

TERMS OF REFERENCE (TOR)
SAP EXPERT (PFMU)

Background:

A Public Financial Management Unit (PFMU) has been established in the Finance Department, to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five-year program funded by International Bank for Reconstruction and Development (IBRD) – World Bank Group, with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the province as well as to promote coherent PFM systems. The PFMU is responsible for day to day Program management in collaboration with other implementing agencies including BOR, E&T Department, PRA. PFMU will work as coordination and implementation Unit and facilitate the FD and Tax Collecting Agencies in implementing the reforms envisaged under PRIDE Program, as it is a multi-sectoral program which is complex in nature and requires a strong coordination and backstopping mechanism for execution of Program activities.

Key project management functions assigned to PFMU include:

1. Act as the main agency responsible for implementation of the project, as well as for delegated tasks on behalf of F.D.
2. All aspects of financial management and disbursement for the Project.
3. Liaising with the Bank;
4. Liaise and coordinate with provincial departments;
5. Monitoring implementation progress towards achievement of the DLIs;
6. Track the DLIs;
7. Maintain project related baseline information;
8. Provide progress reports to the Steering Committee, GoPunjab and the World Bank
9. Formulation of TOR/ RFP, in consultation with implementing agencies for hiring of consultants under the project.
10. Procuring independent consultancies for program interventions and ensuring quality of deliverables.
11. Development and Implementation of Program Communication Strategy
12. Arrange for Third Party Validation of Program Interventions and achievements.

Objectives:

The unit (PFMU) will be staffed with individual consultants/ sector specialists, and headed by a Unit Head, having expertise in the area of PFM. Among other consultants, services of a SAP Expert are also to be engaged who will;

Main Responsibilities:

- Promote effective use of SAP Based IFMIS in Finance Department, Government of the Punjab;
- Review master data in IFMIS for any issues and make rectifications in the data;
- Simplify system for release of funds by the Finance Department;

- Review IFMIS functionalities (e.g. asset and liability recording, online submission of bills to AG, link with e-procurement etc.) not operational in Punjab and work with FABS to develop a plan to make them operational;
- Develop a plan for effective use of IFMIS in Punjab;
- Support Finance Department in mapping budget/expenditure for women, nutrition, climate change and other cross sectoral areas.
- Assist PFM Specialist in development of budget execution reports

Qualification & Experience:

- Minimum 16 years education in Computer Science/ Computer Engineering/ Information Technology/ Software Engineering/ Electrical Engineering from a reputed Foreign University or an HEC recognized institutions.
- SAP Certification in Financial Modules.
- Post qualification relevant professional experience of 08 years in SAP implementation & rollout projects or SAP support & maintenance projects.
- Candidate must possess effective communication skills.
- Ability to extract, analyze data and resolve operational problems.
- Conceptual analytical and evaluative skills to conduct independent research and analysis would be preferred.