



REPUBLIC OF GHANA

MINISTRY OF FINANCE
CONTROLLER AND ACCOUNTANT GENERAL'S DEPARTMENT

**IMPLEMENTATION OF AUTOMATED PENSION PAYROLL SYSTEM
REQUEST FOR EXPRESSIONS OF INTEREST
(FIRM SELECTION)**

1. The Controller and Accountant General's Department of the Ministry of Finance intends to apply part of its budgetary allocation to payments under the contract for the implementation of an Automated Pension Payroll System.
2. The objective of the assignment is to provide an Automated Pension Payroll System managed in-house by CAGD that:
 - a) Delivers a flexible, extensible architecture and tools designed to accommodate the dissimilar landscape of retirement pension payments.
 - b) Has robust functionalities to manage a diverse range of plans and options with configurable, plan-specific, effective dated business rules to expedite eligibility, calculation of retiree and alternate payee forms of payment
 - c) Ensures timely and accurate pension payment & reporting.
 - d) Employment of biometric technology to verify all pensioners before the payment of pensions and gratuities.

SCOPE OF SERVICE

3. The scope of the assignment will include, but not limited to the following:
 - a) Determine detailed user requirements for the software based on the business requirements of CAGD
 - b) Detailed design recommendations in a systems requirements study for the proposed software. The design should be flexible to incorporate changes in activities or future phases of the assignment and shall be done in close collaboration with CAGD and relevant stakeholders.
 - c) Automate pension payroll function to ensure separation of duties
 - d) Web based on-line portal for pensioner self service
 - e) System should be able to receive data manually or electronically (through interface or integration with the HRMIS)
 - f) Provision of an integrated output file for transferring data with minimum or no manual intervention to internal system (pension payroll processing platform)
 - g) Provision of end user training
 - h) Provision of biometric technologies to confirm proof of life of pensioners
 - i) Generate accurate, complete and timely reports – both standard and adhoc.
 - j) Meet statutory and regulatory compliance requirements in respect of pension management and data protection.
 - k) Provide service and systems that are flexible enough to accommodate any future expansion and growth
 - l) Provision of an efficient and effective support and maintenance services
4. All pension data shall
 - a. Be in a single integrated database with built-in error checking and validity rules to ensure data consistency and segregation of functions between those creating new pension recipients, those approving and those authorising;
 - b. Be complete, timely and accurate calculation of monthly and lump sum (gratuity) payments;

- c. able to distribute accurate and timely annual benefit notices to existing active members;
- d. process payments to members of scheme entitled to receive such benefits and that payments are made at point of retirement;
- e. ensure that appropriate controls are in place so that pension payments are complete and accurate;
- f. allow setting up of rules for special situations such as, early retirement, widow benefits, minimum benefit formulas and regulatory mandates;
- g. ensure that appropriate checks are in place to ensure payments are made to pensioners by the 15th of the following calendar month in line with pension regulations;
- h. allow for performance of monthly analytical checks to identify unusual trends for action to be taken and also define projection methods to support pension estimates based on future retirement dates.

EXPECTED OUTPUTS

5. The Consultant is expected to deliver the following:

Deliverable	Timeline
Inception Report (5 Copies)	4 weeks after contract signature
Draft Final report	16 weeks after signature
Final Report (5 Copies) Incorporating comments from client regarding the contents of the Draft Final Report.	20 weeks after contract signature

6. The CONTROLLER AND ACCOUNTANT GENERAL'S DEPARTMENT now invites eligible information technology consulting firms to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to

perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.)

7. A consultant will be selected in accordance with the procedures set out in the Public Procurement Act, 2003 (Act 663) and Public Procurement Amendment Act 2016. (Act 914) of the Republic of Ghana.

7. The criteria for shortlisting include:

- a) General Experience of the firm
- b) Specific Experience in undertaking similar assignments
- c) Availability of qualified staff
- d) Must be Ghanaian registered ICT Company.
- e) Must have valid VAT registration, valid SSNIT and GRA Clearance Certificates.

Substantial and demonstrated hands-on knowledge in Payroll Management services in an Oracle Public Sector ERP Release 12 and data base 11g environment will be an advantage.

8. Further information can be obtained at the address-(2) below during office hours (**0900 to 1700 hours**). Expressions of interest must be delivered in a written form to the **address (1)** below (in person, or by mail, or by e-mail) by **1700 hrs on 18th January 2018**.

Address (1) - For Submission of Expressions of Interest:

Procurement Unit, Block A, Room 53
Controller and Accountant Generals Department
Ministries Accra

Address (2) For Clarification and Additional Information:

Ag. Deputy Controller & Accountant (Payroll Management)
Controller and Accountant General's Department

Attn: Mr Kwaning Bosompem
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