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REQUEST FOR EXPRESSIONS OF INTEREST
(REoI# MF-IC-4)
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

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UKRAINE

STRENGTHENING PUBLIC RESOURCE MANAGEMENT PROJECT, PART B: SUPPORT TO PFM STRATEGY IMPLEMENTATION (PROJECT NUMBER P161586)

Grant No. TF0A5324

Assignment Title: Business analyst of Prozorro and State Treasury sets of data

Reference No. MF-IC-4

The Government of Ukraine has received financing from the World Bank acting as administrator of the grant funds provided by the European Commission on behalf of the European Union under the EC - World Bank Partnership Program for Europe and Central Asia Trust Fund (EU Programme for the Reform of Public Administration and Finances (EURoPAF) toward the cost of the Strengthening Public Resource Management Project, and intends to apply part of the proceeds for consulting services.

The Ministry of Finance of Ukraine ("MoF") is responsible for the implementation of Part B of the Project and, in order to strengthen its capacity to implement the Project, engages an individual consultant ("Consultant") for the business analysis of ProZorro Unified Electronic Public Procurement System ("ProZorro System"), and the State Treasury Service of Ukraine ("State Treasury") sets of data regarding the possibility of their use in the forecasting methodology.

The consulting services ("the Services") include the data sets analysis and to give recommendations to collect data of State Treasury, ProZorro System including data on E-contracting agreements which will allow using these data of these fields for forecasting of cash outflows.

The Services are to be rendered at Consultant`s place of residence.

The Consultant is expected to provide the services during the period from November 2020 through January 2021. The expected working time spent generally shall not exceed 45 working days.

More detailed information is stipulated in the ToR which is attached.

The MoF now invites eligible individual local consultants – physical persons ("Candidates") to indicate their interest in providing the Services in the form of CV (in Ukrainian or English). Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The Candidates shall provide confirmation in the form of references to publicly confirmed and accessible information, or provide copies of relevant documents confirming the respective status or condition.

Interested Candidates are invited to submit any supplementary documents to evidence that Candidate meets with the qualification criteria for the position of the Consultant.

Mandatory qualification of the Consultant:

- Bachelor's or Master's degree in the economics or related fields.
- at least 3 years of work experience according to the degree;
- experience of work for at least 1 year in the fields of Public finance system related to Prozorro System, State Treasury or Ministry of Finance;
- practical skills of preparation of analytical materials (reports, reviews, recommendations etc.)
- fluent speaking and writing in Ukrainian.

The attention of interested Consultants is especially drawn to additional Consultants qualification requirements corresponding to the peculiarities of the assignment, meeting them would be an advantage:
- confirmed awareness and work with a big amount of data (Big Data) and its analysis;
- proven experience in performing similar tasks during the last 3 years;
- experience in analytics preparation in the field of public procurements and / or Treasury system service.
- experience in cash management.

The attention of interested Candidates is drawn to Section III, paragraphs, 3.14,3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", July 1, 2016 with revisions as of November 2017 and August 2018"("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Selection of Individual Consultants method (IC) set out in the Procurement Regulations.

Interested Candidates may obtain further information at the address below during office hours: 10:00 to 18:00.
Contact person: Volodymyr Vorotyuk
Tel: +38 044 206 5773, 380 50 4100340
E-mail: vorotyuk@outlook.com

Expressions of interest must be delivered by mail, fax or e-mail to the address below by 5 pm on November 4, 2020.

For EoIs submission:
Ministry of Finance of Ukraine
Attn: Mr. Igor Shevliakov, Head, Expert Group for EU Integration, Directorate for Strategic Planning and European Integration

The letter subject is – "Expression of interest on - MF-IC-4, Business analyst of Prozorro and State Treasury sets of data
E-mail: shevliakov@minfin.gov.ua mandatory copy to: vorotyuk@outlook.com.

Terms of Reference

for provision of consulting services:

<u>Business analyst of Prozorro and State Treasury sets of data</u>

(Individual consultant)

Contract reference No.: MF-IC-4

1. BACKGROUND INFORMATION

The Government of Ukraine has received financial assistance from the International Bank for Reconstruction and Development ("the World Bank"), acting as administrator of the grant provided by the European Commission on behalf of the European Union ("Donor") under the EC-World Bank Partnership Program for Europe and Central Asia Programmatic Single-Donor Trust Fund (EU Programme for the Reform of Public Administration and Finances (EURoPAF) three million thirty thousand six hundred sixty-one euros (EUR 3,030,661) ("Grant") to implement the Strengthening Public Resource Management Project ("Project"). This Project consists of two parts: Part A "Strengthening Human Resource Management in Public Administration Institutions"; and Part B "Support to PFM Strategy Implementation".

Part B of the Project, total amount of which is one million one hundred ten thousand six hundred eighteen euros (EUR 1,110,618), supports the activities aimed at implementing the PFM Strategy for 2017-2020 and identifies future investments in ICT for PFM through carrying out the audit of ICT; modernization of existing ICT equipment for business continuity at the Ministry of Finance of Ukraine (MoF); and strengthening ICT system capabilities, etc.

MoF is responsible for the implementation of Part B of the Project and, in order to strengthen its capacity to implement the Project, engages an individual consultant ("Consultant") for the business analysis of ProZorro Unified Electronic Public Procurement System ("ProZorro System"), and the State Treasury Service of Ukraine ("State Treasury") sets of data1 regarding the possibility of their use in the forecasting methodology.

2. PROBLEM DESCRIPTION

Today, the MoF is developing a methodology for the cash flow forecasting at Treasury Single Account ("TSA"). The first version of the forecasting methodology, which is planned to be approved at the beginning of the fourth quarter of 2020, will include the calculation of expenditures of funds managers based on the database, monthly plans and information provided by individual managers on dates and amounts of large transactions.

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[1] Implies sets of information (as structured as well as unstructured) so large that traditional methods and approaches (mostly based on class solutions, business analytics and database management systems) cannot be applied to them. Known as Big data sets.

In future, there is an opportunity to increase the accuracy of the cost forecasting by using E-data [2] - on the payments made, i. e. the funds outflow from the TSA.

3. OBJECTIVES OF THE ASSIGNMENT

The purpose of this assignment is to provide MoF with the services of the data sets analysis and to give recommendations to collect data of State Treasury, ProZorro System including data on E-contracting agreements which will allow using these data of these fields for forecasting of cash outflows.

4. SCOPE OF SERVICES AND TASKS

The consultant must perform the following tasks within the following stages:

At the stage of analysis, the Consultant shall:

4.1 Analyze the data and identify patterns among the data sets provided by the State Treasury, ProZorro System including the following:

- Analysis on the possibility to use the existing data of State Treasury Registries on budget commitments and financial budget commitments to forecast big payments (in an amount of 100 million and more with one counterparty);
- Analysis of the data sets' fields from the ProZorro System, as well as E-data, to track TSA outflows and improve forecasting.
- Analysis of data payments from E-data, data of State Treasury Registries and data from ProZorro System including new E-data fields available from 15th of September 2020.

4.2 Accumulate and catalog relevant documents, data relevant to the analysis;

4.3 Prepare, present, and revise (if needed) Analytical Report of patterns revealed;

At the stage of implementing the results of the analysis and providing recommendations, the Consultant shall:

4.4 Summarize key patterns revealed and set plan for further development;

4.5 Prepare, present and revise (as required) Final Report with recommendations containing the analysis of patterns revealed among datasets provided by the State Treasury, ProZorro System with proposals concerning using information about future outflows from TSA in the forecasting process.

5. COORDINATION, ACCOUNTABILITY AND REPORTING

The Consultant shall work under the supervision of the Project Coordinator from the MoF and shall be accountable/report to him/her.

The MoF expects that the Consultant will provide services in a timely manner and to the highest professional and ethical standards.

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[2] Single web portal on the use of public funds (https://spending.gov.ua/ca/edata)

The Consultant will conclude comprehensive and deep analysis of data as set in the paragraph 4.1. being in close cooperation with the MoF representatives and develop recommendations as a work tool to be used in forecasting process.

The Consultant shall prepare and submit to the MoF the following reports:

- Analytical Report of patterns revealed among datasets provided by the State Treasury, ProZorro System;

- Final Analytical Report with proposals concerning using information about future outflows from TSA in the forecasting process.

1. The Consultant shall submit the Analytical Report of patterns revealed among datasets provided by the State Treasury, ProZorro System to the MoF no later than 20 working days from the assignment commencement. The report is to be prepared based on the results of the activities provided for in paragraph 4.1 and shall include the information on:

   - Information on the volume of data analyzed;

   - Problematic issues that the Consultant faced during analyzing the sets of data and proposal how to address them;

   - Detailed description of patterns revealed among datasets provided by the State Treasury, ProZorro System;

   - other information at the discretion of the Consultant.

     The following is attached to the Report:

     - Documents and data relevant to the analysis;

     - Other documents on discretion of the Consultant.

2. The Consultant shall submit the Final Analytical Report with proposals concerning using information about future outflows from TSA in the forecasting process no later than 45 working days from the assignment commencement. The report is to be prepared based on the results of the activities provided for in paragraphs 4.4 - 4.5 and shall include the information on:

   - Proposals of using data from ProZorro System (including structure of standard E-Data) in forecasting, changes of legal bases to make it possible;

   - Proposals of using data from Registry of budget commitments and budget financial commitments, in forecasting of one-day payments to one counterparty in the amount of 100 million;

   - Detailed description of patterns revealed among datasets provided by the State Treasury, ProZorro System;

   - Description of the methodology used for quality assurance of the recommendation development to meet with the assignment objectives.

     The following is attached to the Report:

     - Recommendations on business processes modification that will make it possible to use the data from ProZorro System and / or from Registry of budget commitments and

budget financial commitments for forecasting of cash outflows, model samples of using these data.

3. Reporting requirements.

All reports are compiled in Ukrainian language. Any appendices to them shall be in the original language.

All reporting documents shall be submitted by the Consultant in the following manner:

- The Consultant shall submit the reporting documents in electronic form via email: _____ for review and comments by the MoF (reports shall be signed by the Consultant, scanned in pdf format and sent from Consultant`s e-mail indicated in para. 4 below). Supporting documents shall be in the MS Word, MS Excel or MS PowerPoint format or any other form previously agreed with or acceptable to the MoF, depending on the type of a document.

- If the MoF agreed reporting documents submitted via email, the Consultant shall submit them in paper form in 2 hard copies signed by the Consultant. The Paper version shall be submitted on the following address: Kyiv, 04071, Mezhegirska str., build. 11, Attn to Mr. Igor Shevliakov.

If the Consultant's report refers to previously prepared information or documents, such documents shall be attached to the report.

4. Review and approval of reports

The MoF reviews the submitted report and approves or provides comments within 10 working days from the date of receiving the report about the results of work. The comments on the reports are set out in writing and sent to the Consultant via email: _____ with the notification of delivery of the message. The consultant confirms the receipt of the comments and sets the deadline for their consideration within a day after receiving the MoF's comments. The Consultant shall take into account the MoF's comments and re-submit updated report(s) MoF no later than within 5 working days from the date of their receipt to the e-mail, specified by the Consultant.

In the absence of the MoF's comments within the specified period, such reports are considered accepted.

6. CLIENT INPUTS

The MoF provides the Consultant with:
i) all relevant documents and data, in accordance with the current legislation of Ukraine,
ii) access to the MoF data and materials related to the assignment.
iii) organizing joint meetings with the Consultant on Cash Management Capacity Building.

7. PLACE, DURATION, WORKING CONDITIONS AND REMUNERATION

The Consultant is expected to provide the services during the period from November 2020 through January 2021. The expected working time spent generally shall not exceed 45 working days. -The Consultant will perform the assignment at his/her place of residence.

The payment for the services provided will be made against reports accepted.

The Consultant is responsible for all costs incurred in connection with the provision of services, including, but not limited to the following: accommodation at the place of service, translation, communication costs, printed materials.

The selection of consultant will be done in accordance with the Bank's "Procurement Regulations for IPF Borrowers", July 1, 2016 with revisions as of November 2017 and August 2018 ("Procurement Regulations").

8. QUALIFICATION REQUIREMENTS

The consultant shall meet the following qualification requirements:

Mandatory qualification of the Consultant:

- Bachelor's or Master's degree in the economics or related fields.
- at least 3 years of work experience according to the degree:
- experience of work for at least 1 year in the fields of Public finance system related to Prozorro System, State Treasury or Ministry of Finance;
- practical skills of preparation of analytical materials (reports, reviews, recommendations etc.)
- fluent speaking and writing in Ukrainian.

Additional qualification requirements that meet the specifics of the task and will be accepted as an advantage

Compliance of the Consultant with the following qualification requirements will be considered by the Customer as an advantage:

- confirmed awareness and work with a big amount of data (Big Data) and its analysis;
- proven experience in performing similar tasks during the last 3 years;
- experience in analytics preparation in the field of public procurements and / or Treasury system service.
- experience in cash management.