

MINISTÉRIO DA ECONOMIA E FINANÇAS

**Institutional Support Project for Customs Administration and Public Expenditure Management – ISP CAPEM**

**REQUEST FOR EXPRESSIONS OF INTEREST  
(Individual Consulting Services)**

**RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR MONITORING AND SUPERVISION OF THE DEVELOPMENT AND IMPLEMENTATION OF THE NEW INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (IFMIS – SAFE-e) FOR THE GOVERNMENT OF SÃO TOMÉ AND PRÍNCIPE**

Sector: Multi-Sector-Economic Governance  
Project ID No.: P-STP-K00-004  
Grant Reference Number: 5900155018651  
Ref Number: 018/ISP-CAPEM/2025

The Democratic Republic of Sao Tome and Principe (RSTP) has received financing from the African Development Fund (ADF) and African Development Bank (AfDB) as administrators of the Transitional Support Facility (TSF) towards the costs of the Institutional Support Project for Customs Administration and Public Expenditure Management (ISP-CAPEM), a project approved on 28 November 2023, and intends to apply part of the agreed amount of this grant to payments under a contract for an **individual Consultant to provide technical assistance in monitoring and supervising the development and implementation of the upgraded Integrated Financial Management Information System (IFMIS, new SAFE-e)**. The development objective of the project is to enhance revenue mobilization and strengthen public expenditure management capacity through the modernization of customs administration and the introduction of more effective systems for budget control and financial management.

The assignment is to support the Ministry of Economy and Finance (MEF) in the implementation of the new IFMIS, ensuring compliance with the defined technical and functional requirements. The objective is to monitor the implementation and alignment of the system with business and technical specifications; Validate deliverables of the IFMIS implementing firm at each stage; and Support functional, technical, and security testing Facilitate acceptance and readiness for production.

The duration of the assignment is for 12 months.

The Ministry of Economy and Finance now invites qualified Individual Consultants to indicate their interest in providing the services of monitoring and supervising the development and implementation of the IFMIS. Interested individual consultants must provide their CV with information indicating that they are qualified to perform the services (description of similar tasks, experience in similar conditions, availability of appropriate skills, a current resume and cover letter).

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Eligibility criteria, establishment of the shortlist and the selection procedure shall be in accordance with the African Development Bank’s “**as specified in the Bank’s Procurement Framework**” dated October 2015, which is available on the Bank’s website at: <https://www.afdb.org/en/projects-and-operations/procurement/new-procurement-policy>.

A Consultant will be selected in accordance with the ICS method set out in the Procurement Policy.

Interested consultants may obtain further information and detailed Terms of Reference at the address below during working hours: 9 am to 5 pm São Tomé and Príncipe time.

Expressions of interest should be delivered or sent by email to the address below or delivered in an envelope, in English or Portuguese to the Coordination Unit of the Institutional Support Project for Customs Administration and Public Expenditure Management (ISP-CAPEM)”, no later than **February 12, 2025 at 15:00** GMT and mention in the email subject “Individual Consultancy for the monitoring and supervising the development and implementation of the upgraded Integrated Financial Management Information System (IFMIS, new SAFE-e)”.

Attn: Dr Manuel Filipe Moniz, The Coordinator  
Institutional Support Project for Customs Administration and Public Expenditure Management project  
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22/01/2025  
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## TERMS OF REFERENCE

### **Institutional Support Project for Customs Administration and Public Expenditure Management – ISP CAPEM**

#### **INDIVIDUAL CONSULTANT FOR MONITORING AND SUPERVISION OF THE DEVELOPMENT AND IMPLEMENTATION OF THE NEW INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (IFMIS – SAFE-e) FOR THE GOVERNMENT OF SÃO TOMÉ AND PRÍNCIPE**

### **1. Introduction and Background**

The Government of the Democratic Republic of São Tomé and Príncipe (GoSTP) has received a grant from the African Development Fund (ADF) and the African Development Bank (AfDB), acting as administrators of the Transition Support Facility (TSF), to implement the **Institutional Support Project for Customs Administration and Public Expenditure Management (ISP-CAPEM)**, approved on 28 November 2023.

The development objective of the project is to enhance revenue mobilization and strengthen public expenditure management capacity through the modernization of customs administration and the introduction of more effective systems for budget control and financial management.

Within this framework, the GoSTP intends to recruit an **Individual Consultant** to provide technical assistance in monitoring and supervising the **development and implementation of the upgraded Integrated Financial Management Information System (IFMIS – SAFE-e)**.

### **2. Objective of the Assignment**

The objective of the assignment is to support the Ministry of Economy and Finance (MEF) in the implementation of the new IFMIS, ensuring compliance with the defined technical and functional requirements.

The Consultant will:

- Monitor the alignment of the system with business and technical specifications;
- Validate deliverables at each stage;
- Support functional, technical, and security testing;
- Facilitate acceptance and readiness for production;
- Produce periodic progress reports and a final comprehensive report with recommendations to ensure sustainability of the new SAFE-e.

### **3. Scope of Services**

The Consultant will work under the supervision of the Directorate of Information Technology (DITEI) within the MEF and in close coordination with other directorates. Key responsibilities include:

#### **Planning and Coordination**

- Support the definition and adjustment of the work plan and timeline.
- Ensure alignment of activities with project objectives.

#### **Technical Supervision**

- Monitor system development and compliance with specifications.
- Validate software architecture, methodologies, and best practices.
- Assess integration with other systems and existing IT infrastructure.

#### **Quality Assurance**

- Review and validate deliverables in all phases (analysis, design, coding, testing, deployment).
- Identify risks and propose improvements.

#### **Testing and Acceptance**

- Supervise execution of functional, technical, and security tests.
- Support final acceptance before go-live.

#### **Risk Management**

- Identify deviations, bottlenecks, or vulnerabilities.
- Propose timely mitigation measures.

#### **Capacity Building and Knowledge Transfer**

- Provide guidance on best practices to the MEF team.
- Support preparation of manuals and technical documentation.
- Develop and implement a structured Knowledge Transfer Plan to be executed throughout the assignment, designed to progressively build the technical and managerial capacity of the DITEI team so they can assume primary responsibility for the supervision, operation and maintenance of SAFE-e after contract completion. The Plan should define methodology, roles, a schedule of practical learning sessions and hand-over milestones, and include evaluation mechanisms to measure competency acquisition.

#### **Reporting and Communication**

- Produce periodic progress reports.
- Facilitate communication between GoSTP, the software provider, and stakeholders.

#### **Contractual Compliance**

- Ensure suppliers comply with contractual obligations and timelines.

#### 4. Expected Deliverables

- **Quality Assurance Plan and Strategy** (within 1 month of contract start);
- **Quality Control Process Documentation;**
- **Knowledge Transfer Plan** (deliverable within the first 8 weeks and to be implemented throughout the assignment)
- **Monthly Interim Progress Reports** aligned with the main IFMIS implementation phases:
  - Solution Design
  - Prototyping
  - Build and Acceptance Testing
  - Test Deployment
  - Stabilisation
  - BCG Rollout
  - Certification and Warranty
- **Final Report** (summarizing key achievements, challenges, test results, and sustainability recommendations)
- Completion certificate, issued by MEF confirming satisfactory completion of services.

#### 5. Qualifications and Experience

The Consultant must meet the following requirements:

- **Education:** Master's degree in Computer Science, Software Engineering, Information Technology, or related fields.
- **Professional Experience:** At least 10 years of proven experience in ICT consulting, including a minimum of 5 years in information systems in the public or corporate sector.
- **IFMIS Experience:** At least 5 years of hands-on experience with IFMIS implementation or supervision, with leadership in at least three assignments.
- Demonstrated experience in systems integration, cybersecurity, and data management within public financial management systems
- **Country Experience:** Previous professional experience in São Tomé and Príncipe is preferable, with sound knowledge of the institutional and financial system context.
- **SAFE-e Knowledge:** Practical understanding of the current SAFE-e system or the national financial management system of São Tomé and Príncipe.
- **International Exposure:** Experience with projects financed by AfDB or other international development partners is an asset.
- **Language:** Fluency in Portuguese (spoken and written) is required.

## 6. Criteria for the selection of consultants

The Consultant will be selected in accordance with the African Development Bank's selection procedures as specified in the Bank's Procurement Framework, dated October 2015 and is open to all eligible bidders as defined in the Procurement Framework available on the Bank's website at <http://www.afdb.org>.

The evaluation of recruitment will follow the criteria detailed below.

Criteria	weight
Relevant academic background (Master's degree in IT-related fields)	10
Proven experience in IFMIS implementation (minimum 5 years)	25
Professional experience in ICT consulting (minimum 10 years)	20
Professional experience in São Tomé and Príncipe, or in countries with similar institutional and financial management systems, with demonstrated understanding of SAFE-e or comparable IFMIS platforms. .	25
Experience with AfDB or other international development partners' projects	5
Fluency in Portuguese, spoken and written	15
<b>Total</b>	<b>100</b>

**Minimum qualifying score: 70 points.** The highest-scoring candidate will be invited for contract negotiations.

## 7. Location, Duration and Reporting

- The Consultant will be based in São Tomé and Príncipe and shall work in close collaboration with the Directorate of Information Technology (DITEI) of the Ministry of Economy and Finance (MEF).
- The assignment will have an initial duration of twelve (12) months, combining on-site missions with remote support as appropriate. If additional assistance is required following system go-live, the contract may be extended for up to six (6) additional months, strictly for post-implementation support, subject to a technical justification and prior approval by the MEF and the Bank.
- All reports and deliverables shall be submitted electronically in Portuguese and in English, subject to DITEI's written approval.