



REPUBLIC OF THE PHILIPPINES  
**BUREAU OF LOCAL GOVERNMENT FINANCE**  
**DEPARTMENT OF FINANCE**  
8th Floor EDPC Building, Bangko Sentral ng Pilipinas Complex  
Roxas Boulevard, Manila 1004 \* Telefax Nos. 527-2780 / 527-2790  
E-mail: blgf@blgf.gov.ph

**REQUEST FOR EXPRESSION OF INTEREST FOR INDIVIDUAL CONSULTANCY SERVICES FOR THE IMPLEMENTATION OF THE LOCAL FINANCE MANAGEMENT MODERNIZATION PROJECT OF THE BUREAU OF LOCAL GOVERNMENT FINANCE (BLGF).**

1. The Bureau of Local Government Finance (BLGF) through its authorized appropriations under the 2016 General Appropriations Act, intends to apply the sum of Eighty Thousand Pesos (Php80,000.00) inclusive of 12% VAT per month for six (6) months, being the Approved Budget for the Contract (ABC) to payments under the contract for an Individual Consultant to act as an Information and Communications Technology (ICT) adviser relative to the implementation of the Local Finance Management Modernization Project of the Bureau of Local Government Finance (BLGF.)
2. The BLGF now invites Individual Consultants for the Consultancy Services to handle the Project. Interested consultants must submit their Expression of Interest and Curriculum Vitae together with Certificate of PHILGEPS Registration as Individual Consultant and relevant documents, on or before March 23, 2016 at 5:00 P.M at the 8<sup>th</sup> Floor, EDPC Building, BSP Complex, Roxas Boulevard, Manila. Eligibility will be evaluated based on approved eligibility criteria. Terms of Reference for the Consulting Services is available beginning March 8, 2016 through the BLGF website: [www.blgf.gov.ph](http://www.blgf.gov.ph) or at the foregoing address.
3. For further information, please refer to:

BAC-Secretariat  
Bureau of Local Government Finance  
8<sup>th</sup> Floor, EDPC Building, Bangko Sentral Ng Pilipinas Complex  
Roxas Boulevard, Manila  
Telephone No. 524-63-24, Facsimile No.527-27-80

March 4, 2016

  
**JOSE ARNOLD M. TAN, CESO V**  
*BAC, Chairman*

TERMS OF REFERENCE: Information Technology Consultant	
1. <b>Project:</b>	Implementation of the BLGF Local Finance Management Modernization Project
2. <b>Output:</b>	Refer to: <i>"Implementation, Reporting Arrangements and Deliverables"</i>
3. <b>Mode of Procurement</b>	Negotiated Procurement (Highly Technical)
4. <b>Person-Months:</b>	6 months to be renewed at the option of the Procuring Entity
5. <b>Rate/Person-Month:</b>	Php80,000.00 inclusive of 12% VAT
6. <b>Background and Objectives:</b>	<p><u>Background</u></p> <p>The improvement of systems and processes in the Bureau of Local Government Finance (BLGF) is relative to the implementation of its approved Information Systems and Strategic Plan. It is also in relation to the results of studies undertaken, specifically identifying the strategic direction which the BLGF should take, opportunities for improvement and institutional interventions that should be pursued, which specifically point out the important role of Information and Communication Technology (ICT) in the organization relative to the existing eGovernance and eCommerce laws as well as in pursuit of strengthening transparency and good governance in the governmental functions. Furthermore, improving systems and processes using ICT would be a vital tool to propel and improve the BLGF's capability to deliver technical, supervisory and coordination functions on LGU treasury and assessment operations.</p> <p>Through the approved Tier 2 of the BLGF ISSP, specifically the implementation of the Local Finance Management Modernization Project, an IT consultant is deemed vital to provide technical and professional expertise which are beyond the existing capability/capacity of BLGF. The Consultant shall act as the ICT adviser to the BLGF management on functions such as project management and development, deployment and operationalization of three (3) information systems for its frontline and internal operations management offices, including project management, and quality assurance and risk management. The goal is to establish highly functional, reliable, effective, accessible and secure information systems to support the implementation of strategic thrusts of the Bureau, as rationalized pursuant to Executive Order No. 366.</p> <p><u>Objectives</u></p> <p>The objective of this engagement is to provide technical and professional expertise for the BLGF for the implementation of the approved ISSP for FY2016, specifically the Local Finance Management Modernization Project to support LGU Fiscal Sustainability and Strengthen Public Financial Management.</p>

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	<p>The engagement will ensure the efficient completion and implementation of the project, in regard to the (i) Development/Enhancement of three (3) information systems of priority functions to support office operations and mandated functions; ii) Capacity Building of selected BLGF personnel and the ISMD in ICT on the systems developed; and iii) Project Management – Deployment and Implementation of Information Systems in the Central and Regional Offices and the Local Government Units (LGUs).</p> <p>Likewise, the engagement shall facilitate the preparation for the ISO Certification of the Bureau and the formulation of a conceptual framework that will harmonize, streamline, simplify and integrate the financial reporting of LGUs specifically the the eSRE system and eNGAS.</p>
<b>7. Qualifications, Experience and Attributes:</b>	<ol style="list-style-type: none"> <li>1. Tertiary academic qualifications in Information Technology, Computer Science, Public Administration, Taxation, Accounting or related disciplines.</li> <li>2. Background in government operations, preferably on public finance, local government operations, or similar sectors such, with solid experience in developing IT systems, web portals and online applications.</li> <li>3. Background in implementing Quality Management Systems and who knows what is needed to achieve ISO 9001 certification.</li> <li>4. At least seven (7) years of professional experience in the ICT industry with background in internationally accepted standards, methods, process and best practices.</li> <li>5. Strong analytical and communication skills and ability to engage in dialogue with broad stakeholders including high-level and senior government officials.</li> <li>6. Ability to deliver concise and relevant written reports.</li> <li>7. Good organizational, team work and interpersonal skills.</li> </ol>
<b>8. Key Tasks &amp; Scope of Technical Services and Specific Outputs:</b>	<ol style="list-style-type: none"> <li>1. Technical assistance in the preparation and take off of the next project under the Medium Term Information and Communications Technology Harmonization Initiative (MITHI).</li> <li>2. Provide management support and technical assistance on compliance to ICT standards and best practices in the development and implementation of the project</li> <li>3. Review and provide inputs to plans, recommendations and documentations provided by Systems Developer/Contractor;</li> <li>4. Technical assistance in the testing and evaluation of project outputs as reference for phase-end and acceptance;</li> <li>5. Review the BLGF ISSP for FY2016-2018 and provide recommendations in line with the rationalization of the BLGF.</li> </ol>

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	<ol style="list-style-type: none"> <li>6. As may be required, provide technical assistance in the formulation of policies for the efficient implementation of the information policies and systems of the BLGF.</li> <li>7. Technical Assistance in the enhancement the Manual of Operations of the BLGF</li> <li>8. Identify ISO Certification requirements, document quality policy and objectives and prepare ISO 9001 Quality Plan</li> <li>9. Formulate the conceptual framework for the integration of the eSRE System and eNGAs</li> <li>10. Perform other tasks as requested by BLGF Management.</li> </ol>
<b>9. Implementation, Reporting Arrangements and Deliverables:</b>	<p><u>Implementation</u></p> <p>The estimated consultancy assignment is six (6) months. BLGF will provide all logistics and administrative support including work space for the Consultant throughout the period of the assignment.</p> <p><u>Reporting Arrangements and Deliverables</u></p> <p>The Consultant shall work closely with the Information Systems and Management Division (ISMD), concerned offices/divisions and will report directly to the Executive Director of the BLGF. The Consultant will regularly keep the ISMD Chief advised on developments as the engagement progresses through meetings and email updates.</p> <p>The IT Consultant will prepare the following reports subject to the approval of the BLGF Management;</p> <ol style="list-style-type: none"> <li>1. Monthly Progress reports on systems development to implementation, documenting findings, issues conclusions, and proposed recommendations and next steps which will be due within the end of each month.</li> <li>2. Final Report summing up the work done and the achievements accomplished during the assignment, and recommended sustainability measures/policies.</li> <li>3. ISO Quality Management Plan and ISSP FY2017-2019.</li> <li>4. Conceptual Framework of an integrated eSRE and eNGAS systems</li> <li>5. Other reports as maybe requested.</li> </ol> <p>In addition to the above, the Consultant will ensure the following:</p> <ol style="list-style-type: none"> <li>6. Agency requirements, best practices, industry standards are met accordingly, and governmental rules and regulations are complied with relative to IT systems development.</li> <li>7. Outputs of Service Provider delivered in accordance with the work plan and set standards.</li> <li>8. Information Systems efficiently deployed and implemented in the Central and Regional Offices and the LGUs.</li> <li>9. Trainings and other related transfer of technology activities</li> </ol>



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	<p>are undertaken and completed.</p> <p>For the engagement, the Consultant shall prepare and submit monthly progress reports and other required reports according to specified schedule/work plan.</p> <p>The Consultant shall cover appurtenant taxes relevant to the engagement except related meetings/activities and travels planned or organized by BLGF.</p>
<b>10. REPORTING REQUIREMENTS</b>	<p>The Consultant shall prepare as part of his Contract the reports detailed in Annex A. The Consultant shall submit to the BLGF, Office of the Executive Director exclusively all reports and relevant documentation that require copyright or prior written submission.</p>

## Annex A

### REPORTING REQUIREMENTS

Report Format	Frequency	Contents of the Report	Due Date
1. Progress Report	Monthly	Findings, conclusions, recommendations, inputs to System Developer, issues and proposed next steps relative to systems development, testing and deployment activities.	5 days after the end of the Month
2. Report	Once	Observations, conclusions and recommendations on the employment of business infrastructure by Service Provider.	At end of the conduct of systems design and development
3. Report	Once	Observations, conclusions and recommendations on the conduct of change management workshops, capacity building and technology transfer	At end of conduct of capacity building and technology transfer
4. Plan	Once	Deployment and migration strategies and schedules	Prior to scheduled deployment of systems
5. Report	Once	Observations, conclusions and recommendations on the installation and operation of the information systems	At end of the conduct of installation, pilot testing and deployment
6. Guidelines	Once	Policies, guidelines and systems and procedures for implementation of information systems developed	Prior to systems implementation
7. Work Plan	Once	Preparation for implementation of Projects approved under the MITHI program,	As needed
8. ISSP 2017-2019	Once	Updated ISSP in accordance with the needs and functions of BLGF under its approved Rationalization Plan	EO 3rd month
9. Conceptual Framework for eSRE and eNGAs integration	Once	Conceptual Framework for the integration of eSRE and eNGAs for the enhancement of eSRE system	EO 5 <sup>th</sup> month

10. Quality Management Plan (QMS)	Once	Quality Management Plan for BLGF ISO Quality Management Certification	At end of engagement
11. Final Report	Once	Work done and the achievements accomplished during the assignment, recommended sustainability measures/policies.	At end of engagement

Prepared by:

  
**MA. FLORIZELDA A. ENRIQUEZ, CESE**  
 OIC-Chief, ISMD  
 Bureau of Local Government Finance

Noted by:

  
**ARMY M. ADVINCULA, CESE**  
 Director II, AFMS  
 Bureau of Local Government Finance

