



SOUTH SUDAN NURSES AND MIDWIVES ASSOCIATION

A Heart For A Better Healthier Nation

TERMS OF REFERENCE (TOR)

Consultancy Services for Configuration and Customization of Online QuickBooks Accounting System

1. Background

The **South Sudan Nurses and Midwives Association (SSNAMA)** was launched on May 4, 2011 by the Ministry of Health and the United Nations Population Fund.

In order to strengthen its financial management systems, improve transparency, enhance reporting efficiency, and ensure compliance with donor and statutory financial requirements, SSNAMA intends to procure consultancy services to install and customize an **Online QuickBooks Accounting System** tailored to the organization's operational needs.

The consultancy will support the development and implementation of a robust accounting system capable of managing projects, budgets, payroll, and multicurrency transactions.

2. Objective of the Consultancy

The overall objective of this consultancy is to **configure and customize an Online QuickBooks accounting system** that meets the financial management and reporting needs of SSNAMA.

Specific objectives include:

- Establish a fully functional online accounting system for SSNAMA.
- Customize QuickBooks to support project-based accounting and donor reporting.
- Integrate payroll management and multicurrency capabilities.
- Build staff capacity to effectively use the system.

3. Scope of Work

The consultant will undertake the following tasks:

3.1 System Setup

- Install and configure QuickBooks Online for SSNAMA.
- Set up SSNAMA profile and organizational structure.
- Configure user roles and access controls.



3.2 Customized System Configuration

- Develop and customize the accounting structure based on SSNAMA's operational needs.
- Configure workflows for financial transactions and reporting.

3.3 Chart of Accounts Development

- Develop a **comprehensive Chart of Accounts** aligned with:
 - Organizational programs
 - Donor reporting requirements
 - International accounting practices.

3.4 Project and Budget Coding

- Create **project codes** for tracking project expenditures.
- Develop **budget codes** for budget monitoring and financial reporting.

3.5 Multicurrency Setup

- Configure the system to support **multiple currencies** commonly used in SSNAMA transactions.
- Ensure proper exchange rate management and reporting.

3.6 Payroll Management

- Configure a **payroll management module** including:
 - Staff salary structures
 - Statutory deductions
 - Allowances and benefits
 - Payroll reports.



3.7 Data Migration

Support migration of existing financial data from previous accounting systems or spreadsheets.

3.8 Staff Training

- Conduct training sessions for **two (2)** SSNAMA finance and administrative staff.
- Provide user manuals and system documentation.

3.9 System Testing and Deployment



- Conduct system testing to ensure all modules function correctly.
- Provide technical support during the rollout phase.

4. Deliverables

The consultant will deliver the following:

1. Fully installed and functional QuickBooks Online system.
2. Customized Chart of Accounts.
3. Configured project and budget coding system.
4. Operational multicurrency accounting functionality.
5. Functional payroll management system.
6. Staff training report and training materials.
7. User guide and documentation.
8. Final consultancy report.



5. Duration of the Assignment

The assignment is expected to be completed within **20–30** working days from the date of contract signing.

6. Required Qualifications and Experience

Interested service providers should demonstrate:

- Proven experience in QuickBooks Online installation and customization.
- At least 3–5 years of experience in financial systems implementation.
- Experience working with NGOs, Associations, or donor-funded projects.
- Strong knowledge of accounting principles and financial reporting systems.
- Experience in payroll configuration and multicurrency accounting systems.
- Capacity to provide training and post-installation support.

7. Application Requirements

Interested consultants or firms should submit:

1. Technical proposal detailing understanding of the assignment and implementation approach.
2. Financial proposal with detailed cost breakdown including license and hosting fee.
3. Company profile or consultant CV(s).
4. Evidence of previous similar assignments.
5. At least **two references** from previous clients.

8. Evaluation Criteria



- Technical understanding and methodology – 40%
- Relevant experience and qualifications – 30%
- Financial proposal – 20%
- References and past performance – 10%

9. Reporting and Supervision

The consultant will report directly to the Executive Director and Finance Department of SSNAMA.

10. Submission of Proposals

Interested service providers should submit their proposals electronically on procurement@ssnama.org or physically to the South Sudan Nurses and Midwives Association, Juba Teaching Hospital, Juba College of Nursing and Midwifery by **6th April 2026**

Applications should be clearly titled: **“Consultancy for QuickBooks Online Installation and Customization.”**

