**BUILDING EFFECTIVE, TRANSPARENT AND ACCOUNTABLE PUBLIC FINANCIAL MANAGEMENT INSTITUTIONS**

**Project ID No: P176366**

**TERMS OF REFERENCE**

**ICT Specialist**

**Background**

The Building Effective, Transparent and Accountable Public Financial Management Institutions Project aims to improve the efficiency, transparency and sustainability of public expenditure and increase the effectiveness of revenue administration in North Macedonia. It is financed through a EUR 20 million Investment Project Financing (IPF) from the IBRD and EUR 4.9 million in Recipient-executed grant financing from the EU under the European Commission - World Bank Partnership Programme Part III for Europe and Central Asia Programmatic Single-Donor Trust Fund. The Project became effective in April 2023 and the component activities, to be carried out over the course of four years, will pursue a comprehensive approach to strengthening both the expenditure and revenue sides of the public financial management cycle that considers both fiscal and climate change sustainability.

The Project has three Components:

Component 1: Supporting Public Expenditure Management Reforms

Component 2: Strengthening Tax Administration Practices and Systems in PRO

Component 3: Supporting Change Management, Donor Coordination and Project Management

In particular, it contemplates:

1. Support to public expenditure management reforms, the implementation of new Organic Budget Law and the development of the Integrated Financial Management Information System (IFMIS),
2. Support for the development of new State Aid Management Information System (SAMIS) to be operated by the Deputy Prime Minister’s Office, and
3. Strengthening of tax administration processes and Integrated Tax Information System (ITIS) capabilities in the Public Revenue Office.

These advances will be supported by activities focused on regulatory and institutional reforms, systems modernization, and capacity building. Given the importance of change management and strategic stakeholder engagement within the reform agenda, related activities will be an integral part of the Project.

The Ministry of Finance (MoF) is the main implementing agency of the Project in close cooperation with the Public Revenue Office (PRO), and Cabinet of Deputy Prime Minister in charge for Economic Affairs. The Project Implementation Unit (PIU) is providing full time support to the MoF for the implementation of project activities including the overall project management and coordination, procurement, financial management and reporting, among others.

The PIU wants to benefit from the services of an Information and Communications Technology (ICT) Specialist (“the Consultant”) during the implementation of the project to provide advisory support and quality assurance services to the MoF related to the IFMIS implementation, enhancement of the MoF’s ICT infrastructure, as well as the development of SAMIS and implementation of ITIS additional capabilities.

**Objective**

The objective of this assignment is to assist the MoF during the implementation of IFMIS and other information systems through technical advisory support, quality assurance, and monitoring of project activities to ensure successful development and deployment of digital solutions supporting the implementation of the Project. The ICT Specialist needs to have the knowledge and experience in preparation of technical and functional specifications and bidding documents for similar scale systems (IFMIS, SAMIS, ITIS, etc.), as well as extensive knowledge and experience in development, maintenance, and administration of similar ICT solutions.

**Scope of services**

The Consultant is responsible for:

* Providing technical expertise and support to the PIU, during the phases of development, enhancement, and maintenance of the IFMIS, SAMIS, and ITIS.
* Monitoring and assessing the performance of the IFMIS, SAMIS, and ITIS (enhancements) during pilot implementation and after going live in order to identify areas for improvement and assist during the implementation of necessary enhancements.
* Collaborating with and supporting the relevant Institutional Departments (Ministry of Finance IT Department, PRO IT Department and Deputy Prime Minister Office-Economic Affairs) to ensure the seamless integration of all relevant ICT systems implemented through the BETAPFMI project.
* Assisting the Project Implementation Unit in the development and preparation of technical and functional specifications relevant to the Project Components within the Project.
* Providing guidance to the Project Implementation Unit on essential system enhancements, upgrades, and required configurations to address the changing requirements of financial management.
* Providing advisory support to the MoF and other implementing agencies ensures the security, integrity, and reliability of relevant ICT Systems data and processes.
* Providing support to the Project Implementation Unit in the examination, analysis, and endorsement of the ICT-related outputs provided by the Technical Assistance Consultants engaged for the specific project components.
* Contributing to project management by engaging in tasks such as identifying and mitigating ICT-related project risks, ensuring project delivery quality, and overseeing allocated resources.
* Supporting change management efforts related to ICT system implementation, ensuring that stakeholders are informed and engaged in the process.
* Coordinating with other project ICT stakeholders to ensure seamless integration of ICT systems with broader project objectives.
* Contributing to project management activities, including monitoring, and reporting on ICT-related progress.
* Carrying out all tasks as assigned by the Project Manager of the Project Implementation Unit.

**Reporting obligations**

The Consultant will report to the Project Manager of the Project Implementation Unit. Upon request by the Project Manager, the Consultant shall produce and submit progress reports for the implementation of the Project activities.

**Consultant qualifications**

* A bachelor’s degree or higher in Information Technology, Computer Science, or a related field.
* At least 10 (ten) years of proven working experience in the development, administration, and maintenance of complex ICT systems, ideally with a focus on financial management, state aid, and tax information systems.
* Proficiency in software development, system maintenance, system integration, and cybersecurity.
* In-depth knowledge of best practices with data security, integrity, and reliability best practices.
* Previous relevant experience in implementation of World Bank projects would be considered as an advantage.
* Excellent knowledge of the Macedonian state institutions, both on central and local level.
* Excellent communication and social skills.
* Excellent command in English and Macedonian.
* Strong problem-solving skills and the ability to work in a collaborative team environment.
* Effective communication and training abilities to assist end-users in navigating the systems.

**Working conditions**

The ICT specialist will be stationed in the BETAPFMI PIU premises in Skopje but should be ready to travel and hold numerous meetings throughout the country, and work under pressure. MoF shall ensure to the Consultant, at its premises, at 12 Dame Gruev St., Skopje 1000, availability of necessary office space and office equipment, mailing services, telephone, and Internet connection. The Consultant will be provided with all project-related documents and information needed for assignment of ICT Specialist under the Project.

**Duration of the assignment**

The ICT Specialist will work under a time-based contract. The assignment will be full time, working 8 hours a day on the regular business days in North Macedonia, the contract duration will be for a period of 18 months(March 2024-September 2025) based on the satisfactory performance of the incumbent’s duties and responsibilities, with the initial 3 months of the contract set as a probation period and will be subject for possible extension, but not to exceed the duration of the BETAPFMI Project.