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Transmittal Letter

16th December 2024.

BG LAUREL INTERNATIONAL SERVICES NIGERIA LTD/GTE

Dear Sir/Madam,

PROPOSAL FOR THE IMPLEMENTATION OF INTEGRATED HUMAN RESOURCES INFORMATION SYSTEM (iHRIS 5.0) FOR NIGERIA'S NATIONAL HEALTH WORKFORCE REGISTRY (NHWR)

Further to your invitation on the above subject, we wish to submit our proposal for the implementation of Integrated Human Resources Information System (iHRIS 5.0) for Nigeria's National Health Workforce Registry (NHWR).

Having handled similar projects before, we are well qualified to deliver on the project.

Enclosed herewith are pre-qualification documents as requested as well as our corporate profile which contains detailed information of similar assignments and our organisation.

Yours sincerely,

for: Counterhouse Consultants Ltd.

A handwritten signature in blue ink, appearing to read 'Rotimi Olugbohungbe'.

Dr. Rotimi Olugbohungbe
Chief Executive Officer.

Request for Quotation (RFQ) to implement
the Integrated Human Resources Information
System (iHRIS 5.0) for Nigeria's National
Health Workforce Registry (NHWR).



Request for Quote (RFQ) Number: RFQ-HWMA-00077

Purchaser: BG Laurel International Services Nigeria
LTD/GTE a subsidiary of Banyan Global

Submitted by:



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Introduction

Banyan Global is a development consulting firm, founded on the principle that integrating expertise and experience from the development community and private sector will achieve a broad and lasting impact. Their unique team comprises seasoned private sector and international development professionals. Headquartered in Washington, D.C., Banyan Global maintains staff around the world. Banyan Global is a women-owned small business

BG Laurel International Nigeria LTE/GTE is a subsidiary of Banyan Global, Inc., a women-owned small business and international development consulting firm committed to improving livelihoods through market approaches for a broad and lasting impact. Banyan Global is the prime recipient of the USAID Nigeria Health Workforce Management (HWM) Activity. The HWM Activity is a five-year task order to support the establishment of a cost-effective, well-trained, and motivated health workforce, particularly in targeted rural and remote areas of Bauchi, Ebonyi, Kebbi, and Sokoto States and the Federal Capital Territory (FCT).

The National Health Workforce Registry (NHWR) was established in 2020 by the Nigerian government. The NHWR serves as a centralized database for health workforce data across the country, with the primary objective of strengthening health systems governance and enhancing planning efforts including managing and tracking the country's health workforce.

Our Understanding of the Project

The purpose of this RFQ is to solicit the services of an IT firm to implement the Integrated Human Resources Information System (iHRIS 5.0) for Nigeria's National Health Workforce Registry (NHWR). The project is funded by United States Agency for International Development (USAID) and shall be implemented by BG Laurel International Services Nigeria LTD/GTE. a subsidiary of Banyan Global (hereinafter referred to as 'the firm')

The service provider will be expected to carry out the following tasks between December 2024 and March 31, 2025;

- Deploy IHRIS 5.0 on a live server
- Setup various functionalities in iHRIS 5.0 including
 - i. An architecture that gives all 36+1 states and other relevant entities full access rights to their data
 - ii. The necessary data entry forms
 - iii. Location-based and management access rights
 - iv. Interoperability with other health information systems
 - v. Various dashboards and reports

- vi. Necessary security measures to avoid data breaches
- vii. Systems for weekly backup, and penetration test before, during and after further deployment of the system.
- Train relevant personnel at the national, state and local government levels on the management of the health workforce registry including
 - i. Development of basic and advanced user manuals for the operationalization of the registry
 - ii. Facilitate a training workshop in the FCT for at least 50 HRH Managers on administering the backend and frontend features of the registry
- Develop an administrator/IT manual for the maintenance and management of the iHRIS local instance
- Technical support & routine maintenance of the system - Dedicated staff to support for 6 months.

Deliverables for the Pre-Development Phase

- A national health workforce registry based on iHRIS 5.0
- Master and slave architecture for the NHWR with the National being the master and the 36+1 states being the slaves
- Reports, dashboards, user credentials, and security functions customized for the iHRIS 5.0-NHWR platform
- A minimum of ten (50) HRH managers trained on the utilization of the iHRIS 5.0 NHWR platform
- Basic and advanced user and administrator/IT manuals developed

Technical and Managerial Capacity

Counterhouse Consultants Limited (CHC): is a multi-solution consulting firm with a passion for quality, honesty, and excellence. CHC brings together, a blend of certified, experienced and knowledgeable specialists with backgrounds in Information Technology, Systems Architecture, Engineering, Management, Human Resources, Finance and Support to create uniquely intelligent world-class solutions for businesses. We believe in relationship building and earning the trust of our clients through rendering a unique and rewarding service that differentiates us from our competitors. By complimenting or completing our teams, we also help our clients to create a competitive advantage and to optimize the business performance in all areas of the services we offer. Counterhouse, a leader in Oracle ERP deployment with offices in Nigeria and Kenya has lots of FIRSTS to her credits as follows:

- First Nigerian Partner to jointly implement the following:
- First Oracle ERP Cloud project in Oil and Gas industry in sub-Saharan Africa.

- First Strategic Cloud project in West Africa. This is a complete Oracle Cloud story across the different platforms: Oracle SaaS and PaaS integrated with Oracle Payroll hosted on Oracle SaaS.
 - First Integration Cloud Service project in Nigeria.
 - First Oracle Infrastructure as a Service project in Nigeria.
- First and only Nigeria partner with the shortest delivery period in Oracle project implementation in Nigeria.
- First and only Oracle partner in Nigeria that specialises in Oracle Training, Oracle Implementation, Oracle Quality Assurance and Oracle Transformation.

CHC is extremely well positioned to serve the needs of our local and global client base. We provide client with unsurpassed expertise and capabilities in the following areas among others: Oracle ERP Implementation, Oracle Quality Assurance, Oracle Training, Oracle Transformation (ePrentise), Audit and Assurance, Corporate Finance, Advisory Service, IT Training, IT Infrastructure, HR Consulting and HR Outsourcing.

Our quality assurance philosophy has evolved over the years as we have developed, enhanced and refined the services that we provide our clients. Although the identity, circumstances, and challenges of our clients may vary, we are dedicated to delivering superior quality services. This means that we will provide professional value-added services that meet or exceed AGILE expectations. In addition to adhering to professional standards of service, we apply structured methodologies and provide the most experienced professionals to address customer challenges. Embedded in our project management philosophy is a dedication to process-driven results, innovation, appropriate skill-sets and experience, and accountability.

We believe in innovation and “best practices.” Our professional staff members apply structured methodologies, consistent processes and creative approaches to meet customers’ needs and requirements. As a reputable consulting firm, we use our extensive resources to identify and apply innovative solutions to achieve customers’ strategic goals and objectives. We continuously look inside and outside our Firm for opportunities to apply industry-recognized “best practices” that have proven to be successful for similar organizations and efforts. Our dedication to applying the methodologies of the Project Management Institute’s Project Management Body of Knowledge (PMBOK) provides assurance that our approaches integrate “leading edge” competencies and business practices.

Our professionals possess the experience, abilities, and skill-sets to add value throughout the “project lifecycle”. Our project managers functional and technical experts are seasoned professionals who possess the depth and breadth of experience to “do it right the first time.”

At CHC, we recognize that every project is different and requires a variety of dedicated skills and support as the case for Sultanate of Oman, Government of Lesotho, Government of Ghana, as

well as Kogi State Government, Cross River State Government, National Pension Commission, Rainoil project in Nigeria to mention but a few. Our industry expertise cuts across all sectors of the economy. We help clients build, integrate and support mission-critical systems for real-time enterprises.

Finally, we believe above all that success demands accountability and we are prepared to accept the responsibility to drive customer's efforts to a successful conclusion. The staff that will be assigned to support AGILE will be dedicated to serving their project management needs. AGILE will be our primary focus and we fully expect that our performance will be measured and directly tied to the success of AGILE's "Key Outputs." AGILE will consistently see these themes of process, innovation, skillsets and accountability throughout the project implementation and support period. These themes are the foundation for the culture of our firm and responsible for the success of our efforts.

Software Development

Counterhouse Consultants is at the forefront of innovative software development, providing cutting-edge solutions tailored to meet the unique needs of our clients. Our dedicated team of skilled developers utilizes the latest technologies and industry best practices to deliver robust and scalable software solutions.

Flagship Product - CiBS (Counterhouse Integrated Business Suite): At the heart of our software offerings stands CiBS, our flagship product and a testament to our expertise in software development. CiBS, an acronym for Counterhouse Integrated Business Suite, is a comprehensive Enterprise Resource Planning (ERP) solution. This powerful platform seamlessly integrates various business processes, offering a unified and efficient system for managing diverse aspects of your organization.

Key Features of CiBS:

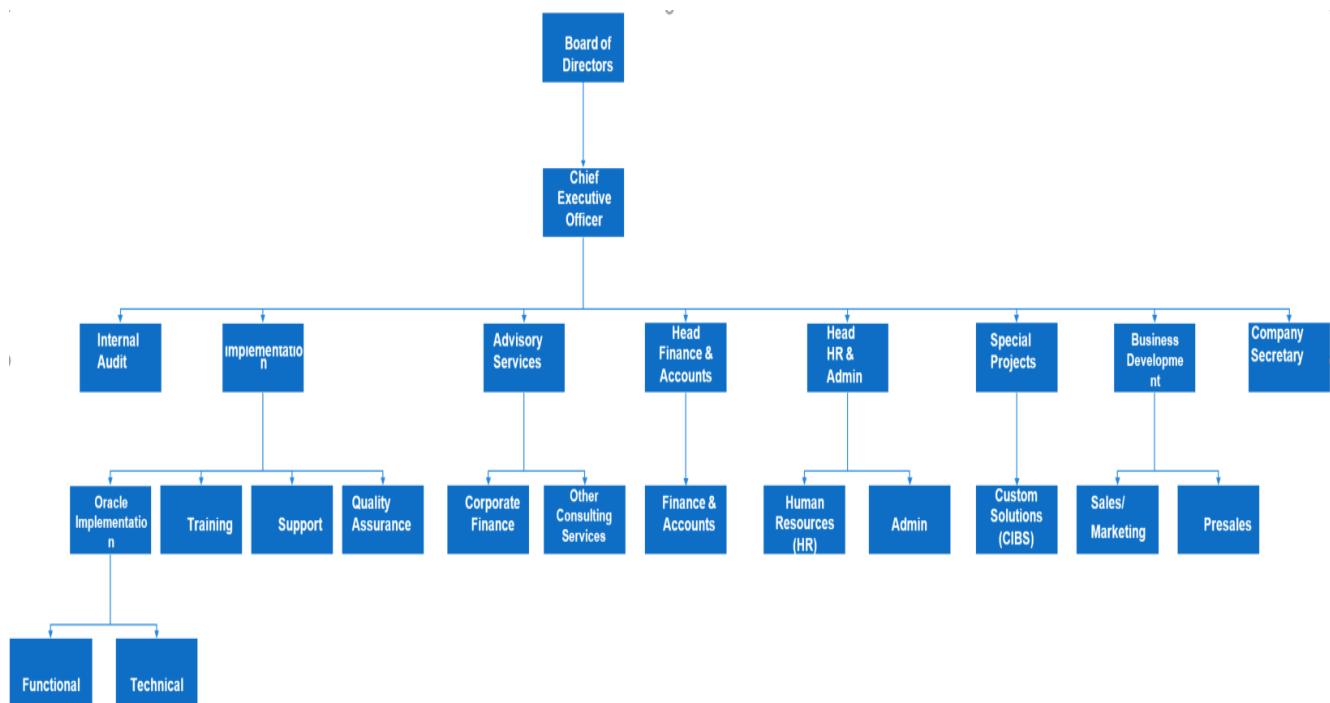
- Proven HRMIS System: CiBS boasts a proven Human Resource Management Information System (HRMIS) that streamlines HR processes, from employee on boarding to performance management. Our system is designed to enhance workforce productivity, improve decision-making, and ensure compliance with regulatory requirements.
- Scalability: CiBS is built with scalability in mind, allowing it to grow alongside your organization. Whether you're a small business or a large enterprise, CiBS can adapt to your evolving needs.
- User-Friendly Interface: We understand the importance of user experience. CiBS features an intuitive and user-friendly interface, making it easy for your team to navigate and maximize productivity.

- Customization: Recognizing that each business is unique, CiBS offers customization options to align with your specific workflows and business requirements. This flexibility ensures that the software adapts to your organizational structure seamlessly.

ISO 27001: 2022

The global digital landscape is changing. New business practices, such as remote working, cloud computing to name a few, have become widespread, and core business practices are increasingly digitally reliant. At CHC, we recognise this challenge and have taken measures to be proactive in this regard by being certified in ISO/IEC 27001:2022 Information Security Management standards. The certification covers our major areas of operations and enables us to address increasingly sophisticated security risks, ensure business continuity, and gain a competitive advantage for the benefit of our clients.

CHC Organizational Chart



Job References

Name of Client	Project description	Start Date	End Date
 Ministry of Local Government and Chieftaincy Affairs Secretariat, Abeere, Osun State	Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments.	Sept 2024	Till Date
 Ministry of Local Government and Chieftaincy Affairs Secretariat, Abeere, Osun State	Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments.	Sept 2024	Till Date
 Ministry of Finance, Government Secretariat, Abeere, Osun State	Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments.	June 2024	Till Date
 AFRICAN DEVELOPMENT BANK GROUP	Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC).	April 2024	Till Date
 Ministry of Public Service – Oracle Application and Database Upgrade for Ministry of Public Service Lesotho.	Oracle Application Upgrade from 12.2.7 to 12.2.12 and Oracle Database Upgrade from 12c to 19c.	Feb 2024	March 2024
 Sultanate of Oman Ministry of Finance	Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman.	April 2023	Till Date
 Lagos State Reserve Bank Office of the State Auditor-General Oracle E-Business Suite Audit Training	Oracle E-Business Suite Audit Training. (Introduction to Oracle EBS Audit, System Administrator (Sys Admin), Oracle EBS General Navigation, Oracle EBS Audit on the following modules: Oracle General Ledger, Oracle Cash Management, Oracle Human Resource, and Oracle Payroll.	Dec 2022	Dec 2022

	Implementation of OBIEE with Data Warehouse and Ensure all Interfaces to the GIMFIS modules can prepare and produce the required reports.	June 2022	Till Date
	Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) – Core Human Resource, Payroll, iRecruitment, Self-Service, Learning Management and Performance Management, Only Office Document and Task Management System.	Jan 2021	Nov 2021
	Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) – Core Human Resource, iRecruitment, Absence & Leave Management, Learning Management, Performance Management and Succession Planning	Feb 2020	Till Date
	Supply, Installation, Integration, Testing, Training & Commissioning and Technical Support of an ERP solution (Public Sector) for an Integrated Financial Management Information System (SIFMIS), and its related Hardware and Network Infrastructure – Oracle Financials (General Ledger, Account Receivables, Account Payables, Cash Management and Fixed Assets), Oracle Hyperion Planning & Budgeting, Purchasing, Business Intelligence and HelpMaster Helpdesk Help Desk solution.	Jan 2020	Feb 2021
	Upgrade and Re-Implementation of State Integrated Financial Management System (SIFMIS) and Upgrade of Infrastructure to Support the State Integrated Financial Management Information System (SIFMIS) on the following modules; Oracle Financials (General Ledger, Receivables, Payables, Cash Management & Fixed Assets) Oracle Purchasing, Oracle Hyperion Planning & Budgeting and Inventory, Oracle Project, Portfolio Management, Oracle Business Intelligence and Oracle Customer Experience (Cx) Help Desk solution	April 2019	July 2020
	Supply, Installation, Integration, Training and Technical Support of Oracle EBS Financials (General Ledger, Payables, Receivables, Fixed Asset and Cash Management), Oracle Hyperion Planning and Budgeting, Human Resource (HR) & Payroll Solution and its related Hardware and Network Infrastructure	April 2018	Oct 2018

	Pension Commission of Nigeria, Abuja.	Implementation and Fixes of Oracle Solutions (Financials – General Ledger, Payables, Receivables, Fixed Asset & Cash Management, Inventory, Purchasing, Sourcing, HRMS – (Human Resource, Payroll, Learning Management & Performance Management), Customer Experience and Legal Case Management).	April 2018	Oct 2018
	Eroton Exploration and Production	Implementation of Oracle Fusion Financials (General Ledger, Receivables, Payables, Fixed Asset & Cash Management), Purchasing, Human Resource Cloud and Payroll.	May 2016	Dec 2016
	Rainoil Limited	Implementation of Oracle Human Resources (HR) & Oracle Payroll modules.	Jan 2013	Feb 2013
	International Institute of Tropical Agriculture (IITA)	Implementation of Oracle Financials (General Ledger, Payables, Receivables, Fixed Asset and Cash Management) Inventory and Purchasing modules.	May 2014	Mar 2015
	Union Bank of Nigeria Plc.	Implementation of Oracle Financials (General Ledger, Receivables, Payables, Fixed Asset & Cash Management), Inventory, Purchasing, iProcurement and i-Expense.	April 2014	Jan 2015
	Nigerian College of Aviation Technology, Zaria.	Implementation of Oracle Financials (General Ledger, Receivables, Payables, Fixed Asset & Cash Management) and Inventory.	Feb 2012	Aug 2012
	Bayelsa State Govt. (SEEFOR)	Quality Assurance for Bayelsa State Integrated Financial Management Information System (SIFMIS) for the following modules; HRMIS – Softsuite Human Resource & Payroll, Financials – (General Ledger, Receivables, Payables, Fixed Asset & Cash Management), Purchasing, Payroll & Hyperion Planning & Budgeting.	Oct 2019	April 2020
	Edo State Govt. (SEEFOR)	Consultancy for the Review of the Configured Chart of Accounts, Correction of Configuration Errors and Configuration of Reports in the Chart of Accounts.	Aug 2020	Sep 2020
	LASACO Assurance Plc	Consultancy Service for the conduct of Security Awareness Programme, Security Assessment and IS (Information System) Audit.	Nov 2015	April 2016

	Quality Assurance for Edo State Integrated Financial Management Information System (SIFMIS) for the following modules; HCM – Human Resource & Payroll, Financials – General Ledger, Receivables, Payables, Cash Management & Fixed Asset, Purchasing, Payroll & Hyperion Planning & Budgeting.	Nov 2014	Oct 2015
	Quality Assurance Service for Oracle E-Business Suite Release 12 Upgrade for Lagos State Reserve Bank.	Jan 2011	April 2011
	Quality Assurance on Capacity Building for the Staff of Office Lagos State Auditor General.	Sept 2010	Dec 2010

Proposed Solution

In response to the discerned needs of BG Laurel International Nigeria LTE/GTE, Counterhouse is proud to present a compelling case for the adoption of the Counterhouse Integrated Business Suite (CiBS). BG Laurel International Nigeria LTE/GTE stands to gain several key advantages through the implementation of CiBS, aligning seamlessly with the unique requirements of their business.

KEY ADVANTAGES.

- Complete, open, and integrated products
- Accelerated business growth
- Lower total cost of ownership
- Affordable and flexible to the business
- One stop shop for all HR needs

COMPLETE AND INTEGRATED PRODUCTS

CiBS products provide flexibility and choice to customers across their IT infrastructure. CiBS offers the industry's most complete, open and integrated full-scale infrastructure solutions.

- **Complete:** CiBS complete industry solutions offer more value with less complexity, because Counterhouse has assembled best-in-class industry portfolios and it is Counterhouse's job to make them work together on an open platform.
- **Integrated Products:** Integration lies at the heart of CiBS' strategy. Unlike the past, where substantial IT budgets were allocated to integrate and maintain disparate applications, CiBS provides a seamless and cost-effective integration approach. This enables BG Laurel International Nigeria LTE/GTE to focus on what matters – making their business unique, competitive, and efficient.

ACCELERATED BUSINESS GROWTH

The inherent flexibility and choice embedded in CiBS empower BG Laurel International Nigeria LTE/GTE across their IT infrastructure. This not only streamlines operations but also acts as a catalyst for accelerated business growth. By providing a robust foundation, CiBS propels BG Laurel International Nigeria LTE/GTE into a realm where growth is not just anticipated but expedited.

LOWER TOTAL COST OF OWNERSHIP

CiBS redefines cost-effectiveness by offering a lower total cost of ownership. The elimination of excessive integration expenses, coupled with Counterhouse's commitment to open standards, results in a solution that optimizes resources and ensures long-term financial prudence for BG Laurel International Nigeria LTE/GTE.

AFFORDABLE AND FLEXIBLE TO THE BUSINESS

BG Laurel International Nigeria LTE/GTE can expect an HRMS solution that is not only affordable but also flexible to the dynamic needs of the business. CiBS aligns itself to the unique contours of BG Laurel International Nigeria LTE/GTE's operations, ensuring that every aspect of the system is in sync with the business evolving requirements.

ONE-STOP SHOP FOR ALL HR NEEDS

CiBS positions itself as the comprehensive solution, a one-stop shop catering to all HR needs. This consolidation simplifies BG Laurel International Nigeria LTE/GTE's HR processes, fostering efficiency, and ensuring a cohesive and streamlined approach to workforce management.

Conclusion

BG Laurel International Nigeria LTE/GTE was established in 2020 by the Nigerian government. There are six practice areas: the health sector, finance and investment, enterprise development, gender, youth, and evaluation and learning. The company intends to undertake the following activities in Nigeria: a. Improve the health and livelihoods of the people in Nigeria b. Support workforce development by building the capacity and quality of training institutions c. Strengthening human resources information systems d. Improving the governance and management of the health workforce e. Improving health worker retention and deployment in underserved areas. BG Laurel International Nigeria LTE/GTE is seeking for a competent system vendor who can supply, install, implement, commission and support a robust Human Resources Management Information system (HRMIS) and Recruitment Portal which will be managed by the Integrated Human Resources Information System (iHRIS 5.0) for Nigeria's National Health Workforce Registry (NHWR).

BG Laurel International Nigeria LTE/GTE will continue to gain business efficiency from CiBS- a complete and integrated solutions combined with top-notch support services. CiBS' commitment to a superior ownership experience can maximize the value of BG Laurel International Nigeria LTE/GTE's HR Software investment.



This proposal reflects the objectives identified by BG Laurel International Nigeria LTE/GTE's requirements, and we are fully committed to providing BG Laurel International Nigeria LTE/GTE with total approach to addressing your business objectives while reducing risk. In doing that, we have leveraged on our experience and industry knowledge. Should your requirements change, we welcome the opportunity to discuss how CiBS products and services align to those requirements..

CiBS Human Resource Solution

CiBS is fully integrated with all modules in the Business Suite, and supports integration with other solutions.

CiBS will help Human Resource officers create an information-driven HR Payroll Software rise that synchronizes data centrally from all systems—including third-party systems—so HR information is consistently collected, calculated, analyzed, and stored, ensuring data integrity while reducing costs. This approach improves visibility into business, financial, and compliance performance across the HR Payroll Software rise; strengthens your control to enforce compliance with company and regulatory policy; and increases operational efficiency.

The modules in CiBS use a unified data model that allows you to store information—including transactions, business intelligence, HR Personnel and financial assets—in one place. Those modules include:

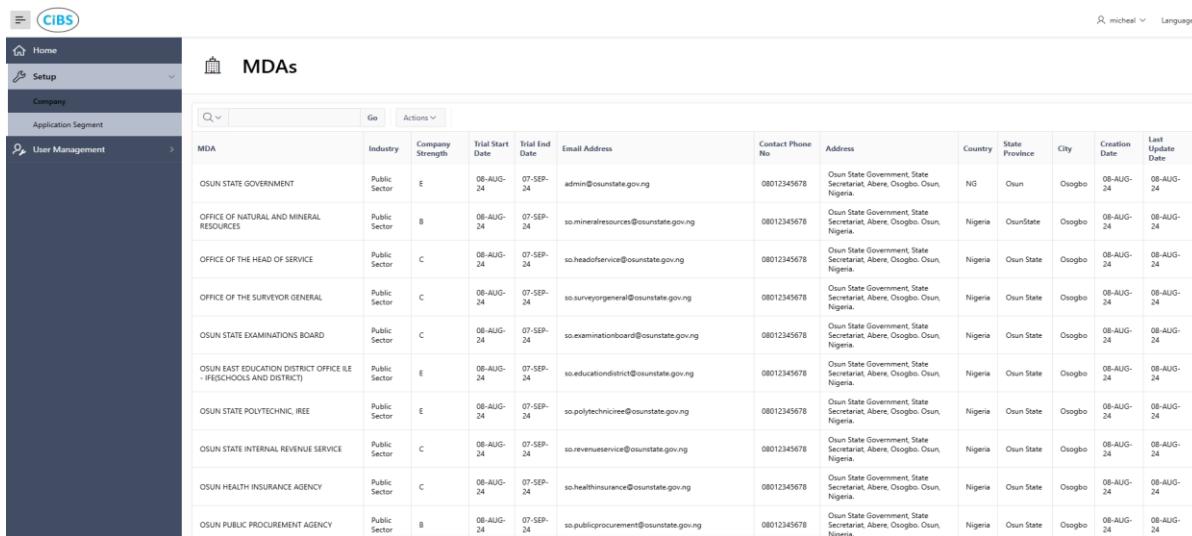
- 1. SYSAMIN**
- 2. Core Human Resources.**
- 3. On boarding Processes.**
- 4. Employee Data Management.**
- 5. Time and Attendance Tracking.**
- 6. Document Management and Reports.**
- 7. Performance Management System.**
- 8. Payroll.**
- 9. Workflow.**
- 10. General Ledger.**
- 11. Biometrics (Fingerprint and Face Recognition)**

1. SYSADMIN

The SYSADMIN module in the **CIBS Counterhouse Integrated Business Suite** is the central hub for managing user access, permissions, and configurations across the ERP system. Designed for seamless administration, this module ensures that businesses maintain a structured and secure environment for operations. SYSADMIN equips administrators with the tools needed to efficiently oversee users, control access, and tailor system functionalities to meet organizational needs. With an intuitive interface and robust capabilities, the module simplifies complex administrative tasks, providing flexibility, scalability, and enhanced control for optimal system management.

View Created MDAs (Companies)

The SYSADMIN module offers a comprehensive **MDA (Company) Report** feature, providing administrators with a detailed overview of all created Ministries, Departments, and Agencies (MDAs) within the system. This feature ensures transparency and enables efficient monitoring by presenting critical data such as MDA (Companies) names, and unique identifiers, creation date.



The screenshot shows the CIBS Counterhouse Integrated Business Suite interface. On the left, there's a sidebar with 'User Management' selected under 'Application Segment'. The main area is titled 'MDAs' and displays a table of data. The columns are: MDA, Industry, Company Strength, Trial Start Date, Trial End Date, Email Address, Contact Phone No, Address, Country, State Province, City, Creation Date, and Last Update Date. The data in the table includes various state government departments like Osun State Government, Office of Natural and Mineral Resources, Office of the Head of Service, Office of the Surveyor General, Osun State Examinations Board, Osun East Education District Office, Osun State Polytechnic, Osun State Internal Revenue Service, Osun Health Insurance Agency, and Osun Public Procurement Agency, all listed under the 'Public Sector' industry.

MDA	Industry	Company Strength	Trial Start Date	Trial End Date	Email Address	Contact Phone No	Address	Country	State Province	City	Creation Date	Last Update Date
OSUN STATE GOVERNMENT	Public Sector	E	08-AUG-24	07-SEP-24	admin@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	NG	Osun	Osogbo	08-AUG-24	08-AUG-24
OFFICE OF NATURAL AND MINERAL RESOURCES	Public Sector	B	08-AUG-24	07-SEP-24	so.mineralresources@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OFFICE OF THE HEAD OF SERVICE	Public Sector	C	08-AUG-24	07-SEP-24	so.headofservice@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OFFICE OF THE SURVEYOR GENERAL	Public Sector	C	08-AUG-24	07-SEP-24	so.surveyorgeneral@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OSUN STATE EXAMINATIONS BOARD	Public Sector	C	08-AUG-24	07-SEP-24	so.examinationboard@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OSUN EAST EDUCATION DISTRICT OFFICE (EEDHO) AND DISTRICT	Public Sector	E	08-AUG-24	07-SEP-24	so.educationdistrict@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OSUN STATE POLYTECHNIC, IREE	Public Sector	E	08-AUG-24	07-SEP-24	so.polytechnicree@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OSUN STATE INTERNAL REVENUE SERVICE	Public Sector	C	08-AUG-24	07-SEP-24	so.revenueservice@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OSUN HEALTH INSURANCE AGENCY	Public Sector	C	08-AUG-24	07-SEP-24	so.healthinsurance@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24
OSUN PUBLIC PROCUREMENT AGENCY	Public Sector	B	08-AUG-24	07-SEP-24	so.publicprocurement@osunstate.gov.ng	08012345678	Osun State Government, State Secretariat, Abere, Osogbo, Osun, Nigeria.	Nigeria	Osun State	Osogbo	08-AUG-24	08-AUG-24

Application Segment

The **Application Segment** feature within the SYSADMIN module provides a powerful configuration tool for structuring and organizing records across all modules of the **CIBS Counterhouse Integrated Business Suite**, including **HR, Payroll, GL, Performance Management**, and more.

This feature enables administrators to:

- Set up and define records for menus, pages, and page items in a tree-like hierarchical structure, illustrating the relationship between elements.
- Establish a clear and logical arrangement of module components, ensuring seamless navigation and clarity in module design.

- Configure access points across all modules, laying the foundation for user group management and role-based access control.

By leveraging the Application Segment feature, organizations can efficiently assign and manage user access to specific sections of the ERP system, ensuring that each user group has precisely the permissions they require. This structured approach enhances security, minimizes access-related risks, and simplifies system administration.

The image consists of two vertically stacked screenshots of a web-based application interface, likely from a SAP system. Both screenshots show the 'Application Segments' screen for the 'CIBS Human Resource' module.

Screenshot 1: Application Segments List

This screenshot shows the main 'Application Segments' page. At the top, there is a parameter dropdown set to 'Application Module: CIBS Human Resource'. Below this is a tree view of application segments under 'CIBS Human Resource'. The 'Human Resource (HR)' node is expanded, showing its sub-segments: Home (Menu), Notifications (Menu), Hiring and Onboarding (Menu), Employees (Menu), Time Management (Menu), Document Management (Menu), Reports (Menu), Employee By MDA, Report By Pay Scheme, Employees With Invalid Account, Administration (Menu), Performance Management System (Menu), and Employee-Payscheme Mapping (Menu). There are 'Create' and 'Refresh' buttons at the bottom right.

Screenshot 2: Application Segment Form

This screenshot shows a modal dialog titled 'Application Segment Form'. It contains fields for 'Segment Title' (with placeholder '0'), 'Segment Parent' (set to '0'), 'Segment Type' (dropdown menu), 'Page ID.' (dropdown menu), and 'Item Role' (dropdown menu). At the bottom left is a 'Cancel' button, and at the bottom right is a 'Create' button.

User Management

The User Management section of the SYSADMIN module provides a centralized platform for overseeing all application users within the system. This feature allows administrators to efficiently manage user profiles and access, ensuring seamless operations across different MDAs or Companies.

Key capabilities of the User Management section include:

- User Directory: View a comprehensive list of application users categorized by their associated MDA or Company.
- User Creation: Add new users to the system with customizable attributes and role assignments.
- Report Generation: Export detailed user reports in CSV, PDF, or Excel formats for record-keeping, audits, or analysis.
- Group Assignment: Assign users to specific groups, granting them access to the relevant module menus, pages, and items.
- Admin Designation: Mark users as Admins to grant them elevated access and management rights.
- Access Status Insights: View detailed group assignments to understand a user's access level and permissions across the system.

This robust feature ensures that user access is always aligned with organizational needs, providing flexibility, transparency, and security in managing user roles and permissions.

The screenshot shows the CIBS application interface for User Management. The left sidebar has a dark theme with 'CIBS' at the top, followed by 'Home', 'Setup', and 'User Management'. Under 'User Management', there are two options: 'Users' (selected) and 'User Groups'. The main area has a light background with a header 'Users' and a search bar. A dropdown menu shows 'Company: OSUN STATE GOVERNMENT'. Below is a table with columns: Username, First Name, Last Name, Employee Id, Company, Active Flag, Created By, and Creation Date. The table contains four rows of data:

Username	First Name	Last Name	Employee Id	Company	Active Flag	Created By	Creation Date
superadmin@osunstate.gov.ng	Super	Admin		OSUN STATE GOVERNMENT		MICHAEL	07-OCT-24
admin@osunstate.gov.ng	Osun State	Government		OSUN STATE GOVERNMENT		CHCERP	06-JUN-24
testuser@osunstate.gov.ng	Test	User		OSUN STATE GOVERNMENT		MICHEAL	06-NOV-24
sifmisofficer1@osunstate.gov.ng	SIFMIS	Officer		OSUN STATE GOVERNMENT		MICHEAL	19-NOV-24

CIBS

User details

Assigned Groups

- HR - Functional Team Expiry: 30-NOV-2029
- PY - Functional Team Expiry: 30-NOV-2029

1 - 2

User Group Assignment

Application Module	User Group	Assigned Date	End Date
-- Application Module --	-- User group --	22-NOV-2024	

HR - Functional Team Privileges

Segment Title	Segment Type	Page ID.	Item Role	Allow Access
Human Resource (HR)	App	17	Create	N
Add Employee	Item			N
Performance Management System (Menu)	Menu			N
Document Management (Menu)	Menu			Y
Hiring and Onboarding (Menu)	Menu			N
Reports (Menu)	Menu			Y
Home (Menu)	Menu			Y
Time Management (Menu)	Menu			N
Employee-Payscheme Mapping (Menu)	Menu			N

User details

Assigned Groups

- PY - SIFMIS Officer Expiry: 29-NOV-2029
- HR - SIFMIS Officer Expiry: 30-NOV-2033

1 - 2

SIFMIS Officer Privileges

Segment Title	Segment Type	Page ID.	Item Role	Allow Access
Payroll	App			Y
Home (Menu)	Menu			Y
Request Notification (Menu)	Menu			N
Approval Notifications (Menu)	Menu			Y
Pension Payroll (Menu)	Menu			Y
Pay Structure (Menu)	Menu			Y
Reports (Menu)	Menu			Y
Payment Batch Files (Menu)	Menu			Y
Payroll (Menu)	Menu			Y
Setup (Menu)	Menu			N

User Group Management

The User Group Management section in the SYSADMIN module offers a dynamic solution for organizing and controlling user access within the CIBS Counterhouse Integrated Business Suite. This feature empowers administrators to efficiently manage user groups for each application module, streamlining access control and ensuring security.

Key functionalities include:

- **Group Creation:** Set up user groups tailored to specific application modules, aligning group privileges with module requirements.
- **Group Deletion:** Remove user groups no longer in use, ensuring a clutter-free and organized system.
- **Group Details Overview:** View comprehensive details of all assigned groups, including their privileges and the users they encompass.
- **Access Control:** Grant or revoke privileges to module menus, pages, and components, maintaining precise control over what each group can access.

This section simplifies the process of defining and managing user roles, ensuring that every group has appropriate access to system features. With its intuitive tools, administrators can maintain an optimal balance between operational efficiency and data security.

User Groups

The screenshot shows the 'User Groups' interface. At the top, there is a 'Parameters' section with dropdowns for 'Application Module' (set to 'CIBS Human Resource') and 'Group' (set to 'HR - Functional Team'), along with 'Refresh', 'Delete Group', and 'New Group' buttons. Below this is a 'Group Privileges' section. On the left, a tree view shows the 'Human Resource (HR)' module with several menu items like 'Home (Menu)', 'Notifications (Menu)', 'Hiring and Onboarding (Menu)', etc. The 'Home (Menu)' item is currently selected. On the right, a 'Selected Segment' table shows a single row for 'Home (Menu)' with 'Allow Access' set to 'Y'. There is also a small 'Allow/Revoke' button next to the table.

Segment	title	Allow Access
Home (Menu)		Y

2. Core Human Resource (HR)

CiBS HR module is designed to empower your workforce as well as streamline and enhance your organisation's human capital management processes. In today's dynamic business environment, managing personnel efficiently is crucial for success. The CiBS HR module offers a centralised platform designed to simplify and enhance every aspect of human resource management, from recruitment and onboarding to performance management and employee engagement and ultimate disengagement through resignation, death or retirement.



3. On Boarding Processes

Attract and retain top talent:

- Modernize your recruitment process: Post job openings on popular job boards, manage applications through a centralised system, and conduct efficient pre-screening with easy-to-use filtering tools.
- Track candidate qualifications and experience: Capture and store relevant information during the application process, enabling informed comparison and selection decisions.
- On-board new hires smoothly: Simplify the onboarding process with automated workflows, customizable checklists, and access to essential company resources

The screenshot shows a recruitment management system with a sidebar on the left containing filters for job openings. The main area displays three job listings: 'IT Manager Kenya' (Information Technology, Mid Level - Full Time, Kenya, Kenya, Expires - 4 months ago), 'IT Manager' (Information Technology, Mid Level - Full Time, Lagos, Nigeria, Expires - 4 months ago), and 'Engineer' (Information Technology). To the right, there are summary boxes for 'Applicants' (7) and 'Open Positions' (15).

The screenshot shows a detailed view of a job opportunity titled 'Job Opportunities'. On the left, there's a list of other job openings: 'Senior Solution Architect' (Business Development, Kenya, Kenya, Expires on 01st Aug, 2025), 'Developer' (General Administration, Lagos, Nigeria, Expires on 23rd Nov, 2023), and 'Human Resources Analyst' (Human Resources, Belfast, Ireland, Expires on 16th Jun, 2023). The main panel displays the 'Job Description - Senior Solution Architect' with sections for 'Employment Type', 'Job Level', 'Salary', 'Location', 'Deadline for Submission', 'Purpose of the position' (with a note about authority level), 'Responsibilities and Duties' (listing five responsibilities), and 'Required qualifications'. A large green 'Apply for Job' button is at the bottom right.

4. Employee Data Management

- Securely store and maintain accurate employee information: Consolidate employee data across departments into a single, secure platform, accessible only to authorized personnel.
- Streamline data entry and updates: Minimize manual data entry errors and save time with intuitive interfaces and automated data population features.

The screenshot shows the CiBS Employee Management System dashboard. On the left is a green sidebar with navigation links: Home, Notifications (4), Hiring and Onboarding, Employees (selected), Time Management, Document Management, Reports, Administration, and Performance Management. The main area has a header with 'Employees' and a search bar. Below is a grid of employee cards:

ID	Name	Title	Department	Location
068	Oluwaseye Kupoluyi	Information Technology Support Staff	Information Technology	Lagos
069	Adedayo Faleye	Engineer1	Information Technology	Lagos
070	Adedoyin Adesayo	Junior Engineer	General Administration	Lagos
071	Ashish Sharma	Supervisor	Logistics	Tokyo
072	Wycliffe Mutuku	Human Resources Business Partner	Human Resources	Texas
073	James Ebunola	Human Resources Analyst	Human Resources	Belfast
1001	Jason Miller	Information Technology Support Staff	Information Technology	Lagos
1002	John Maxwell	Engineer1	Information Technology	Lagos
1003	AD-5266			

To the right are three summary boxes: 'Incomplete Employee Entries' (list of names), 'Active Employees' (10), and 'Terminated Employees' (0).

The screenshot shows the detailed view for Employee 068. The left sidebar shows the navigation menu. The main area has a header with 'Employee Directory' and a 'Next' button for 'John CENA'. The page is titled 'Personal Information' for 'Oluwaseye Kupoluyi'. It includes fields for Title (Mr.), Last Name (Kupoluyi), First Name (Oluwaseye), Middle Name, Preferred Name, Gender (Male), Marital Status (Single), Date of Birth (8/6/1990), SSN (75675), National Identifier (09007655), Tax Identification No (9654733), Country of Origin (Nigeria), Town of Birth (Lagos), Region of Birth (Lagos), and Country of Birth (Nigeria). Below this are sections for 'Contact Information', 'Dependents [0]', 'Emergency Contacts [1]', 'Qualifications', and 'Past Employment'. At the bottom are sections for 'Address' (Suite 16, Motorways Centre, opposite 7up bottling), 'City' (Lagos), 'State' (Lagos), 'Country Name' (Nigeria), and 'Primary Flag' (N). There are also buttons for 'Add Address', 'Edit', 'Add Phone', and 'Add Social'.

CIBS

Employment Info

Date of Hire
7 5001
Grade Step

Entry Level
Job Level
Full Time
Employment Type
Information Technology
Department
Information Technology Support Staff
Job Title
Lagos, Nigeria
Location

First Name: Oluwaseye Middle Name: Preferred Name:
 Gender: Male Marital Status: Single Date Of Birth: 8/6/1990 Personal Email Address: seye.kupoluyi@counterhousecons
 SSN: 75675 National Identifier: 09007655 Tax Identification No: 9654733
 Country Of Origin: Nigeria Town Of Birth: Lagos Region Of Birth: Lagos Country Of Birth: Nigeria

[+] Custom Information

Contact Information **Dependents [0]** **Emergency Contacts [1]** **Qualifications** **Past Employment**

Title	First Name	Last Name	Relationship	Phone Number	Email Address
	Mr.	Oluwaseye	Kupoluyi	Brother	8103015404 seye.kupoluyi@counterhousecons

Add Emergency Contact **Edit**

Cancel **Apply Changes**

CIBS

<< Employee Directory

Employee Number

Personal Information

Title: Mr. Last Name: Mutuku
 First Name: Wycliffe Middle Name: Preferred Name:
 Gender: Male Marital Status: Single Date Of Birth: 6/22/1992 Personal Email Address:
 SSN: 67888888 National Identifier: Tax Identification No:
 Country Of Origin: Kenya Town Of Birth: Region Of Birth: Country Of Birth: Kenya

[+] Custom Information

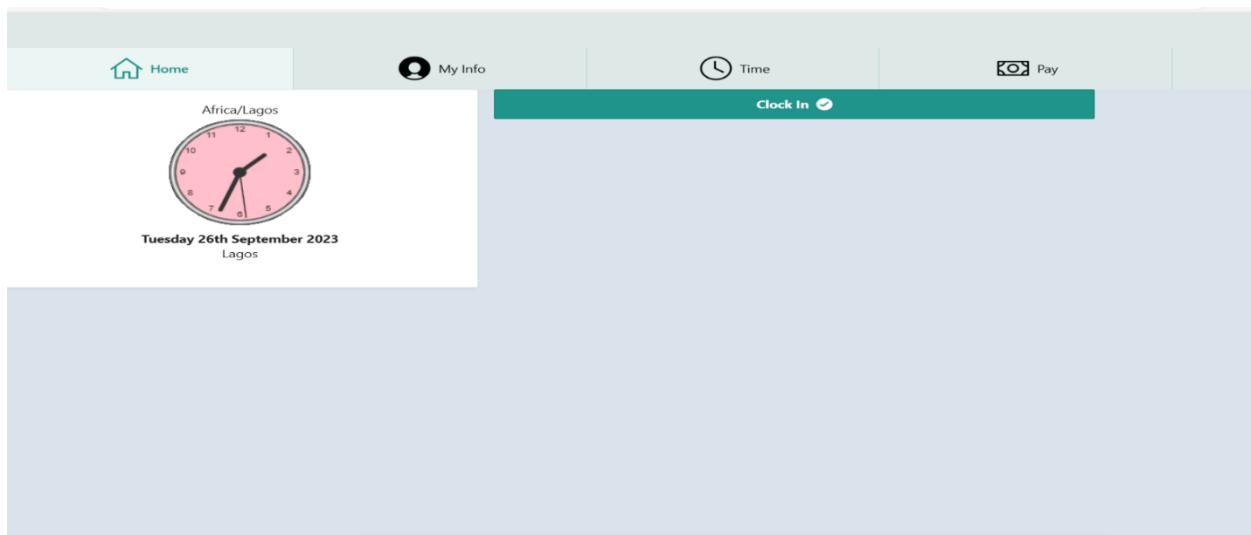
Contact Information **Dependents [0]** **Emergency Contacts [0]** **Qualifications** **Past Employment** >

Add Address **Add Phone** **Add Social**

Cancel **Apply Changes**

5. Time and Attendance Tracking

- Real-time Tracking: Keep a close eye on employee attendance, leave balances, and work hours in real-time, promoting accurate payroll processing and resource planning.
- Gain real-time visibility into workforce activity: Track project-specific work hours, overtime, and absences, providing valuable insights for efficient workforce scheduling and resource allocation.

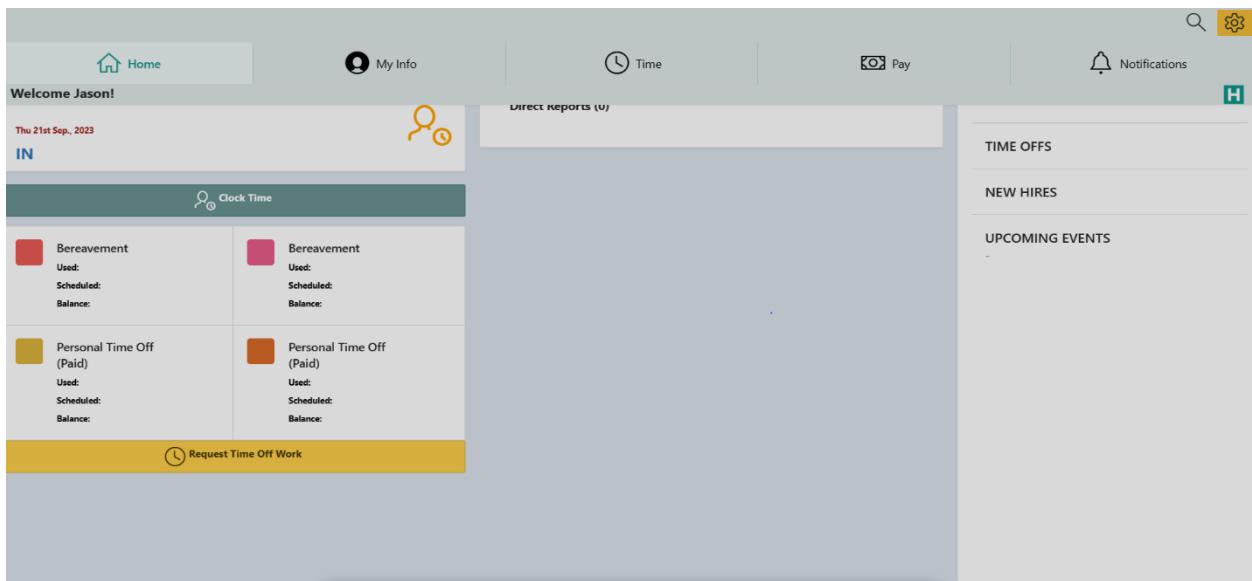


6. Employee Self-service

Employee Self-Service refers to a system where the individual who initiates a task is also responsible for completing that task. Through a standard web browser, users can access HR data and carry out specific actions, like updating their address. By assigning tasks to the task originator, data accuracy improves, and administrative costs are reduced. Some changes may require approval, such as a leave request needing approval from the requester's manager. Self-service notifications manage these approvals, streamlining manual processes and saving time and effort.

Empower your workforce:

- Provide self-service capabilities: Give employees control over their personal information, allowing them to access paystubs, update contact details, and request leave independently.
- Improve communication and collaboration: Enable secure communication channels and collaborative tools to elevate employee engagement and knowledge sharing.



7. Document Management and Reports

Centralised document repository: Store all employee-related documents, such as resumes, contracts, performance reviews, and training certificates, in a single secure location.

Gain valuable insights by generating comprehensive reports: Access real-time data and insightful reports on a wide range of HR metrics, including:

- Recruitment effectiveness: Analyse time-to-hire, candidate sources, and offer acceptance rates to refine your recruitment strategies.
- Employee performance: Track individual and team performance metrics, identify strengths and weaknesses, and make informed talent development decisions.
- Workforce composition: Gain insights into demographics, skills, and compensation trends to inform strategic workforce planning and diversity initiatives.
- Time and attendance: Analyse trends in employee work hours, overtime, and absenteeism to optimize scheduling, and resource allocation, and identify potential productivity issues.
- Leave management: Monitor leave usage patterns, identify potential leave abuse, and optimize leave policies.

The screenshot shows a HR management software interface. On the left, there is a sidebar with various icons and a search bar labeled "Search People". Below the search bar is a table listing ten employees, each with a profile picture, name, title, and location. To the right of the table is a large document viewer window. The document is titled "Bachelors degree with honours Accounting" and contains the text "Dummy PDF file". At the bottom of the document viewer, there is a progress bar indicating "1 - 10".

Employee	Title	Location	Status
John CENA	Finance Manager	New Delhi	✓
James Ebunola	Human Resources Analyst	Beijing	✓
John Maxwell	Engineer	Lagos	✓
Olunwaseye Kupoluyi	Information Technology Support Staff	Lagos	✓
Ashish Sharma	Supervisor	Tokyo	✓
Fadekemi Glover	Junior Accountant	Nairobi	✓
Adedoyio Faleye	Engineer	Lagos	✓
Jason Miller	Information Technology Support Staff	Lagos	✓
Wycliffe Mutuku	Human Resources Business Partner	Texas	✓
Adedoyin Adeayo	Junior Engineer	Lagos	✓

You are viewing sample data [Clear data](#)

Employee List

Related Contacts Information
Dependent and Emergency Contacts Information

Job Applications
Candidates and Job Opening Details

Inactive Employee List
List of Inactive Employees

Daily Attendance Report
Daily Employee attendance report

Time Off Summary
Employees Time Off Summary

SN	Employee Number	Last Name	First Name	Middle Name	Full Name	Gender	Date Of Birth	Hire Date	Employee Email Address	Job Title	Job Level
1	068	Kupoluyi	Oluwaseye		Kupoluyi Oluwaseye	M	8/6/1990	8/25/2023	seye.kupoluyi@counterhouseconsultants.com	Information Technology Support Staff	Entry Level
2	1003	Glover	Fadekemi		Glover Fadekemi	F	1/2/1990	9/1/2023	fglover@ownemail.com	Junior Accountant	Entry Level
3	072	Mutuku	Wycliffe		Mutuku Wycliffe	M	9/23/1992	9/1/2023	Wyclifemutuku@sit.com	Human Resources Business Partner	Mid Level
4	1001	Miller	Jason	Sam	Miller Jason Sam	M	8/10/1988	9/1/2023	jasonmailer@gmail.com	Information Technology Support Staff	Entry Level
5	071	Sharma	Ashish		Sharma Ashish	M	3/29/1990	10/2/2023	ashish.sharma@samplecompany.com	Supervisor	Mid Level
6	070	Adeayo	Adedoyin		Adeayo Adedoyin	F	9/1/2005	8/25/2023	adedoyin.adeyo@dame.com	Junior Engineer	Mid Level
7	069	Faleye	Adedayo		Faleye Adedayo	M	9/1/2005	8/1/2023	fxdttkgy@skfjgb	Engineer1	Entry Level
8	AD-5266	CENA	John		CENA John	M	9/20/1978	2/6/2023	JH1@gmail.com	Finance Manager	Senior level
9	073	Ebunola	James	Mewaji	Ebunola James Mewaji	M	9/18/1980	8/1/2023	james@ymail.com	Human Resources Analyst	Entry Level

Rating Scales

News: share some updates...more

Rating Scales

Rating Name	Rating Type	Rating Description
GOL Performance Rating Scale Grade E-H	Performance	Government of Lesotho Performance Rating Grade E-H
GOL Weighting Scale	Weighting	Government of Lesotho Weighting Scale Grade E-H
GOL Proficiency Rating Scale Grade E-H	Proficiency	Government of Lesotho Proficiency Rating Grade E-H

1 rows selected Total 3

Levels

Level	Level Name	Level Description
1	Unsatisfactory	Performance less than expected level
2	Satisfactory	
3	Good	
4	Very Good	

1 rows selected Total 4

8. Performance Management

- *Goal Setting and Tracking:* Establish SMART goals for employees and track progress over time, fostering a goal-oriented culture within the organisation.
- *360-Degree Feedback:* 360-degree feedback mechanisms to gather insights from peers, managers, and subordinates, providing a holistic view of an employee's performance.

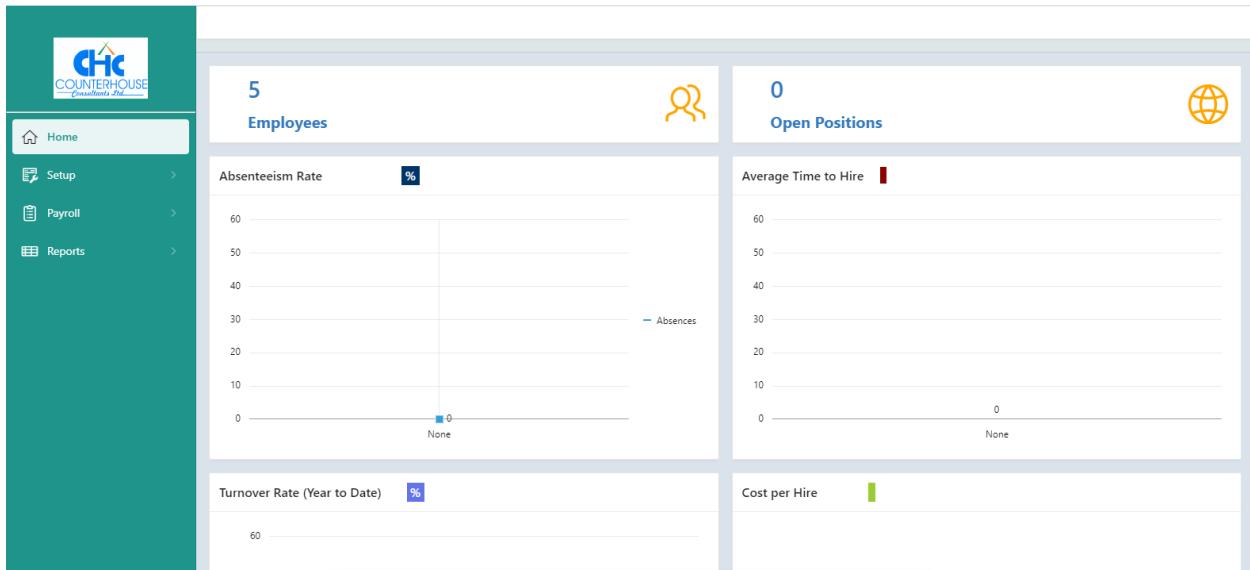
List of Performance Management Plans

Name	Status	Start Date	End Date
GOL PERFORMANCE MANAGEMENT	Published	2/26/2024	2/25/2025

New Plan

9. Payroll

CiBS (Counterhouse Integrated Business Suite) ERP is a robust solution tailored to streamline payroll management processes efficiently. The following focuses on the payroll module of CiBS, navigating through its various sections and functionalities to provide an overview of its capabilities.



- **General Setup:**

The General Setup section of CiBS encompasses essential configurations to establish the foundation for payroll operations. This includes defining payment methods, setting up payroll definitions, configuring grade structures, establishing bank details, mapping staff accounts, organizing employees into people groups, and configuring tax parameters. These settings ensure accuracy and compliance throughout the payroll process.

- **Payment Method:**

CiBS allows administrators to define various payment methods within the system. This feature enables organisations to configure how employees receive their salaries, whether through direct deposit, physical checks, or other methods, ensuring flexibility and convenience in payroll disbursement.

	Method Name	GL Account	Active?
	Method 1	200-10000001-1001	Yes

- **Payroll Definition:**

With the Payroll Definition feature, users can establish the parameters and rules governing payroll processing within the ERP system. This includes setting up pay periods, defining wage types, specifying overtime rules, and configuring other payroll-related policies to ensure accuracy and consistency in payroll computations.

	Payroll Definition	Period Type	Payment Method	Start Date	End Date
	My Definition	Month	Method 1	7/14/2023	
	Business End	Month	Method 1	9/1/2023	

- **Grade Setup:**

CiBS enables organisations to create and manage grade structures for employees based on factors such as job roles, seniority, or skill levels. This feature allows for the categorization of employees into different pay grades, facilitating standardized salary administration and career progression tracking.

The screenshot shows the 'General Setup' interface with the 'Grade Setup' tab selected. The left sidebar has a teal header and lists 'General Setup', 'Computation Setup', 'Payroll Value Sets', 'Salary Setup', 'Payroll' (with a dropdown arrow), and 'Reports'. The main area has tabs for 'Payment Methods', 'Payroll Definition', 'Grade Setup' (underlined in blue), 'Bank Setup', 'Staff Account Mapping', 'People Groups', and 'Tax Setup'. Below these tabs is a search bar with 'Go' and 'Actions' buttons, and a 'New Grade' button. A table lists seven grades with columns: Grade Code, Description, Enabled, Start Date Active, and End Date Active. The grades listed are GRADE5, GRADE6, GRADE1, GRADE3, GRADE4, GRADE7, and GRADE2. GRADE5 is described as 'Grade Level 5', GRADE6 as 'Grade Level 6', GRADE1 as 'Grade Level 1', GRADE3 as 'Grade Level 3', GRADE4 as 'Grade Level 4', GRADE7 as 'Grade 7', and GRADE2 as 'Grade Level 2'. GRADE5, GRADE6, GRADE1, GRADE3, GRADE4, and GRADE7 are enabled (Yes), while GRADE2 is disabled (No). The start date for all is 7/13/2023, except for GRADE7 which is 3/1/2014. The end date for GRADE2 is 7/13/2023. A page number '1 - 7' is at the bottom right.

- **Bank Setup:**

In the Bank Setup section, administrators can configure bank details and accounts associated with employee payroll processing. This includes specifying bank names, account numbers, routing information, and other relevant banking details to facilitate direct deposit and electronic fund transfers for payroll disbursement.

The screenshot shows the 'General Setup' interface with the 'Bank Setup' tab selected. The left sidebar is identical to the previous screenshot. The main area has tabs for 'Payment Methods', 'Payroll Definition', 'Grade Setup', 'Bank Setup' (underlined in blue), 'Staff Account Mapping', 'People Groups', and 'Tax Setup'. Below these tabs is a search bar with 'Go' and 'Actions' buttons, and a 'New Bank' button. A table lists four banks with columns: Bank Name, Bank Short Code, Sort Code, and Swift Code. The banks listed are First Bank, GTCO, United Bank of Africa, and Zenith Bank. First Bank has a short code of FBN and a sort code of 11152303. GTCO has a short code of 76589 and a sort code of 90876. United Bank of Africa has a short code of UBA and a sort code of 45362. Zenith Bank has a short code of ZBN and a sort code of 57150013. A page number '1 - 4' is at the bottom right.

- **Staff Account Mapping:**

CiBS allows users to map staff accounts to specific payroll-related transactions or expenses within the system. This mapping ensures proper allocation of payroll costs to respective accounts in the general ledger, enabling accurate financial reporting and analysis.

Bank Account Name	Employee Number	Branch	Currency Code	Iban	Start Date	End Date	Description	Contact Name	Contact Phone	Contact Fax	Contact Email
Johnny Cage	2		NGN		11/27/2023						
TT	12345		NGN		11/11/2023						

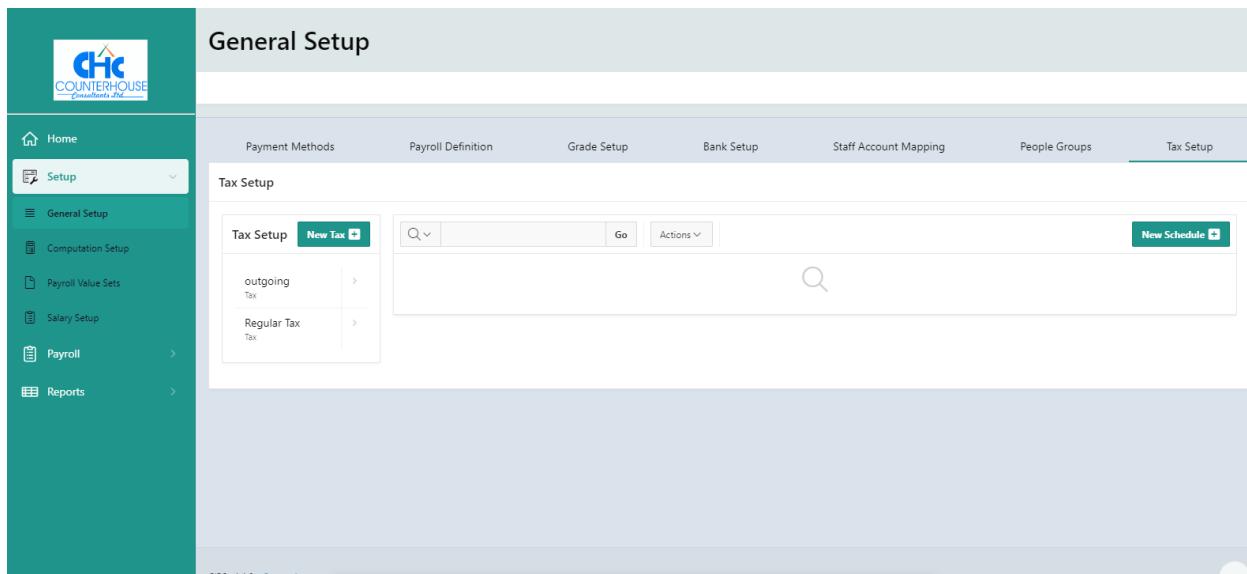
- **People Groups:**

The People Groups feature enables organisations to group employees based on common attributes such as department, location, or employment status. This grouping facilitates efficient management and administration of payroll-related tasks, such as applying payroll policies or generating reports for specific employee groups.

Name	Group by	Cost Account	Effective Start Date	Effective End Date
UNION	Employee		11/1/2023	
New group	Employee		8/1/2023	
Lagos Employees	Department		9/1/2023	
Abc Gtoup	Department		12/1/2021	
Rural employee	Department	Rural Emp Account	11/1/2023	
Early Grades	Grade		9/1/2023	

- **Tax Setup:**

Within the Tax Setup module, administrators can configure tax parameters and deductions according to local tax laws and regulations. This includes setting up tax rates, exemptions, and other tax-related policies to ensure compliance with statutory requirements and accurate withholding of taxes from employee salaries.



- **Computational Setup**

In the Computation Setup section, CiBS allows for the customization of payroll computations to accommodate diverse organisational requirements. Users can configure elements such as earnings, deductions, and ad-hoc adjustments to align with specific payroll policies and employee compensation structures, ensuring flexibility and precision in payroll calculations.

- **Element Setup:**

CiBS offers the Element Setup feature, enabling users to define and configure various elements that contribute to payroll computations. This includes earnings components such as basic salary, allowances, and bonuses, as well as deduction elements such as taxes, insurance premiums, and loan repayments. Administrators can customize each element's calculation method, frequency, and eligibility criteria to accurately reflect the organisation's payroll policies.

Element Setup		Adhoc Earnings			Adhoc Deductions		
Q v	Go	Actions v					New Item +
Element Code	Approval Status	Element Name	Earning/Deduction	Effective Start Date	Base Item?	Adhoc ?	Tax Item?
ENT	NO APPROVAL REQUIRED	Entertainment Allowance	EARNING	01-NOV-2022	No	No	No
ITEM1	NO APPROVAL REQUIRED	First Item	EARNING	01-FEB-2024	No	Yes	No
G001	NO APPROVAL REQUIRED	General Earning	EARNING	01-FEB-2024	No	No	No
G002	NO APPROVAL REQUIRED	Grade1 Deduction	VOLUNTARY_DEDUCTION	01-FEB-2024	No	No	No
BO123	NO APPROVAL REQUIRED	Bonus	VOLUNTARY_DEDUCTION	31-AUG-2023	No	No	No
PFA	NO APPROVAL REQUIRED	Pension Contribution	VOLUNTARY_DEDUCTION	01-NOV-2021	No	No	No
TA	NO APPROVAL REQUIRED	Test Allowance	EARNING	21-JUN-2023	No	No	No
CORPFE	NO APPROVAL REQUIRED	Cooperative Fee	VOLUNTARY_DEDUCTION	01-AUG-2022	No	Yes	No
MYELT	NO APPROVAL REQUIRED	My element	EARNING	01-SEP-2023	No	No	No
HOUSE	NO APPROVAL REQUIRED	Housing Allowance	EARNING	01-NOV-2021	No	No	No
TXFR	NO APPROVAL REQUIRED	Tax Free Allowance	EARNING	01-NOV-2022	No	No	No
REFUND	NO APPROVAL REQUIRED	Expenses Refund	EARNING	01-NOV-2022	No	No	No
ITEM03	NO APPROVAL REQUIRED	Demo Earning	EARNING	01-FEB-2024	No	No	No

- **Adhoc Earnings:**

With the Adhoc Earnings functionality, users can input additional earnings for employees outside of their regular salary components. This feature allows for the ad-hoc inclusion of bonuses, incentives, or special payments, providing flexibility in compensating employees for one-time or irregular events.

Element Setup		Adhoc Earnings			Adhoc Deductions			
Q v	Go	Actions v					New Earning +	Earning Upload
Employee	Earning	Amount	Effective Start Date	Effective End Date	Active?			
EMP00002 - Charles Dickens	Furniture Allowance	5,000	01-MAY-2023	01-FEB-2024	Yes			
EMP00003 - Elizabeth Arden	First Item	5,000	01-FEB-2024	01-FEB-2024	Yes			
EMP00004 - Sarah Jane	Furniture Allowance	3,000	03-APR-2023	01-FEB-2024	Yes			
EMP00001 - Johnny Cage	First Item	2,000	01-FEB-2024	01-FEB-2024	Yes			

- **Adhoc Deductions:**

Similarly, the Adhoc Deductions feature enables users to deduct miscellaneous amounts from employee salaries beyond standard deduction elements. This functionality accommodates deductions such as fines, penalties, or voluntary contributions, allowing for dynamic adjustments to employee compensation as needed.

Element Setup		Adhoc Earnings			Adhoc Deductions	
Q	Go	Actions		New Deduction	Deduction Upload	
		Employee	Deduction	Amount	Effective Start Date	Effective End Date
	EMP00003 - Elizabeth Arden	Second Item		50	01-FEB-2024	
	EMP00001 - Johnny Cage	Cooperative Fee		1,400	11-JUL-2023	
	EMP00001 - Johnny Cage	Second Item		1,500	01-FEB-2024	

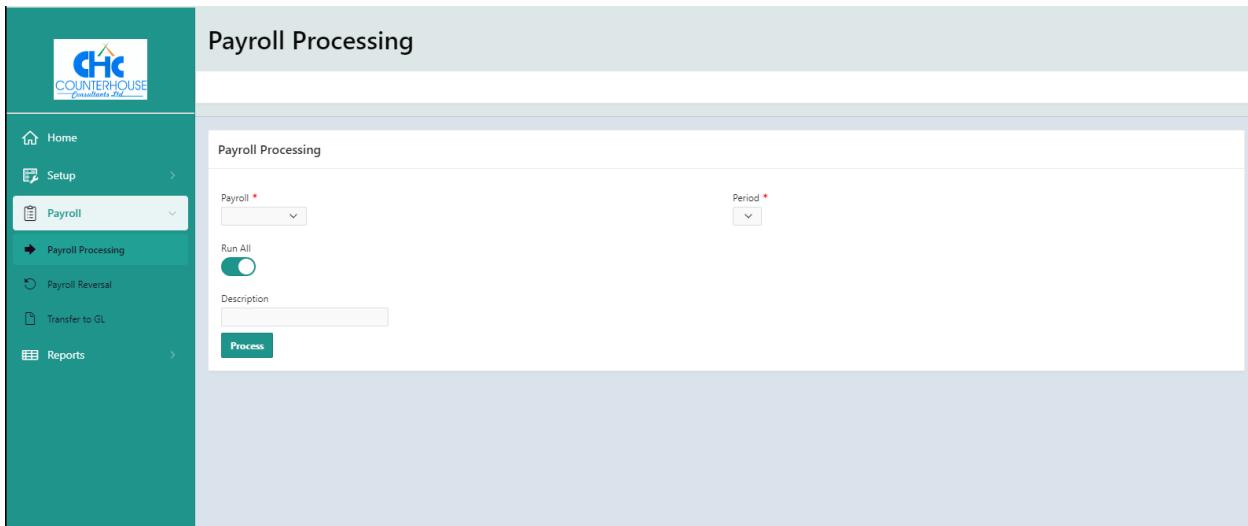
- **Salary Setup:**

CiBS facilitates the setup of salary structures within the Salary Setup module, enabling organisations to define standard pay rates, allowances, and benefits for different employee roles and positions. This feature ensures consistency and transparency in salary administration across the organisation.

Grade Salary Setup		Payroll	Grade	Annual Salary	Pay Item	Eff Start Date	Eff End Date
Q	Go	Actions	New Record				
	Grade Level 1	Grade 1 Step 1	My Definition	500,000.00	Basic Salary	11/1/2021	
	Grade Level 2	Grade 2 Step 1	My Definition	1,000,000.00	Basic Salary	11/1/2021	
	Grade Level 2	Grade 2 Step 5	My Definition	3,000,000.00	Basic Salary	3/1/2021	
	Grade Level 3	Grade 3 Step 3	My Definition	6,000,000.00	Basic Salary	5/3/2021	
	Grade Level 2	Grade 2 Step 2	My Definition	1,500,000.00	Basic Salary	6/1/2019	
	Grade Level 2	Grade 2 Step 3	My Definition	2,000,000.00	Basic Salary	5/1/2020	
	Grade Level 2	Grade 2 Step 4	My Definition	2,500,000.00	Basic Salary	11/1/2018	
	Grade Level 3	Grade 3 Step 5	My Definition	8,000,000.00	Basic Salary	10/1/2022	
	Grade Level 1	Grade 1 Step 5	My Definition	900,000.00	Basic Salary	11/1/2022	
	Grade Level 3	Grade 3 Step 4	My Definition	7,000,000.00	Basic Salary	11/1/2018	

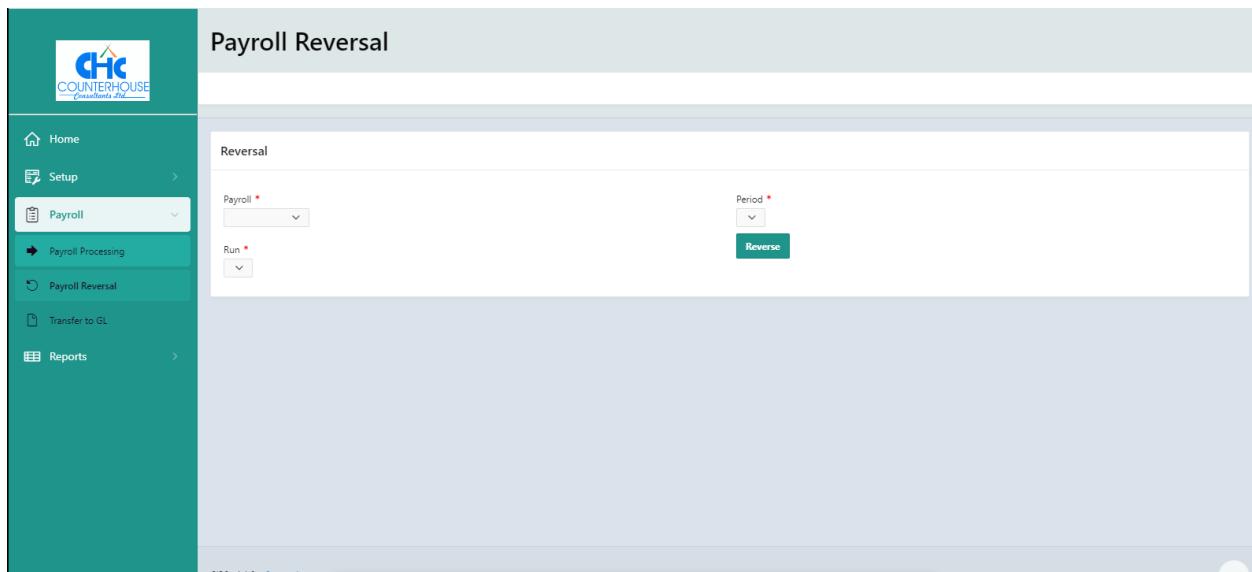
- **Payroll Processing:**

The Payroll Processing functionality in CiBS automates the computation and disbursement of employee salaries and wages based on predefined payroll parameters and employee attendance or timekeeping data. This streamlined process minimizes errors, reduces processing time, and enhances payroll accuracy.



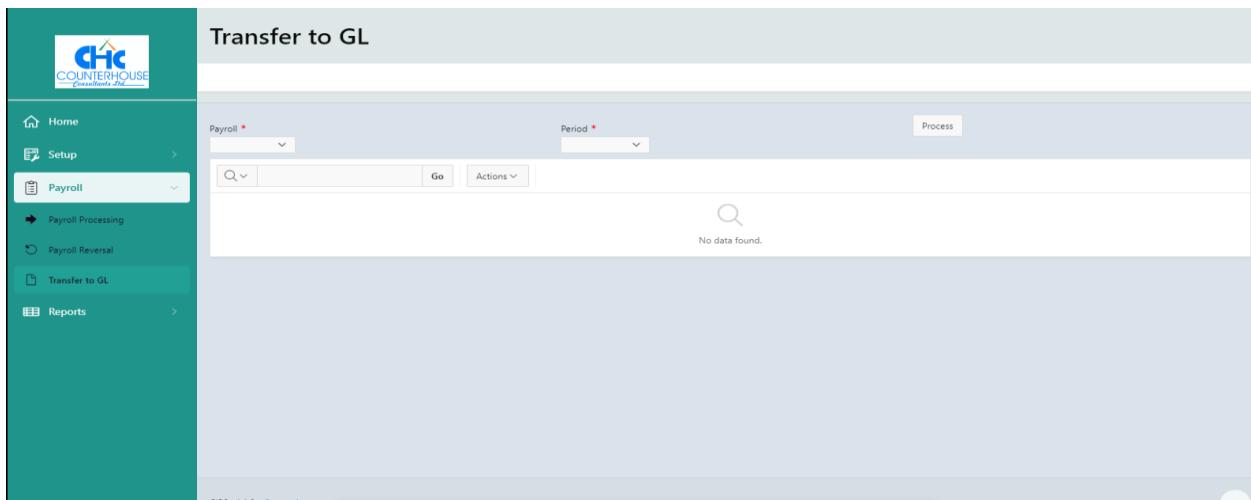
- **Payroll Reversal:**

CiBS offers a Payroll Reversal feature, allowing authorized users to reverse payroll transactions in case of errors or discrepancies. This functionality ensures timely correction of payroll inaccuracies and maintains data integrity within the system.



- **Transfer to GL:**

Upon processing payroll, CiBS facilitates the seamless transfer of payroll-related financial transactions to the General Ledger (GL). This integration ensures accurate accounting and financial reporting by reflecting payroll expenses in the organisation's financial records in real-time.



- **Payroll Reports:**

CiBS provides comprehensive reporting capabilities, allowing users to generate various payroll reports categorized by grade, pay item, department, and other relevant parameters. These reports offer insights into payroll expenses, employee compensation trends, and departmental expenditure, empowering informed decision-making and compliance with reporting requirements.

Payroll Report										
Payroll Report										
Payroll *		My Definition		Payroll Period *		Send Email				
Period Start Date	Period End Date	Employee Number	Employee Name	Basic Salary	Taxable Earnings	Total Earnings	Tax Amount	Total Deduction	Netpay	
1/1/2024	1/31/2024	EMP00001	Johnny Cage	166,666.67	316,666.67	450,000.01	13,895.68	28,629.01	421,370.99	
1/1/2024	1/31/2024	EMP00004	Sarah Jane	75,000.00	149,250.00	214,250.00	11,021.72	17,021.72	197,228.28	
1/1/2024	1/31/2024	EMP00002	Charles Dickens	41,666.67	88,333.34	121,666.68	6,145.68	9,479.01	112,187.66	
1/1/2024	1/31/2024	EMP00003	Elizabeth Arden	666,666.67	1,266,666.67	1,800,000.01	77,187.35	130,520.68	1,669,479.33	
1 - 4										

10. Workflow:

CiBS Workflow offers a comprehensive business process management system that supports business process definition, and automation. This technology enables the modelling, automation, and continuous enhancement of business processes, routing information based on user-defined rules.

Users can receive, analyse, and respond to notifications through standard email systems, wireless devices, or web browsers.

Workflow Status monitor is available to review and administer workflow events, view and analyse transaction history, and view current decision maker.

The image consists of two screenshots of a software application interface, likely CiBS Workflow. Both screenshots feature a top navigation bar with five main menu items: Home, My Info, Time, Pay, and Notifications. Below the navigation bar, there is a large, light blue circular area containing a smaller blue circle with the number '1' at the bottom left. Underneath this area, there are four expandable sections: 'Personal Information' (with a plus sign icon), 'Contact Details' (with a plus sign icon), 'Employment Information' (with a plus sign icon), and 'Documents' (with a plus sign icon). In the second screenshot, there is also a search bar and a list of tracked events at the bottom of the dashboard.

11. General Ledger

Explore the robust capabilities of the Counterhouse Integrated Business Suite (CiBS), specifically designed to streamline and efficiently manage an organisation's financial statements with its comprehensive General Ledger (GL) solution. The CiBS GL modules provide seamless end-to-end process for creating and managing financial journals, budget entries, and essential parameters, offering a complete financial solution tailored to meet the diverse needs of organisations.

Key Features of the CiBS GL Module:

- **GL Setups:** Tailor the General Ledger settings to align with organisation's specific requirements, like Ledger, Chart of Accounts, Currency, Calendar, etc.
- **Manual Journal:** The flexibility of creating manual journals effortlessly to book direct journals in General Ledger module. This feature empowers users to input financial transactions directly, facilitating accurate and real-time data entry for precise financial reporting.
- **Copy Journal:** Simplify repetitive tasks by duplicating existing journals. The Copy Journal functionality allows for efficient replication of financial entries, saving time and reducing the likelihood of errors.
- **Budget:** Take control of organisation's financial planning with the Budget module. Seamlessly create, manage, and track budgets to align financial activities with strategic objectives.

Transform your financial operations with the Counterhouse Integrated Business Suite's General Ledger Module, providing a robust and user-friendly solution for organisations seeking precision, flexibility, and efficiency in their financial data management.

CiBS GL Setups:

CiBS empowers every organisation with the flexibility to establish tailor-made accounting setups, configure calendar setup and financial year period types. Additionally, users can define currencies, designate the base currency, and customise accounting segment structures to seamlessly align with specific organisational needs. This comprehensive suite of functionalities not only ensures adaptability to diverse financial environments but also enhances control and precision in managing the organisation's general ledger. CiBS provides a robust platform for organisations seeking versatile and efficient solutions for their financial management needs.

[Conversion Types](#) [GL Daily Rates](#) [Account Combination](#) [Create Accounting Setup](#) [Account Validation Rules](#) [Subledger Accounting Method](#) [Sequence](#) [Journal Categories](#) [Jour.](#)

Create Accounting Setup

Ledgers [Create Accounting Setup](#)

Ledger			
Name	CHC Primary Ledger		
Description	CHC Primary Ledger		
Legal Entities			
Legal Entity ↑	Country	Address	Balancing Segment Value
CHC Demo Company	NG	CMD Road	100, 200, 300
1 - 1			
Primary Ledger			

[Feedback](#) [Search](#) [Help](#)

CHC COUNTERHOUSE Consultants Ltd.

Administration

- [GL Setups](#)
- [Manual Journal](#)
- [Copy Journal](#)
- [Budget](#)

[Calendar Types Setup](#) [Calendar Setup](#) [Value Set](#) [Account Segments Structure](#) [Currencies](#) [Currency Conversion Types](#) [GL Daily Rates](#) [Account Combination](#) [Create Accounting](#)

Calendar Types Setup

[Create Period Type](#)

Period Type	period per year	Year Type	Description	Approval Status
Year	1	Calendar		NO APPROVAL REQUIRED
Month	12	Calendar		NO APPROVAL REQUIRED
Quarter	4	Calendar		NO APPROVAL REQUIRED
Half Year	2	Fiscal		NO APPROVAL REQUIRED
Week	52	Calendar		NO APPROVAL REQUIRED

1 - 5

[Conversion Types](#) [GL Daily Rates](#) [Account Combination](#) [Create Accounting Setup](#) [Account Validation Rules](#) [Subledger Accounting Method](#) [Sequence](#) [Journal Categories](#) [Jour.](#)

Currencies

[Create Currency](#) [Load Currencies](#)

[Currency Search](#)

Edit	Currency Code	Description	Issuing Territory Code	Precision	Extended Precision	Symbol	Start Date	End Date	Minimum Accountable Unit	Enabled Flag	Approval Status
Edit	CSK		CS	2	5		7/28/2023			Yes	NO APPROVAL REQUIRED
Edit	ECV			2	5		7/28/2023			No	NO APPROVAL REQUIRED
Edit	EUR				5		7/28/2023			Yes	NO APPROVAL REQUIRED
Edit	NGN		NG	1			2/1/2024			Yes	NO APPROVAL REQUIRED
Edit	TES		TS							No	NO APPROVAL REQUIRED
Edit	TES1		MZ	2	5		12/31/2007	1/1/2008		No	NO APPROVAL REQUIRED

GL Manual Journal.

Empower your organisation with CiBS, offering robust functionality to effortlessly generate and oversee Manual Journals. With CiBS, creating journals is a seamless process, allowing customization based on your preferences for ledger, period, and currency, all conveniently set up in the GL Setups Menu. Additionally, you have the flexibility to specify the rate of conversion, ensuring precision and adherence to your organisation's unique financial requirements. CiBS stands as the cornerstone for efficient manual journal management, providing a user-friendly and tailored solution for your general ledger needs.

	Journal Name	Description	Ledger	Journal Type	Category	Currency
	Test	test	CHC Primary Ledger	Standard	Accounts Receivable	NGN
	January Transactions	January Transactions	CHC Primary Ledger	Standard		CSK
	Travel Expense	Travel Expense	CHC Primary Ledger	Standard		NGN
	Blood Group Test	Blood Group Test	CHC Primary Ledger	Standard	Accounts Receivable	EUR
	Parking Space Due		CHC Primary Ledger	Standard	Accounts Receivable	NGN

Journal Form

Journal Name: January Transactions

Description: January Transactions

Ledger: CHC Primary Ledger

Currency: CSK

Category:

Period: Apr-24

Journal Type: Standard

Effective Start Date: 4/1/2024

Effective End Date: 04-30-2024

Journal Form

Effective Start Date: 4/1/2024

Type: Standard

Effective End Date: 04-30-2024

Status:

S/No.	Account	Entered Debit	Entered Credit	Accounted Debit	Accounted Credit	Description
1	100-100000001-1001	200.00	0.00	8,800.00	0.00	<input type="text"/>
2	200-100000001-1001	200.00	0.00	8,800.00	0.00	<input type="text"/>
3	100-100000001-1001	0.00	400.00	0.00	17,600.00	<input type="text"/>
Report Total:		400.00	400.00	17,600.00	17,600.00	

Cancel Apply Changes

GL Copy Journal.

Within the CiBS framework, the General Ledger Module ensures enhanced control and efficiency by automatically rendering approved journals as read-only, with the exclusive option to copy. Once an approved journal is marked as completed, clients can still benefit from flexibility by making additional changes, thus preventing the need to start from scratch. This feature empowers users with the ability to build upon approved financial data while maintaining the integrity of the original entries, eliminating the need to reinvent the wheel.

Budget

The Counterhouse Integrated Business Suite (CiBS) offers sophisticated features designed to enhance budget management processes and facilitate data-driven decision-making. Covering tasks ranging from configuring budget years to inputting budget headers and lines, including the ability to seamlessly load pre-existing Excel budget documents, CiBS provides a comprehensive toolkit for refining resource allocation and enhancing overall financial outcomes.

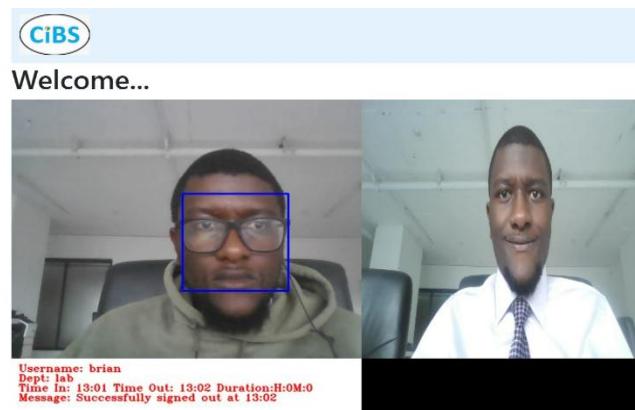
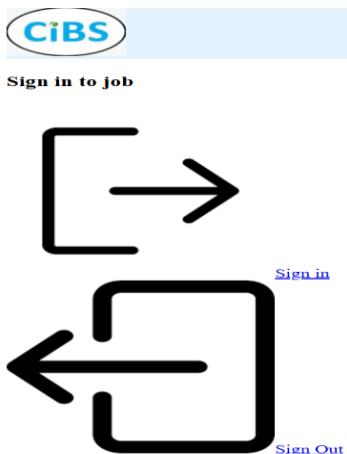
Budget Name	Description	Ledger	Category	Currency	Status
Budget 2024	Hospital beds	CHC Primary Ledger	Accounts Receivable	NGN	Pending
Budget 2025	Health Expense	CHC Primary Ledger	Accounts Receivable	NGN	Pending
Budget 2024	Covid funds	CHC Primary Ledger	Accounts Receivable	NGN	Pending
Budget 2025	malaria	CHC Primary Ledger	TEST T	NGN	Pending

12. Biometrics (Fingerprint and Facial Recognition)

Biometrics, including fingerprint and facial recognition, offer a comprehensive and secure approach to user authentication within the Counterhouse Integrated Business Suite (CiBS). These advanced technologies enhance the registration process and attendance management by accurately verifying the identity of users. Unlike traditional security measures, such as passwords, biometrics provide a higher level of protection, making it nearly impossible for unauthorized individuals to gain access. CiBS leverages these biometric features to automate attendance tracking, eliminate manual errors, and ensure that only authorized personnel can interact with the system, streamlining workflows and boosting operational efficiency.

The fingerprint and facial recognition modules are designed to seamlessly integrate into the CiBS platform, offering both convenience and security. Employees or users can easily register their fingerprints or facial data during the on-boarding process, after which the system automatically recognizes them for attendance purposes. This reduces the need for time-consuming manual processes and offers real-time updates, ensuring that attendance records are accurately maintained. The biometric system can also be used to manage user access across various CiBS modules, ensuring that only authorized users can access sensitive data or perform specific actions within the system.

Furthermore, CiBS incorporates geolocation capabilities to geo-lock the biometric authentication process to specific locations, such as company offices or designated branches. This added feature prevents users from falsifying attendance or registration by ensuring that only those within the designated geographical area can register or log their attendance. By combining biometrics with geolocation technology, CiBS offers a highly secure, efficient, and scalable solution for businesses, ensuring both accurate attendance management and controlled access to critical system functions. This integration is ideal for organizations with multiple locations, where precise user identification and location-based access control are crucial.



CiBS More Advanced Functionalities

13. Dashboard.

The CiBS Payroll System stands out as a versatile and secure solution, adeptly supporting the complex demands of contemporary organizations. With the capability to accommodate multiple users possessing distinct roles, CiBS ensures that each team member, from payroll administrators to HR professionals, can access and perform tasks aligned with their responsibilities, enhancing both efficiency and accountability. In dynamic work environments, CiBS excels in facilitating multi-user and concurrent user scenarios, enabling seamless collaboration among team members without compromising data integrity. Moreover, the system provides a secure haven for payroll data, allowing for centralized storage on a network drive and reinforcing this with robust backup and restore functionalities. This ensures both accessibility and data resilience, further solidifying CiBS as a comprehensive payroll management solution that adapts seamlessly to the evolving needs of any organization.

A screenshot of the CiBS Payroll System's employee management interface. At the top, there is a search bar labeled "Search by person name or person number" with a magnifying glass icon. Below the search bar are several filter buttons: "Planned Start Date", "Worker Type", "Legal Employer", "Department", and "Location". The main area displays a table of employee records with columns: "Person Name", "Person Number", "Legal Employer", and "Planned Start Date". Each row has a checkbox in the first column and three dots in the last column. A dropdown menu titled "Sort By" is open over the table, showing options: "Person Name, A to Z", "Person Name, Z to A", "Planned Start Date, Latest to Oldest", and "Planned Start Date, Oldest to Latest". The "Planned Start Date, Oldest to Latest" option is selected, indicated by a checked checkbox.

<input type="checkbox"/> Person Name	Person Number	Legal Employer	Planned Start Date	Sort By		
<input type="checkbox"/> Linda ZHXRX-FR-EX-Employee-6	955160008175862	ZHXRX-FR-EX-LE01	01/01/08	Person Name, A to Z		
<input type="checkbox"/> Michèle ZHXRX-FR-RT-Employee 11_4	955160008173496	ZHXRX-FR-RT-LE001	01/01/08	Person Name, Z to A		
<input type="checkbox"/> Fahd al Jizan Gargous	955160008185257	ZHXRX_SA_Regression_Legal Entity	01/01/12	Planned Start Date, Latest to Oldest
<input type="checkbox"/> Janina Kawasaki	955160008177374	Vision Corporation	31/07/14	Employee No
<input type="checkbox"/> Preston Grant	955160008183212	Vision Corp + Edu	24/03/15	Employee No

Beyond its user-centric design and collaborative capabilities, CiBS Payroll System prioritizes data security and integrity. The system's support for data storage on a network drive ensures centralized access to payroll information, streamlining data management while adhering to stringent security measures. Additionally, CiBS goes the extra mile by incorporating advanced backup and restore functionalities. This feature not only safeguards against potential data loss but also provides users with peace of mind through scheduled and on-demand backups. CiBS stands as a reliable partner for organizations seeking a payroll solution that combines user flexibility, collaborative efficiency, and robust data protection, delivering a seamless and secure payroll management experience.

14. Integration Module



CiBS boasts an exceptionally robust set of integration capabilities, making it a standout choice for organizations seeking seamless connectivity across various systems. The system's architecture is designed with flexibility in mind, ensuring smooth integration with a diverse range of third-party applications, HR PAYROLL SOFTWARE systems, , and other HR-related software. Whether you are looking to integrate CiBS with your SUN ERP System, time and attendance systems, or other critical business applications, our solution is equipped to harmonize data flow and streamline operations.

One of the key strengths lies in CiBS's ability to create a unified ecosystem where data seamlessly flows between modules. The robust Application Programming Interface (API) ensures efficient communication between CiBS and external systems, facilitating real-time data synchronization and reducing manual data entry. This not only enhances accuracy but also minimizes the risk of errors associated with data transfer.

Furthermore, CiBS excels in providing customizable integration solutions tailored to the unique needs of each organization. The robustness of our integration capabilities extends to accommodating various data formats and communication protocols, ensuring compatibility with diverse technological landscapes. As a result, CiBS stands as a comprehensive and adaptable HR solution, offering organizations a powerful tool to drive efficiency and synergy across their entire business ecosystem.

15.Compliance and Audit Module.

The CiBS Compliance and Audit Module, a pioneering solution designed to elevate your organization's regulatory adherence and audit preparedness. In today's complex business landscape, ensuring compliance with ever-evolving regulations is paramount, and CiBS delivers a comprehensive module to meet this challenge head-on.



Key Features of CiBS Compliance and Audit Module:

- **Regulatory Adherence:** CiBS Compliance and Audit Module is meticulously crafted to keep your organization aligned with the latest legal and industry-specific regulations. The module continuously updates to reflect changes, providing a proactive approach to compliance management.
- **Audit Trail and Documentation:** Unravel the complexities of compliance audits with CiBS. The module establishes a detailed audit trail, tracking every transaction and modification within the system. This transparent documentation not only ensures accountability but also simplifies the audit process by providing a comprehensive view of system activities.
- **Customizable Compliance Checks:** Recognizing the unique compliance needs of each organization, CiBS allows for the customization of compliance checks. Tailor the module to match your industry standards and internal policies, ensuring a targeted and precise approach to regulatory adherence.
- **Real-time Monitoring:** CiBS ensures real-time monitoring of compliance-related activities. Stay informed about any deviations or potential compliance risks, allowing for immediate corrective action and reducing the likelihood of regulatory breaches.
- **Automated Reporting:** Generate comprehensive compliance reports effortlessly. CiBS Compliance and Audit Module automates the creation of compliance reports, saving time and providing accurate documentation for internal reviews and external audits

Advantages of CiBS Compliance and Audit Module:

- **Proactive Compliance Management:** Stay ahead of regulatory changes with CiBS proactive

approach to compliance management, minimizing the risk of penalties and legal issues.

- **Enhanced Audit Preparedness:** CiBS establishes a robust audit trail and documentation system, simplifying the audit process and ensuring that your organization is well-prepared for internal and external audits.
- **Tailored to Your Needs:** The module's customizable compliance checks allow for a tailored approach, ensuring that CiBS aligns seamlessly with your organization's unique compliance requirements.
- **Efficiency through Automation:** With automated reporting and real-time monitoring, CiBS streamlines compliance-related activities, saving time and promoting operational efficiency.

Implementation Approach and Project Plan

As per the expectation and the options stated in the Request for Proposal (RFP) document, CHC will like to implement the HRMIS project in **3 months (12 weeks)** in addition to a **3-Month post go-live** support and maintenance period. The idea behind parallel approach is to save time and make sure that the base foundation for the HRMIS project is built logically and strongly to support the technology transformation and enablement of for better reporting and performance monitoring are implemented subsequently.

Project Plan including Implementation timelines

Project plan of HRMIS is designed in a way provide to flexibility and foundational strength to make sure the objectives are met as per the requirements catalogue along with the technology enablement and transformation. Keeping in mind of these, CHC has made the project plan within a timeline of 12 weeks (3 months) for the entire project:

The Implementation Project plan for BG Laurel HRMIS is derived based on the Global Accepted Best practices and the application implementation methodologies proven across all implementations. The project Plan is designed to monitor activities as per the set phases of the **OUM, Inception, Elaboration, Construction, Transition and Production.**

The Following Milestones are set at each stage to ensure clarity to the project execution and clear-cut responsibilities laid to ensure commitment from the Consultant as well as BG Laurel to validate set objectives at each stages of the Project.

Proposed Project Plan is based on tested and successful implementation approach leveraging the Key Project Implementation Tasks and Milestones. The Project plan is developed using the best practice approach deployed by **Oracle Unified Methodology (OUM)** to ensure the tasks are executed per the expected timeline, within Budget without compromising the quality and objectives of the Project. The project plan is developed focusing on the deliverables and milestones required. Planned Tasks and dependency are built within the plan to ensure clear timeline and control on project execution with deliverable tied with each task.

- **Blueprint/Software Requirements Specification (SRS) Design** is a document that describes the design of software system. It outlines the functional and non-functional requirements, as well as any constraints or assumptions. The SRS first describes the overall purpose of the system and its scope. It includes the overview of the system's functionality, the environment in which it will operate, and the users it will serve.
- **Solution Customization and Testing the steps involves are:**

- Define the Requirements – it's important to have a clear understanding of what the solution needs to do. This involves gathering information from stakeholders and users, and outlining the goals and objectives of the project.
- Design and Plan – Once the requirements are known, the next step is to design and plan the solution. This involves designing the architecture, creating a timeline, and laying out the development process.
- Develop and Test – After the design and plan are in place, the solution can be developed and tested. This involves coding the solution, testing it for functionality, and ensuring that it meets the requirements.
- Customize and Test – Once the solution is built and tested, it can be customized to fit the specific needs of the user. This involves making adjustments to the code and running additional tests to ensure the solution meets the desired outcomes.
- Deploy and Monitor – Once the solution is ready to go, it needs to be deployed to the target environment and monitored for performance. This is to ensure the solution is running smoothly and that any issues are quickly identified and addressed.
- **Data Migration, Pilot, and Roll-Out** As part of Production Go-Live, all the master and open transaction data will be migrated as of agreed “Cut-off” date with the existing balances from; the Legacy and system will be handed over as on the go live date. Data Conversion will be carried out based on the business requirements. However, as a rule, no transactional data will be migrated and only the opening balances as on the cutover date will be migrated. This is also essential to ensure that no efforts are spent in transforming massive amount of historical data lying in disparate systems to the standards as required by the proposed solution.
- **Capacity Building and Change Management** Capacity building involves the identification of needs, the development of strategies, and the implementation of plans to meet those needs. Change management involves the process of planning, implementing, and monitoring changes within an organization. Together, these two approaches are integral to organizations' ability to stay competitive and achieve desired outcomes. Capacity building involves developing the skills and knowledge of personnel, as well as the organization's infrastructure, to meet organizational goals. This includes training, coaching, mentoring, and other forms of professional development. It also includes the development of new resources, such as technology and processes, to support the organization's operations. Change management is the process of understanding, planning, and managing change within an organization. It involves analysing the impact of change on the organization, the ability of personnel to adapt to the changes, and the resources needed to facilitate the changes. Change management also

involves identifying the potential risks and rewards of the changes, as well as developing strategies to ensure successful implementation of the changes.

- **Quality Assurance** process will help to ensure that deliverables produced actually meets the customer requirements specifying the quality criteria for each deliverable. Quality Assurance process is an integral part of CHC implementation and project management model.
- **Escalation Management (Internal & External)** involves resolving service requests or handling an organization complaints in a timely and efficient manner. It involves escalating organization issues to a higher level of support when necessary and managing organization expectations throughout the process. Internal escalation management is the process of escalating an organization issues to the appropriate level of support within the organization. External escalation management involves escalating organization issues to an external service provider or partner.
- **ERP Implementation Methodology** is the systematic approach to the ERP system. It includes the following steps required to successfully implement the system, from business requirements gathering to post-implementation support.
 - Planning: This is the first step to assess the organization's needs, analyse the current system, and create a plan for the implementation.
 - Business Requirements Gathering: This involves gathering the business requirements from all stakeholders, including users, business owners, and IT personnel.
 - Design and Development: This phase involves the design of the ERP system and the development of the customizations and integrations required to meet the organization's needs.
 - Testing and Training: This phase involves testing the system to ensure it meets the organization's needs and providing training to all users to ensure they are able to use the system effectively.
 - Implementation: This is the phase when the ERP system is deployed and all users begin using it.
 - Post-Implementation Support: This phase involves providing ongoing support to users and resolving any issues.
- **Work Plan and Staffing** Work plan and staffing involve defining and scheduling work activities, assigning tasks, and allocating resources to ensure the successful completion of a project. The work plan outlines the scope of the project, details the tasks needed to complete it, and assigns responsibilities and timelines. The staffing component involves recruiting, training, and retaining personnel who are qualified to carry out the tasks in the work plan. The goal of work plan and staffing is to ensure that all necessary resources are in place and ready to carry out the project in an efficient and effective manner.

Agile Methodology

The processed solution will follow an **Agile Methodology** for the Software development and testing plan. The agile software development process is light-weight that:

- a. Employs short iteration circles.
- b. Actively involve users to establish, prioritise and verify requirements.
- c. Relies on tacit knowledge within a team as opposed to documentation.



The **Agile Methodology** is one of the simplest and effective process to turn a vision for a business need into software solutions. Agile is a term used to describe software development approaches that employ continual planning, learning, improvement, team collaboration, evolutionary development, and early delivery. It encourages flexible responses to change. With Agile methodology, continuous iteration of the development and testing throughout the ERP software development lifecycle is promoted which gives BG Laurel the edge to arrive at a better solution capturing in details its business processes. Agile methodologies aim to deliver the right product, with incremental and frequent delivery of small chunks of functionality, through small cross-functional self-organizing teams, enabling frequent customer feedback and course correction as needed. The process takes into account the realisation that most users do not have a fully formed idea about their needs and the problem missing and changing requirements, recognising that most changes in requirements occur within a project's life span. The sequences of steps/phases/components in the agile approach consists of the following:

a. Blueprint/System Requirement Study (SRS) & Analysis

At this phase, the software requirements specification documents for the modules shall be prepared, review and discussed into details in order to arrive at a comprehensive description of the business processes for BG Laurel as well as the functionalities of the Information Systems. The process often begins from existing high-level requirements and scope documents; however, it is possible to begin from an agreed-on scope and objectives if the requirements have not yet been defined. We shall conduct extensive meeting/interviews with the client's executive or decision makers or key users at the initial stage of the project both at the Headquarters and field offices to determine and understand all the requirements of BG Laurel Information System.

b. System Design

In the design phase or process, we shall prepare and submit the system design architecture document for review, discussed and approval before proceeding to the implementation. In this phase, the system will be shaped and formed to meet all functional and supplemental requirements. This form is based on the architecture created and stabilized during the Analysis process. Design is the focus during the end of Elaboration phase and the beginning of Construction iterations. The major work products created in this process ultimately combine to form the Design Model that is used during the Implementation process. The Design Model can will be used to visualise the implementation of the system.

c. System Prototype Demonstration

The goal of the phase is to perform the system demonstration in form or a Conference Room Pilot (CRP) sessions after requirement gathering and system design have been finalised. This session will allows users to give constructive criticism on the application and possibly make some further amendments as the case may be to the implemented or configured modules. The CRP sessions and go on for multiple times say CRP 1 and 2 after which BG Laurel and CHC can now finalise on the configurations done on each of the module as per the signed off software requirement gathering documents.

d. System Installation, Integration, Configuration, Customisation and Testing

At this phase, the system is installed in the Production environment while configuration as well any customisation and integration with third party applications will also commence. Internal testing of each stint or iteration by the consultants will also be done in parallel with the configuration, customisation and integration before the User Acceptance Testing (UAT) sessions will be conducted by Reserve Bank team/users.

e. System user training and implementation Support team

The objectives of the Training process are to make sure that the project team is adequately trained to begin the tasks necessary to start the project and the users are adequately trained to take on the tasks of running the Information System. CHC shall train the people that will make use of the system (e.g. data entry operators, clerical and administrative personnel) and the system administers. Those that will use the system's output must be educated about their role in the system.

f. User Testing/Acceptance testing/Go-LIVE

The Testing process is an integrated approach to testing the quality and conformance of all elements of the new system. It addresses mainly functional testing; however, it also includes systems integration testing for projects with requirements for interfaces to external systems. Testing activities are a shared responsibility of developers, quality assurance engineers, and system operators, working together as an integrated project team. The Testing process presupposes that there is a highly visible user interface from which system events can be driven and results validated. The higher proportion of artefacts that are visible to the system operators users (for example, user interfaces and reports) the more they will be able to participate in the Testing process. We shall test run software module by module by the staff of the BG Laurel while CHC provide guidance when needed. After this exercise, any new request or additional observation will be addressed in the software then the Go-Live of the system.

g. System Warranty and Maintenance support services

The goals of the Warranty and Support process are to monitor and respond to system problems; implementation the application to fix errors and performance problems; evaluate the system in production; improved performance, and tighter security. The development project does not come to an abrupt end when the team installs the application system into production. In fact, the months following that milestone can determine the real success or failure of the project. Any defect found during warranty period shall be repaired or replaced with no additional cost to BG Laurel.

The implementation timeline/plan for the project under this phase is provided be

Key Notes covering the Project Plan

- Counterhouse propose to implement the proposed system as per scope within a timeframe of 3 months (12 weeks).
- We will be adopting the Conference Room Pilot (CRP) model in order to arrive at the final “To-Be” process. Through this approach, there will be multiple rounds of CRPs to validate the solution with the objective of getting the best out of the product but at the same time meeting BG Laurel HRMIS project requirement.
- Requirement Analysis will be used for business process analysis and demonstrate the flavour of the product capabilities to BG Laurel user team.
- Design Phase will be used to demonstrate much of the standard process solution in the system based on the requirement iteration from CRP sessions.
- Build Phase will be used to demonstrate the complete end to end process along with the custom components that is built to meet BG Laurel requirements.
- User Acceptance Testing to ensure the solution deployed for BG Laurel is tested and validated by the Key Users.
- The proposed modules will be licensed based on critical business needs of the individual modules, number of users requiring for such application business operations and in agreement with the Reserve Bank.
- The system will be made as a single “source of truth” with not only inter-modular integration but also with expected internal and external systems. The requirement of external module integration will be studied and finalized during the inception phase of the Project.
- Highly scalable to have additional modules at any time extending the capabilities and functionalities and highly secured with the world class Database being installed with high security.
- Training to Key Users to leverage the Product Functionalities from the start of the project to encourage users to get the ownership and commitment.
- High quality documentation on standards and templates as per the Global Implementation Methodology.

Project Management & Delivery

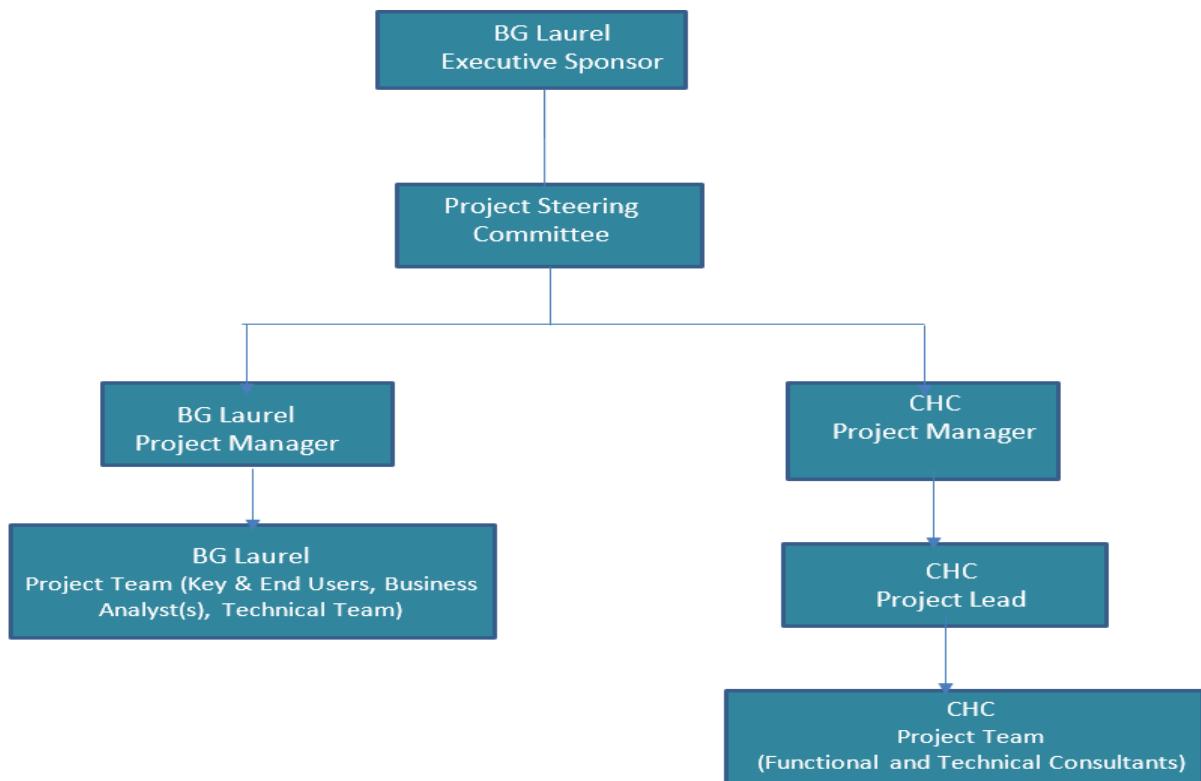
Project Management

We strongly believe that joint Counterhouse/Client is imperative for the success of any project. Furthermore, client's active participation enables us to share lasting skills and knowledge to facilitate successful transfer of our work to your changing business environment.

We believe that the best way to create ownership of the process is to dedicate BG Laurel International Nigeria LTE/GTE individuals to the project team. We facilitate ownership through structuring working relationships and assignments to assure BG Laurel International Nigeria LTE/GTE participation in key activities, particularly those related to project planning and Application configuration.

Whilst the project team structure may vary from time to time, efforts would be made to ensure stability in the tenure of the project team on both sides. However, where any change would be initiated, reasonable prior notice (at least one month) shall be given to BG Laurel International Nigeria LTE/GTE and it shall be based upon due consultation and approval of BG Laurel International Nigeria LTE/GTE. The implementation teams shall comprise of at least the following personnel as shown below in the project organogram.

Proposed Project Management Structure



BG Laurel International Nigeria LTE/GTE Executive Sponsor

This is the Executive Champion whose unit stands to gain most from the successful implementation of the project. Counterhouse would expect this to be from BG Laurel International Nigeria LTE/GTE top management. The responsibilities of the executive sponsor are:

- State the business case and/or state the strategy it would support.
- Identify the benefits in measurable terms.
- Justify the costs associated with the project.
- Ensure top management ‘buy-in’
- Issue the mandate and approval for the project start.
- Ensure the availability of funds.
- Delegate the authority required to ensure the necessary resources are available for the project’s successful completion.
- Act as Change Manager at the senior management level.

BG Laurel International Nigeria LTE/GTE Steering Committee

The responsibilities of the committee are:

- Conduct regular project progress reviews.
- Ratify the decisions of the Project Management team.
- Report to Executive Sponsor on critical issues as they affect the project.
- Ensure that the deadlines and budget constraints are met.

BG Laurel International Nigeria LTE/GTE Project Manager

The overall project management, co-ordination and control are vested in this person whose responsibilities are:

- Elect, document, co-ordinate, communicate all planning and resource requirements and ensure that project deadlines and budget are provided.
- Provide all required hardware, software and human resources required for the successful execution of the project.
- Be accountable for each component of the project development life cycle to be performed within the planned timescales and resource availability.
- Monitor and report project team progress to the Steering Committee and to the interested parties within BG Laurel International Nigeria LTE/GTE.

BG Laurel International Nigeria LTE/GTE Key Users

BG Laurel International Nigeria LTE/GTE key users as well as stakeholders within BG Laurel International Nigeria LTE/GTE will be the ultimate users of the system. Their primary responsibility is to understand the life cycle of the project, and where their involvement lies. They should have an open, inquiring mind and look for

practical solutions when issues are discussed. Key users must undertake to attend and contribute in the training offered by the project.

BG Laurel International Nigeria LTE/GTE DBA/System Support

BG Laurel International Nigeria LTE/GTE should be providing at least one skilled person to act as Database Administrator (DBA) from the beginning of the project.

BG Laurel International Nigeria LTE/GTE Business Analysts

BG Laurel International Nigeria LTE/GTE should be providing at least two skilled persons having thorough understanding of BG Laurel International Nigeria LTE/GTE business process and they should act as Functional Experts of BG Laurel International Nigeria LTE/GTE from the beginning of the project. Their responsibilities include:

- Ensure that BG Laurel International Nigeria LTE/GTE Key End Users interact with the Counterhouse Functional Consultants and help Counterhouse Functional Consultants in developing the Requirement Gathering Document.
- Assist Counterhouse Functional Consultants in the Test Environment Setup
- Develop Data Gathering templates with the guidance of Counterhouse Functional Consultants.
- Arrange for Key users training sessions in conjunction with Counterhouse

BG Laurel International Nigeria LTE/GTE Technical Team/Technical Consultant

BG Laurel International Nigeria LTE/GTE should be providing at least one skilled person having Oracle administration and development background to act as Technical Consultants from the beginning of the project. His responsibilities include:

- Shadow Counterhouse Technical Consultants during the systems Installation
- Install Production Environment under guidance/advise from Counterhouse Technical Consultants
- Act as first line support for Counterhouse during the Project Time Frame.
- Handling of all project related issues, activities and deliverables with respect to the systems.
- Managing the daily running of the hardware and the software configurations.

Counterhouse Project Manager/Team Leader

Counterhouse Project Team Lead shall assist BG Laurel International Nigeria LTE/GTE with the implementation of system within the scope of work described in this proposal. Counterhouse Team Lead shall be responsible for:

- Monitor and Control time schedule, technical issues, and project priorities and ensure that corrective actions are taken where necessary.
- Ensure that the project stays within scope.
- Prepare regular, formal management reporting.
- Ensure clear and regular project team communication.
- Conduct formal issue reporting, escalation and resolution procedures.
- Ensure formal procedure for submission, review and approval of deliverables.

Counterhouse Functional Consultant(s)

Counterhouse Functional Consultants responsibilities are:

- Document (BG Laurel International Nigeria LTE/GTE) Current/Future Business Requirement
- Review redefined business requirements and recommending how each can be incorporated in CiBS.
- Configure/Set up CiBS.
- Reviewing refined business processes and recommending modifications and/or enhancements that enable the client to derive maximum benefits from the products.
- Assisting with the specification of representative data sets and business scenarios for acceptance testing.
- Helping Functional Consultants and BG Laurel International Nigeria LTE/GTE project team members to gain the appropriate technology skills.
- Conduct Walkthrough Sessions/Workshops for Project Team.
- Assist BG Laurel International Nigeria LTE/GTE in Preparing the Testing Scenarios.
- Project Implementation deliverable preparation.
- Interview Key End Users with BG Laurel International Nigeria LTE/GTE Functional Consultants and assist BG Laurel International Nigeria LTE/GTE Functional Consultants in developing the Requirement Gathering Document.
- Assist BG Laurel International Nigeria LTE/GTE Functional Consultant in the Test Environment Setup.
- Develop Data Gathering templates with the assistance of BG Laurel International Nigeria LTE/GTE Functional Consultants

- Conduct End users training sessions and develop End User Guide.

Counterhouse Technical Consultant(s)

Counterhouse Technical responsibilities are:

- Install CiBS
- Ensure BG Laurel International Nigeria LTE/GTE Technical Team acquire the required Technical Skills to assist in developing required Scripts.
- Assisting BG Laurel International Nigeria LTE/GTE Technical Team to acquire the required skills.
- Providing Technical documentations.
- Applying Patches and trouble-shooting in conjunction with BG Laurel International Nigeria LTE/GTE.
- Provide Support during advanced configuration for the Database technologies, workload migration and designs.
- Database Configuration.

Project Management

The key to any successful project is not only the technical and functional knowledge of the team, but also how the team is organized and led to produce the expected benefits. In brief, Counterhouse knows from experience that a successful project management approach must incorporate the following key principles:

- Partnering with BG Laurel International Nigeria LTE/GTE at each step in the project.
- Managing both upward and downward communication.
- Ensuring quality through ongoing monitoring and team review sessions.
- Communicating frequently through meetings, status reports and issue tracking.
- Incorporating knowledge transfer at informal and formal meetings and working sessions with client stakeholders to provide an understanding of the work process, findings and develop solutions.
- Proactively managing risks by identifying potential issues early in the project, highlighting concerns within the consulting team throughout the project lifespan.
- Delivering results on time and within budget.

Project Management Plan

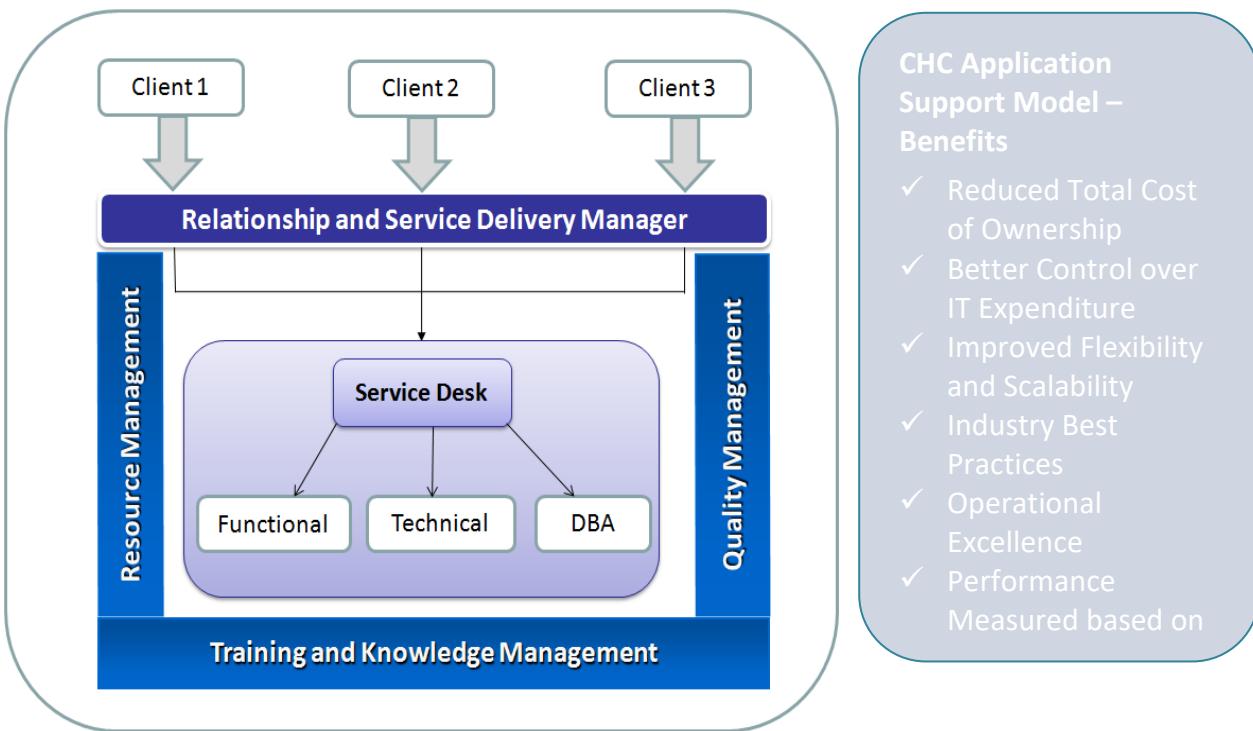
Requirements Analysis, Design, Development, Delivery and Installation Plan

All BG Laurel International Nigeria LTE/GTE applications shall be deployed as off the shelf (standard application) to meet the requirements of BG Laurel International Nigeria LTE/GTE without any form of customization. However, the deployed CiBS is customizable to allow BG Laurel International Nigeria LTE/GTE to configure all kinds of form-based personalization, workflow modifications, concurrent managers, third-party integration/interfaces according to the different needs. In addition, customized profiles for individual users can be created through the creation of menu and responsibility assignment within the CiBS system such only those items/responsibilities, which the users have, access to are displayed.

CHC shall provide and transport all the Information Technologies, Materials as well as provide services (support and maintenance) through local delivery resources on-site at BG Laurel International Nigeria LTE/GTE HR Payroll Software Project location. CHC delivery operations model is flexible and scalable based on years of experience in managing such engagements. Our delivery plan shall in line with our Oracle Unified Method (OUM) focuses on the following **phases** including:

Project Inception and Scoping	This stage is meant to organization and CHC team with each other expose the business application to the key users in form of overview training/orientation to help them map the business process to the application functionality.
Requirement Study & Design	During the Early Application Adoption program, high-level business requirements will be understood from the Key Users, which will form the basis for the application design.
Application Configuration Blue Print & Custom Reports	With this high-level requirement Gathering, a Business Specific Application Configuration (CRP) will be done to discuss the specific business scenarios with the same business user team where a deep dive of the business process as well as all custom reports (across modules) will be discussed.
Configuration & Integration	Following the CRP 1.0 – Conference Rom Pilot conducted, the application shall be configured in line with business specific scenarios covering the issues raised during CRP 1.0 to expose users with more insights and specific given to the process.
User Acceptance Test (UAT)	At this stage, a fresh configured instance with all configured objects is migrated to enable Users to test complete end-to-end functionality and provide acceptance on the solution built so far which will allow users to further gain confidence of the system.

Training & Capacity Building	In any successful Business process, oriented project implementation, understanding and adoption of the solution and system plays a vital role in reaping the success and meet the objectives of the project as well as the Management.
Quality Review	Quality Assurance forms an integral part of CHC implementation and project management model. Quality Assurance is included in all the phases of CHC's unique 5x implementation methodology to ensure adherence to standards, processes and procedures. Compliance with the agreed standards, process and procedures are done through process monitoring, peer reviews, status reviews, entry & exit criteria's in each phase and internal audits.
Support/Maintenance Licensing (SLA)	Support is a significant part of the Application usage and sustained success. There are defined methods of Support Methodologies, but yet, an integral part of the participation from the Key Users is mandatory to support the system within the internal organization.



Installation of the system or any sub system shall commence immediately after the system is being delivered and pre-commissioned. Prior Installation, we shall provide BG Laurel International Nigeria LTE/GTE with the required technical and environment specification required for the installation and operation of the proposed system. The estimated project plan

for the project is 3 months (12 weeks). The Implementation Project plan is derived based on the Global Accepted Best practices and the application implementation methodologies proven across all implementations. The project Plan is designed to monitor the overall activities as per the set phases of the OUM,

Inception, Elaboration, Construction, Transition and Production.

CHC shall not be responsible for network connections or for issues, problems or conditions arising from or related to network connections, such as bandwidth issues, excessive latency, network outages, and/or any other conditions that are caused by an internet service provider, or the network connection. Services will be delivered during business days and hours (Monday – Friday), excluding local public holidays. Services are not available during non-business hours unless otherwise specified in this exhibit. Service Level agreements (SLAs) can be finalized in mutual discussion based on specific needs of BG Laurel International Nigeria LTE/GTE. CHC will document the business impact matrix and come up with the agreed timelines to Respond, Restore and Resolve for different Severity levels of incidents and problems.

Documentation Plan/Deliverables

The following are the Key Deliverables of the Project which will be delivered during the implementation Phases.

Project Tracking

SL No	Report	Date
1	Detailed Project Plan	Within 14 Days of Project Commencement.
2	Project Status Reports:	
	Weekly Status Report	Every Week based on the Meeting Conducted.
	Monthly Progress Status Report	Every Month on a fixed date, consolidation from weekly status reports summarizing result accomplished during the prior period, any deviations to the date from schedule of progress milestones, corrective actions for restoration as planned, any other issues/outstanding problems & proposed actions to be taken, Resources to actions and any other foresee issues which could impact the project progress.
	Quarterly Progress Status Report	Summarizing the results accomplished during the quarter, Issues, risks and Risk Mitigations and Planned Activities for the next quarter.
	Steering Committee Report	As and when as per the Steering Committee Decides
3	Minutes of Meetings	For all Meetings held.
4	Issue and Risk Logs	Weekly update of Issue and Risk logs.
5	Quality Assurance Report	After each milestone is completed.
6	Training Results/Reports	Post Training the Key Users of BG Laurel International Nigeria LTE/GTE Team.
7	Milestone Status Report	After Completion of Each Milestone as per the Project Plan Schedule.

8	Project Closure/Completion Report	After Go-Live, summarizing result accomplished during the project implementation cycle, any issue(s) for the attention of the Government that will ensure system sustainability and effective use.
9	Monthly Service Log Details	During Post Production Support.

Other Deliverables of the Project:

Stage / Task	Deliverables
Define preliminary Implementation Work Plan	Work Plan – Project plan in Microsoft Project (MPP)/Gantt Chart
Project Status Reviews	Weekly Status Reports, Minutes of Meetings, Risk and Issue Logs
Inception	
Application Exposure to Key Users	Solution Orientation/Conference Room Pilot
Base Requirement Gathering	Base level Business Process requirement gathering
Software Installation	Installation / Patch application/ Draft Application Architecture document
Elaboration	
Develop Future Process Model	Sign off Data Model
Conduct Gap/Fit Analysis	Sign off High-Level Gap Analysis
Configured Solution Walk thru	Conference Room Pilot 2 on Standard Solution
Construction	
Functional & Technical Design	Design Documents, Functional and Technical specs
Develop Application Extension	
Build, Unit Test and deliver Customization	Unit Tested Work Product
Transition	
Conduct System Acceptance Test	Sign off User Acceptance Testing
Acceptance Testing Sign-off	Sign-off of Application acceptance / Test Report

Production			
End User Training			Facilitate end user training by key Users
Prepare Production Environment			Production Environment
Set Up Applications Configured			Configured Applications
Implement Infrastructure	Production	Support	Production Support Infrastructure
Verify Production Readiness			Production – Ready System
Log, Track and resolve Issues			Issues Log
System Hand-Over			
Prepare System hand-over report and hand-over system			System Hand-over Report
Prepare Project Closure Certificate			Project Closure Document

List of Proposed Project Resources

S/N	Names	Position
1.	Echezona OBIORA	Project Manager/Team Lead/Techno-Functional Consultant
2.	Omotayo OWOLABI	Lead Functional Consultant
3.	Mobolaji LAWAL	Senior Functional Consultant
4.	Oreoluwa AKINOLA	Functional Consultant
5.	Seye KUPOLUYI	Functional Consultant
6.	Temilade Isola	Functional Consultant
7.	Ridwan SULAIMON	ICT Lead Specialist
8.	Ayodeji OLABOOYE	User Experience (UX) and User Interface (UI) Designer
9.	Michael AKINDOLIE	User Experience (UX) and User Interface (UI) Designer
10.	Basit ADERINWALE	Software Developer/Programmer
11.	Richard WALE-AWE	Software Developer/Programmer
12.	Victor OGUNSUYI	Database Administrator
13.	Adetola AYANLAJA	Database Administrator
14.	Rotimi OLUGBOHUNGBE	Quality Assurance Specialist

Candidate Summary

Position Project Manager/Team Lead/Techno – Functional Consultant	Candidate █ Prime
Candidate information	Name of candidate Echezona OBIORA
	Academic qualifications <p>Education</p> <ul style="list-style-type: none"> • Master of Science (M.Sc.) Information System. University of Salford, Manchester, UK. • Bachelor of Science (B.Sc.) Computer Science University of Nigeria, Nsukka • HND in Science Laboratory Technology, University of Nigeria, Nsukka. • OND in Science Laboratory Technology. University of Nigeria, Nsukka.
	Professional qualification <ul style="list-style-type: none"> • Project Management Professional (PMP). • Oracle Certified Associate (OCA). • Oracle Certified Professional (OCP). • Oracle EBS Certified Specialist. • Oracle EBS Support Specialist. • Oracle Certified Business Intelligence Implementation Specialist. • Oracle Fusion General Ledger Implementation Specialist. • Oracle Fusion Account Payable Implementation Specialist. • Oracle Certified Foundation Association (OCFA) • Oracle Cloud Infrastructure (OCI)
Present employment	Name of Employer Counterhouse Consultants Limited
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos, Nigeria.
	Job title of candidate: Team Lead/Project Manager/Techno-Functional
	Years with present Employer 10

Summarize professional experience over the last thirteen years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
May 2012	Till Date	<p>Counterhouse Consultants Limited</p> <p>Position: Team Lead/Techno-Functional Consultant</p> <p>Projects:</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments- Project Manager/Techno-Functional Consultant.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments- Project Manager/Techno-Functional Consultant.</p>

Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments- Project Manager/Techno-Functional Consultant.

Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)- Project Manager/Techno-Functional Consultant.

Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Project Manager/Techno-Functional Consultant.

Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMFIS modules can prepare and produce the required reports, Government of Ghana Accra – Project Manager/Techno-Functional Consultants.

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Project Manager/Techno-Functional Consultant.

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) –Project Manager/Techno-Functional Consultant.

Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Project Manager.

Provision of Consultancy Services for SIFMIS Implementation Quality Assurance in Bayelsa State – Techno-Functional Consultant (QA)

Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset, and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission, Abuja, Nigeria – Project Manager/Techno-Functional Consultant.

Implementation of Oracle EBS Financials, BI, HR, Payroll & Planning & Budgeting (Hyperion) for Kogi State Public Sector Governance Reform and Development Project (April 2017 – Oct 2017) – Project Manager/Techno-Functional Consultant.

Implementation of Oracle Fusion Financials, SCM, HCM Cloud & Payroll for Eroton Exploration and Production (May 2016 – Dec 2016)– Techno-Functional Consultant.

Upgrade of Oracle E-Business Suite R11i Application – (IITA), Ibadan (May 2014– March 2015) – Project Manager/Techno-Functional Consultant.

	<p>Oracle HR/Payroll R12 Implementation – Rainoil Limited (Jan – Mar 2013) – Techno-Functional Consultant.</p> <p>Quality Assurance on Edo SIFMIS Oracle R12 Implementation. (Jan – Nov 2015). Edo State Government – Techno-Functional Consultant.</p> <p>Quality Assurance on the implementation of IES Online (an Insurance ERP) for LASACO Assurance Plc. – (Dec 2015 – Feb 2016) – Quality Assurance (QA) Analyst.</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Gathered the requirements to support the functional and information needs of the application system. • Involved in building, design and generation of FSG reports according the client requirement and consolidated automated financial statements using Financial Statement Generator FSG. • Generated various custom reports using XML. • Developed a detailed project plan to monitor and track progress. • Developed project plans, goals, and budgets; identifying resources needed. • Guiding and performing strategic analysis for the project. • Organized and managed all phases of the project to ensure on-time completion. • Implements computer system requirements by defining and analysing system problems; designing and testing standards and solutions. • Defines application problems by conferring with clients; and evaluating procedures and processes. • Develops solutions by preparing and evaluating alternative workflow solutions. • Controls solutions by establishing specifications and coordinating production with programmers. • Validate results by testing programs. • Ensures operation by training client personnel and providing support. • Provides reference by writing documentation. • Accomplishes information systems and organization mission by completing related results as needed. • Performed query tuning to enable faster query access. • Gathered business requirements and set up business processes within the modules. • Developed technical MD70 specification using functional MD50 document for application customization and enhancement. • Driven calls with businesses to understand their business process to effectively design the custom backend structures and forms. • Provided ERP Application support by handling day-to-day issues Provide bug fixes to resolve these issues. • Responsible for Collection, Analysis and consolidation of user requirements to technical documents. • Involved in writing interface program to load the data from external systems into Oracle Purchasing PO interface tables.
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- Customization of the Approval workflow process to ensure the notification is send to the next in the hierarchy.
- Developed custom reports in GL: Journal Batch Summary Report, Account Analysis Report.
- CRP demonstration to key Oracle system Users on new development and functionality.
- Developed Documentation Templates such as Data Mapping, Functional, Technical and Testing.
- Preparation of Solution design document based on Business Requirements.
- Provide analysis for Oracle Interfaces and other Line of Business System.
- Coordinated internal resources and third parties/vendors for the flawless execution of projects.
- Ensured that all projects are delivered on-time, within scope and within budget.
- Developed a detailed project plan to monitor and track progress.
- Managed changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Provide Project Manager's and Techno-Functional Lead role for Oracle system development team on Oracle SCM at IITA, UBN, PenCom & Kogi PSGR&DP and MOF, Ghana.
- Translation of business requirements into clearly system configuration and setup at IITA, UBN, PenCom, Rainoil & Kogi PSGR&DP, MOF, Ghana.
- CRP demonstration to key Oracle system Users on new development and functionality. – (IITA, UBN, PenCom & Kogi PSGR&DP).
- Preparation of Solution design document based on Business.
- Requirements. At IITA, PenCom, Rainoil and UBN.
- Oracle Applications Installation, Cloning and Upgrade from 12.1.1 to 12.1.3. (IITA, UBN, PenCom and Rainoil).
- Provide analysis for Oracle Interfaces and other Line of Business System at IITA, UBN, Rainoil and PenCom.
- Business Requirements analysis and recommendation of solution at IITA, UBN and PenCom.
- Impact assessment of any potential changes and recommendation to Delivery and Project Manager at IITA, UBN and PenCom.
- Provide on-going support for SCM and major business issues at IITA, UBN and PenCom.
- Maintenance of system configuration documents and regular audit with production environment at IITA, UBN and Rainoil.
- Participation in the writing of test cases and scenarios for business requirement and proposed solution design at IITA, UBN and Rainoil.
- Interface development and maintenance for both custom web and third-party applications at IITA, UBN and PenCom.
- Organized structured system testing and assist user acceptance testing at IITA, UBN, and PenCom & Kogi PSGR&DP.
- Responsibilities setup and Request group assignment at IITA, UBN and

		<p>PenCom & Kogi PSGR&DP.</p> <ul style="list-style-type: none"> • Document and demonstrate changes to both the support team and the operations team at IITA, UBN and PenCom. • Defined User's reference manual based on Application set-up – IITA, UBN and PenCom.
2009	2012	<p>Company: Integrity Communications Limited</p> <p>Position: Systems Administrator</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Responsible for Team Lead and Motivation of Consultants. • Developed a platform for the Project team for quick understanding of Client GL business process and recommended future business requirements. • Responsible for Analysing and mapping clients' future business requirements into Oracle GL applications. • Responsible for Systems designs and deliveries for Client's operations without customization. • Carried out the setup of Oracle Applications according to the client's future requirements. • Defined value sets, key flexfields, and Rollup group with security cross-validation rules. • Defined chart of Account, calendar, and currency based on client requirement. • Defined Recurring and Mass Allocation Journals for cost distribution. • Defined Multi-Organisation structure to accommodate the Client's future business requirements. • Setup daily conversion rate for foreign currency transactions and MRC • Participated in the CRP Test, Unit, Integration, and UAT. • Responsible for Training Client Staff to Superuser. • Defined User's reference manual based on Application set-up. • Responsible for data integrity and cleansing during migration of legacy data into oracle. • Raise Service requests with Oracle and managed through resolution. • Responsible for Oracle Application post-productions

Position Lead Functional Consultant	Candidate ② Prime	
Candidate information	Name of candidate Omotayo OWOLABI	
	Academic qualifications Education Master of Science (M.Sc.) Accounting & Finance – University of Salford, Manchester, UK - 2021. Bachelor of Science (B.Sc.) Accounting – Southwestern University of Nigeria, –2017. HND in Science Banking and Finance – The Federal Polytechnic, Ilaro. OND in Science Banking and Finance – The Federal Polytechnic, Ilaro.	
	Professional qualification Project Management Professional (PMP). Certified Information Systems Auditor (CISA) Oracle Business Intelligence (BI) Implementation Specialist. Oracle EBS Certified Implementation Specialist. Oracle EBS Support Specialist. Oracle Fusion Data Implementation Specialist. Oracle Procurement Business Process Certified Foundations Associate Oracle Financials Business Process Certified Foundations Associate Oracle Cloud Data Management 2023 Certified Foundations Associate Oracle Cloud Infrastructure 2023 Certified Foundations Associate Other Training: Oracle Hyperion Planning and Budgeting. Oracle Financials (GL, AR, AP, FA & CE). Oracle Business Intelligence Training.	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos, Nigeria.	
	Job title of candidate: Lead Functional Consultant (Hyperion, HCM & Financials)	Years with present Employer 10

Summarize professional experience over the last ten years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company /Project/Position/ Relevant technical and management experience
2014	Till date	Company: Counterhouse Consultants Limited Position: Lead Functional Consultant (Hyperion, HCM & Financials) Projects: Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System

	<p>Administration & Control for Osun State Local Governments- Lead Functional Consultants.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments- Lead Functional Consultants.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments- Lead Functional Consultants.</p> <p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Functional Consultant.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Lead Functional Consultants.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMFIS modules can prepare and produce the required reports, Government of Ghana Accra – Functional (OBIEE) Consultant.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Lead Functional (HCM) Consultant.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Lead Functional (HCM) Consultant.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Helpdesk Application for Osun State and Local Governance Reform (SLOGOR) – Lead Functional (Financials & HCM) Consultant.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Lead Functional (Financials) Consultant.</p> <p>Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission – Lead Functional (Financials & HCM) Consultant.</p> <p>Implementation of Oracle EBS Financials, BI, HR, Payroll & Planning & Budgeting (Hyperion) for Kogi State Public Sector Governance Reform and Development Project (April 2017 – Oct 2017) – Lead Functional (Financials & HCM) Consultant.</p> <p>Implementation of Oracle Fusion Financials, SCM, HCM Cloud & Payroll for Eron Exploration and Production (May 2016 – Dec 2016) – Lead Functional (Financials & HCM) Consultant.</p> <p>Quality Assurance on the implementation of IES Online (an Insurance ERP) for LASACO Assurance Plc. – (Dec 2015 – Feb 2016). - Lead Quality Assurance Analyst.</p> <p>Relevant managerial & technical experience:</p>
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	<ul style="list-style-type: none"> • Participate in GL COA design, financial data conversions and user training in CRP1, CRP2 and UAT phases. • Lead design activities defining requirements, testing, and provide direction to customers and junior consultants. • Provided necessary support for SCM, FINANCIALS, HRMS Modules • Gather the requirements to support the functional and information needs of the application system. • System Support of all the functionality in use currently. • Configured, tested, documented new functionality and changes to existing functionality. • Provided consultancy style advice on functionality and processes. • Provide functional role for Oracle system development team on Oracle Supply Chain Modules (Inventory, Purchasing, iProcurement etc.) – PenCom, Rainoil Kogi PSGR&DP and Eroton etc. • Translation of business requirements into clearly system configuration and setup at IITA, PenCom, Kogi PSGR&DP and Eroton etc. • CRP demonstration to key Oracle system Users on new development and functionality on modules likes Inventory, Purchasing, and iProcurement. • Preparation of Solution design document based on Business Requirements. • Provide analysis for Oracle Interfaces and other Line of Business System. • Provide for Project Manager and business change request management. • Business Requirements analysis and recommendation of solution. • Impact assessment of any potential changes and recommendation to Delivery and Project Manager. • Provide ongoing support for Supply Chain Management modules and major business issues. • Improve Organisation Knowledge and Skills for the new environment for IITA, PenCom, Eroton & Kogi PSGR&DP • Define the User's reference manual based on Application set-up. • Conduct UAT – User Acceptance Testing section in line with business case scenario identified during CRP 1&2 and based on the solution design document • Coordinate annual business plan build up & strategy session on cost optimization initiatives, budget monitoring and release. • Review General Ledger accounts to ensure accuracy and completeness of balances • Financial performance reporting – variance analysis (Performance vs Business Plan) • Create, Manage, and maintain standard operational performance reports and dashboards for Finance, Sales, Supply Chain, Business Operations, etc. • Interacted with business customers to understand and document their business processes and requirements. • Develop roadmap for enterprise wide Oracle BI applications, Essbase for financial reporting needs, and a data-warehouse platform.
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	<ul style="list-style-type: none"> • Migrate existing Essbase cube environment to new platform ensuring alignment a newly designed chart of accounts within Oracle JDE. • Development and maintenance of BI Publisher scripts. • Provide support to ensure the availability and performance of developed reports and dashboards. • Provide technical assistance and training to other key staff members. • Participated in GL COA design, financial data conversions and user training in CRP1, CRP2 and UAT phases. • Monitor technology and industry trends for new business intelligence opportunities. • Performed gap analysis to determine e-Business suite system configuration and development changes. • Created business requirements documents, system configuration documents, detailed functional design documents, test plans and test cases, user-training documents and implementation documents. • Worked with the clients and development team to design and implement system modifications. • Lead design activities defining requirements, testing and provide direction to customers and junior consultants. • Gather the requirements to support the functional and information needs of the application system • Configured, tested, documented new functionality and changes to existing functionality • Provided consultancy style advice on functionality and processes • Provide functional role for Oracle system development team on Oracle Financials Modules (Cash Management and Accounts Receivables) – PenCom, Kogi PSGR&DP and Eroton etc. • Translation of business requirements into clearly system configuration and setup at PenCom, Kogi PSGR&DP and Eroton etc. • CRP demonstration to key Oracle system Users on new development and functionality on modules likes Cash Management, Accounts Receivables Inventory, Purchasing, and iProcurement. • Preparation of Solution design document based on Business Requirements • Provide back up for Project Manager and business change request management. • Business Requirements analysis and recommendation of solution • Impact assessment of any potential changes and recommendation to Delivery and Project Manager. • Define User's reference manual based on Application set-up • Conduct UAT – User Acceptance Testing section in line with business case scenario identified during CRP 1&2 and based on the solution design document.
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Position Senior Functional Consultant		Candidate ■ Prime
Candidate information	Name of candidate Mobolaji LAWAL	
Role on the Project	Senior Functional Consultant	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Bachelor of Science in Business Administration Olabisi Onabanjo University, Ogun State. • OND Business Studies Federal Polytechnic, Kwara State 	
	Professional qualification <ul style="list-style-type: none"> • Oracle OPN Certified Specialist • Oracle Payables Implementation Certified Specialist • National Institute of Management (NIM), Member Other Training <ul style="list-style-type: none"> • Project Management and Project Management Office Training in Nigeria. • Oracle Financials Applications 11 Training. • Oracle Fusion Financials Cloud Training. 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer Suite 16, Motorways, Centre, Ikeja, Lagos, Nigeria.	
	Job title of candidate Senior Functional Consultant	Years with present Employer 12

Summarize professional experience over the last twelve years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2018	Till Date	Company: Counterhouse Consultants Limited Position: Senior Functional Consultant Project: Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments-Functional Consultant. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments- Functional Consultant.

	<p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Functional Consultant.</p> <p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Functional Consultant.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Lead Functional Consultants.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMIS modules can prepare and produce the required reports, Government of Ghana Accra – Lead Functional Consultants.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Nov 2021) – Lead Functional Consultants.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Lead Functional Consultants.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and HelpDesk Application for Osun State and Local Governance Reform (SLOGOR) – Lead Functional Consultants.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Lead Functional Consultants.</p> <p>Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission – Lead Functional Consultants.</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Identifying business requirements and mapping them to the Oracle Applications across Oracle Financials, SCM and Procurement Modules • Develop a comprehensive strategy for the implementation of Oracle ERP modules, with a focus on Procurement and Project functionalities. • Lead the implementation of Oracle Procurement modules, covering strategic sourcing, purchasing, supplier management, and procurement analytics.
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		<ul style="list-style-type: none"> • Oversee the implementation of Oracle Project modules, including project planning, cost management, billing, and project analytics, ensuring alignment with project management best practices. • Integrate Oracle Procurement and Project modules with other relevant ERP modules, ensuring seamless data flow and communication across different functional areas. • Customize Oracle ERP configurations to align with specific organizational requirements in Procurement and Project management, ensuring the system meets unique business processes. • Manage relationships with Oracle ERP vendors, staying informed about updates, patches, and new features related to Procurement and Project functionalities. • Plan and execute data migration strategies for Procurement and Project data, ensuring accurate and timely transfer of information from legacy systems to the Oracle ERP platform. • Develop and deliver comprehensive training programs for end-users, facilitating smooth adoption of Oracle Procurement and Project modules and ensuring proficiency in system utilization. • Lead change management initiatives specific to Oracle ERP implementations, addressing resistance and ensuring a positive transition for users adapting to new Procurement and Project processes. • Ensure that Oracle ERP implementations in Procurement and Project management adhere to regulatory compliance standards, mitigating legal and compliance risks. • Implement robust security measures and access controls within Oracle ERP, safeguarding sensitive Procurement and Project information from unauthorized access. • Analyze and optimize Procurement processes within Oracle ERP, ensuring efficiency in strategic sourcing, purchasing, and supplier management. • Implement effective cost management strategies within Oracle Project modules, ensuring accurate tracking and reporting of project-related expenses. • Configure Oracle Project modules to support accurate billing processes and revenue recognition, aligning with project accounting standards. • Collaborate with cross-functional teams, including finance, operations, and project management, to understand organizational needs and align Oracle ERP solutions with strategic objectives. • Explore and implement mobile ERP solutions specifically for Oracle Procurement and Project modules, enabling users to access critical information and perform tasks on-the-go. • Integrate Oracle ERP with business intelligence tools, enhancing data analytics and reporting capabilities for informed decision-making in Procurement and Project domains. 		
2012	2018	<p>Company: Relational Position: Oracle Lead Functional Consultant</p> <p>Relevant managerial & technical experience</p>	Technologies	Limited

		<ul style="list-style-type: none"> • Supervising process and functional design activities • Creating functional requirements as an input to application design • Developing and testing detailed functional designs for business solution compounds and prototypes • Hands-on application setup or architecting solutions to achieve end-to-end flows of core Oracle e-Business Application modules – using apps configuration devices (Flexfields, Value Sets, Profile Options, Workflow and Approval Hierarchies) which are supported directly through on-line set up processes, to achieve a defined business outcome. • Delivery of required End-User training on site including provision of training manuals ranging from high-level executive education in benefits of an integrated system, to detailed end-user training in operations of individual aspects of Oracle system. • Procure to Pay (P2P) analysis, design, configuration, support and training • Coordinate and lead the entire phase of the project which include initial operations analysis, business process re-evaluation, testing, training, conversation, customizations and documentation and implementation of modules • Perform fit/gap analysis, pre-production business testing, conference room pilot presentation and support, interface/conversion mapping, and related documentation/deliverables • Provide analysis, design, installation, and rollout of Oracle Release 12.1.2 General Ledger, Accounts Payable, Accounts Receivables, Fixed Asset, Purchasing, Inventory, E-business Tax, IExpense, IProcurement, and Cash Management • Maintain proactive interaction with the client to understand business practices to aid in system configuration • Member of the team that defined the high-level business needs statement for delivering a Request For Proposal • Member of the team to research the ERP that best suited the Ondo State Government business requirements, and evaluation of vendors solution proposals • Member of the team that calculated the Return of Investment of the project, resulting in more than 200% considering a five years amortization period • IT Manager of the project. Responsible for presenting the technical solution to the Steering Committee • In charge of a twenty members developers team. Guidance to the developers to meet the business requirements • Definition of business requirements for the integration of Oracle e-Business Suite and the third party and legacy systems: Manufacturing Execution Systems of three plants, the legacy system for handling legacy Data information and operation transactions • Risk Assessment and definition of the risk mitigation and contingency plans • Responsible for the information migration and data load processes, from the Organization Pro ERP to Oracle ERP. Guidance to the data load team on defining the strategy to perform these activities • Validation of the functional designs, ensuring they consider the integration strategy and requirements
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		<ul style="list-style-type: none">• Conduction of Conference Room Pilots (CRP) events for testing the solution with the whole organization involved in running and validating their business process, including internal suppliers and customers
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Position Functional Consultant		Candidate <input checked="" type="checkbox"/> Alternate
Candidate information	Name of candidate Oreoluwa AKINOLA	
Role on the Project	Functional Consultant	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Bachelor of Science in Economics, Obafemi Awolowo University, Ile-Ife, Osun State 	
	Professional qualifications <ul style="list-style-type: none"> • Oracle Certified Business Intelligence (BI) Implementation Specialist. • Oracle Financials Business Process Certification • Oracle Certified Foundation Associate (OCFA) • Oracle Cloud Infrastructure (OCI) • Oracle HCM Business Process Foundations Associate • Oracle Cloud Data Management 2023 Certified Foundations Associate 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer Suite 16, Motorways, Centre, Ikeja, Lagos, Nigeria.	
	Job title of candidate Functional Consultant	Years with present Employer 8

Summary of professional experience over the last eight years, in reverse chronological order indicating particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2016	Till Date	Company: Counterhouse Consultants Limited Position: Functional/Business Process Analyst (Oracle Financials/Hyperion & HCM) Consultant Projects: Development and Implementation of Counterhouse Integrated Business Suite (CIBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments - Functional Consultants. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - Functional Consultants. Development and Implementation of Counterhouse Integrated Business Suite (CIBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Functional Consultants. Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Functional Consultant

	<p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Functional Consultants.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMFIS modules can prepare and produce the required reports, Government of Ghana Accra – Functional (OBIEE) Consultant.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Functional (HCM) Consultant.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Functional (HCM) Consultant.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Helpdesk Application for Osun State and Local Governance Reform (SLOGOR) – Functional (Financials) Consultant.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Functional (Financials Consultant).</p> <p>Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission – Functional (Financials & HCM) Consultant.</p> <p>Implementation of Oracle EBS Financials, BI, HR, Payroll & Planning & Budgeting (Hyperion) for Kogi State - Functional (Financials & HCM) Consultant.</p> <p>Public Sector Governance Reform and Development Project (April 2017 – Oct 2017) – Quality Assurance Analyst.</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Identifying business requirements and mapping them to the Oracle Applications across Oracle Financials, SCM and Procurement Modules • Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions. • Leading ongoing reviews of business processes and developing optimization strategies across Oracle Financials, SCM and Procurement Modules • Conducting meetings and presentations to share ideas and findings. • Performing requirements analysis across Oracle Financials, SCM and Procurement Modules • Documenting and communicating the results of your efforts across Oracle Financials, SCM and Procurement Modules • Effectively communicating your insights and plans to cross-functional team members and management. • Working closely with clients, technicians, and managerial staff. • Performing user acceptance testing.
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	<ul style="list-style-type: none"> • Prioritizing initiatives based on business needs and requirements. • Managing competing resources and priorities. • Monitoring deliverables and ensuring timely completion of projects. • Configuring the Oracle Applications to meet client requirements and document application set-ups • Writing business requirement documents for reports, interfaces, data conversions and application extensions for Oracle Financials, SCM & Procurement • Assisting client in preparing validation scripts, testing scenarios and develop test scripts for Oracle Applications • Supporting clients with the execution of test scripts • Complete tasks efficiently and in a timely manner • Interacting with the project team members responsible for developing reports, interfaces, data conversion programs, and application extensions • Conducting User Acceptance Testing • Discover, organize, and clarify business needs and review/produce specifications for change • Work with the Technical Analyst and development team to ensure that they understand the specifications. • Work with training team to document system scenarios and identify roles impacted to help develop a change management/training plan. • Conduct business process modelling and generate applicable scenarios for the technology functionality testing team • Identifying business requirements and mapping them to the Oracle Applications • Conduct Functional/Technical Design Workshops for Oracle Applications • Identifying functionality gaps in Oracle Applications, and build extensions for them • Configuring the Oracle Applications to meet client requirements and document application set-ups • Writing business requirement documents for reports, interfaces, data conversions and application extensions for Oracle Financials, SCM & Procurement • Developing Security and Validation Strategies & Plans for Oracle Applications • Assisting client in preparing validation scripts, testing scenarios and develop test scripts for Oracle Applications • Supporting clients with the execution of test scripts • Complete tasks efficiently and in a timely manner • Interacting with the project team members responsible for developing reports, interfaces, data conversion programs, and application extensions • Providing status and issue reports to the project manager/client on a regular basis • Conducting Key User and End User Trainings • Dimension Setup for EPMA HFM and Planning Applications - Metadata build for Accounts, Entities and Custom Dimensions. • FDMEE configuration for HFM applications • Experienced in creation of all development related documents (Design, Testing, Admin and Disaster Recovery) • Defined and managed Data Load Rules in FDMEE through Data Load
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	<p>workbench.</p> <ul style="list-style-type: none">• Used Batch processing by combining multiple load rules and scheduling the FDME load jobs.• Created HFM WebForms, Grids.• Involved in EPMA Planning and Essbase application creation, metadata build, data load and Calculation Manager Rules.• Development of complex Financial Reports with various reporting solutions.• Gathered requirements as part of enhancements.• Delegated tasks to offshore team based on the requirements• Creation and maintenance of complex web forms as per requirements.• Used Validation Rules mechanism in Hyperion Planning web forms.• Created and maintained Calculation Manager Rules and calculation scripts.• Monitoring data loads, dimension builds, calculations, LCM migrations.• Worked on Planning utilities like Outline load Util, Form Def Util Meu Def Util etc.• Handled Hyperion Infrastructure related issues.• Hyperion Services maintenance during regular outages, patches and DBA related outages.• Timely interaction with Users in case of Hyperion related issues based on Priority and SLA.• Created automation jobs to reduce Manual Intervention.• Resolved data reconciliation issues.• Quarter close readiness by performing activities like Application Backups, DRs, scheduling jobs.• Developed all Reports required by the clients including quarterly, monthly and yearly Performance reports.• Re – Implementation of Hyperion Planning solution• Installation and configuration of EPM 11.2.2
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Position User Experience (UX) and User Interface (UI) Designer		Candidate <input checked="" type="checkbox"/> Alternate
Candidate information	Name of candidate Oluwaseye KUPOLUYI	
Role on the Project	User Experience (UX) and User Interface (UI) Designer	
Educational Background	Professional qualifications Education <ul style="list-style-type: none">• Bachelor of Science in Banking with Economics, University of Greenwich, United Kingdom.	
	Professional qualification <ul style="list-style-type: none">• Oracle Certified Business Intelligence (BI) Implementation Specialist.• Oracle Financials Business Process Certified Foundations Associate• Oracle HCM Business Process Certified Foundations Associate• Oracle Certified Foundations Associate (OCFA)• Oracle Cloud Infrastructure (OCI)	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer Suite 16, Motorways, Centre, Ikeja, Lagos, Nigeria	
	Job title of candidate User Experience (UX) and User Interface (UI) Designer	Years with present Employer 10

Summary of professional experience over the last ten years, in reverse chronological order indicating particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2014	Till Date	<p>Company: Counterhouse Consultants Limited</p> <p>Position: User Experience (UX) and User Interface (UI) Designer</p> <p>Projects:</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments- User Experience (UX) and User Interface (UI) Designer.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - User Experience (UX) and User Interface (UI) Designer.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management</p>

	<p>Information System (SIFMIS) for Osun State Governments - User Experience (UX) and User Interface (UI) Designer.</p> <p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)- User Experience (UX) and User Interface (UI) Designer.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIFMIS modules can prepare and produce the required reports, Government of Ghana Accra – Functional (OBIEE) Consultant.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – User Experience (UX) and User Interface (UI) Designer</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Helpdesk Application for Osun State and Local Governance Reform (SLOGOR) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle EBS Financials, BI, HR, Payroll & Planning & Budgeting (Hyperion) for Kogi State Public Sector Governance Reform and Development Project (April 2017 – Oct 2017) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle Fusion Financials, SCM, HCM Cloud & Payroll for Eroton Exploration and Production (May 2016 – Dec 2016) – User Experience (UX) and User Interface (UI) Designer</p> <p>Quality Assurance on the implementation of IES Online (an Insurance ERP) for LASACO Assurance Plc. – (Dec 2015 – Feb 2016). - Quality Assurance Analyst.</p>
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	<p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Identifying business requirements and mapping them to the Oracle Applications across Oracle HRMS, Financials, SCM and Procurement Modules • Evaluating business processes, anticipating requirements, uncovering areas for improvement, and developing and implementing solutions. • Leading ongoing reviews of business processes and developing optimization strategies across Oracle HRMS, Financials, SCM and Procurement Modules. • Conducting meetings and presentations to share ideas and findings. • Performing requirements analysis across Oracle HRMS, Financials, SCM and Procurement Modules. • Documenting and communicating the results of your efforts across Oracle, HRMS, Financials, SCM and Procurement Modules. • Effectively communicating your insights and plans to cross-functional team members and management. • Working closely with clients, technicians, and managerial staff. • Performing user acceptance testing. • Prioritizing initiatives based on business needs and requirements. • Managing competing resources and priorities. • Monitoring deliverables and ensuring timely completion of projects. • Configuring the Oracle Applications to meet client requirements and document application set-ups. • Writing business requirement documents for reports, interfaces, data conversions and application extensions for Oracle HRMS, Financials, and SCM & Procurement. • Assisting client in preparing validation scripts, testing scenarios and develop test scripts for Oracle Applications. • Supporting clients with the execution of test scripts. • Complete tasks efficiently and in a timely manner. • Interacting with the project team members responsible for developing reports, interfaces, data conversion programs, and application extensions. • Conducting User Acceptance Testing. • Discover, organize, and clarify business needs and review/produce specifications for change. • Work with the Technical Analyst and development team to ensure that they understand the integration specifications. • Work with the training team to document system scenarios and identify roles impacted to help develop a change management/training plan. • Conducting User Acceptance Testing. • Discover, organize, and clarify business needs and review/produce specifications for change. • Work with the Technical Analyst and development team to ensure that they understand the specifications. • Work with training team to document system scenarios and identify roles impacted to help develop a change management/training plan. • Conduct business process modelling and generate applicable scenarios for the technology functionality testing team.
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Position User Experience (UX) and User Interface (UI) Designer		Candidate <input checked="" type="checkbox"/> Alternate
Candidate information	Name of candidate Temilade ISOLA	
Role on the Project	User Experience (UX) and User Interface (UI) Designer	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Higher National Diploma Business Administration and Management Lagos State Polytechnic, Lagos State, Nigeria. • Ordinary National Diploma Business Studies Osun State Polytechnic, Iree, Osun State, Nigeria. 	
	Professional qualifications <ul style="list-style-type: none"> • Oracle Certified Foundations Associate (OCFA) • Oracle Cloud Infrastructure (OCI) • Oracle Cx Sales 2020 Sales Specialist Assessment 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer Suite 16, Motorways, Centre, Ikeja, Lagos, Nigeria	
	Job title of candidate User Experience (UX) and User Interface (UI) Designer	Years with present Employer 8

Summary of professional experience over the last eight years, in reverse chronological order indicating particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/ Relevant technical and management experience
2016	Till Date	Company: Counterhouse Consultants Limited Position: Training & Documentation/Change Management Projects: Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments- User Experience (UX) and User Interface (UI) Designer. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - User Experience (UX) and User Interface (UI) Designer. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - User Experience (UX) and User Interface (UI) Designer.

	<p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Functional (OBIEE) Consultant.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMFIS modules can prepare and produce the required reports, Government of Ghana Accra – Functional (OBIEE) Consultant.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Helpdesk Application for Osun State and Local Governance Reform (SLOGOR) – User Experience (UX) and User Interface (UI) Designer.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – User Experience (UX) and User Interface (UI) Designer</p> <p>Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission – User Experience (UX) and User Interface (UI) Designer</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Lead the development and execution of training programs to enhance employee skills and knowledge. • Manage the creation and maintenance of technical and user documentation to ensure clarity and accessibility. • Develop and implement change management strategies to facilitate smooth transitions during organizational changes. • Supervise and mentor a team of trainers, instructional designers, and documentation specialists. • Conduct training needs assessments and develop curricula to meet identified needs. • Oversee the evaluation of training programs and adjust strategies based on feedback and performance metrics. • Develop and enforce documentation standards and ensure the quality and accuracy of all documentation. • Communicate effectively with stakeholders to keep them informed and engaged throughout training and change initiatives. • Allocate resources effectively and manage budgets for training, documentation, and change management projects.
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- Ensure compliance with regulatory requirements and industry best practices
- Conducting training needs analysis to identify skill gaps and training requirements.
- Designing and developing comprehensive training programs, including instructional materials, workshops, and e-learning modules.
- Selecting and implementing appropriate training delivery methods (classroom, online, blended learning).
- Establishing metrics and methods to evaluate the effectiveness of training programs and making necessary adjustments.
- Leading a team of trainers, instructional designers, and documentation specialists.
- Providing guidance and professional development opportunities to team members.
- Conducting performance evaluations and implementing improvement plans.
- Developing and enforcing documentation standards, templates, and best practices.
- Overseeing the creation, maintenance, and distribution of technical and user documentation.
- Ensuring all documentation is accurate, comprehensive, and user-friendly.
- Developing and implementing change management strategies to support organizational change initiatives.
- Creating communication plans to keep stakeholders informed and engaged throughout the change process.
- Conducting impact assessments to understand how changes will affect different parts of the organization and preparing mitigation strategies.
- Engaging with stakeholders to gather feedback, address concerns, and ensure buy-in for changes.
- Defining project scope, objectives, and deliverables for training, documentation, and change management projects.
- Managing project timelines, resources, and budgets to ensure successful completion.
- Identifying potential risks and developing mitigation strategies to address them.
- Tracking project progress and providing regular updates to stakeholders.
- Establishing and maintaining strong relationships with internal and external stakeholders.
- Acting as a consultant to business units to provide expertise in training, documentation, and change management.
- Implementing mechanisms to collect and act on feedback from training participants, document users, and stakeholders affected by change.
- Allocating and managing budgets for training programs, documentation projects, and change management initiatives.
- Ensuring appropriate resources are available and effectively utilized for various projects.
- Ensuring all training and documentation adhere to relevant regulatory requirements and industry standards.
- Staying updated with and implementing industry best practices in training, documentation, and change management.

Position Lead ICT Specialist		Candidate <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Alternate
Candidate information	Name of candidate Ridwan SULAIMON	
Role on the Project	Lead ICT Specialist	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Master of Science (M.Sc.) Information Technology. National Open University, Nigeria. • Bachelor of Science (B.Sc.) Computer Science. Olabisi Onabanjo University, Nigeria. 	
	Professional qualification <ul style="list-style-type: none"> • Oracle Certified Professional (OCP)-Oracle APEX Cloud Developer Certified Professional 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos	
	Job title of candidate: Lead ICT Specialist	Years with present Employer 7

Summarize professional experience over the last thirteen years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2018	Till Date	Counterhouse Consultants Limited Position: Lead Oracle Technical Consultant Projects: Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments – Lead ICT Specialist. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - Lead ICT Specialist. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Lead ICT Specialist. Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Lead Technical Consultant. Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Lead Technical Consultant.

Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIFMIS modules can prepare and produce the required reports, Government of Ghana Accra – Lead Technical (OBIEE) Consultant.

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Lead Technical Consultant.

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date)-Lead Technical Consultant.

Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Lead Technical Consultant.

Provision of Consultancy Services for SIFMIS Implementation Quality Assurance in Bayelsa State-Lead Technical Consultant.

Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset, and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission, Abuja, Nigeria – Lead Technical Consultant.

Relevant managerial & technical experience

- Perform as DBA to required packages and load data using API into Oracle SCM, Financials, and Planning and Budgeting application.
- Worked as a Technical Developer and APPS DBA, analysis user requests for reports and the technical design and creation of reports and queries in consultation with end users and the Finance Team, including ETL development and OBIEE reporting.
- Project Apps DBA for Oracle EBS Implementation
- Gathered the requirements to support the functional and information needs of the application system.
- Involved in building, design and generation of FSG reports according to the client requirement and consolidated automated financial statements using Financial Statement Generator FSG.
- Generated various custom reports using XML.
- Developed a detailed project plan to monitor and track progress
- Developed project plans, goals, and budgets; identifying resources needed
- Guiding and performing strategic analysis for the project
- Organized and managed all phases of the project to ensure on-time completion
- Implements computer system requirements by defining and analysing system problems; designing and testing standards and solutions.
- Defines application problem by conferring with clients; evaluating procedures and processes.
- Develops solution by preparing and evaluating alternative workflow solutions.
- Controls solution by establishing specifications and coordinating production with programmers.
- Validates results by testing programs.
- Ensures operation by training client personnel and providing support.
- Provides reference by writing documentation.
- Accomplishes information systems and organization mission by completing related results as needed

		<ul style="list-style-type: none"> • Performed query tuning for enabling faster query access. • Gathered business requirements and set up business processes within the modules. • Developed technical MD70 specification using functional MD50 document for application customization and enhancement. • Driven calls with business to understand their business process to effectively design the custom backend structures along with custom forms. • Provided ERP Application support by handling day-to-day issues Provide bug fixes to resolve these issues. • Responsible for Collection, Analysis and consolidation of user requirements to technical documents. • Involved in writing interface program to load the data from external systems into Oracle purchasing PO interface tables. • Customization of Approval workflow process to ensure the notification is send to next in hierarchy • Developed custom reports in GL: Journal Batch Summary Report, Account Analysis Report • CRP demonstration to key Oracle system Users on new development and functionality. • Developed Documentation Templates such as Data Mapping, Functional, Technical and Testing • Preparation of Solution design document based on Business Requirements • Provide analysis for Oracle Interfaces and other Line of Business System • Coordinated internal resources and third parties/vendors for the flawless execution of projects • Ensured that all projects are delivered on-time, within scope and within budget • Developed a detailed project plan to monitor and track progress • Managed changes to the project scope, project schedule and project costs using appropriate verification techniques. • Provide timely and proficient support to the clients. • Addressing the client's issues and request, offering expert guidance and troubleshooting assistance to resolve technical problems and ensure seamless System functionality.
2015	2017	<p>Company: Neologic Solutions</p> <p>Position: Software Developer</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Understanding clients' business requirements and transforming them to an application that solves real and complex business needs. • Implementing an adaptive user interface to accommodate a range of devices. • Building applications that work with external API. • Collaborating with other team members to provide best solutions to different clients' needs. • Maintaining existing applications, bug fixes and new features development. • Developed a workflow application for financial service providers in Nigeria. • In charge of Implementation of Oracle Application R12.x version for agreed modules of Oracle Finance, Oracle HRMS and Oracle SCM. • People Management through Competency Development, Performance Management & Personality Management

- Project Management ensuring Project Healthy Status, Ontime Deliveries, Status Reviews, Effort Estimations, milestone Achievements as per Project Plan & SLAs.
- Participate in customer meetings, handling escalations, Develop Staffing Metrics
- Create strategies for risk mitigation and contingency planning.
- Plan and schedule project deliverables, goals, and milestones.
- Directs and oversees project team
- Perform peer document assessments
- Developed and refined ability of project members to estimate and maintain completion time for tasks.
- Worked closely with the client's representatives, developed a reputation for finding unique strategic solutions to problems and issues.
- Conducted requirement gathering and participated in preparation of project.

Position		Candidate
Senior ICT Specialist		<input checked="" type="checkbox"/> Alternate
Candidate information	Name of candidate Ayodeji OLABOOYE	
Role on the Project	Senior ICT Specialist	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Master of Business Management (MBA), Atlantic International University, Honolulu, USA • Bachelor of Science in Computer Science, Olabisi Onabanjo University, Ago-Iwoye, Ogun State, Nigeria 	
	Professional qualifications <ul style="list-style-type: none"> • Oracle Certified Professional (OCP) • Oracle Application Development. • Oracle Certified Foundation Associate (OCFA) • Oracle Cloud Infrastructure (OCI). 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos, Nigeria	
	Job title of candidate Senior ICT Specialist	Years with present Employer 4

Summarize professional experience over the last three years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2020	Till Date	Company: Counterhouse Consultants Limited Position: Senior Oracle Technical Consultant Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments - Senior ICT Specialist. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - Senior ICT Specialist. Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Senior ICT Specialist.

	<p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Lead Technical Consultant.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Lead Technical Consultant.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMIS modules can prepare and produce the required reports, Government of Ghana Accra – Technical Consultant.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Technical Consultant.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and HelpDesk Application for Osun State and Local Governance Reform (SLOGOR) – Technical Consultant</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Technical Consultant.</p> <p>Relevant managerial & technical experience:</p> <ul style="list-style-type: none"> • Provide timely and proficient support to the clients. • Addressing the client's issues and request, offering expert guidance and troubleshooting assistance to resolve technical problems and ensure seamless system functionality. • Collaborate closely with developers to design sophisticated algorithms and create detailed flowcharts, laying the foundation for seamless development processes. • Engage in the creation and construction of robust computer programs, spanning desktops, mobile devices, and automotive systems. Your focus on identifying customer demands ensures the development of innovative applications, consistently refined based on user feedback. • Generate clean, efficient code tailored to specifications, emphasizing the integration of software components and third-party programs for a harmonious software architecture. • Verify, deploy, and monitor the performance of programs and systems, with a keen eye on troubleshooting, debugging, and upgrading existing software for continuous improvement. • Gather and evaluate user feedback, providing a foundation for insightful recommendations and the execution of improvements to enhance software performance. • Create comprehensive technical documentation, offering a valuable reference point and facilitating seamless reporting for future software development projects. • Devise and report on integration development plans and strategies, showcasing expertise in asynchronous messaging architectures, rule-based systems, and network architectures.
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		<ul style="list-style-type: none"> Coordinate activities with fellow developers, ensuring timely completion of integration projects while adhering to best practices for a cohesive organizational approach. Uphold the integrity and smooth functioning of the company's integration architecture, addressing conflicts in data configurations and overlaps, identifying and advising on system errors or architecture issues. Assist with the management of organizational databases and retrieval systems, contributing to their efficient operation and optimization. Analyze and enhance current system integrations and migration strategies, consistently identifying and advising on improvements. Collaborate with management, departments, and customers to identify end-user requirements and specifications, ensuring software solutions align with organizational goals. Delve into designing strategic algorithms and flowcharts that go beyond immediate project needs, anticipating future challenges and opportunities. Implement rigorous testing protocols to validate the functionality and reliability of programs and applications before deployment, ensuring a seamless user experience. <ul style="list-style-type: none"> Implement a user-centric approach to software development by observing user feedback and recommending improvements to existing software products.
2013	2019	<p>Company: Globacom Limited Position: Application Techno-Functional Specialist Relevant managerial & technical experience:</p> <ul style="list-style-type: none"> Technical and functional Support to users across EBS modules; Oracle Supply Chain Management, P2P/Order to Cash, Inventory, Oracle Financials; for users across warehouses, head office and over 70 stock points across the nation and other Organizations on the Group like Conoil, Glo Ghana. Implementation of Oracle EBS R12 in Globacom Nigeria: development of several adhoc and concurrent reports; use of APIs to mass create and load into EBS and so on. Oracle EBS Data conversions from interfaces to base tables. Such are Item Import/mass Creation, Dealer/Customer mass import, Credit Note mass import, Order import/migration, employee mass creation/import. Implemented of Credit Management custom solution for credit facility. Saved the business from Monthly loss of over 100M due to fraud. Built "Site Tracker "application to keep track of the mast sites. Caused a serious reduction in Site shut down by 70%. Integrated ERP with Partner Management System for online dealer transactions. Increased the dealer transaction volume by 10% that year dealers to raise orders on the platform and transmit to EBS to fulfil the order. Development of Data validation solution to trace SIM Card Serials amongst millions of serials and to report their status. Active Participation in Implementation of Oracle EBS R12, development of several adhoc and concurrent reports; use of APIs to mass create and load into EBS.
2010	2013	<p>Company: OANDO PLC Position: Oracle Application Specialist</p>

		<p>Relevant managerial & technical experience:</p> <ul style="list-style-type: none"> • Technical and functional Support to users across EBS modules; Oracle Supply Chain Management, P2P/Order to Cash, Inventory, Oracle Financials; for users across warehouses, head office and over 70 stock points across the nation and other Organizations on the Group like Conoil, Glo Ghana. • Developed knowledge configuration database for issue resolution. Reduce knowledge gap by 50%. • Achieved Development of Custom app for Oando Gas Meter records. Result in accurate invoices, payments. Also increased process efficiency by over 50%. • Coordinated Project Compass Oracle Warehouse Project that track distributions and truck. This help Oracle to scale down the distribution inefficiencies by 50%. Build PL/SQL Notification, Oracle Alerts development and HR personalization. • Managed Oracle Discoverer report platform, configuration, and development of XML BI reports. • Design solution to manage gas consumption/usage for Oando Gas and Power. • Data conversion and use of API to load and manage data across the EBS module based on business requirements. • Development of several Oracle/PL/Sql Alerts and HR personalization. • Provided Oracle Discoverer and Report Training to various departments in the organization. • Solely administer the Discoverer Server, both configuration and development of BI report. • Project Compass: Participate in Oracle Warehouse Project and to track distribution/truck.
2008	2010	<p>Company: Progenics Corp Limited</p> <p>Position: Application Developer</p> <p>Relevant managerial & technical experience:</p> <ul style="list-style-type: none"> • Development and support of robust Stockbroking Software using PL/SQL and oracle forms. It stabilized operations, which gave rise to 30% rise in volume of annual transactions. • Converted a full Oracle Forms 6i Banking Application to the Web using Forms 10G. This increases annual revenue. • Built and support school web application, which was adopted by some schools. Improve parent/teacher relationship and performance by 50%. • Develop and support Financial Application using PL/SQL, Oracle ADF and Oracle Application Express (APEX). • Configured & Deployed applications (Apex, WAR, Java) on WebLogic, Glassfish, Apache Tomcat Servers.

Position Software Developer/Programmer		Candidate <input checked="" type="checkbox"/> Alternate
Candidate information	Name of candidate Akinloye MICHEAL AKINDOLIE	
Role on the Project	Software Developer/Programmer	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Bachelor of Science in Computer Science, Federal University Oye Ekiti, Nigeria 	
	Professional qualifications <ul style="list-style-type: none"> • Oracle APEX Cloud Developer Certified Professional, Oracle University. • ALX-T Full Stack Developer, Udacity. • Flutter Development Boot camp with Dart, Udemy. 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja, Lagos, Nigeria	
	Job title of candidate Software Developer/Programmer	Years with present Employer 4

Summarize professional experience over the last thirteen years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2020	Till Date	<p>Company: Counterhouse Consultants Limited Position: Technical Consultant</p> <p>Projects</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments – Software Developer/Programmer</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - Software Developer/Programmer</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Software Developer/Programmer.</p> <p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)- Software Developer/Programmer.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Software Developer/Programmer.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMFIS modules can prepare and produce the required reports, Government of Ghana Accra – Software Developer/Programmer.</p>

		<p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Software Developer/Programmer.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Software Developer/Programmer.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and HelpDesk Application for Osun State and Local Governance Reform (SLOGOR) – Software Developer/Programmer.</p> <p>Relevant managerial & technical experience:</p> <ul style="list-style-type: none"> • Provide timely and proficient support to the clients. • Addressing the client's issues and request, offering expert guidance and troubleshooting assistance to resolve technical problems and ensure seamless system functionality. • Lead the day-to-day activities of Oracle advisory engagements for a variety of clients including process design, implementation life cycle support, and project review. • Spot strategies, risk and options, and then recommend approaches that sidestep problems and help clients and functions meet their needs. • Lead, coach, and advise the project team in addition to manage their performance. • Analyse complex ideas or proposals and build a range of meaningful recommendations. • Provide coaching, guidance and feedback to develop skills of team members. • Use data and insights to inform conclusions and support decision-making. • Identify and communicate findings to senior management and client personnel. • Responsible for operational metrics and overall business results for area of responsibility. • Perform varied and complex duties and task that needs independent judgment, in order to implement oracle products. • Participate in the business development by identifying the client requirements. • Provide timely and efficient support to the clients. • Investigate and analyse technical issues reported by clients, diagnosing root causes and implementing effective solutions. • Collaborate with internal teams and Oracle support resources, when necessary, to resolve complex problems promptly. • Perform routine system maintenance tasks, including software updates, patches, and configurations. • Ensures operation by training client personnel and providing support. • Monitor system health, performance, and security, proactively identifying potential issues and taking preventive measures. • Create and maintain detailed documentation, including FAQs, troubleshooting guides, and best practices, to assist clients in resolving common issues independently.
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		<ul style="list-style-type: none"> • Update knowledge base articles based on recurring client concerns. • Conduct training sessions and workshops for clients to enhance their understanding of Oracle APEX and Oracle Jet functionalities and features. • Ensured excellent delivery of work of the team in compliance with all client internal processes and procedures. • Participated in detailed Reports requirement gathering and project scope. • Designing and developing Oracle Apex applications using using HTML, CSS, AJAX, and PLSQL, following the best practices and standards. • Collaborating with other developers, business analysts and end users to gather requirements, provide feedback, and deliver solutions • Testing and debugging applications, ensuring their functionality, security and performance. • Providing technical support and documentation for the applications, resolving any issues or queries.
2018	2020	<p>Company: Neologic Solutions Limited</p> <p>Position: Oracle Apex Developer</p> <p>Projects</p> <ul style="list-style-type: none"> • Led the successful conversion and continuous development of the company's Customer facing Web Portal from version 1 to the current production version 5 across 22 client sites. • Implemented the Oracle Apex template for SYMPLUS, the company's flagship back-office software leading to 35% increase in user acceptance. • Developed diverse Oracle Apex components and functionalities, including applications, forms, reports, charts, packages, procedures, triggers, and more for 20+ web apps and 5+ bespoke applications • Actively participated in code reviews, debugging, and optimization processes for both Symplus and customers portal software with led to a 20% decrease in application load time. • Executed administration and maintenance tasks to support uninterrupted Oracle Apex development and deployment on the in-house server. • Implemented user-centred features on 10+ bespoke apps, driving a notable 20-60% increase in departmental yearly profit turnover.

Position Software Developer/Programmer	Candidate <input checked="" type="checkbox"/> Alternate	
Candidate information	Name of candidate Basit ADERINWALE	
Role on the Project	Software Developer/Programmer	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Bachelor of Science Information and Communication Science, University of Ilorin, Kwara State. Nigeria 	
	Professional qualifications <ul style="list-style-type: none"> • Oracle APEX Cloud Developer Certified Professional, Oracle University. • Back-end Development (Node JS, Mongo DB, REST API) • Complete Web Development (Zero to Mastery) • SQL (Intermediate) • The Fundamentals of Digital Marketing 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos, Nigeria	
	Job title of candidate Software Developer/Programmer	Years with present Employer 4

Summarize professional experience over the Five years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2020	Till Date	Company: Counterhouse Consultants Limited Position: Software Developer/Programmer Projects Development and Implementation of Counterhouse Integrated Business Suite (CIBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments - Software Developer/Programmer. Development and Implementation of Counterhouse Integrated Business Suite (CIBS) – Human Resource and Payroll for Osun State Local Governments - Software Developer/Programmer Development and Implementation of Counterhouse Integrated Business Suite (CIBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Software Developer/Programmer. Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Technical Consultant.

Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Software Developer/Programmer

Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIFMIS modules can prepare and produce the required reports, Government of Ghana Accra – Software Developer/Programmer

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Software Developer/Programmer

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Software Developer/Programmer

Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and HelpDesk Application for Osun State and Local Governance Reform (SLOGOR) – Software Developer/Programmer

Relevant managerial & technical experience:

- Provide timely and proficient support to the clients.
- Addressing the client's issues and request, offering expert guidance and troubleshooting assistance to resolve technical problems and ensure seamless system functionality.
- Lead the day-to-day activities of Oracle advisory engagements for a variety of clients including process design, implementation life cycle support, and project review.
- Spot strategies, risk and options, and then recommend approaches that sidestep problems and help clients and functions meet their needs.
- Lead, coach, and advise the project team in addition to manage their performance.
- Analyse complex ideas or proposals and build a range of meaningful recommendations.
- Provide coaching, guidance and feedback to develop skills of team members.
- Use data and insights to inform conclusions and support decision-making.
- Identify and communicate findings to senior management and client personnel.
- Responsible for operational metrics and overall business results for area of responsibility.
- Perform varied and complex duties and tasks that need independent judgment, in order to implement oracle products.
- Participate in the business development by identifying the client requirements.
- Provide timely and efficient support to the clients.
- Investigate and analyse technical issues reported by clients, diagnosing root causes and implementing effective solutions.
- Collaborate with internal teams and Oracle support resources, when necessary, to resolve complex problems promptly.
- Perform routine system maintenance tasks, including software updates, patches, and configurations.
- Ensures operation by training client personnel and providing support.

		<ul style="list-style-type: none"> • Monitor system health, performance, and security, proactively identifying potential issues and taking preventive measures. • Create and maintain detailed documentation, including FAQs, troubleshooting guides, and best practices, to assist clients in resolving common issues independently. • Update knowledge base articles based on recurring client concerns. • Conduct training sessions and workshops for clients to enhance their understanding of Oracle APEX and Oracle Jet functionalities and features. • Ensured excellent delivery of work of the team in compliance with all client internal processes and procedures. • Participated in detailed Reports requirement gathering and project scope. • Designing and developing Oracle Apex applications using using HTML, CSS, AJAX, and PLSQL, following the best practices and standards. • Collaborating with other developers, business analysts and end users to gather requirements, provide feedback, and deliver solutions • Testing and debugging applications, ensuring their functionality, security and performance. • Providing technical support and documentation for the applications, resolving any issues or queries. • Lead Oracle implementation projects with excellence, encompassing meticulous planning, resource allocation, scheduling, and stakeholder management to ensure project objectives are met within established timelines and budgetary constraints. • Effectively lead technical teams engaged in Oracle implementations, upgrades, or migrations, fostering a collaborative environment conducive to innovation and high-performance outcomes. • Strong interpersonal and communication skills, enabling adept understanding of client requirements, provision of expert consultation, and delivery of clear, articulate presentations on proposed solutions and project progress. • Conducting comprehensive analysis of client business requirements, adeptly translating them into robust technical solutions leveraging Oracle's suite of products to address specific organizational needs. • Orchestrating change management initiatives within client organizations undergoing Oracle implementations, adept at navigating complexities to ensure seamless transitions, user acceptance, and realization of intended benefits. • Managing project budgets with precision, encompassing accurate cost estimation, diligent expense tracking, and strategic resource optimization to maximize project profitability and client satisfaction. • Identifying potential project risks and proactively implementing mitigation strategies to safeguard project success, minimize disruptions, and mitigate adverse impacts on project outcomes. • Extensive knowledge and hands-on expertise across Oracle's product portfolio, including Oracle Database, Oracle E-Business Suite (EBS), Oracle Fusion Applications, Oracle Cloud Infrastructure (OCI), among others. • Expertise in Oracle database administration encompassing installation, configuration, performance tuning, backup and recovery, and robust security management practices.
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		<ul style="list-style-type: none"> • Proficiency in crafting and optimizing SQL queries, as well as developing and fine-tuning PL/SQL stored procedures, triggers, and other database objects to ensure optimal database performance and efficiency. • Developing and customizing Oracle Forms and Reports to facilitate intuitive user interfaces and generate comprehensive, actionable reports aligned with client requirements. • Leveraging Oracle Fusion Middleware components such as Oracle WebLogic Server, Oracle SOA Suite, Oracle Identity and Access Management, among others, to enable seamless integration and customization of Oracle applications. • Integrating Oracle applications with diverse third-party systems and tailoring them to accommodate unique business requirements, thereby enhancing organizational efficiency and operational effectiveness.
2019	2020	<p>Company: Neologic Solutions Limited Position: Application Developer</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Experience in managing projects from inception to completion, including planning, scheduling, resource allocation, and risk management. • Ability to lead and motivate a team of developers, designers, and testers to achieve project goals effectively. • Experience in making critical decisions regarding project scope, technology stack, resource allocation, and timelines. • Strong communication skills to interact with clients, stakeholders, team members, and other departments effectively. • Proficiency in identifying and resolving issues and challenges that arise during the development process. • Experience in managing project budgets, including cost estimation, tracking expenses, and optimizing resource utilization. • Familiarity with Agile methodologies such as Scrum or Kanban, including sprint planning, daily stand-ups, and retrospectives. • Proficiency in programming languages relevant to application development, such as Java, Python, JavaScript, C#, or Swift. • Experience with relevant frameworks and libraries for web or mobile development, such as React, Angular, Vue.js, Django, Flask, or React Native. • Knowledge of database management systems like MySQL, PostgreSQL, MongoDB, or Oracle, including database design, querying, and optimization. • Experience with version control systems like Git, including branching, merging, and resolving conflicts. • Experience in designing and implementing RESTful APIs for communication between different components of the application or with external services. • Proficiency in writing unit tests, integration tests, and end-to-end tests, as well as debugging and troubleshooting issues. • Familiarity with CI/CD pipelines for automating the build, testing, and deployment process to ensure a smooth and efficient development workflow.

Position Software Developer/Programmer		Candidate <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Alternate
Candidate information	Name of candidate Richard WALE-AWE	
Role on the Project	Software Developer/Programmer	
Educational Background	Professional qualifications Education <ul style="list-style-type: none"> • Bachelor of Science in Computer Science, Babcock University, Ogun State, Nigeria 	
	Professional qualifications <ul style="list-style-type: none"> • Oracle Database SQL Certified Associate. • Django 2.2 & Python. • Oracle APEX Cloud Developer Certified Professional. 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos, Nigeria	
	Job title of candidate Software Developer/Programmer	
	Years with present Employer 4	

Summarize professional experience over the last Four years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2020	Till Date	<p>Company: Counterhouse Consultants Limited</p> <p>Position: Software Developer/Programmer</p> <p>Projects</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CIBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments – Software Developer/Programmer</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CIBS) – Human Resource and Payroll for Osun State Local Governments - Software Developer/Programmer</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Software Developer/Programmer.</p> <p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)- Technical Consultant.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Software Developer/Programmer.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Software Developer/Programmer.</p>

	<p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Software Developer/Programmer.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and HelpDesk Application for Osun State and Local Governance Reform (SLOGOR) – Software Developer/Programmer.</p> <p>Relevant managerial & technical experience:</p> <ul style="list-style-type: none"> • Provide timely and proficient support to the clients. • Addressing the client's issues and request, offering expert guidance and troubleshooting assistance to resolve technical problems and ensure seamless system functionality. • Lead the day-to-day activities of Oracle advisory engagements for a variety of clients including process design, implementation life cycle support, and project review. • Spot strategies, risk and options, and then recommend approaches that sidestep problems and help clients and functions meet their needs. • Lead, coach, and advise the project team in addition to manage their performance. • Analyse complex ideas or proposals and build a range of meaningful recommendations. • Provide coaching, guidance and feedback to develop skills of team members. • Use data and insights to inform conclusions and support decision-making. • Identify and communicate findings to senior management and client personnel. • Responsible for operational metrics and overall business results for area of responsibility. • Perform varied and complex duties and tasks that need independent judgment, in order to implement oracle products. • Participate in the business development by identifying the client requirements. • Provide timely and efficient support to the clients. • Investigate and analyse technical issues reported by clients, diagnosing root causes and implementing effective solutions. • Collaborate with internal teams and Oracle support resources, when necessary, to resolve complex problems promptly. • Perform routine system maintenance tasks, including software updates, patches, and configurations. • Ensures operation by training client personnel and providing support. • Monitor system health, performance, and security, proactively identifying potential issues and taking preventive measures. • Create and maintain detailed documentation, including FAQs, troubleshooting guides, and best practices, to assist clients in resolving common issues independently. • Update knowledge base articles based on recurring client concerns. • Conduct training sessions and workshops for clients to enhance their understanding of Oracle APEX and Oracle Jet functionalities and features.
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Position Database (DBA) Administrator		Candidate <input checked="" type="checkbox"/> Prime
Candidate information	Name of candidate Victor OGUNSUUYI	
Role on the Project	Database (DBA) Administrator	
Professional qualifications Education <ul style="list-style-type: none">• Bachelor of Science (B.Sc.) Computer Science – University of Lagos, Lagos State, Nigeria		
Professional qualifications <ul style="list-style-type: none">• Oracle Certified Professional – Oracle 8i Database Administration• Oracle Certified Professional – Oracle 9i Database Administration		
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos, Nigeria	
	Job title of candidate Database Administrator (Oracle Database Administrator)	Years with present Employer 10

Summary of professional experience over the last twelve years, in reverse chronological order indicating particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2015	Till Date	<p>Company: Counterhouse Consultants Limited</p> <p>Position: Database Administrator (Oracle Database Administrator)</p> <p>Projects:</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments - Database Administrator.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - Database Administrator.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Database Administrator.</p> <p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)- Database Administrator.</p>

	<p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Database Administrator.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMIS modules can prepare and produce the required reports, Government of Ghana Accra – Database Administrator.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Database Administrator.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) –Database Administrator.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Helpdesk Application for Osun State and Local Governance Reform (SLOGOR) – Database Administrator.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Database Administrator.</p> <p>Provision of Consultancy Services for SIFMIS Implementation Quality Assurance in Bayelsa State – Database Administrator.</p> <p>Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission, Abuja, Nigeria – Database Administrator.</p> <p>Implementation of Oracle EBS Financials, BI, HR, Payroll & Planning & Budgeting (Hyperion) for Kogi State Public Sector Governance Reform and Development Project (April 2017 – Oct 2017) – Database Administrator.</p> <p>Implementation of Oracle Fusion Financials, SCM, HCM Cloud & Payroll for Eroton Exploration and Production (May 2016 – Dec 2016) – Database Administrator.</p> <p>Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Database Administrator.</p> <p>Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission – Database Administrator.</p>
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	<p>Implementation of Oracle EBS Financials, BI, HR, Payroll & Planning & Budgeting (Hyperion) for Kogi State Public Sector Governance Reform and Development Project (April 2017 – Oct 2017) – Database Administrator.</p> <p>Implementation of Oracle Fusion Financials, SCM, HCM Cloud & Payroll for Eroton Exploration and Production (May 2016 – Dec 2016) – Database Administrator.</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Perform as DBA to required packages and load data using API into Oracle SCM, Financials, and HRMS application. • Designing, developing, implementing, customizing and integrating Oracle Fusion Cloud and fusion applications with other systems, and providing ongoing support and future enhancements of those solutions. • Conducting Technical Design Workshops for System Administration • Develop and maintain all customized oracle applications according to business requirement for configuration. • Prepare technical designs for all functional business requirements, provide support to all technical activities, and prepare efficient plans for it. • Assisting all team for feasibility analysis and participate in all development activities and perform tests on data migration and production platform. • Developing and customizing all oracle applications and providing an effective interface for all business requirements and support to all vendors to resolve all business issues and assist all external vendor. • Designing detail specifications for all application development and design various oracle database and evaluate all design and coding activities. • Prepare plans for all deployment requirements and customize all oracle applications as per requirement with help of various application developer module. • Design various technical specifications and documents all oracle applications • Preparing custom reports with Oracle XML Publisher where applicable • Performing troubleshoot on all oracle application and integration issues • Led and developed applications and service processes according to technical design documentation, including form extensions, custom PL/SQL for application integrations, data fixes in coordination with Oracle customer support, and in general any in-flow or out-flow of data from the core business systems. • Design, development and deployment of top infrastructure for document management system. • Develop PL/SQL database objects, SQL scripts, Interfaces, Reports and forms using standard tools including Toad, Oracle Reports, Oracle Forms, Developer and XML Publisher. • Worked as a Technical Developer and APPS DBA, analysis user requests for reports and the technical design and creation of reports and queries
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		<p>in consultation with end users and the Finance Team, including ETL development and OBIEE reporting.</p> <ul style="list-style-type: none"> • Wrote Custom SQL Queries for the reports. • Applied Optimization Techniques for the better performance of the reports. • Cloning of Oracle Applications & Databases • Project Apps DBA for Oracle EBS Implementation • Run Scripts for the implementation team to confirm functionality of the module. • Trained End Users and Pilot Users about OBIEE Tools • Day to day management of Oracle database and Oracle Applications 11i
2013	2015	<p>Company: ATCO I-TEK, Edmonton, Alberta, Canada</p> <p>Position: Senior Oracle APPS DBA</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Development of Custom Report in Oracle EBS application to satisfy Client using Oracle Xml Publisher. • Managed five (5) large - scale production servers with database sizes ranging from 1.5TG to 3.7TB running on SUN SPARC Solaris 10. • Used Oracle Enterprise Manager 12c Cloud Control to manage and monitored the performance of production servers. • Monitored daily backups and performed Oracle database clone using RMAN duplicate database concept to refresh UAT, Training databases from production backups. • Performed Data masking and Data Scrambling after production RMAN clone before releasing the refreshed development environment to functional and development teams. • Troubleshoot and resolved technical issues on Oracle database 11g with 4-nodes RAC configuration. • Proactively measure performance of systems and fine-tune to ensure optimization of performance by extracting traces on long running queries and running tipoff utility to explain execution paths. • Monitored and resized table spaces and rollback segments. Created and used customized rollback segment for batch concurrent programs. • Provided testing and integration platforms for end-to-end solution phase of the project by cloning Oracle Applications 11i instances and instances migration from HP-UX to SUN SPARC Solaris. • Participated in codes and data fixes migration from development environment through User Acceptance testing to Production using Quest Stat version control / codes migration software. • Installed and configured Oracle Database 12c software and performed Oracle database upgrade from 11g v11.2.0.3 to Oracle database 12c v12.1.0.1.0 on SUN SPARC Solaris

- Managed a team of six DBAs for implementation of Oracle Fusion CloudR12.1.3 and data warehouse solutions in development, UAT, and production environments.
- Provided technical support to the client and to the developers, functional, and techno-functional consultants on the project
- Delivered comprehensive implementation documentation for all Oracle e-Business R12 upgrade drills and Production implementation
- Performed user training on the new features of Oracle database 11g and Oracle Fusion CloudR12.1.3 Administration.
- Performed Oracle Fusion Cloud upgrade from 11i.5.10.2 to R12 12.1.3 on Oracle Linux 5 on VMware.
- Installed and configured Oracle Business Intelligence Enterprise Edition (OBIEE) 11g and OBI Publisher version 10.3.4.2 on Oracle Linux 5 and Windows server 2008
- Performed assessment and data gathering for the implementation of Oracle GL interface of Oracle HR/Payroll and Oracle Project Accounting modules.
- Reviewed 190 preinstall patches required for Oracle e-Business R12 upgrade and generated impact analysis reports for the functionalities and modules.
- Performed Operating System platform migration of Oracle Fusion Cloud11i(11.5.10.2 with HR, Payroll, GL, AP, FA, and iExpense) with Oracle database 9iR2 from windows 2000 to Oracle Enterprise Linux 5 on VMware.
- Performed Operating system platform Migration and Upgraded Oracle database from 9iR2 (v9.2.0.8) on Windows 2000 to 11gR2 (v11.2.0.2) on Oracle Linux 5.
- Upgraded Oracle Fusion Cloudfrom 11i.5.10.2 to R12 12.1.3 on 2-node Oracle Linux 5 on VMware.
- Consolidated and applied Oracle e-Business pre-upgrade patches for Linux 5.
- Worked with Oracle support to provide solutions to opened SRs and patches downloaded fixed identified issues.
- Assisted business users and developers in debugging problems found in the development and test environments.
- Performed hands-on training sessions to the in-house DBA, to facilitate the Production environment support including all relevant knowledge transfer relating to the cloning, patching and performance monitoring.
- Performance Tuning Oracle Fusion CloudR12 by updating the context file and running Autoconfig.
- Implemented Oracle Enterprise manager 11g and Oracle Management Packs (Diagnostics Pack, Tuning Pack and Change Management Pack) and Oracle utilities, to facilitate performance monitoring of 11gR2 Databases.
- Implemented Password change procedure and policy, using FNDCPASS utility, to meet Audit requirement.

- Installed and configured Oracle Repository Creation utility on Oracle Linux 5 and Windows 2008 server.
- Managed OBIEE database schemas using Oracle Repository creation utility 11g (RCU).
- Set up security to authenticate users and assign appropriate permissions and privileges in OBIEE
- Provided technical support to the client, developers, functional, and techno-functional consultants on the project.
- Performed Oracle 11g DBA training and mentored project DBAs.

Position Database Administrator		Candidate <input checked="" type="checkbox"/> Alternate
Candidate information	Name of candidate Adetola AYANLAJA OLUMADE	
Role on the Project	Database Administrator	
Professional qualifications Education <ul style="list-style-type: none">• Bachelor of Science (B.Sc.) Computer Science – Wesley University, Ondo State, Nigeria		
Professional qualifications <ul style="list-style-type: none">• Microsoft Certified Professional Certificate• Oracle Certified Foundation Associate (OCFA)• Oracle Cloud Infrastructure (OCI)• Oracle SQL Database Management• ICSI Certified Network Security Specialist (CNSS)• Cisco Certified Network Associate (CCNA)• CIBN IS Audit and IT Risk Management		
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer: Suite 16, Motorways Centre, Ikeja Lagos, Nigeria	
	Job title of candidate Database Administrator	Years with present Employer 4

Summary of professional experience over the last four years, in reverse chronological order indicating particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2020	Till Date	<p>Company: Counterhouse Consultants Limited Position: Oracle Database Administrator</p> <p>Projects:</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and System Administration & Control for Osun State Local Governments - Database Administrator.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - Database Administrator.</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Database Administrator.</p>

	<p>Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Database Administrator.</p> <p>Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Database Administrator.</p> <p>Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIMFIS modules can prepare and produce the required reports, Government of Ghana Accra – Database Administrator.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Database Administrator.</p> <p>Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) –Database Administrator.</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Perform as DBA to required packages and load data using API into Oracle SCM, Financials, and HRMS application. • Designing, developing, implementing, customizing and integrating Oracle Fusion Cloud and fusion applications with other systems, and providing ongoing support and future enhancements of those solutions. • Conducting Technical Design Workshops for System Administration • Develop and maintain all customized oracle applications according to business requirement for configuration. • Prepare technical designs for all functional business requirements, provide support to all technical activities, and prepare efficient plans for it. • Assisting all team for feasibility analysis and participate in all development activities and perform tests on data migration and production platform. • Developing and customizing all oracle applications and providing an effective interface for all business requirements and support to all vendors to resolve all business issues and assist all external vendor. • Designing detail specifications for all application development and design various oracle database and evaluate all design and coding activities. • Prepare plans for all deployment requirements and customize all oracle applications as per requirement with help of various application developer module. • Design various technical specifications and documents all oracle applications • Preparing custom reports with Oracle XML Publisher where applicable • Performing troubleshoot on all oracle application and integration issues • Led and developed applications and service processes according to technical design documentation, including form extensions, custom PL/SQL for application integrations, data fixes in coordination with Oracle customer support, and in general any in-flow or out-flow of data from the core business systems. • Design, development and deployment of top infrastructure for document management system. • Worked as a Technical Developer and APPS DBA, analysis user requests for reports and the technical design and creation of reports and queries in consultation with end users and the Finance Team, including ETL development and OBIEE reporting.
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2019	2020	<p>Company: NEIMETH INTERNATIONAL PHARMACEUTICALS PLC</p> <p>Position: IT Manager</p> <p>Relevant managerial & technical experience</p> <ul style="list-style-type: none"> • Designed and implemented the database in accordance with end users' information needs and views. • Analysed data processing modules and identified areas of enhancements and improvements. • Provided full administration and management of Microsoft 365 Application. • Effectively managed Oracle SQL database to provide procedures, analytics, and progress conveying reports and data quality to team members and management. • Ensured Database backup procedures and recovery systems are effectively performed. • Implemented network security through appropriate controls, policies, and deployment of systems; performed regular audits. • Provided hands-on leadership in the configuration and maintenance of the network, DNS, DHCP, Active Directory, switching, routing, and other network services. • Analysed products and provided marketing strategies and automated analytics to deliver. • Implement new technologies and solutions to improve the organization's operational efficiency and customer experience. • Ensured stakeholders carry out their day-to-day activities in an efficient and timely manner. • Ensured high availability and redundancy of data connectivity; implemented the disaster recovery plan and business continuity measures. • Install, configure and troubleshoot the LAN and WAN with other networking devices. • Diagnose core network issues, manage hardware and report related problems. • Monitoring and updating virus protection software and efficiency. • Onsite and remote technical assistance and consultancy. • Conduct staff training to ensure smooth running of the deployed solution on client's site.
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Position Quality Assurance (QA) Specialist	Candidate █Prime	
Candidate information	Name of candidate Rotimi OLUGBOHUNGBE	
Role on the Project	Quality Assurance (QA) Specialist	
Educational Background	<ul style="list-style-type: none"> • PhD-Computer Science Babcock University, Ilisan Remo Ogun. • M.Sc. Computer Science & Information Science – Lead City University, Ibadan. • Bachelor of Science (Accountancy) University of Nigeria, Nsukka. • Project Management Certification 2014. 	
	<p>Professional qualifications</p> <ul style="list-style-type: none"> • Fellow of Institute of Chartered Accountants (ICAN) • Associate Member, Chartered Institute of Taxation of Nigeria • Certified Information System Auditor (CISA) • Certified Information Systems Manager (CISM) • Certified in the Governance of Enterprise IT (CGEIT) • Certified in Risk and Information Systems Control (CRISC) • Certified Fraud Examiner (CFE) • Certified Chief Information Security Officer (CISO) • Oracle Unified Method (OUM) Certified • Member, Nigerian Computer Society (MNCS) • Member, Computer Professionals (Registration Council of Nigeria) – MPCN • Member, Nigeria Financial Reporting Council • Member, Chartered Institute of Director (MCloD) • Institute of Internal Auditors (IIA) • Member Practical Artificial Intelligence Development Foundation (PAIDF) 	
Present employment	Name of Employer Counterhouse Consultants Limited	
	Address of Employer Suite 16, Motorways, Centre, Ikeja, Lagos, Nigeria	
	Job title of candidate Managing Director/CEO	Years with present Employer 15

Summary of professional experience over the last twenty years, in reverse chronological order indicating particular technical and managerial experience relevant to the project.

From	To	Company/Project/ Position/Relevant technical and management experience
2009	Till Date	<p>Company: Counterhouse Consultants Limited</p> <p>Position: Quality Assurance (QA) Specialist</p> <p>Projects:</p> <p>Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Financial System (LIFMIS) - General Ledger, Budgeting, Reporting, and</p>

System Administration & Control for Osun State Local Governments - Quality Assurance Specialist.

Development and Implementation of Counterhouse Integrated Business Suite (CiBS) – Human Resource and Payroll for Osun State Local Governments - Quality Assurance Specialist.

Development and Implementation of Counterhouse Integrated Business Suite (CiBS) Payroll and Human Resources of the State Integrated Financial Management Information System (SIFMIS) for Osun State Governments - Quality Assurance Specialist.

Oracle Business Intelligence Enterprise Edition (OBIEE) DataMart Migration from Bank Premises to Oracle Analytics Cloud (OAC) (April 2024 till Date)-Quality Assurance Specialist.

Design, Supply, Installation, Commissioning, Implementation, and Warranty of Government Financial System (Maliyah) for Sultanate of Oman (April 2023 till Date) – Quality Assurance Specialist.

Implementation of Oracle Business Intelligence (OBIEE) with Data Warehouse and Ensure all Interfaces to the GIFMIS modules can prepare and produce the required reports, Government of Ghana Accra – Quality Assurance Specialist.

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for the Government of Lesotho - Public Sector Modernisation Project Finance, Government of Lesotho, Maseru (Jan 2021 – Aug 2021) – Quality Assurance Specialist.

Supply, Implementation, Commissioning and Support of an Oracle Human Resource Management Information System (HRMIS) for Ministry of Finance – Public Financial Management Reform Project, Government of Ghana Accra (Feb 2020 – Till date) – Quality Assurance Specialist.

Implementation of Oracle EBS Financials (General Ledger, Payables, Receivables Fixed Asset and Cash Management), BI (Business Intelligence), Hyperion Planning & Budgeting, Purchasing and Inventory for Cross River State and Local Governance Reform (SLOGOR) – Project Director/Quality Assurance Specialist.

Provision of Consultancy Services for SIFMIS Implementation Quality Assurance in Bayelsa State – Project Director/Quality Assurance Specialist.

Reconfiguration of Oracle EBS Financial (General Ledger, Payables, Receivables Fixed Asset and Cash Management), HR & Payroll and Implementation of Oracle Learning Management Performance Management, Oracle CX, Sourcing, Purchasing, Inventory for National Pension Commission, Abuja, Nigeria – Project Director/Quality Assurance Specialist.

Implementation of Oracle EBS Financials, BI, HR, Payroll & Planning & Budgeting (Hyperion) for Kogi State Public Sector Governance Reform and Development Project (April 2017 – Oct 2017) – Project Director/Quality Assurance Specialist.

Implementation of Oracle Fusion Financials, SCM, HCM Cloud & Payroll for Eroton Exploration and Production (May 2016 – Dec 2016) – Project Director/Quality Assurance Specialist.

Quality Assurance on Edo SIFMIS Oracle R12 Implementation. (Jan – Nov 2015).
Edo State Government – Quality Assurance Specialist.

Quality Assurance on the implementation of IES Online (an Insurance ERP) for LASACO Assurance Plc. – (Dec 2015 – Feb 2016) – Quality Assurance Specialist.

Upgrade of Oracle Fusion CloudR11i Application – (IITA), Ibadan (May 2014 – March 2015) – Quality Assurance Specialist.

Oracle HR/Payroll R12 Implementation – Rainoil Limited (Jan – Mar 2013) – Techno – Quality Assurance Specialist.

Quality Assurance on Oracle Fusion CloudR12 implementation. (Jan – April). Lagos State Government – (Jan – April 2011) – Quality Assurance Specialist.

Relevant managerial & technical experience

- Monitored implementation progress, overseeing finance and ensuring project quality
- Made strategic decisions and providing leadership and direction to project manager to implement those decisions
- Met with clients, stakeholders and project managers to report on project progress
- Liaised with clients and building strong working relationships
- Devised cost-effective plans to enable effective project completion
- Managed risks to avoid delays or reputational damage
- Ensured permits and legal papers are secured ahead of the project where applicable
- Managed the project manager and enabled them supervise and manage their own team
- Engaged in project coordinating, team leading and implementing ERP functional consultation.
- Gathered the requirements to support the functional and information needs of the application system
- Coordinated internal resources and third parties/vendors for the flawless execution of projects
- Ensured that all projects are delivered on-time, within scope and within budget
- Gather the requirements to support the functional and information needs of the application system
- Perform initial mapping of Business Flows to the business processes
- Prepare AS-IS of current State System, find and recommend work around
- Obtain management approval to proceed with the next phase
- Improve organizational knowledge and skills for the new environment
- Validate Organization and Chart of Account Structure
- Developed a detailed project report to monitor and track progress
- Managed changes to the project scope, project schedule and project costs using appropriate verification techniques
- Provide Project Director's role for Oracle system development team on Oracle SCM at IITA, UBN, PenCom & Kogi PSGR&DP and MOF, Ghana

		<ul style="list-style-type: none"> • Create and maintain detailed documentation, including system setup documents, change request documentation, user guides and FAQs
1996	2009	<p>Company: Corporate Development Consultants</p> <p>Position: Chief Operating Officer</p> <p>Relevant managerial & technical experience:</p> <ul style="list-style-type: none"> • Carried out Strategic Policy formulation for the Company • Liaise with Financial Institutions for Inter-Organization deals. • Package projects for fund sourcing. • Overall project planning, coordination, control and implementation experience derived from multifaceted assignments spanning entire project life cycles from project conception and planning to post-execution evaluation. Have had well-rounded experience in project planning and strategy sessions, project budgeting, project scheduling and phasing, project coordination and control, managing tasks and deliverables to meet deadlines. • Ensure that loan covenants and various rules and procedures on disbursements and procurement are fully complied with. • Participate in Project Cycle review process meetings and other important project related meetings. Conduct technical supervision of Projects. • Carry out project Proposal/Tender Evaluation. • Carry out advanced analytical accounting and financial modelling using spreadsheets and the application of statistical theory • Identify and execute investment and trading opportunities within the risk parameters, formulate and implement strategies. • Regularly update management on the strategies followed at weekly strategy meeting; ensure the prompt and efficient placement of time deposits and investments. • Monitor and control the risk exposure of the portfolios and manage them within the Company's investment guidelines and risk parameters. • Participate in the preparation of the Company's annual borrowing program. • Present bi-weekly and monthly performance results and market developments to the Investment Management Committee for review. Develop innovative borrowing strategies with the objectives of minimizing borrowing costs. • Provide periodic reports to the Board and Management on relevant capital market developments and activities, participate in the review of the Company's financial policies and guidelines, monitor the key financial ratios and organize credit rating review process.

Certificate of Incorporation/Registration & Certifications

Tax Identification Number (TIN), and Tax Clearance Certificate

CiBS copyright certificates

Client References/ Project Completion Certificates

Audited Financial Statements for Last Three years (2023, 2022 & 2021)

Company Profile