



Ministry of Finance
Republic of Maldives

Project Systems (PS)
Terms of Reference for Associate (Individual)

A. BACKGROUND

The Government of Maldives (GoM) has received a credit from the International Development Association (IDA) towards the cost of the Maldives Public Financial Management Systems Strengthening Project (PSSP), and part of the proceeds of this credit is being used to establish a Public Finance Modernization Unit within the Ministry of Finance (MoF). The Ministry seeks to hire by contract SAP Project Systems Associates as part of the required specialized full time staff at the Unit.

B. OBJECTIVE

The main responsibilities of the associate include assisting in the implementation of the Project Systems (PS), provide support for the smooth functioning of the modules that have been implemented and transferring knowledge to staff.

C. SCOPE OF SERVICES

In order to achieve the above objective, the **SAP – Projects Associate** will carry out tasks that are identified and agreed by the Client which include:

- i. Assist in implementation of Project module of the Public Accounting System. Which includes:
 - Changes in PS Module configurations and maintenance
 - Creation and maintenance of PS in SAP system centrally.
 - Assist FM users to enter approved budget of projects to SAP
 - Arrange and conduct PS to the main user identified at the MoF and oversee trainings to end-users by main users.
 - Migration of public procurement projects to PS Module and maintenance of such a mechanism;
 - All budgeted projects at year end shall be linked to project module.
 - Application for request to tender through the system.

- Integrate all public procurement process through the system including provision for international aided as well as government funded projects.
- Suitable mechanism for contract management of all business areas through the system.
- ii. To support configuring new modules and/or enhancing existing modules in the SAP landscape at TPAD.
- iii. Prepare project reporting and submit to the management
- iv. Prepare project documentation with full integration into the Document Management System (DMS) of mySAP Life-Cycle Data Management; assignment of all various documents supported by all DMS functions
- v. Define a separate Project Coding Mask for PSIP/Donor Funded Cost Projects to be created/tracked in the system
- vi. Create work breakdown structure and network structure for the projects.
- vii. Prepare and execute project budgeting within the system, with the possibility of project based reporting
- viii. Strengthen the financial and physical monitoring of the projects by defining the periodic project execution reports.
- ix. Maintain and create master data for agencies in SAP
- x. Develop integrated monitoring function to generate public procurement data to cater for procurement monitoring and evaluation need
- xi. Configuration of Plants in SAP
- xii. Role testing
- xiii. Move from non-valuated stock to valuated stock process
- xiv. Preparation of standard operating procedures (SOP) and user manual for PS module.
- xv. Implement monitoring, analysis and reporting of public investment projects

Schedule of Completion of Tasks

- i. To carry out these tasks, the associate is required for a period of 12 months. Work must be conducted onsite, stationed at the premises specified by the MOF.
- ii. Preparations of reports are on an ad-hoc basis. During the course of the work, including field work, the associate will be required to complete timesheets or any other document used to identify time spent and completion of tasks.

Services and facilities to be provided by the client

The MOF ensures that office space, office facilities, local calls, internet connection, general stationery, and all other relevant information for the completion of the task is made available to the associate in timely manner.

D. DELIVERABLES

- i. The Associate has to train at least one additional user in the area of expertise in configuration and usage of the SAP software, to allow for transfer of skills and knowledge suitably over the first year.
- ii. Develop internal controls as might be necessary, including policies and procedures, for efficient and effective use of the SAP software, taking into consideration the existing rules and regulations of the Government.
- iii. Develop procedure and policy manuals (such as Standard Operating Procedures-SOPs) in accordance with the business processes of the GoM. The associate would also help in the finalization and issuance of Public Finance Rules and Regulations.
- iv. Ensure that reconciliation of data in the SAP software is carried out in a timely manner.
- v. Ensure that corrective actions are taken promptly to remedy weak internal controls and report to the Financial Controller any circumvention of the system or practices that will impede efficient and effective use of the resources.
- vi. Enhance the usage of the functionalities of the assigned SAP software modules that have been implemented under the project.
- vii. Ensure that policies and procedures are followed, the system is effective, and the data entered is reliable. The Associate is responsible for their respective modules and would have to take initiative in correcting any errors/problems related to their respective module/modules.
- viii. Project Systems module to be configured to support PFMSS project; and project reports sent to project authorities regularly using Project Systems.

In addition to the above, the Associate shall develop a deliverables schedule based on the scope of work to be approved by the Ministry.

Procedure for Review of Output

- i. The review processes consist of analysis of output by the Associate by the Senior Management which grades each point of the outcome accordingly.
- ii. During the course of the assignment the Associate will be closely monitored by the Financial Controller and need to report to the Financial Controller and the Management Implementation Support Consultant and will be required to provide reports as required by MoF.

E. REQUIRED EXPERTISE AND QUALIFICATION

- Minimum first degree / professional certificate in a related field
- Minimum three (3) years of experience in using SAP
- SAP academy training will be an added advantage
- Two (2) years specific experience in using Project Module will be an added advantage

The Associate should be a good team player with good command in English and have excellent communication skills. She or he should be motivated, target driven and objective oriented. The Associate should be driven and ambitious professional with the required educational and work expertise. The Associate should be able to bring energy and confidence to the Public accounting system (PAS) and should be able to manage the change and improvement and development in the Public accounting System. The Associate should exhibit exceptional relationship building skills and should have a track record of empowering teams to deliver a high level of performance. He/She has to prove his/her expertise knowledge by presenting the approach to the deliverables included in this TOR. The approach should be in line with the PAS and the strategic action plan of the Ministry.