

Terms of Reference

Accounting Software Installation and Training (DIW-HPMP-CS-18) and (GSB-HPMP-CS-6)

Background Information (of the project)

1. Thailand ratified the Montreal Protocol in 1989, and ratified the London Amendment of the Montreal Protocol on Substances that Deplete the Ozone Layer in 1991. The Department of Industrial Works (DIW) has been empowered by the Government of Thailand as the focal point to the Montreal Protocol on Substances that Depletes the Ozone Layer, which aims to phase-out consumption of ozone depleting substances (ODS) within specific date under the Protocol. The National Ozone Unit (NOU) was established within DIW to be responsible for the implementation of the Montreal Protocol-related activities to ensure that Thailand would fulfill all obligations under the Montreal Protocol.

2. Under the Montreal Protocol mechanism, Thailand is classified as Article 5 country and has received financial assistance from the Multilateral Fund to implement the Institutional Strengthening Project (IS Project) and the HCFC Phase-out Management Plan (HPMP) to enable Thailand to comply with phase-out obligation under the Montreal Protocol. Both projects are implemented through the World Bank. To transfer funds of both projects to Thailand, the Grant Agreement for HCFC Phaseout Project between Thailand and the World Bank was signed on 13 November 2014. The Project Implementation Manual (PIM) was prepared as the guideline for the implementation of activities in accordance with the Grant Agreement.

3. As indicated in the PIM, DIW and GSB will procure an accounting system for recording of the payment transactions and financial management reporting. Therefore, DIW and GSB would like to hire the consultant to supply a suitable accounting software, installation and training to relevant finance staff as per the scope of work indicated below.

Objectives

- Propose, design, and install a computerized accounting software for the implementation of the project financial management system.
- Be able to install a licensed accounting software system and assist the project in designing the chart of accounts and utilizing the accounting software to computerize the accounting system and ensure that the installed system can produce the financial reports i.e. the interim unaudited financial reports as per required by the World Bank and other financial reports required by the project.
- Assist the project in transferring the existing (if any) accounting transactions being maintained manually into the system, perform test run etc.
- Train the finance staff in operating the accounting software.
- Develop a user's manual tailored for the project to provide guidance in using the computerized accounting software system and provide training to users.

- Provide maintenance services and technical support (troubleshooting) during the operation phase and during the project's life.

Scope of Work

The consultant shall carry out the following duties:

1. Provide financial management service for the Project (DIW/GSB) as below:

- (a) Design and assist the project (DIW/GSB) in the implementation of a computerized accounting system. The accounting software should be able to produce the following report:
 - Detailed Trial Balance (in USD and in local currency)
 - Project Balance Sheet/Project Fund Statement
 - Sources and Uses of the Fund Statement
 - Uses of Funds by Categories
 - Uses of Funds by Components and Sub-components
 - Summary of Budget/Actual Expenditures analysis (categories and components)
 - An updated Chart of Accounts as required by the Accounting Standards and as used in all World Bank/and or Donor related projects
 - Any other additional reports that may be needed and identified during design and implementation stage of the accounting software
 - Ability to track/link the physical performance indicators
 - Capability to track and report on procurement/contract basis
 - Ability to track and report expenses on expenditures category level, field level, screen level and sub-project level
- (b) Such system should be designed as to properly reflect the Project's operations, resources, expenditures and locations related to the activities;
- (c) Assist in designing the chart of accounts in line with the Project's requirements (DIW/GSB);
- (d) Customize financial report templates in the system to meet with the Project's internal requirements;
- (e) Customize financial report templates in the system to meet with the Bank's requirements as outlined in the IFRs;
- (f) Develop a User Manual tailored to the project to provide guidance in using the computerized accounting system and provide training to the users;
- (g) Develop proper security system, including password protection, access profile, and back-up facilities, using common best practices;

- (h) Help develop the training materials (practical guidance and necessary forms) consistent with the User Manual to be used by staff in training for the use of the accounting system;
- (i) Provide on-the-job training on the accounting system to the Project relevant staff to bring the computerized accounting system to full operation;

2. Provide after sale service support including site visit to DIW/GSB to provide technical support for problems that cannot be solved by phone or remote access software for the duration of the Project (until December 2018).

Output

- Installation of the computerized accounting software capable of producing reporting formats (monthly account management, semester, and annual financial reports),
- Interim Unaudited Financial Reports (IFRs) and annual financial statements to be sent to the Bank (and statutory requirements) installed and ready for use;
- Training materials (practical guidance and necessary forms) consistent with the User’s manual to be used in training produced and disseminated within the term of the consultancy;
- User Manual of the computerized accounting system produced within three months of appointment.
- Maintenance support and on-site training is available all relevant staff trained in the procedures and use of the software effectively.

This TOR is used for acquiring a software system installed at two different sites : DIW and GSB, with two different users according to their separately and differently component of works, By using the same TOR, mutually hiring process come from DIW and GSB and consultant fee will be charged separately as well as separated contracts.

Delivery Schedule

Deliverable	Date of Completion
Installation and commissioning of computerized accounting software for DIW and GSB	Within 180 days after contract signing
Training materials and user manual for DIW and GSB	
On-site training to relevant DIW and GSB staff	

Local after sale service package for at least 2 services per year (periodically check and advise) at different location DIW/GSB is required.

Qualification

Qualifications and Experience of the Firm

1. The consultant is legally registered with the Ministry of Commerce at least 5 years with the capital investment of 1 Million Baht.
2. The consultant is not on the list of absent of service for Thailand government.
3. The consultant has experiences in terms of accounting or financial software development, including provide design, installation, operation, maintenance, training, etc. for at least 5 years.

Qualifications and Experience of the key staff:

Team Leader:

At least a bachelor degree in financial management, business management, accounting or similar. A minimum of 5 years of practical work experience in the field of financial management in general and the design and management of financial information management systems. Good understanding of the Government's accounting and reporting system and some practical experience with Donor funded projects. Similar experience in accounting software development and installation including training experience in delivering similar training on the use of the software to users.

Technical IT Team member:

A relevant educational background with a minimum of 5 years of practical work experience in the ICT sector in general and the design of network system for exchange of data. Specific experience in the technical design of financial information management system. Knowledge or past experience in similar accounting software development and installation.
