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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME****JOB DESCRIPTION** |

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| **I. Position Information** |
| **Job Title:** | **Functional Consultant in Microsoft Dynamics AX Solution / Business Modelling and Software Implementation** |
| **Contract Type:** | **Indiviudal Consultant**  |
| **Reports to:** | **Chief Technical Adviser/Programme Manager** |
| **Duty Station:**  | **Monrovia, Liberia** |
| **Duration of Contract:**  | **50 working days**  |
| **Contract start date:** | **Immediately** |

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| II. Organisational Context  |
| The United Nations Development Programme (UNDP) is committed to long-term, sustainable support to democratic governance, including support to key democratic institutions and processes. In line with its Governance Portfolio and Sustainable Development Goal 16 – Peace, Justice, and Strong Institutions, UNDP supports the National Elections Commission (NEC) in the implementation of its constitutional mandate to plan, manage and organize elections in compliance with the national legal framework, international standards, and best practices.The NEC is an autonomous public commission that is responsible to conduct elections for all elective public offices, referenda and to administer and enforce all elections laws throughout the Republic of Liberia. Historically, NEC has its origin from the Constitution of Liberia. At its inception, NEC was called Elections Commission (ECOM), deriving its constitutional strength from Chapter X, Article 89. By statute, ECOM was then comprised of five members called commissioners. However, in 2003, an Act of the National Legislature was passed increasing the number of commissioners to seven. This increment was upheld by the August 18, 2003 Comprehensive Peace Agreement (CPA) on Liberia signed in Accra, Ghana. Also, Article XIX of the CPA gave rise to the current National Elections commission in February 2004.**NEC Vission & Mission:** The NEC strives to be a credible electoral authority managing public elections for the Liberian People in line with the laws of Liberia and international best practices. As an independent Electoral Management Body created by the Constitution, the NEC is committed to strengthen democracy and sustainable peace by managing free, fair and transparent elections for the Liberian People. Independence, professionalism, intergrity, and consistency are core values of the NEC.In order to maintain the Accounts of NEC as per the policies and procedures prescribed and to facilitate transparent accounting and efficient reporting in a real-time environment, the NEC has implemented Microsoft Dynamics AX Solution, an Enterprise Resource Planning (ERP system) application for use at its national headquarters. The current Dynamics AX 2012 R3 infrastructure supports about 200 NEC staff and includes modules for Finance, Procurement and Sourcing, Human Resource Management, Travel and Expense, Payroll, Warehousing, Assets Management & Barcoding.**Objectives / Requirements:**The NEC is continually learning of innovative means of leveraging the Microsoft Dynamics AX functionalities. After the post-implementation support period, an identified in-depth training gap remains severely impacting the usage of the ERP. Other functionalities may need to be developed to ensure full utilization of the system within the NEC – based on assessment and consultation with NEC.This Scope of Work is specifically designed to address this training gap and problems in ERP functionalities.**Term of Reference’s scope includes:*** Assessing the current state of implementation and design necessary support;
* Development of a proper support plan (software related and training related ) – *see Skills transfer list;*
* Conduct hands-on in-depth training for all ERP users (tentatively 28) on functionalities already embedded in the system - *see Application Training list*
* Identifying the setbacks in the actual functionality of the Reconciliation, Payroll and Local Purchase Orders (LPO) features within the ERP system and fix it – *see Application Defect Resolutions*

***Application Defect Resolutions:**** Modify/Fix the Reconciliation component of the Finance Module
* Modify/Fix the Payroll module to automatically calculate monthly salaries in either currency (LS & US$)
* Modify/Fix the Local Purchase Order (LPO) in the Procurement & Sourcing Module
* Identify, modify and fix any other faulty components of the ERP system

***Application Training:**** Review and update existing training manuals
* Conduct training on Procurement & Sourcing Module
* Conduct training on Warehousing Module
* Conduct training on Human Resource Management Module
* Conduct training on Finance Module
* Conduct training on Asset Management & Barcoding Module
* Conduct training on Audit module
* Review and update existing training manual and provide relevant ad-hoc accredited training on Dynamics AX

***Skills Transfer and sustainability:*** * Facilitate a well-structured skills transfer program/plan for the Super Users as well as internal ICT support staff
* Develop an efficient maintenance and procurement renewal plan
* Provide daily on-the-job support to the NEC staff

UNDP therefore seeks a Functional Consultant with experience in business modelling and software implementation/developmentas well as ‘bug-fixing’inMicrosoft Dynamics AX solution to support NEC in timely resolving of application issues and the in-depth training required by the ERP users, so as to put the system in use throughout the entire Commission.  |

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| III. Scope of Work/Duties and Responsibilities |
| Under the direct supervision of the UNDP Chief Technival Adviser (CTA), and in close collaboration with the NEC Executive Director and Deputy Director for Administration, the duties and responsibilities include the following: * Fix all issues relating to the full utilization of Dynamic AX within the NEC;
* Provide in-depth training to all USERS of the ERP System (tentatively 28 users)
* Identify the reporting format needs of the Finance section to comply with GOL standards of reporting;
* Support daily business operations related to the implemented business processes
* Facilitate the ERP change management process
* Customization and Deploying of Payroll and Procurement Modules
* Assist in system audits as required
* Provide user training
* Handling escalation from the team in NEC
* Support future complex customization and changes where necessary
* Removal of defects on ERP
* System Maintenance
* Any other tasks as required by CTA or NEC Executive Director related to the Assignment
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| **IV. Deliverables** |

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| **Deliverable** | **Due date/timeline** | **Payment** |
| **Application Defect Resolution:*** Reconciliation component of the Finance Module is modified/fixed
* The Payroll module to automatically calculate monthly salaries in either currency (LS & US$) is modified/fixed
* The Local Purchase Order (LPO) in the Procurement & Sourcing Module is modified/fixed
* Identification of other defects and resolution
 | 15 days  | 30% |
| **Application Trainings conducted:*** Existing training manuals are reviewed and updated
* Training on Procurement & Sourcing Module
* Training on Warehousing Module
* Training on Human Resource Management Module
* Training on Finance Module
* Training on Asset Management & Barcoding Module
* Training on Audit module
* Training on Dynamics AX conducted
 | 20 days | 40% |
| **Skills Transfer & Users Manual*** Well-structured skills transfer program for the Super Users as well as internal ICT support staff
* Proper support plan – training & software developed
* Updated users manual
* System maintenance plan is developed
* Final Report
 | 15 days | 30% |

Payments are subject to submission of regular reports by the Consultant, duly approved and certified by the UNDP Chief Technical Adviser for the Election Project and UNDP Project Management and Support Unit. The Consultant is also required to provide day-to-day support and on-the-job training to the relevant NEC staff using the application.

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| V. Impact of Results  |
| The overall goal of the consultancy is to enhance transparency and credibility of the National Election Commission and its internal business processes towards the furtherance of sustainable electoral management. |

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| **VI. Recruitment Qualifications** |

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| **Education:**Advanced university degree in ICT, Computer Science, Engineering or related areas. **Required skills and experience:****AX 2012 Functional consultant and developer with a business knowledge in finance, HR and Payroll with minimum of 5 years of relevant experience.**Should have the knowledge of the following modules:* Finance
* Procurement
* Assets
* HR and Payroll
* Travel and Expense
* Warehousing
* Asset Management & Barcoding

**5 years consulting experience in business applications with focus on business modelling and software implementation.*** Proven experience in at least one end-to-end implementations in similar industry
* Demonstrated ability to
	+ Analyze and understand business problems.
	+ Model data and processes.
	+ Participating in Business Process Reengineering
	+ Conduct workshops and training sessions.
	+ Plan and carry out system and user acceptance testing.
* Familiar and experienced in:
	+ Core application functionality
	+ Implementation Methodology
	+ Application technology stack
	+ Industry Knowledge

**5 years development experience with Microsoft AX development tools.** Demonstrated ability to:* Apply Microsoft development techniques effectively following development best practices
* Plan and carry out unit testing

Familiar and experienced in:* Core Microsoft Dynamics AX Applications
* Implementation Methodology
* Microsoft .NET technology, Microsoft Visual Studio development system, and Microsoft Dynamics specific development environments
* Network and operating systems
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| **Competencies:*** Professionalism and Integrity
* Teamwork
* Excellent Communication Skills
* Ability to deliver on time and to the highest standard
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