



Ministry of Finance
Republic of Maldives

Maldives: PFM Systems Strengthening Project

Terms of Reference
AIS Trainer (International)
Reference No: MV-M0FT-219415-CS-INDV

I. Background

The Government of Maldives (GoM) has been undertaking several initiatives to reforming the public financial management to in order to enhance budget credibility, transparency, financial reporting and controls of central government finances. As such, the Ministry of Finance (MoF) has been implementing the Maldives – Public Finance Systems Strengthening Project (PSSP) funded by The World Bank.

The Government of Maldives (GoM) has received credit from the International Development Association (IDA) of the World Bank towards the cost of the Maldives PFM Systems Strengthening Project (PSSP) and wish to apply part of the proceeds towards the cost for the AIS Trainer Consultancy.

As part of the objective to strengthen the capacity of the internal audit function of the State, MOF wishes to engage a Professional Trainer to deliver training on SAP audit module according to the Business Process Design Document. The World Bank is providing technical assistance to MOF in these areas, including through the hiring of experts and encouraging sharing of international and national best practices

II. Objective

The objective of this assignment is to engage a Professional Trainer to deliver a training to the staff of the State Internal Audit Function, the relevant staff of the Auditor General’s Office, and others as preferred by State Internal Audit function on the SAP audit module according to the Business Process Design Document. Furthermore, to review the existing AIS Manual and make any required amendments.

III. Scope of Work

The Trainer will be responsible for undertaking the following tasks:

1. To get internal audit staff self-equipped and trained on data extraction and data mining from SAP required for internal audit. This data extraction , mining and data evaluatoin is faciliated by SAP AIS module.
2. To get the internal audit staff familiar with the potential use of SAP AIS module for extraction of data which is compatible and can be further evaluted in 3rd party detailed Auditing software e.g. ACL/IDEA.
3. To get the Auditor General’s Office staff familiar with the potential use of SAP AIS module for extraction of data which is compatible and can be further evaluted in 3rd party detailed Auditing software e.g. ACL/IDEA.
4. Review the existing AIS manual update any required changes.

IV. Deliverables Schedule

#	Tasks	Duration	Payment Terms
1	Train the staff on the Business Process Document of SAP AIS Module.	20 Days	50%
2	Provide an overview on the potential use of SAP AIS module for extraction of data compatible with ACLor IDEA, and to review the existing AIS module manual and update changes required.	5 Days	50%
		25 Days	100%

The work above shall be carried out on site.

V. Required Expertise and Qualifications

- Minimum Bachelors Degree in Economics, Finance, Accounting, Public Policy and Management, or related field or a professional certification in SAP AIS module.
- Minimum 5 years of professional experience in implementation and providing end-user training on SAP AIS module.
- Fluent in spoken and written English

VI. Trainer's Reporting Obligations

The Trainer shall carry out the reporting obligations as follows:

The Trainer shall report to the Chief Audit Executive of State Internal Audit Function on the status of the training on weekly basis.

VII. Duration of the Consultancy

The assignment is expected to commence in March/April 2021 for a period of 1 month.

VIII. Remuneration

A lump sum contract shall be signed for this assignment. Candidates are expected to propose their required remuneration (excluding reimbursables) to achieve the deliverables mentioned above.