



Ministry of Finance
Republic of Maldives

Terms of Reference

ARIBA EGP Implementation Functional Consultant (Local)

(IUL)13-HR/13/2024/205

Background:

The Ministry of Finance, Maldives, is undertaking a significant project to implement SAP ARIBA, aiming to streamline and enhance government procurement processes. This project involves creating an electronic government procurement (eGP) system to ensure that procurement activities are transparent, efficient, and in compliance with the laws and regulations. The eGP system is expected to automate the current procurement processes by eliminating the manual and duplicate works and integrating with the existing ERP system. To achieve these objectives, the Ministry is looking to hire an individual to serve as the ARIBA eGP Implementation Functional Consultant. This role will be critical in leading the implementation and integration of ARIBA solutions, ensuring that the project meets its goals and delivers substantial benefits to the government's procurement processes.

Objective:

The objective of this role is to lead the successful implementation and integration of SAP ARIBA eGP solutions within the Government of Maldives. The consultant will be responsible for ensuring that the eGP system is effectively designed and deployed to enhance procurement transparency, efficiency, and compliance with regulations. This includes overseeing the entire project lifecycle from planning and design to configuration, customization, and integration with existing ERP systems. The consultant will also focus on eliminating manual processes and duplication of work, providing comprehensive training to staff, and ensuring that the system aligns with international best practices. By achieving these goals, the consultant will contribute to a more streamlined, accountable, and efficient government procurement process.

Key Responsibilities:

- Lead the planning, design, and implementation of SAP ARIBA eGP solutions.
- Conduct requirements analysis and gather business requirements for the eGP system.
- Develop and implement an electronic government procurement (eGP) system using SAP ARIBA.
- Ensure integration with existing ERP systems and processes at all possible points to eliminate duplication and manual work.
- Oversee the configuration and customization of ARIBA to meet the Ministry's eGP needs.
- Develop functional specifications and ensure they are accurately implemented.
- Ensure the system enhances transparency, efficiency, and compliance in procurement activities.
- Align the eGP system with existing public procurement frameworks and policies to ensure compliance with relevant regulations and policies.
- Provide expert functional consulting services during the implementation phase.
- Provide ongoing technical and functional support during the implementation phase.
- Address any issues promptly to ensure smooth implementation.
- Conduct training sessions on ARIBA eGP functionalities.
- Train at least two staff members on the configuration and implementation of ARIBA.
- Develop detailed training materials and user guides.
- Ensure effective knowledge transfer to internal teams.
- Identify opportunities to streamline and optimize procurement processes.

- Implement best practices in procurement and supplier management.
- Maintain detailed documentation of configurations, customizations, and processes.
- Prepare regular progress reports for project stakeholders.

Deliverables:

- Successfully implemented SAP ARIBA eGP solutions.
- Comprehensive training sessions and training materials for Ministry staff.
- Training at least two staff members on the configuration and implementation of ARIBA.
- Detailed documentation of all configurations and customizations.
- Regular progress and status reports.

Qualifications:

- Bachelor's degree in Supply Chain Management, Procurement, Information Technology, or related field.
- Professional certification in SAP ARIBA or a similar system would be an added advantage.
- Familiarity with procurement processes and best practices.
- Excellent problem-solving skills and the ability to work under pressure.
- Willingness to learn and adapt quickly to new challenges.
- Strong communication and interpersonal skills.

Reporting:

The consultant will report to the Chief Procurement Executive at the Procurement Policy Department and the Project Director, and will work closely with the Chief Information Officer, as well as other departments and government agencies.

Remuneration

The Successful candidate will be paid sum of MVR 26,100 (inclusive of pension contribution) per month for the contract duration

Contract Duration

This is a 1-year contract. Upon signing of the contract, the first three months shall be counted as the probationary period.