

**TERMS OF REFERENCE (TOR)
FOR ACQUIRING A COMPREHENSIVE FINANCE AND ACCOUNTING SYSTEM WITH HR
AND PROCUREMENT FUNCTIONS**

Introduction:

Coalition for Humanity (CH) is a National NGO with many years of experience in implementing humanitarian and development/resilience projects in South Sudan. We focus on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH; Gender Based Violence (GBV) General Protection (GP), health and nutrition. Coalition for Humanity has experience in integrating projects, forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, land and property rights (HLP), peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. CH has its headquarters in Juba but with presence in Upper Nile, Unity and Central Equatorial States. Our ultimate goal is to reach out to people across the entire country South Sudan.

The purpose of this document is to outline the requirements for acquiring a new comprehensive finance and accounting system with integrated HR and procurement functions. The system should be capable of performing all essential finance and accounting functions while efficiently managing HR processes and procurement activities, tracking and reporting.

Background:

The Coalition for Humanity currently lacks an integrated system that can effectively manage its finance, accounting, HR and procurement functions. The existing systems are not integrated, and do not provide the necessary functionality required for seamless operations. It is imperative to acquire a comprehensive system that can streamline processes, enhance accuracy, improve reporting capabilities, and ensure compliance with organizational, donors, partners and regulatory requirements.

Objectives:

The objectives of acquiring the new system are as follows:

a. Streamline finance and accounting functions to improve accuracy, efficiency, and reporting capabilities, including:

- Automated approval processes for financial transactions, such as invoices, purchase orders, and expense claims, ensuring proper authorization and control.



- Efficient work advance management, allowing employees to request advances for business expenses and enabling timely approval, disbursement, and subsequent settlement.
 - Advanced reporting capabilities for financial statements, including balance sheets, income statements, cash flow statements, and customized financial reports as per the organization's requirements.
 - Seamless integration with bank accounts for efficient bank reconciliation, transaction matching, and real-time financial data updates.
- b. Enable efficient grants management by generating distinct reports per donor, including:
- Automated tracking and allocation of grant funds, ensuring accurate financial reporting and accountability.
 - Streamlined budgeting, monitoring, and reporting of grant-related expenses and activities.
 - Customized reporting templates to meet the specific reporting requirements of different donors.
 - Integration with financial systems to provide real-time insights into grant utilization and financial performance.
- c. Integrate program functions to facilitate better financial tracking, reporting, and program management, including:
- Financial tracking of program-related expenses, budgets, and funding sources, providing real-time insights into program financial performance.
 - Seamless integration of program data with finance and accounting systems, avoiding duplication and ensuring data accuracy.
 - Automated program reporting, including dashboards, key performance indicators (KPIs), and customized reports for program managers and stakeholders.
 - Streamlined program budgeting and forecasting, allowing for efficient allocation and monitoring of financial resources.
- d. Automate procurement processes to enhance efficiency, control, and cost-effectiveness, including:
- Workflow-based purchase requisition and approval processes, ensuring proper authorization and control.
 - Integration with vendor databases and catalogs, enabling efficient supplier management and easy access to product information, pricing, and availability.



- Automated purchase order generation, tracking, and receipt management, streamlining the procurement cycle.
 - Inventory management features, such as stock keeping, stock release, and inventory reconciliation, ensuring accurate tracking of goods and materials.
- e. Fleet Management: Streamline vehicle request and allocation processes by:
- Implementing an automated system for requesting vehicles and tracking allocation.
 - Establishing approval workflows to ensure proper authorization for vehicle requests.
 - Monitoring vehicle utilization and optimizing fleet size to minimize costs.
 - Implementing a centralized reservation system for efficient vehicle scheduling.
- f. Inventory Management: Optimize stock keeping and release processes by:
- Implementing an inventory management system to track stock levels, movements, and availability.
 - Establishing automated reorder points and triggers to ensure timely replenishment.
 - Implementing efficient storage and organization systems to minimize inventory handling costs.
 - Streamlining the release and distribution of inventory items to reduce delays and improve efficiency.
- g. Asset Management: Enhance asset tracking and maintenance by:
- Implementing an asset management system to track asset locations, condition, and maintenance history.
 - Conducting regular inspections and preventive maintenance to prolong asset lifespan.
 - Implementing an asset retirement and replacement plan based on lifecycle analysis.
 - Monitoring asset utilization and identifying underutilized or idle assets for potential cost savings.
 - Implementing an asset depreciation tracking system to accurately calculate and record depreciation expenses.
- h. Manage payroll generation accurately and efficiently, including the calculation of employee earnings, deductions, taxes, and benefits.
- i. Automate payroll and benefits management, including the generation of pay slips, tax forms, and relevant reports.
- j. Streamline recruitment and talent acquisition processes by integrating external platforms and optimizing the hiring process from job posting to onboarding.



- k. Support performance management and development through goal setting, progress tracking, feedback provision, and appraisal facilitation.
- l. Monitor and record employee work hours, overtime, breaks, absences, and manage employee schedules and leave requests.
- m. Store and organize employee data, including personal details, contact information, job history, skills, qualifications, and achievements.
- n. Generate and analyze data on various HR metrics to gain insights into turnover, retention, engagement, productivity, and satisfaction.

Scope of Work:

The scope of work for the acquisition of the new system includes the following:

- a. Conduct a comprehensive needs analysis to identify and prioritize the organization's requirements for the comprehensive finance and accounting system with HR, procurement, and programs functions.
- b. Prepare a detailed Request for Proposal (RFP) that clearly outlines the desired features, functionalities, and integration capabilities of the system.
- c. Circulate the RFP to potential vendors and evaluate the received proposals based on predefined criteria, such as functionality, scalability, ease of use, integration capabilities, support, and cost.
- d. Shortlist potential vendors based on the evaluation and conduct demonstrations of their systems to assess their suitability for the organization's needs.
- e. Engage in negotiations with the selected vendor to finalize the terms and conditions, including pricing, licensing, implementation timeline, support, and maintenance.
- f. Develop an implementation plan, including data migration, system configuration, customization, user training, and change management.
- g. Execute the implementation plan in collaboration with the selected vendor, ensuring adherence to timelines and milestones.
- h. Conduct thorough testing of the system to ensure its accuracy, reliability, and compliance with organizational requirements.
- i. Develop and deliver comprehensive training programs for end-users to ensure a smooth transition to the new system.
- j. Provide post-implementation support to address any issues, concerns, or system adjustments that may arise during the initial period of system operation.
- k. Monitor the system's performance and user feedback after implementation to identify areas of improvement and ensure ongoing optimization.



Key Functions:

The comprehensive finance and accounting system with HR, procurement, and programs functions should include the following key capabilities:

a. Finance and Accounting Functions:

- General ledger management and financial reporting.
- Accounts payable and receivable management.
- Budgeting and forecasting.
- Cash flow management.
- Fixed asset accounting and depreciation.
- Bank reconciliation.
- Financial statement generation.
- Grants management, including distinct reporting per donor, budget tracking, and expense allocation.
- Project budgeting and forecasting.
- Project performance tracking and reporting.
- Project expense allocation and tracking

b. HR Functions:

- Employee data management, including personal details, contact information, and employment history.
- Payroll generation and management, including earnings, deductions, taxes, and benefits calculation.
- Time and attendance tracking, including work hours, overtime, breaks, and absences.
- Recruitment and talent acquisition, including job posting, applicant tracking, interview scheduling, background checks, and offer letters.
- Performance management and development, including goal setting, progress tracking, feedback provision, appraisal facilitation, and learning and development opportunities.
- Employee self-service portal for accessing pay slips, tax forms, leave requests, and other HR-related information.
- Reporting and analytics on HR metrics, such as turnover, retention, engagement, productivity, and satisfaction.

c. Procurement Functions:

- Supplier and vendor management.
- Purchase requisition and approval workflow.
- Purchase order generation and tracking.
- Inventory management.
- Contract management.
- Expense management and reimbursement.



Deliverables:

The following deliverables are expected as part of the system acquisition process:

- a. Needs analysis report outlining the organization's requirements.
- b. Request for Proposal (RFP) document.
- c. Evaluation report summarizing the assessment of vendor proposals.
- d. Shortlisted vendor selection and demonstration report.
- e. Finalized contract and agreement with the selected vendor.
- f. Implementation plan detailing the timeline, milestones, responsibilities, and resources required.
- g. Tested and fully functional system ready for deployment.
- h. Comprehensive end-user training programs and materials.
- i. Post-implementation support and issue resolution.
- j. Performance monitoring and optimization reports.

Timeline:

The estimated timeline for the acquisition and implementation of the new system is as follows:

- a. Needs analysis and RFP preparation: 4 weeks.
- b. Vendor evaluation and selection: 4 weeks.
- c. Contract negotiation and finalization: 2 weeks.
- d. System implementation and testing: 12 weeks.
- e. User training and change management: 4 weeks.
- f. post-implementation support and optimization: Ongoing.

Budget:

The estimated budget for the acquisition, implementation, and support of the new system is to be determined, taking into account the complexity of the organization's requirements and the market rates for such systems.

Reporting and Accountability:

The project will be overseen by the Finance, HR, and Procurement departments, with regular progress reports provided to the project steering committee. The project manager will be responsible for ensuring adherence to the project timeline, budget, quality, and deliverables. The project manager will also coordinate with the selected vendor and provide updates to the stakeholders as necessary.

Evaluation Criteria:

The vendor proposals will be evaluated based on the following criteria:

- a. Functionalities: The extent to which the system meets the specified requirements, including finance and accounting functions, HR capabilities, procurement features, and programs management functionalities.



- b. Scalability: The system's ability to accommodate future growth and expansion of the organization.
- c. Integration Capabilities: The system's ability to integrate with other existing software and external platforms.
- d. Ease of Use: The user-friendliness and intuitiveness of the system's interface.
- e. Support and Maintenance: The vendor's track record in providing reliable support and maintenance services.
- f. Cost: The overall cost of acquiring the system, including licensing, implementation, training, and ongoing support.

Confidentiality:

All parties involved in the acquisition process shall adhere to strict confidentiality regarding any sensitive organizational information shared during the process. Non-disclosure agreements may be required to protect the organization's data and intellectual property.

APPLICATION:

Interested **COMPANIES** who meet the conditions specified herein are invited to submit their tender documents including legal documents and a clear demonstration of understanding and interpretation of this Terms of Reference (TOR) to procurement.juba@ch-int.org. Remember to indicate the title of this TOR in the subject line of the e-mail, to reach us not later than **30th July, 2024**

Proposals in hard copies must be sealed and bound in one document and sent to the following address:

Coalition for Humanity (CH), Gudele 1 Area, Block 4 Plot No. 1784 Off Gudele Road Along Seven Eleven Supermarket Road next to Big Ben Primary School, Juba South Sudan I +211 (0) 917 094 299

