Amani South Sudan - (formerly Amani Orphans and Widows Welfare Services Inc.)

ITB: Amani2024/10/JUB/003

Invitation To Tender for Nonprofit Financial and Operational System

Overview

Amani South Sudan is inviting qualified vendors to submit proposals for the supply, installation, and support of a comprehensive financial and operational system tailored to meet the unique requirements of a nonprofit organization. The goal is to streamline financial management, enhance operational efficiency, and ensure compliance with regulatory and donor requirements.

Scope of Work

The selected vendor will be responsible for providing a financial and operational system that includes, but is not limited to, the following capabilities:

1. **Financial Management**

   - General Ledger, Accounts Payable/Receivable, and Budgeting.

   - Cash and Bank Management, including multi-currency support.

   - Financial Reporting and Customizable Chart of Accounts.

   - Automated integration with banking and payroll systems.

   - Support for restricted and unrestricted fund accounting.

2. **Grant Management**

   - Tracking of grants and donor contributions.

   - Compliance monitoring, including donor reporting requirements.

   - Real-time budget-to-actuals and grant expenditure tracking.

3. **Procurement and Asset Management**

   - Procurement workflows with approvals, vendor management, and purchase order tracking.

- Inventory management, including tracking and reporting on assets.

- Fixed asset tracking, depreciation, and lifecycle management.

4. **Human Resources and Payroll Management**

- Employee records, payroll processing, and time-tracking functionalities.

- Benefits administration, leave management, and performance tracking.

- Compliance with local labor laws 2017 and Supplementary 2023.

5. **Data Security and Compliance**

- Role-based access controls to secure sensitive data.

- Compliance with local tax, financial, and data protection regulations.

- Regular system updates and support for ongoing system maintenance.

6. **Technical Requirements**

- Cloud-based or hybrid solution preferred, with offline accessibility.

- Integration with existing systems where possible.

- Mobile-friendly interface for remote access and field operations.

Requirements for Submission

Interested vendors should submit the following documents:

1. **Technical Proposal:**

- Detailed description of the system's functionalities that meet the specified requirements.

- Explanation of system scalability and customization options.

- Outline of training, support, and maintenance services included.

2. **Financial Proposal:**

- Itemized cost breakdown, including licensing, installation, training, support, and any recurring fees.

- Any discounts for nonprofit organizations or multi-year contracts.

3. **Vendor Credentials:**

   - Overview of the vendor's experience in implementing financial and operational systems for nonprofits.

   - Three client references from similar projects, preferably in the nonprofit sector.

   - Documentation of legal registration and relevant certifications.

4. **Implementation Timeline:**

   - Proposed timeline for installation, configuration, training, and go-live.

Evaluation Criteria

Bids will be evaluated based on the following criteria:

1. **Technical Fit (30%)**

   - **System Capabilities**: Degree to which the system meets Amani South Sudan's outlined requirements in financial management, grant management, procurement, asset management, human resources, and payroll functionalities.

   - **Copyright Authentication Certificate**: Verification that the software and associated tools have the necessary copyright authentication, ensuring that the solution is legally licensed and compliant with intellectual property standards.

   - **Customization**: Flexibility of the system to adapt to future needs or to accommodate specific requirements unique to nonprofit organizations.

2. **Cost-Effectiveness (20%)**

   - **Overall Cost**: Initial setup, licensing, customization, and training costs, along with any ongoing maintenance or subscription fees.

   - **Value for Money**: Cost competitiveness, including any discounts for nonprofit organizations or options for multi-year licensing agreements that could offer cost savings.

   - **Budget Considerations**: Alignment with nonprofit budget constraints, including transparency in pricing and absence of hidden fees.

3. **Experience and References (20%)**

- **Relevant Experience**: Vendor's history of providing similar financial and operational systems, particularly to nonprofits and humanitarian organizations.

- **References**: Feedback from at least three current or past clients, specifically nonprofits, highlighting the vendor's ability to deliver effective, reliable systems and support.

- **Track Record**: Demonstrated success in implementing solutions in complex, resource-constrained environments, ideally within South Sudan or similar contexts.

4. **Implementation and Training Plan (15%)**

- **Implementation Timeline**: Detailed, realistic timeline for each stage of the project, from installation and configuration to testing and go-live.

- **Training and Support**: Comprehensive plan for end-user training, with ongoing support options post-implementation. Support for troubleshooting and customization after deployment is a plus.

- **Change Management**: Strategy for transitioning from current systems to the new platform, ensuring minimal disruption to ongoing operations.

5. **Data Security and Compliance (15%)**

- **Data Protection**: Robust measures to ensure data security, privacy, and integrity, including role-based access controls, encryption, and compliance with data protection standards.

- **Regulatory Compliance**: Adherence to local and international regulations relevant to financial operations, data protection, and human resources.

- **Backup and Recovery**: Provisions for data backup and disaster recovery to protect against data loss or downtime.

Total Evaluation Score: 100%

Each criterion has been assigned a weight to reflect its importance in ensuring that the chosen system aligns with Amani South Sudan's needs and standards. This weighted evaluation will guide a thorough and fair selection process for the most suitable solution.

Tender Documents

Complete tender documents can be requested by emailing **procurements@amani-ss.org**. Ensure you review all documents thoroughly to prepare a comprehensive response.

Documentation Required: Each bid must include:

- ✓ Detailed technical specifications for the Starlink Standard Kit offered.
- ✓ Itemized cost per unit, inclusive of taxes, delivery charges (if applicable), and any other fees.
- ✓ Lead time for delivery to the Juba office after the contract award.
- ✓ Proof of previous experience in providing IT equipment and high-speed internet solutions.
- ✓ Company registration and other relevant legal documentation.

- **Evaluation Criteria**: Bids will be evaluated based on compliance with technical specifications, cost-effectiveness, delivery schedule, and vendor experience.

Contact Information

For any inquiries regarding this ITB, please contact:

- **Operations Team, Amani South Sudan**
  Email: procurements@amani-ss.org

Submission Instructions

All bids must be submitted by email to procurements@amani-ss.org with the subject line "Bid Submission – Nonprofit Financial and Operational System - ITB: Amani2024/10/JUB/003" no later than **5:00 PM EAT on November 15, 2024**.

Code of Conduct and Ethical Integrity

Amani South Sudan is committed to maintaining high ethical standards in its procurement process. Any breaches of the code of conduct and ethical integrity should be reported to:

- **Safeguarding Team**: safeguarding@amani-ss.org

- **Integrity Team**: integrity@amani-ss.org

All reports will be handled with the utmost confidentiality and sensitivity.