SPREP
Secretariat of the Pacific Regional Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org

CLEAN PACIFIC 2012

The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

Terms of Reference and Request for Proposal

File: FN 1/9
Date: 25 October, 2012
To:
Contact: Alofa Tuuau

Subject: **TOR and Request for Proposals: Financial Management System Changeover**

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific island countries and territories to protect and improve their environment and ensure sustainable development.

The Secretariat of the Pacific Regional Environment Programme is based in Samoa. The Secretariat currently operates a Windows Server environment and currently runs all of its financial business and processes on Sage ERP Accpac with Pervasive SQL as the database platform.
The Secretariat of the Pacific Regional Environment Programme have acquired donor funding to fund the upgrade of its Financial systems to support the growing needs of the organisation, to meet donor requirements, compliance to international standards and implement best practices.

The Secretariat of the Pacific Regional Environment Programme is inviting proposals from qualified and experienced companies to provide services to review and identify the financial management system requirements of the Secretariat and identify an appropriate solution.

2. Purpose

The purpose of this project is to develop a systems specification for a Financial Management System, to invite interested suppliers to submit proposals, to analyse those proposals, and to recommend an appropriate solution.

3. Terms of Reference

The terms of reference for this project are to:

a) Develop the systems specifications for a Financial Management System for the Secretariat(SPREP)
b) Develop and issue a request for proposal to identify suppliers of possible solutions for a Financial Management System;
c) Assess the proposals from potential suppliers;
d) Recommend an appropriate solution.

4. Methodology

The consultant will conduct the review in a highly consultative manner as possible and will be expected to meet with relevant managers and staff in Apia (SPREP).

The project will be overseen by the Finance Project Team at SPREP. The consultant will take the following broad approach in completing the terms of reference:

1. Consult widely, on-site, with the relevant managers and staff to determine and document:
   i) The shortcomings of the current financial management system; and
   ii) The current and future needs of the secretariat with respect to FMS.

2. Develop a detailed systems specification for the Secretariat identifying the critical requirements that must be available;
3. Prepare and issue a request for proposal to identify possible solutions (including identification of all associated costs such as capital expenditure, licences, implementation costs, maintenance costs, etc);
4. Assess the proposals against the FMS systems specification and identify a preferred solution;
5. Prepare a draft report for the Project team including costs; and
6. Prepare a final report within two weeks of receipt of any feedback.

5. Reporting Requirements

The principal output of the FMS Review will be a comprehensive report addressing the terms of reference. It will include recommendations based on the review findings.
The final report will include an Executive Summary of no more than one page (including the recommendations), the main body of the report no more than 25 pages, and any essential annexes. The report will also include a list of abbreviations and acronyms used in the report and, attached as annexes, a list of persons consulted during the review and the systems specifications for SPREP.

6. Timetable

The timetable will be determined by the consultant, in consultation with the Project Team and will be undertaken from January 2013 to March 2013. It is anticipated that the project will be completed within three months of starting.

7. Request for Proposal

A proposal is requested that should include the following:

a) a summary of the consultant's competence and experience relevant to the Job requested
b) provide work reference referees of the relevant experience for at least 3 or 4 work experience in the area of Financial Management Software
c) an outline of the proposed methodology and timeframes
d) confirmation of the ability to deliver to the timeframe and
e) detailed costings of the proposal.

8. Deadline and Delivery of Proposals

All proposals shall be emailed to:

Alofa Tuuau
Finance Manager
Secretariat of the Pacific Regional Environment Programme
Email: tenders@sprep.org
Telephone: (685) 21929 Ext 228

no later than 4.00 pm, Friday 30th November 2012. Proposals shall be submitted via email ONLY, and the email together with any attachments shall not be larger than 5Mb in size. The email subject line should read "Proposal for Financial Management System Consultancy". Consultants submitting a proposal are responsible for confirming that it has reached Alofa by the due date and time.

Late submissions will be returned unopened to sender.