

# REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANT SERVICES)

Country: Ukraine  
Project: Ukraine District Heating Energy Efficiency Project (UDHEEP)  
Project No.: P132741  
Loan No.: 8387-UA

**Name of designation:** Individual consulting services for support of procurement and implementation of the Automated Accounting and Management System

**Identification No.** (according to the Procurement plan): UDHEEP-KHTM-OC-IC-07

## I. INTRODUCTION

Ukraine has received financing from the International Bank for Reconstruction and Development (hereinafter called IBRD or “Bank”) in the amount of USD 315,5 million under IBRD-related Loan Agreement № 8387-UA (USD 265,5 million) and CTF-related Loan Agreement № TF016327 (USD 50 million) for the implementation of Ukraine District Heating Energy Efficiency Project (UDHEEP).

The implementation of the project is governed by the resolution of the Cabinet of Ministers of Ukraine dated 27.01.2016 No.70 “On the procedure for initiation, preparation and implementation of projects of economic and social development of Ukraine supported by international financial organizations“, other acts of the Cabinet of Ministers of Ukraine, orders of the Ministry of Regional Development, Project Operational Manual, etc.

In Kharkiv, the UDHEEP is being implemented through the participation Public Utility “Kharkivski teplovi merezhi”, based on the Resolution of the Kharkiv City Council Session dated February 26,2014 No.1494/14.

Coordination between the Individual Consultant and the Public Utility “Kharkivski teplovi merezhi“ takes place through the Regional Project Implementation Unit (RPIU). RPIU is directly responsible for the implementation of the investment component and the day-to-day management of the relevant activities within the utility.

The Public Utility “Kharkivski teplovi merezhi” (hereinafter – The Employer) as the participant of the UDHEEP project intends to use the proceed of the loan for purchasing the Informational system aimed at automation of the Utility’s management and accounting business processes (hereinafter - IS).

The main objectives of the IS include but not limited to

- automation of all major business processes: sales management, procurement management, cash management, personnel management and payroll, tax management and accounting;
- creation of single environment for all major structural units;
- improving the quality of management information;
- ensuring real-time operational accounting;

- increasing accessibility, transparency and proper control of business processes for the Employer's management;
- automation of planning and accounting activities;
- building single financial and planning system;
- increasing the level of the personnel qualification.

The Employer looking for a highly experienced and qualified technical specialist to support the Employer at procurement and implementation Automated accounting and management system (hereinafter - IS).

## **II. SCOPE OF SERVICES**

The scope of services provided to an individual consultant should include, but not be limited to:

### **Bidding documents preparation**

- review existing information relevant to IS;
- preparing the Terms of Reference (Technical Requirements / Specifications) for Bidding Documentation in accordance with provided by Employer standards;
- development of a preliminary schedule of IS implementation;
- estimating the budget of IS procurement based at the market analysis;
- development the recommendations and requirements for organization of interaction between the Employers structural units, IC and the Contractor / Supplier;

### **Procurement and pre-contract services**

- support the Employer during the evaluation of competitive Bids, to be submitted for participation in the tender;
- preparation of the technical part of the Bid Evaluation Report;
- direct performance of the functions of the technical project manager on behalf of the Employer;

### **Implementation supervision**

- acting as a project manager in the framework of the IS implementation Contract;
- supervision of the progress and quality of services to be provided by the IS Supplier in accordance with the requirements of the Contract, informing the Employer of any scope of unfulfilled tasks and risks, as well as providing technical advice on measures to mitigate the consequences of such non-compliance on a daily basis;
- reviewing, commenting and agreeing on all technical documents, including plans, strategies, design documents to be created under the IS Contract;
- reviewing, initiating (if necessary) and commenting on documents, related to the Change procedure during the Contract implementation;
- reviewing and commenting on materials related to the IS user training process;
- development and monitoring of implementation of quality control procedure for IS implementation;
- coordination and control of the construction of the IT infrastructure by the Contractor / Supplier and organization of workplaces for the Employer's personnel;
- coordination with the IS supplier testing procedures and participation in testing and

verification of acceptance of the components of IS and the system as a whole (commissioning);

- reviewing, advising on technical readiness for commissioning, and providing prior approval for the acceptance of any relevant documents (including design documents) and results (including functions and modules of IS) to be provided by the supplier in accordance with contract requirement of IS;
- managing a team of technical experts to fulfill functional requirements (if required);
- supervision the data migration and integration process;
- supervision the integrating hardware and software infrastructure of the IS;
- initiation, participation and preparation of minutes based on the results of regular technical meetings regarding to the IS Contract implementation with the Supplier and the Employer;
- providing advisory support and assistance to the Employer regarding to technical issues.

### III. REPORTING

The Individual Consultant will have to report to the Head of the Employer`s RPIU by submitting reports in Ukrainian.

The reports must be submitted on paper or electronically.

During the implementation of the assignment, the Consultant shall prepare at least monthly progress reports, documenting i) activities performed and results achieved; ii) the progress compared to the plans as would be agreed with the Employer at the start of the assignment, iii) implementation issues and risks, and iv) relevant recommendations for their solution.

At the beginning of the assignment the Consultant shall provide Inception report documenting the current state of the relevant to the assignment IT infrastructure, requirements of the Employer, implementation schedule and other actions to be required based at the results of the review of the information provided and survey done.

The list of report and the timing of their submission are given in the Table below:

<b>Name of the report</b>	<b>Frequency of submission</b>	<b>Reporting deadline</b>
Inception report upon the start of consulting services	One time	not later than two (2) weeks since the date of conducting of the Contract for Consultancy services
Monthly progress report	No late then 10 days after end of the reporting period	not later than five (5) days after the date of completion of all tasks and completion of consulting services provision
Final report upon completion of consulting services and implementation results	One time	not later than two (2) weeks after date of completion of consulting services

Any reporting document made under the Contract shall not be shared by the Consultant with third parties without prior written agreement from the Employer. The Consultant shall follow the conditions of confidentiality with regard to performance of all work under this ToR and the respective Contract to be signed with the Employer.

#### **IV. INTERACTION**

The Consultant will work in close collaboration with the Employer`s RPIU and the Employer`s structural units, which will be covered by the IS.

#### **V. PROVIDED RESOURCES**

The Employer shall, within its competence, provide the Consultant with all necessary support to enable the Consultant to fulfill this assignment. In particular, in the course of the assignment the Employer provides the Consultant with

- Internet access;
- Access to a copier, printer and scanner;
- Access to the Employers' systems and premises;
- Report on existing business processes analysis;
- Available documentation related to the IS implementation.

#### **VI. REQUIRED EDUCATION AND QUALIFICATION**

The IC should have the necessary experience and qualifications, namely:

##### Education

- Higher Mathematical/Technical Education in: Applied Mathematics/Economic Cybernetics, Mathematical Programming/IT/Engineering or other relevant to the assignment;

##### Experience\practice

- experience in managing of IT projects for at least 5 years;
- experience in implementing enterprise resource planning (ERP) systems similar to the related IS for at least 5 years;
- experience of implementing similar IS in enterprises (utilities) with a employees more than 2000 is an advantage;
- experience in preparation of the Employer's requirements / technical leading / project management / technical supervision of ERP is an advantage;
- fluent in Ukrainian and English is required.

When submitting CV and cover letter (expression of interest), Consultants shall provide

- i) information confirming their experience in the areas specified in this section, as well
- ii) reference letters detailing the results of the projects implemented (if available).

The Employer may at its discretion invite the potential Consultant to an interview to get prove of Consultant`s skills and qualifications.

#### **VII. PLACE, TIME PERIOD AND PAYMENT**

Services will be provided during the period from October 2019 to November 2020 inclusive or at any other time agreed by the parties, agreed differently through amendments to the contract.

A probation period will apply for the first three months. Subject to unsatisfactory performance of the Consultant during the probation period the contract may be terminated.

Given the nature and magnitude of the project, the Consultant is expected to have part-time dedication with time periods with full time load. The level of remuneration and payment modalities will be defined upon negotiations with the selected individual. The payment for the Consultant's services will be made based on the monthly Consultants reports and time sheets accepted by the Employer and against submitted invoices.

Payment for the Consultant's services will be made on a monthly<sup>1</sup> basis for the actual time used<sup>2</sup> at the fee rate, which should be agreed with the Employer.

## **VIII. PROCEDURE OF WORK**

The Consultant shall work closely with the Employer project implementation team and report directly to the Employer's Head of RMPU. Once the Supplier for the IS is contracted, the Consultant shall closely interface with and supervise the Supplier.

Any comments and/or claims to the Consultant with regard to the provided services should be expressed by the RPIU in writing not later than within 10 working days from the date of submission of the reporting documentation by the Consultant. In case the comments and claims from the RPIU are missing then the services of the Consultant shall be considered as approved and services of the Consultant under this ToR shall be continued without additional coordination with the RPIU.

All documents concerning provision of the services under this ToR being prepared by the Consultant during the assignment shall be subject to discussions with the Employer's officials responsible for implementation of the Project.

In case of need and upon agreement of the Parties, the Consultant's scope of services as foreseen in the Section III of the ToR could be revised through relevant written amendments to the Contract.

**Interested persons should submit their CVs in Ukrainian and English, as well as other supporting documents to confirm their experience, qualifications, and more at the following e-mail address: [zinchenko.r.e@hts.kh.ua](mailto:zinchenko.r.e@hts.kh.ua) indicating subject of the letter: "UDHEEP-KHTM-OC-IC-07: Selection of individual consultant on the position of Individual Consultant for Automated Accounting and Management System".**

For further clarification, interested parties can contact the RPIU of the Employer on working days and hours by phone +380 57 758 83 42.

The deadline for submitting an expression of interest of accompanying documents is 12:00 a.m. local time on December 13, 2019.

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<sup>1</sup> One month equals 22 working days. One working day must be at least 8 working hours.

<sup>2</sup> In the case when the number of of days actually worked in the month is less than 22 days, the Employer will recalculate the rate of remuneration for the estimated month

Selection of an individual consultant will be made by Employer in accordance with World Bank rules and procedures.

The selected IC will be invited for an interview.

According to the results of the interview with the IC, an appropriate contract for consulting services will be concluded.