

Terms of Reference for SAP Consultant

Background:

Government of Sindh, under its Accelerated Action Plan for Reduction of Stunting and Malnutrition (AAP) is making efforts to address the issue of stunting and malnutrition in the province. The goal is to reduce stunting from 48% to 30% in first five years (by 2021) and to 15% by 2026 in Sindh by expanding coverage of multi-sectoral interventions that are known to reduce stunting in first five years of children's lives.

Each component sector of the program, i.e., Health, Livestock, Education, Population, Local Government and Agriculture will implement sectoral communication strategies about the stunting-reduction actions and achievements.

A Provincial Task Force has been constituted as a decision-making body to supervise the implementation of the AAP, for which a Secretariat under the leadership of Program Coordinator for Nutrition has been established. An organizational set up comprising of a Program Coordinator for Nutrition assisted by Deputy Program Coordinator and the Procurement, Financial Management, Communication, Monitoring & Evaluation and Environment Specialists has been finalised, which will function in close liaison with the Nutrition Section of the Planning and Development Board, Sindh, to ensure smooth implementation and monitoring of the prioritized package of multi-sectoral interventions under the AAP.

Given the inadequate results of previous input-based projects, this project would use a result-based approach to link disbursements to the achievement of pre-defined disbursement-linked indicators.

Overall Job Objective:

An experienced and dynamic SAP Consultant is required to contribute in the implementation of the AAP effectively, by providing support the PFM Unit at TFS by way of establishing and strengthening SAP System at AAP in particular, as related to stunting and to enhancement for design, development and system configuration for the Project; in accordance with World Bank's and Government's stipulated guidelines (as applicable).

Objectives of the Assignment:

The **SAP Consultant** shall provide all technical support for SAP system installation, and extraction of financial data periodically from SAP, and prepare reports for PFM Unit at TFS. S/he will work under the direct supervision of the Financial Management Specialist and Programme Coordinator- Nutrition for AAP and will be responsible for providing assistance and technical guidance; and for executing the SAP activities. S/he will support improvements in the implementation and performance of project; and assist in the establishment, harmonization and improvement of SAP System policies and procedures, consistent with effective GoS/GoP PFM framework. This requires close coordination and communication with all stakeholders, external consultants and field staff where appropriate. S/he will be responsible for the development of all

the related SAP System documentation and reports, which will serve as the basis for all managerial decisions.

Scope of Work:

The scope of work as specified below is intended to describe the general nature and level of work to be performed by the SAP Consultant: effective implementation of the Accelerated Action Plan by establishing and strengthening SAP System (FABS Link) and support the FM Unit of AAP within the Task Force Secretariat and coordinate with all the Sectoral hubs budget execution reports and reporting of the Project and Accelerated Action Plan expenditure.

1. Support the stunting secretariat obtains SAP connectivity by coordinating with the office of the DG MIS CGA, DG MIS CGA, and other stakeholders.
2. To ensure functionalization and maintenance of SAP System at AAP Secretariat.ir
3. To extract data from the FABS/SAP periodically and regularly, and prepare Real-time expenditure report on nutrition related expenditure.
4. To extract Budget Execution Reports of AAP Sectors and cost centers pertaining to AAP Program & SERRSP, regularly & periodically.
5. To support the stunting secretariat for nutrition expenditure tracking reports.
6. Provide technical support to TFS, PFM Unit on mapping of new schemes/projects/programs related to Nutrition, and generating customized reports
7. Any other relevant task assigned by the Competent Authority.

Qualification and Experience:

- A SAP Certified Professional, with at least a Master's degree from Higher Education Commission recognized University in Computer Sciences/ IT or related field from reputable local or foreign institution. A certificate/diploma in SAP Certification from reputable local or foreign institution will be essential.
- Should have at least 5 (Five) years' experience in the SAP systems, which can include implementing standards and requirements, overseeing upgrades, establishing processes for monitoring performance, and system configuration, design, and application.
- Proven ability to work in a collaborative, team environment.

Skills

Excellent communication skills in English & Urdu.

Selection Process:

- An individual consultant will be selected in accordance with process stipulated in in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016).