

EAST AFRICAN COMMUNITY



TERMS OF REFERENCE (TORs)

**EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR
THE DEVELOPMENT OF FINANCIAL STATEMENT AND
REPORTING DASHBOARD**

REFERENCE: EAC/SRVS/23-24/004

SECTOR: Finance

**EAC SECRETARIAT
Arusha, Tanzania
July, 2023**

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1. BACKGROUND INFORMATION

1.1. Beneficiary Countries:

The beneficiary countries for this project are the member countries of the East African Community (EAC), namely The Republic of Burundi, the Democratic Republic of the Congo, the Republic of Kenya, the Republic of Rwanda, the Republic of South Sudan, the Republic of Uganda, and the United Republic of Tanzania. The direct beneficiaries of the project are the EAC Organs and Institutions.

1.2. Contracting Authority:

The Contracting Authority for this project is the EAC, a regional intergovernmental organization that promotes economic integration and cooperation among its member countries.

1.3. Relevant Countries Background:

The project will be implemented at the East African Community Headquarters in Arusha, United Republic of Tanzania, which serves as the primary administrative centre for the EAC Secretariat, Court, and Legislative Assembly.

1.4. Introduction to the Current State of Affairs:

The East African Community, secretariat has been using the financial management system – SUN Systems together with its reporting system – Vision Executive since 2004. Additionally, the EAC also uses the Budget Management systems (BMS) to develop the plans and budget of the Community. Therefore, the EAC is in need of developing a financial statements and reporting dashboard that it shall use to complete Visions Executive system to support the generation and consolidation of financial statements of the EAC.

2. RATIONALE

The EAC is in the process of automating its processes and part of this is the preparation of financial statements of the Community. EAC would like to develop a Financial Statements Preparation and Reporting Dashboard/System that will help in the development and consolidation of the EAC Financial Statements. This project will first be initiated at the Organs at the EAC Headquarters in Arusha, Tanzania but latter rolled out to all other Institutions of the Community

The “**Financial Statements Preparation and Reporting Dashboard**” will enhance the ability of EAC Organs/Institutions to produce accurate Financial Statements while making the process less labor-intensive. The module and accompanying dashboard will also lead to among others the following benefits to EAC;

- a) reduction in the amount of stationery expense in the preparation process;
- b) Online verification and review of financial information;
- c) Real time update of the financial statements;
- d) Real time audit of financial information prior to outputting of statements process; and also
- e) enhance integration across the financial management systems.

It is for this purpose that the three (3) Organs - EAC Secretariat, East African Legislative Assembly and East African Court of Justice will co-finance Consultancy services for the Development and Deployment of the Financial Statements Preparation and Reporting

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Dashboard into their financial management operational environment so as to harness the benefits highlights above.

3. OBJECTIVE AND EXPECTED RESULTS

3.1 Objectives:

The objectives of this consultancy are as follows:

- 1) Validation of requirements for the Financial Statements Preparation and Reporting Dashboard Module.
- 2) Deployment of the Alpha-prototype of the Financial Statements Preparation and Reporting Dashboard Module.
- 3) Testing the Beta-prototype of the Financial Statements Preparation and Reporting Dashboard Module in the operational environment.
- 4) Training of all EAC Finance staff on the operationalization of the Financial Statements Preparation and Reporting Dashboard Module.
- 5) Rollout of the Financial Statements Preparation and Reporting Dashboard Module to all staff within the EAC Secretariat, Court, and Legislative Assembly.
- 6) Providing hand-holding support to implementation Units and staff during the operationalization phase of the Financial Statements Preparation and Reporting Dashboard Module.

3.2. Expected Results:

The expected results of this consultancy include:

- 1) Validated set of requirements for the Financial Statements Preparation and Reporting Dashboard Module.
- 2) Successfully deployed Alpha-prototype and Beta-prototype of the module.
- 3) EAC Finance staff trained on the operationalization of the Financial Statements Preparation and Reporting Dashboard Module.
- 4) The Financial Statements Preparation and Reporting Dashboard Module rolled out to all staff within the EAC Secretariat, Court, and Legislative Assembly.
- 5) Effective hand-holding support provided to implementation Units and staff during the operationalization phase of the module.

4. PROJECT DESCRIPTION AND SCOPE OF THE WORK

4.1. Project Description:

This project focuses on the deployment and operationalization of the Financial Statements Preparation and Reporting Dashboard Module within the EAC Secretariat, Court, and Legislative Assembly. The module is intended to enhance the accuracy and efficiency of financial statement preparation and reporting processes.

4.2. Project Scope:

The scope of work includes the following activities:

- I. Validation of requirements: Conducting workshops and consultations with stakeholders to validate and finalize the requirements for the Financial Statements Preparation and Reporting Dashboard Module.
- II. Deployment of Alpha-prototype: Installing and configuring the initial version of the module in a controlled environment for testing and evaluation purposes.
- III. Testing of Beta-prototype: Conducting comprehensive testing of the module in the operational environment to ensure its functionality, performance, and reliability.

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- IV. Training of EAC Finance staff: Developing and delivering training sessions to educate and empower EAC Finance staff on the operationalization of the Financial Statements Preparation and Reporting Dashboard Module.
- V. Rollout to Organs staff: Extending the deployment and implementation of the module to all staff within the EAC Secretariat, Court, and Legislative Assembly, ensuring proper integration and user acceptance.
- VI. Hand-holding support: Providing continuous support, guidance, and assistance to implementation Units and staff during the operationalization phase of the Financial Statements Preparation and Reporting Dashboard Module, addressing any issues or challenges that may arise.

4.3 Target Groups:

The target groups for this project are the EAC Finance staff working within the EAC Secretariat, Court, and Legislative Assembly, who are responsible for financial management and reporting activities.

5. SPECIFIC ACTIVITIES:

The specific activities to be undertaken during the consultancy include:

- i. Conducting requirement validation workshops with relevant stakeholders to ensure the accurate identification and documentation of the Financial Statements Preparation and Reporting Dashboard Module requirements.
- ii. Deploying the Alpha-prototype of the module in a controlled testing environment, configuring the necessary infrastructure and systems.
- iii. Performing comprehensive testing of the Beta-prototype of the module in the operational environment, including functional testing, integration testing, performance testing, and user acceptance testing.
- iv. Developing a tailored training program for EAC Finance staff, covering the usage, functionalities, and best practices of the Financial Statements Preparation and Reporting Dashboard Module.
- v. Conducting training sessions and workshops for EAC Finance staff to facilitate their understanding and proficiency in using the Financial Statements Preparation and Reporting Dashboard Module.
- vi. Ensuring a successful rollout of the module to all staff within the EAC Secretariat, Court, and Legislative Assembly, providing necessary guidance and support during the transition.
- vii. Providing hand-holding support to implementation Units and staff, offering on-site assistance, resolving issues, and addressing any questions or concerns related to the Financial Statements Preparation and Reporting Dashboard Module.

6. LOGISTICS AND PROJECT DURATION:

6.1. Location(s) of assignment:

The primary location of assignment will be the East African Community Headquarters in Arusha, United Republic of Tanzania, where the EAC Secretariat, EACJ and EALA Assembly are based.

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6.2. Proposed Consultancy Duration:

The proposed assignment is estimated to be take 2 (two) Months commencing in August 2023, with specific timelines and milestones to be determined and agreed upon during the project planning phase.

7. REQUIREMENTS:

The consultancy team should consist of highly qualified experts with the following qualifications and experience:

- Financial management and reporting expertise: Individuals with in-depth knowledge and experience in financial management, accounting principles, and financial reporting standards.
- Strong knowledge of financial management systems and best practices: Individuals well-versed in financial management systems, including budget management, financial reporting, and data analysis.
- System implementation and deployment experience: Experts with a proven track record in implementing and deploying financial management systems, preferably with experience in custom-made modules or applications.
- Training and capacity building experience: Professionals experienced in developing and delivering training programs for complex systems and guiding users through the adoption process.

Specifically, the consultancy team should compose the following key qualifications, competencies and skills:

Key experts

A team of at least two (2) Senior Experts will be required to complete the assignment

CRITERIA	PERSONAL PROFILE AND QUALIFICATION
KEY EXPERT 1 (Senior Business Process Manager) – Financial Management Expert with Information Systems Management Expertise	<p>Academic Qualifications: Preferably a Master’s degree in Business Administration or related field and related degree in Computer Science, Business Information Systems;</p> <p>Experience: Over 10 years working in the field in similar Business Process Reengineering projects and understanding of financial management processes and Financial Management Information Systems development and Installation consultancies with Regional Organisations or similar Institutions.</p> <p>Qualifications and skills:</p> <ul style="list-style-type: none">▪ Demonstrated skills in institutional strengthening related to Financial Accounting Systems (FMISA), Capacity assessments, Training and development;▪ Part or Full Membership of the Professional Accounting bodies will be an added advantage;▪ Excellent communication and analytical reporting skills;▪ Fluency in written and spoken English;▪ Computer literacy.

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KEY EXPERT 2 (Senior Systems Developer) – Financial Management Information Systems software Developer and Trainer	Academic Qualification: Preferably a Master’s degree in Computer Science, Business Information Systems or related field; Experience: Over 6 years working in the field of in similar Financial Management Information Systems Software development, Installation and training consultancies with Regional Organisations or similar Institutions Qualifications and skills: <ul style="list-style-type: none">▪ Demonstrated skills in Business Process Re-engineering (BPR) with institutional information systems strengthening, capacity assessments and development;▪ Excellent communication and analytical reporting skills;▪ Fluency in written and spoken English and computer literacy.
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HOW TO APPLY

The EAC Secretariat now invites eligible consulting firms to submit their expressions of interest (EOI) in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (company information, legal documents of the company, description of similar assignments, experience in similar projects, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their chances of qualification

Interested Consulting firms may obtain further information at the address below during office hours 08:00hrs – 16:00hrs (Arusha Local Time). No liability will be accepted for loss or late delivery and late submissions will be rejected

Expressions of Interest (EOI) must be delivered to the address below by **Wednesday 26th July 2023** at **1100hrs** Arusha local time and labelled EAC/EOI/23-24/3/004 “*Expression of Interest For Consultancy Services for the Development of Financial Statement and Reporting Dashboard* ” should be submitted to the address below or by email:”.

**The Secretary General
East African Community (EAC)
P.O. Box 1096
Arusha, TANZANIA
Tel: +255 27 2162 100
Att: Procurement Unit
e-mail address: eacprocurement@eachq.org**

For more information or clarification, please contact us on the address above or through e-mail: eacprocurement@eachq.org E-mail submissions will be accepted.