



Terms of Reference for Consultant to develop Systems Specification for the implementation of a Financial Management Information System for LIFE-AR and support the implementation of the system

Date: 21 November 2024

Assignment title	Development of a Systems Specification for the implementation of a Financial Management Information System for LIFE-AR and support for the implementation of the system
Point of contact	Jayeola Okumaja LIFE-AR (interim) Secretariat (UK) Jayeola.okumaja@iied.org
Duration of assignment	January 2025 – September 2025
Assignment logistics	Mainly desk-based assignments combined with meetings and presentations with key stakeholders.
Deadline to apply	17 th January, 2025

1.0 Project background

To date, responses to climate change have often been short-term, projectised and sectoral, with limited impact due to climate action requiring long-term, cross-sectoral and multi-level support. In addition, climate responses have often been defined and led externally and not by the [Least Developed Countries](#) (LDCs) or the local people themselves, limiting opportunities for long-term capacity building and the building of LDC systems.

To overcome the pressing and unprecedented challenge of climate change, the LDCs have launched their [2050 Vision for a climate resilient future](#): all countries to be on climate-resilient development pathways by 2030 and deliver net-zero emissions by 2050. One initiative to support LDCs in achieving this vision is the [LDC Initiative for Effective Adaptation and Resilience](#) (LIFE-AR). LIFE-AR is LDC led and driven, ensuring climate action is in line with LDC needs and priorities.

LIFE-AR is a 10-year initiative to support LDCs to strengthen their approaches to climate resilience and support learning between countries. The LIFE-AR Platform will initially work closely with a group of six “front-runner countries” (FRCs) who are ready to commit to the changes required to deliver the Vision¹. The front-runner countries will develop, strengthen, and operationalise their own long-term climate resilient and low emission strategies, all led by their respective LIFE-AR National Platforms.

IIED has been providing support to the LDCs on climate change for nearly 20 years, including technical advice, training, and capacity strengthening for its members and leaders. The LDC Group considered the options for a partner to support the interim period before the LIFE-AR/LDC Platform is fully operational and selected IIED to act as the interim secretariat for LIFE-AR.

Within their role of interim secretariat, IIED is to provide support to (i) the establishment of the global LIFE-AR/LDC Platform that will take over providing the secretariat for the implementation of the initiative and the management of the funding; while (ii) managing the LIFE-AR funds on behalf of the LDC group and identifying interim measures for getting funds into each FRC quickly while developing, with the FRC, a more sustainable, long-term mechanism that strengthens existing public finance management systems to enable countries to gain direct access to LIFE-AR funding from the LIFE-AR/LDC Group Platform thereby creating a track record for gaining direct access to global climate finance.

In March 2024, the LIFE-AR Board approved the establishment of a new LDC owned not for profit company limited by guarantee (LIFE-AR Facility) determining that the transition process should aim to take no more than two years. Accordingly, the transition plan is designed to ensure that the LIFE-AR Facility is a fully operational, standalone legal entity by no later than 1 April 2026 (and earlier, if feasible).

As part of its transition to a stand-alone entity, LIFE-AR intends to establish its own operating processes and systems. The first system to be so established is a new Financial Management Information System, which is the subject of these TORs.

2.0 Purpose

The purpose of this project is to support the implementation of a Financial Management Information System for LIFE-AR. This will include the development of a systems specification and participation in a procurement process.

3.0 Objectives

The objectives of this assignment are to:

- a) Develop a brief overview of the IT architecture for LIFE-AR;
- b) Prepare a systems specification for a new FMIS for LIFE-AR;
- c) Agree an implementation plan for the establishment of the FMIS; and
- d) Complete the procurement of a suitable FMIS for LIFE-AR.

4.0 Scope of Work/Assignment Summary

The consultant will complete the following tasks:

- a) Undertake a Needs Assessment and Requirement Gathering which will require the consultant to:
 - i. Conduct a review in a highly consultative manner with LIFE-AR leaders to identify the IT systems needs of LIFE-AR;
 - ii. Review IIED systems to assess whether they are suitable for adoption by LIFE-AR; and
 - iii. Prepare a high-level overview of the optimal IT architecture for LIFE-AR.
 - iv. Compliance governance framework including cyber security.

- b) Develop a detailed systems specification for the proposed LIFE-AR FMIS which should be in a form that is suitable for use in the subsequent procurement process identifying the critical requirements that must be available. This should include, but not be limited to, the following tasks:
 - i. Identify possible solutions, including identification of all associated costs such as capital expenditure, licenses, implementation costs, maintenance costs, etc;
 - ii. Define key functional requirements for the FMIS, including key business functions and processes, performance requirements, and reporting obligations;
 - iii. Prepare an evaluation grid for evaluation of potential bids in the subsequent procurement process; and
 - iv. Present the system specification (along with expected capabilities, cost projection, and estimated time of implementation) in a comprehensive report.

- c) Conduct and document market research to identify potential suppliers.

- d) Participate in the procurement process to:
 - i. provide technical advice to the evaluation committee;
 - ii. facilitate vendor demonstrations;
 - iii. respond to questions from bidders; and
 - iv. help assess the proposals against the system specification requirements.

- e) Support the system design and configuration by undertaking the following tasks:
 - i. Develop an FMIS implementation plan, detailing key milestones and deliverables;
 - ii. Support the configuring of the FMIS solution to meet organizational requirements; and
 - iii. Identify and manage any necessary customizations or integrations with other systems.

- f) To facilitate the data migration and integration, the consultant will be required to:
 - i. Develop a data migration strategy, including data cleansing and mapping from legacy systems;
 - ii. Oversee the migration of all relevant financial data to the new FMIS; and
 - iii. Ensure proper integration with other existing systems to enable effective data flow.

- g) Provide testing, go-live and post-implementation support will involve the following tasks:
 - i. Support the go-live process, troubleshooting any issues that arise;
 - ii. Provide post-implementation support and assist with system optimization for continuous improvement; and
 - iii. Support training and change management.

5.0 Outputs/Deliverables

The consultant will be expected to provide the following deliverables:

- a) Project timetable (1 page).
- b) Brief overview of the IT architecture for LIFE-AR (no more than 5 pages).
- c) Systems specification for a new FMIS for LIFE-AR.
- d) Evaluation criteria for assessment of bids.
- e) List of potential suppliers for the FMIS.
- f) FMIS selection report and vendor recommendation.
- g) Implementation plan for the establishment of the FMIS.
- h) Data migration strategy.
- i) Support the delivery of training to LIFE AR Staff

6.0 Time Frame

The assignment will start in Jan 2024 and be completed by the end of September 2025 however the exact timetable will be agreed at the start of the assignment.

7.0 Reporting Requirements/Project Organization

The Finance Manager, LIFE-AR Interim Secretariat, and Financial Management Consultant of MDY Legal will work together to support the processes.

IIED, as the current host of the LIFE-AR Secretariat, will be involved in the process of selecting the FMIS and reviewing the deliverables once submitted.

8.0 Necessary Qualifications

LIFE-AR is looking to engage a single consultant to undertake the assignment. The consultant shall possess the following qualifications:

- a) Minimum of 10 years of relevant IT consulting professional experience.
- b) Prior experience should include a full range of activities from FMIS planning processes and FMIS implementation projects.
- c) Good knowledge of modules supporting the administrative, financial, operational, and programme activities of international organizations operating in the field of development.
- d) Ability to work well with a team as well as independently.

- e) Excellent communication/presentation skills, facility in working with teams, and capacity to compose clear and readable narrative reports.

9.0 How to Apply

Please send your technical and financial proposal to Jayeola Okumaja; jayeola.okumaja@iied.org, Finance Manager for LIFE-AR at IIED by 17th January, 2025. The Technical proposal should not be more than 5 pages detailing your profile, experience, approach, work plan and timeline, similar work done, and any other relevant information.