by MoFT, and the consultant shall report to the Financial ControllerofMoFT. The focal point assigned by MoFT would communicate the progress to the Project Team of the MoFT which then formulates the conclusion to be communicated to all the involved parties. The assigned staff will provide all necessary support to the Consultant for the timely completion of the assignment.

H. Procedure for Review of Outputs

An activity will be considered complete once a sign off is obtained from the respective Government team leads for each module. The government will be given a time period of 2 weeks to accept/reject a delivered task by the contractor.

I. Required Expertise and Qualifications

Consultants of the selected firm should have minimum 5-6 year's expertise knowledge of SAP software in Public sector accounting, including but not limited to the following SAP modules:NetWeaver/BASIS, ABAP, Human Resources – Payroll (HR), Material Management (MM), General Ledger (GL), Accounts Payable (AP), Funds Management (FM), Assets Management (AM), Projects System (PS) , Controlling (CO)and Business Intelligence (BI).

i. Consultants of the selected firm should be SAP certified in their respective SAP module/modules with minimum 5-6 years of experience.

ii. Familiarity of public sector treasury, accounting and budgeting systems.

List of key professional positions whose CV and experience would be evaluated.

Required Consultant Team

Key Position	Area of Expertise	Task Assigned
Team Leader	SAP Solution Architect and Integration Specialist. Public Sector Accounting and Solutions specialist.	Detailed Study & Conceptual Design. Work Plan. Project Management.
SAP BASIS specialist	SAP BASIS/NETWEAVER	BASIS support and consultancy for the scope of work in the project. Knowledge transfer to key technical staff

SAP ABAP specialist	SAP ABAP programming	ABAB support and consultancy for the scope of work in the project. Knowledge transfer to key technical staff.
SAP FM specialist	SAP Funds Management, Public Sector Accounting.	Solve issues related to FM area.

Other modules/areas where expertise would be required	Area of expertise
Human Resources – Payroll (HR),Material Management (MM), General Ledger (GL), Accounts Payable (AP), , Assets Management (AM), Projects System (PS), Controlling (CO)and Business Intelligence (BI)	Expertise/consultants should be available in these areas whenever required during the project.

J. GoM Counterpart Team

Key Position	Area of Expertise	Task Assigned
Team Leader	Financial Controller	Project Management - Overseeing the project.
Project manager	Local project manager	Project Manager, reporting to Financial Controller. Design Work Plan and responsible for over-all rollout of the project to agencies.
SAP BASIS Key staff	SAP BASIS/NETWEAVER (Oracle)knowledge.	BASIS configuration and support. Training and transfer knowledge to backup staff.
SAP ABAP Key staff	IT graduate with general programming knowledge.	ABAP customizations and support. Training and transfer knowledge to backup staff.
SAP FM Key staff	SAP Funds Management and Public Sector Accounting knowledge.	FM configurations. Training and transfer knowledge to backup staff.
SAP AP Key staff	SAP Accounts Payable and Public Sector Accounting knowledge.	AP configurations. Training and transfer knowledge to backup staff. Rollout AP to agencies.
SAP MM Key staff	SAP Materials Management and Public Sector Accounting knowledge.	MM configurations. Training and transfer knowledge to backup staff. Rollout MM to agencies.

Key Position	Area of Expertise	Task Assigned
SAP GL Key staff	SAP General Ledger and Public Sector Accounting knowledge.	GL configurations. Training and transfer knowledge to backup staff.
SAP HR Key staff	SAP HR and Public Sector Accounting knowledge.	HR configurations. Training and transfer knowledge to backup staff. Rollout HR to agencies.
SAP PS Key staff	SAP Project Management and Public Sector Accounting knowledge.	PS configurations. Training and transfer knowledge to backup staff.
SAP CO Key staff	SAP Cost Centre accounting and Public Sector Accounting Knowledge with relevance to management accounting.	CO configurations. Training and transfer knowledge to backup staff.
SAP AM Key staff	SAP Asset Management and Public Sector Accounting Knowledge.	AM configurations. Training and transfer knowledge to backup staff.

Annex 1 – Solution Manager configuration details.

The following functionalities have already been configured:

1. Sap router setup
2. Solution Manager
   a. Solman Installation
   b. Solman Post Installation
   c. Solman Patch set SPS 26
   d. System Compilation
   e. Stats generation
   f. Solman initial setup
   g. Solman basic configuration
   h. Solman maintenance optimizer (SOLUTION MANAGER config only)
   i. Solution Manager Server Sizing

The following needs to be configured:

   a. Maintenance Optimizer for ECC landscape (Dev, QAS and Production).
   b. Early Watch Alerts (EWA).
   c. Centralized system monitoring.
   d. Central system administration.
   e. Software maintenance and patching.

Annex 2 – Version details of the SAP landscape at TPAD

Production System

Software Component	Release	Level	Highest support Package	Short Description of software component
SAP_ABA	700	0017	SAPKA70017	Cross-Application Component
SAP_BASIS	700	0017	SAPKB70017	SAP Basis Component
PI_BASIS	2005_1_700	0017	SAPKIPYJ7H	PI_BASIS 2005_1_700
SAP_BW	700	0019	SAPKW70019	SAP NetWeaver BI 7.0
SAP_AP	700	0014	SAPKNA7014	SAP Application Platform
SAP_HR	600	0034	SAPKE60034	Human Resources
SEM-BW	600	0006	SAPKGS6006	SEM-BW: Strategic Enterprise Management
FI-CA	600	0014	SAPK-60014INFICA	FI-CA
FI-CAX	600	0006	SAPK-60006INFICAX	FI-CA Extended

System: Status

Usage data

Client	800	Previous logon	08.05.2012	19:17:23
User	0033733	Logon	09.05.2012	14:49:19
Language	EN	System time		14:49:24

SAP data

Repository data

Transaction	SESSION_MANA…
Program (screen)	SAPLSMTR_NAV…
Screen number	100
Program (GUI)	SAPLSMTR_NAV…
GUI status	SESSION_ADMIN

SAP System data

Component version	SAP ECC 6.0
Installation number	0020298714
License expiration	31.12.9999
Unicode System	Yes

Host data

Operating system	Windows NT
Machine type	8x AMD64 L
Server name	prappsvr01_A…
Platform ID	562

Database data

Database system	ORACLE
Release	10.2.0.2.0
Name	AP1
Host	PRDBSVR01
Owner	SAPSR3

Navigate

Business Intelligence (BI)

Software Component	Release	Level	Highest support Package	Short Description of software component

SAP_ABA	700	0013	SAPKA70013	Cross-Application Component
SAP_BASIS	700	0013	SAPKB70013	SAP Basis Component
PI_BASIS	2005_1_700	0013	SAPKIPYJ7D	PI_BASIS 2005_1_700
SAP_BW	700	0015	SAPKW70015	SAP NetWeaver BI 7.0
BI_CONT	703	0008	SAPKIBIIP8	Business Intelligence Content

Annex 3 – Issues list identified by TPAD

No.	Description	Function	SAP Component
1	Unable to settle multi-funded projects to assets without creating multiple assets.	Cost Accounting	Project System

No.	Description	Function	SAP Component
2	Unable to settle multi-funded projects to assets without creating multiple assets.	Financial Accounting and Reporting	Asset Accounting
3	GR/IR clearance – automatic update	MM	MM module
4	Transfer of legacy assets to SAP	Financial Accounting and Reporting	Asset Accounting
5	Reporting on quantity on the assets purchased	Financial Accounting and Reporting	Asset Accounting
6	Certain Materials Management documents are unable to be reversed.	Procurement and Inventory Management	Accounts Payable
7	Certain foreign currency invoices cannot be automatically paid.	Procurement and Inventory Management	Accounts Payable
8	Invoices created through Materials Management are unable to be parked unless providing access to "FM Authorization Check, Post", which also allows all users entering MM invoices to post AP invoices.	Procurement and Inventory Management	Accounts Payable
9	Restricting access to Funds Management reports by agency using funds center authorizations is not possible.	Budget Management and Control	Funds Management
10	Configuration of SAP to allow processing of requests from users (e.g., password resets).	Technical Support	Schedule Manager
11	Configuration of SAP to automatically process batch jobs.	Technical Support	Schedule Manager
12	Use responsible Funds Centers instead of a "dummy" Funds Center for budgeting of projects.	Cost Accounting	Project System
13	Use responsible Funds Centers instead of a "dummy" Funds Center for budgeting of projects.	Budget Management and Control	Funds Management
14	Use responsible Funds Centers instead of a "dummy" Funds Center for budgeting of projects.	Budget Management and Control	BudgetPlanning and Consolidation
15	Harmonisation of budget structure with the FI-CO structure in the system	Budget Management and Control	Budget planning and Consolidation
16	Certain documents have an "Incorrect Reversal Document" status, not allowing them to be reversed and preventing back-dating of staff actions within the corresponding reversed period.	Human Capital Management	Payroll
17	Agencies are able to display information for the business areas of other agencies.	Human Capital Management	Payroll

No.	Description	Function	SAP Component
18	Payroll must be configured based on the new CSC rule (May 2010). All allowances and deductions relating to basic pay needs to be prorated by 30 days as per the new rule. As of now, only basic salary and service allowance can be prorated by 30 days. All allowances and deductions related to basic pay should automatically follow the rule set.	Human Capital Management	Payroll
19	Complex payroll cases are not satisfied. If an employee has more than one status update in a month or if an employee has a mid-month transfer,promotion etc. The system prorates the Basic pay as well as the allowances incorrectly. It doesn't take the correct number of present days of that employee. An adjustment is required for such cases each time.	Human Capital Management	Payroll
20	Loan payments are disrupted with off-cycle payroll runs. Upon running an off-cycle payroll, no loan is carried forward during a normal payroll run. Off-cycle payroll should not affect any payroll-related data.	Human Capital Management	Payroll
21	When employees are transferred within a month between business areas, payroll is able to be processed; however, posting of payroll to Financial Accounting is not possible.	Human Capital Management	Payroll
22	Uploading of employee-related documents (e.g., pictures or contract) causes an error and requires the data type of the user to be changed and resetting of the user's password multiple times.	Human Capital Management	Human Resources
23	Information between the two types of pay slips used (SAP standard used for verification purposes and the Employee-delivered version) produce discrepancies with mid-month transfers, leave or promotions.	Human Capital Management	Payroll
24	New columns need to be added to the monthly payroll report for frequently used allowances and deductions, as well as editing of existing columns.	Human Capital Management	Payroll
25	Changes to be made to the current pay slip form. Including the service number appearance on the slip, printing requirements of the slips.	Human Capital Management	Payroll
26	Information about the proper way to handle third-party payroll liabilities for ACH/EFT purposes.	Human Capital Management	Payroll
27	Some allowances needs to be created in the system which the know how in the TPAD division is not enough to do this.	Human Capital Management	Payroll

No.	Description	Function	SAP Component
28	Configuration issues of working hours differences in CSC and independent agencies. Allowance codes creation in the module is exceeding which needs to an update on the authorisations.	Human Capital Management	Payroll
29	Orgstructure updates not reflected on the HR users (eg:OPP)	Human Capital Management	Payroll
30	Information about the proper way to handle third-party payroll liabilities for ACH/EFT purposes.	Procurement and Inventory Management	Accounts Payable
31	Information within the Business Intelligence trial balance and other reports includes discrepancies which are shown as 'calculated profit' in General Ledger reporting.	Financial Accounting and Reporting	General Ledger
32	Cost center/funds center not updated when clearing open items for specific business areas (BA>1265).	Budget Management and Control	Funds Management
33	Changes made to configuration of the derivation strategy for control objects is not able to be transported as changes are made.	Budget Management and Control	Funds Management
34	Better understanding in order to manage changes to budgetary availability control moving forward.	Budget Management and Control	Funds Management
35	Funds Management does not fully reconcile to the General Ledger.	Financial Accounting and Reporting	General Ledger
36	Funds Management does not fully reconcile to the General Ledger.	Financial Accounting and Reporting	Business Intelligence
37	Funds Management does not fully reconcile to the General Ledger.	Budget Management and Control	Funds Management
38	Funds Management does not fully reconcile to the General Ledger.	Budget Management and Control	Business Intelligence
39	Funds Management does not fully reconcile to the General Ledger.	Cost Accounting	Controlling
40	Funds Management does not fully reconcile to the General Ledger.	Cost Accounting	Business Intelligence (CO)
41	Funds Management does not fully reconcile to the General Ledger.	Cost Accounting	Project System
42	Funds Management does not fully reconcile to the General Ledger.	Cost Accounting	Business Intelligence (PS)
43	Reporting of capital expenditure capitalization (cash vs. accrual reporting).	Budget Management and Control	Funds Management/Business Intelligence

No.	Description	Function	SAP Component
44	Only one depreciation area is used (useful life depreciation), not allowing for automated reconciliation of GL and FM.	Financial Accounting and Reporting	Business Intelligence
45	Improve the process for managing grants and trust funds.	Financial Accounting and Reporting	General Ledger
46	Improve the process for managing grants and trust funds.	Budget Management and Control	Funds Management
47	Unable to carryforward residual budget to following fiscal year for grant-related projects.	Cost Accounting	Project System
48	Unable to carryforward residual budget to following fiscal year for grant-related projects.	Budget Management and Control	Funds Management
49	Improve the process for managing grants and trust funds.	Financial Accounting and Reporting	Business Intelligence
50	Improve the process for managing grants and trust funds.	Budget Management and Control	Business Intelligence
51	Improve and automate the process for budget reallocations.	Budget Management and Control	Funds Management
52	Improve and automate the process for budget reallocations.	Budget Management and Control	Business Planning and Simulation
53	Automated process for inter-organizational payments to eliminate checks for services performed between business areas.	Financial Accounting and Reporting	Business Intelligence
54	Automated process for inter-organizational payments to eliminate checks for services performed between business areas.		Business Intelligence (CO)
55	Automated process for inter-organizational payments to eliminate checks for services performed between business areas.	Cost Accounting	Project System
56	Automated process for inter-organizational payments to eliminate checks for services performed between business areas.	Cost Accounting	Business Intelligence (PS)
57	Checks printed twice with a small difference in timing	Procurement and Inventory Management	Accounts Payable
58	Issues with respect to FT forms.	Procurement and Inventory Management	Accounts Payable
59	Reporting of commitments, invoices and cash payments.	Budget Management and Control	Business Intelligence

No.	Description	Function	SAP Component
60	Information within Business Intelligence does not synchronize with Financial Accounting (e.g., posting keys, unassigned codes and different business areas).	Financial Accounting and Reporting	Business Intelligence
61	Information within the Business Intelligence trial balance and other reports includes discrepancies which are shown as 'calculated profit' in General Ledger reporting.	Financial Accounting and Reporting	Business Intelligence
62	Daily government-wide budgetary comparison reporting.	Budget Management and Control	Business Intelligence