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RDF ENVIRONMENTAL SECTOR GOVERNANCE SOLUTIONS

March 2018

Who we are

The Revenue Development Foundation (RDF) is a non-profit consultancy supporting governments to efficiently manage and increase their domestic revenues. RDF provides advisory services and technical solutions, specifically IT systems, to governments in low-income countries focused on improving government revenue management.

We currently have projects in Ghana, Liberia, Sierra Leone, Guinea, Mali, Cameroon and Zambia.

Our expertise

The overall objective of RDF's engagement in revenue management is to improve public administrations access to up-to-date and reliable data on revenues. The RDF revenue management program enables governments to collect and analyse revenue data in an accountable and transparent manner, bringing together information from different government agencies in one portal. Our systems not only improve intra-governmental data-sharing, but also allow users to calculate risk and manage compliance. The programme can be implemented for a revenue authority as a whole, can be tailored to be sector specific, or to a precise risk management issue identified by the government.

How we work

Our projects aim to improve government administrative processes that increase accountability and efficiency. We focus on increasing institutional capacity to enforce existing laws and regulations, to reduce discretionary powers of civil servants, and to generate auditable information for better oversight.

RDF always aims for long-term presence in country. Full-time implementation specialists are deployed to work alongside government staff in our partner institutions. Our projects are normally two years, with an emphasis on sustainable results. We do not charge for our software, and all resources are spent on working directly with our clients. This creates impact and ensures steady incremental and tangible improvements.

RDF develops software solutions that are instruments for change within the institutions we support. The systems we provide are:

- **Environmental Cadastre Administration System** (ECAS), a web based software application that manages environmental licenses, maps, reports and payments associated with these licenses.
- **The Non-Tax Revenue Payment System** (NTRS), a web-based software that allows revenue authorities to process payments, receiving orders to pay electronically from other systems.
- **FUSION**, a web based software application that allows inter-governmental or ministerial data sharing as well as manages risk and compliance
- **The Online Repository Portal**, an online portal to publish the license registry directly from ECAS to investors and the public.
- **RD Quantum**, an android application allowing synchronization with ECAS on a hand handled device, field monitoring of license areas and generation of reports submitted back to ECAS for user review. RD Quantum can be downloaded on any Android device at Google Play (type "rdquantum" in the search field), for MCAS registered users to log in.
- **RDx Data Services** allow integration with any third part systems
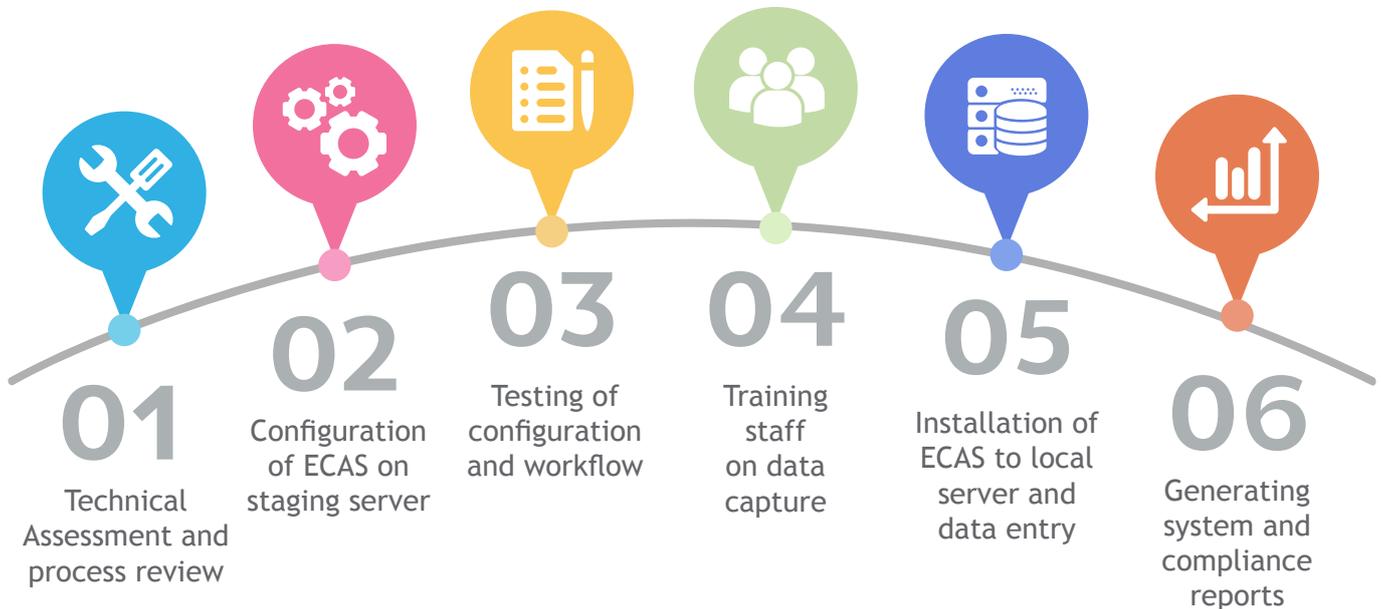
Our projects

Our ECAS project was implemented at the Environment Protection Agency in Sierra Leone. We worked closely with the agency to understand the laws which govern the issuance of environmental licenses and also to understand the workflow for license issuance at EPA Sierra Leone. Based on our collaboration with the Environment Protection Agency, Sierra Leone, we configured ECAS to match their workflow and requirements.

Environmental Licensing processes tend to be document heavy, especially given that clients have to submit assessments and reports which will determine whether they will get approval or not. Our dynamic DocFlow management system has been seamlessly integrated into ECAS to manage all documents.

Environmental licenses usually require feedback from multiple sources. Our approval process captures multiple feedback which when viewed by the ultimate approver then informs them of the status of the project and the opinions of other stakeholders.

Project Methodology

01
Technical Assessment and process review

02
Configuration of ECAS on staging server

03
Testing of configuration and workflow

04
Training staff on data capture

05
Installation of ECAS to local server and data entry

06
Generating system and compliance reports

ECAS allows user to bring together licensing data from various processes into one system. Through ECAS, all the information related to a particular license is easily accessed and reviewed as needed. The system is also flexible in that payment for services can be captured at multiple stages or captured at one stage as client workflow allows.

Features

ECAS offers a unique reporting module which allows compliance department to keep track of reporting dates and whether reports have been submitted and reviewed. This reporting feature is automated and gives a list of companies which have reports due to be submitted or reviewed. The system also automatically tracks start and end dates of licenses and gives officers 7, 30 and 60 day warning prior to licenses expiration. This feature has been instrumental in tracking companies to ensure that they stay compliant to the environmental regulations.

ECAS has a dynamic fee scheduler which can be configured with formulas to calculate fees, including fees based on the area size of the license, recurring fees, fixed fees and even a combination of all these. Clients can also choose to add one time fees such as penalties to licenses.

The GIS Validation step in ECAS manages the license coordinates and show the location on maps. Our validation step includes a feature whereby protected areas can be uploaded to ensure that licenses are not issued for protected locations. The validation feature also automatically detects overlaps with other concessions and suggestions for avoiding overlaps.

Why work with us?

TECHNOLOGY: All our systems use latest web-based technology. We continuously develop our software systems on the basis of government requirements.

TRACK RECORD: We operate in eight countries in Africa, with systems deployed in a range of institutions. The systems are easy to learn, and most civil servants have taken full ownership of the day-to-day system management, with limited need for technical support from RDF. RDF solutions are developed in support of key international initiatives.

CAPACITY BUILDING: We provide standard training for basic users, managers, administrators and server administrators. We also provide comprehensive manuals for all products and help the governments align their procedures with the workflow in the systems.
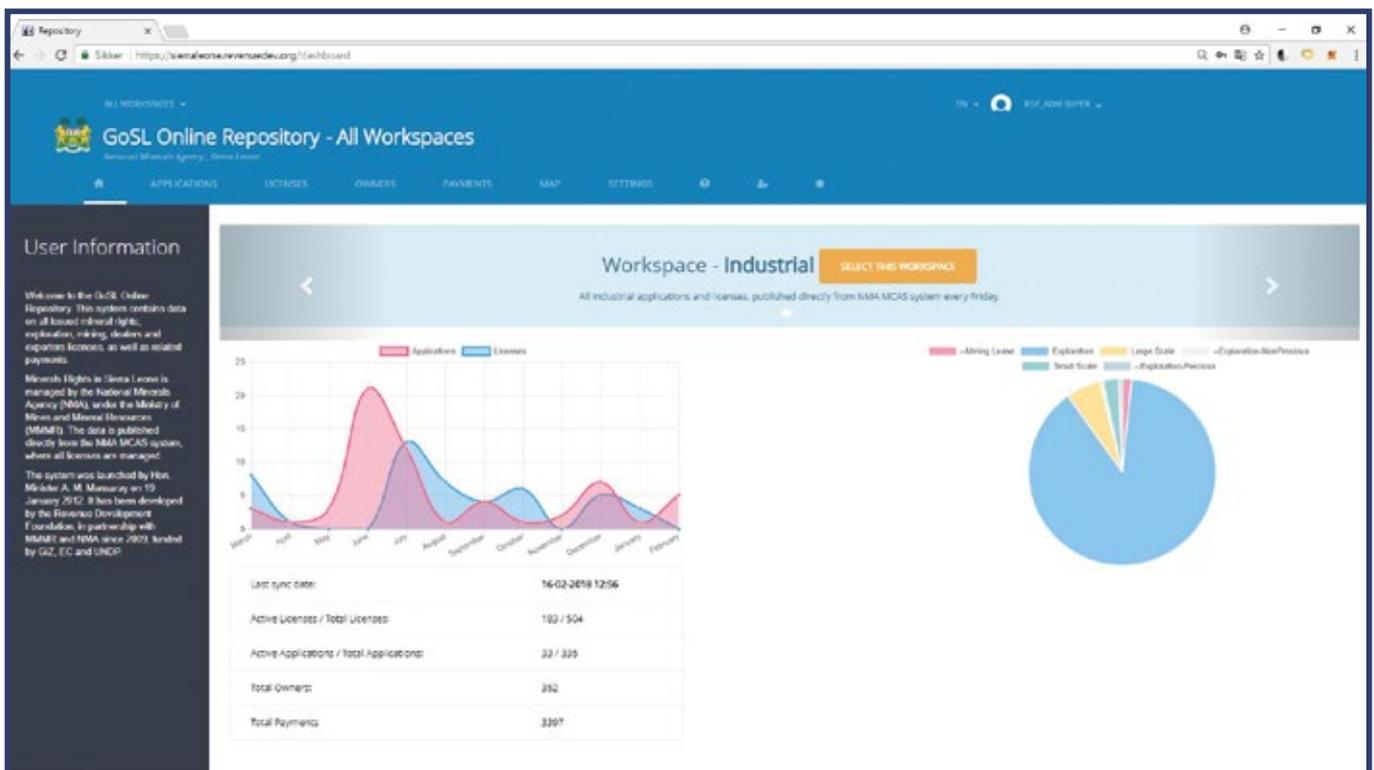
DELIVERY APPROACH: Our implementation method involves a revenue specialist embedded in the client institution for the entire project duration, usually two years.

SUSTAINABILITY: An integral part of all our projects is to make sure government takes full ownership of the system and related processes. RDF's program defines clear handover milestones and we focus on building sustainable long-term capacity.

Why choose our solutions?

- **NO SOFTWARE LICENSE COSTS:** Our systems are free for governments in low-income countries to use. There are no software license costs.

- **FUNCTIONALITY:** User-friendly workflow design, navigation functions that facilitate every stage of the Ministry's workflow, in both central and regional offices.

- **INTEGRATED SOLUTIONS:** RDF has an integrated suite of solutions from the operational level (ECAS, NTRS, Quantum mobile) to the publically accessible (Repository, RDx). We also provide interfaces that will allow third parties to request data from our systems in the RDx format. This service allows RDF to integrate its solutions with a wide range of existing government systems and tools.
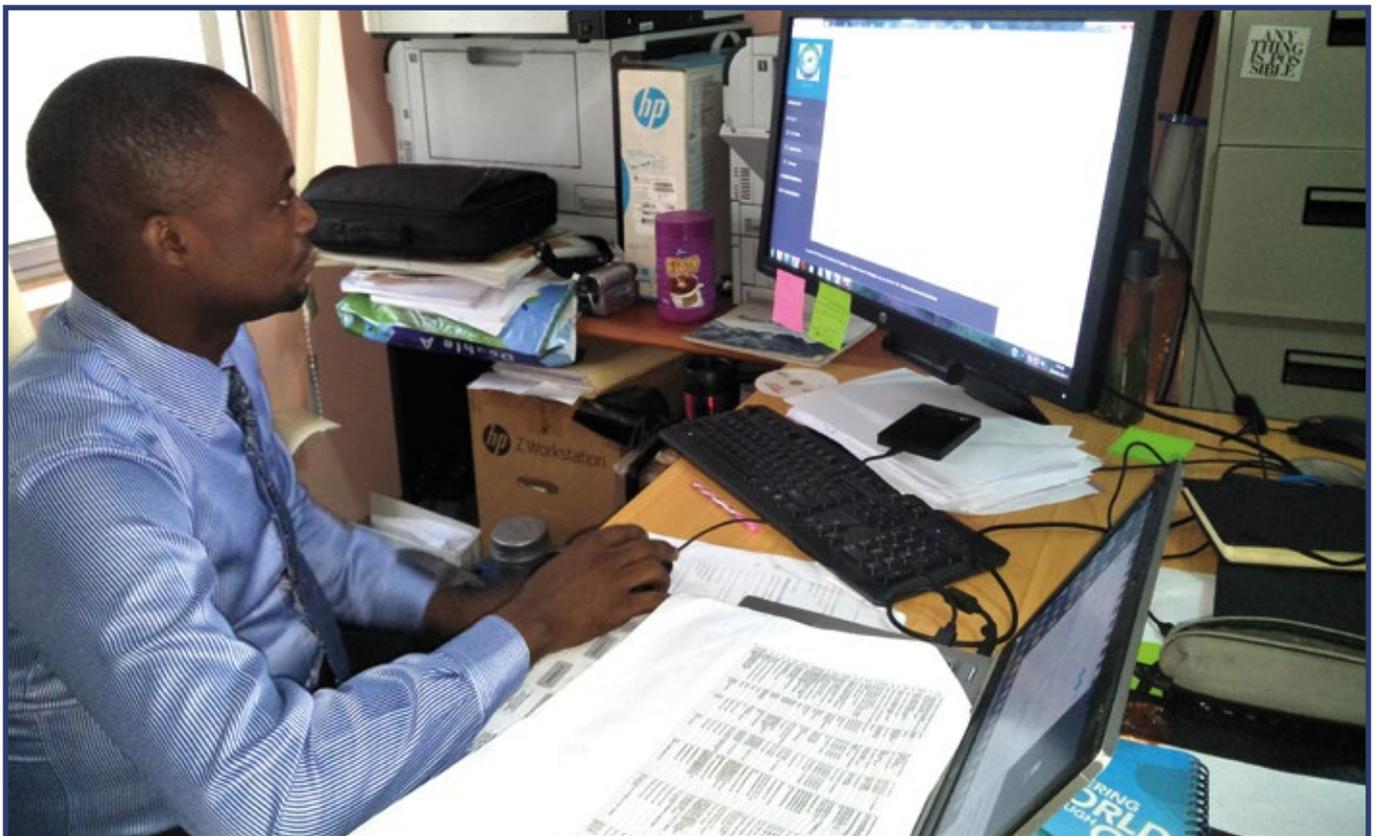

(Online Repository Portal login page, showing applications registered vs licenses issued and last synchronization)

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