

Terms of Reference

Technical Assistance for Debt Data Validation and Commonwealth Meridian Pilot in The Gambia

(A) Background

The Commonwealth is a voluntary association of 53 countries that support each other and work together towards shared goals in democracy and development. The Commonwealth Secretariat (www.thecommonwealth.org) is mandated by Commonwealth Heads of Government to provide technical assistance and policy advice to member countries.

The Commonwealth Secretariat's debt management programme focusses on technical assistance needs of its member countries to build capacity in debt management and its Debt Management Unit (DMU) launched a project to design and develop a new public debt management system, 'Commonwealth Meridian' to replace its current system, 'CS-DRMS'.

The government of The Gambia has requested the Secretariat for technical assistance to prepare, validate and reconcile the CS-DRMS database in preparation to migrating the database to Commonwealth Meridian.

(B) Objectives

The objectives of the assignment are as follows:

1. Work with the Directorate of Public Debt Management officials to fully validate and reconcile the CS-DRMS database;
2. Work with DMU team to update the CS-DRMS database based on pre-migration rules and recommendations provided by the Commonwealth Secretariat.

(C) Duties and Responsibilities

The responsibilities of the consultant will involve the following activities:

1. Review the CS-DRMS debt database against creditor statements and update the database accordingly to reconcile with the statements;
2. Update and reconcile the CS-DRMS debt database to ensure that it meets the requirements for migrating to Commonwealth Meriden.

The consultant will further be expected to:

1. Provide hands-on training where required to officers in the Directorate of Public Debt Management on debt data validation techniques in CS-DRMS, and;
2. Provide recommendations on how to ensure CS-DRMS is continuously updated.

The consultant will be provided with details to remotely login to Meridian for the purposes of verifying and validating the features in Meridian.

(D) Key Deliverables

The key deliverables of this consultancy is a fully validated and up-to-date CS-DRMS database that meet the requirements for migrating to Commonwealth Meridian.

The consultant will be expected to write an end of assignment report outlining the deliverables and any recommendations.

(E) Location and Effort

The anticipated start date for this role is May 2019. The assignment is for a period of 21 working days from the start date.

The consultant will be expected to work the Ministry of Finance and Economic Affairs, Banjul, the Gambia.

(F) Reporting

The consultant will report to the Advisor and IT Head in the Debt Management Unit.

(G) Required Expertise

The consultant should have the following expertise:

- At least 10 years' experience in using CS-DRMS;
- A good knowledge of public debt and public financial management process;
- Conversant with sound debt management practices and processes;
- Good knowledge of various debt instruments;
- Thorough understanding of recording and reporting requirements of different categories financial instruments in CS-DRMS;
- Previous experience in debt data validation in CS-DRMS;
- Excellent English writing skills;
- Effective verbal communication skills.

(H) Remuneration

The Secretariat will provide at the rate of £400 per day for a period of 21 working days totalling lump sum fee of £8,400/- for the assignment and UNDSA for The Gambia equivalent of USD207 per day for the duration of the stay in the Gambia. The Secretariat will also provide the economy class air ticket for the most direct route from the consultant's country of residence to The Gambia.

(I) Assessment Criteria

CV's will be assessed based on the experience of consultant in the usage of CS-DRMS, Data Validation, and knowledge of Commonwealth Meridian.