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Ministry of Finance
Male', Maldives

FICO

Terms of Reference for Associate (Individual)

A. BACKGROUND

1. 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 Section within the Ministry of Finance. The Ministry seeks to hire by contract an SAP Associate as part of the required specialized full time staff at the Unit.

B. OBJECTIVE

2. The main responsibilities of the Associate include assisting in the implementation of the FICO module of PAS, provide support for the smooth functioning of the modules that have been implemented, transferring knowledge to staff.

C. SCOPE OF SERVICES

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

- i. Conduct trainings related to asset accounting and general ledger to government agencies
- ii. Identify issues with existing asset accounting roles, account receivables and general ledger roles
- iii. Rolling out SAP cash journal to all “SAP live” agencies which has approved petty cash floats.
- iv. Providing functional specifications for management reports
- v. Propose and develop automatic reconciliation process
- vi. Arrange and conduct GL, account receivable and asset training to backup staff including the development tasks.



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- vii. Closing the module at the end of the period and year end closing. Clarify other issues if they are colliding with other sub ledgers (MM, AP, and GL).
- viii. Prepare rollout plan for AR and ensure approval is obtained for the plan.
- ix. Assist in configuration of the AR module.
- x. Preparation of Standard Operating Procedures (SOP) for FICO module
- xi. To support configuring new modules and/or enhancing existing modules in the SAP landscape at TPAD.

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 his area of expertise in the 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.



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- 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 staff is responsible for their respective modules and would have to take initiative in correcting any errors/problems related to their respective module/modules.
- viii. Ensure all payments go through the SAP system.
- ix. Ensure there are no manual payment- no SAP/IFMIS bypass.
- x. Ensure Asset register report sent to line ministries on a regular basis.

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 Outputs

- i. The review processes consist of analysis of outputs 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 Project Director 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

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- Two (2) years specific experience in configuring and developing FICO 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. The Associate 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.