TERMS OF REFERENCE (TOR)
EXPRESSION OF INTEREST FOR INSTALLATION AND TRAINING IN QUICKBOOKS COMPUTERISED ACCOUNTING SOFTWARE.

CONSULTANCY INFORMATION

Task Title: Consultancy to provide QuickBooks Installation and licenses in addition to provide staff training to our partner New Sudan Council of Churches (NSCC).
Duty Station: Juba, South Sudan.
Contract Modality: Individual/Firm
Duration: 10 working days

BACKGROUND

Background and Introduction:

DanChurchAid (DCA) - is a decentralized Danish NGO, which primarily works with both national and international NGO partners and a member of international networks / alliances including churches. This term of reference for the consultancy describes DanChurchAid (DCA) South Sudan objectives to undertake an independent evaluation for one of its projects Danida Humanitarian Frame 2021 implemented across three states of South Sudan (Eastern Equatoria, Upper Nile and Jonglei state).

Scope of work:

Dan Church Aid (DCA) has identified a gap to install QuickBooks as well as provide refresher training for other partner finance and management staff who have QuickBooks already.

DCA is therefore accepting Expression of Interest (EOI) from qualified and professional firms/individuals to offer and deliver the following:

- Install and customize licensed QuickBooks.
- Migration of NSCC's financial and accounting information from both paper-based and excel reports to QuickBooks accounting system.
- Train and provide technical guidance to NSCC Finance staff as means to provide hands-on understanding and support to the new work environments.

Proposed Activities Scheduling.

No	Deliverables	Due Date
1	Conduct in-depth assessment of NSCC's financial and accounting needs and identify major gaps needing support from QuickBooks accounting software. Prepare and present draft report of findings and areas needing capacity strengthening to DCA and NSCC management Team.	1-2 days after signing of contract
3	Provide licensed QuickBooks installation to the finance officer and Executive Directors Computers and migrate necessary files and data to the new software.	4 days after submitting the draft curriculum

4	Conduct training on the gaps identified and the use of the new software.	3 days after the review workshop

Expected Outputs of the Evaluation/Deliverables

Dan Church Aid has defined two strategic outputs while requesting the introduction of this new financial software. The outputs are:

O1: Installation and ensuring a functional and efficient QuickBooks system
- a) Set up and guide the transfer of NSCC financial data to the QuickBooks format.
- b) Train NSCC finance staff on use of QuickBooks software
- c) Establish a financial system that is specific and appropriate for NSCC to produce the followings:
    - i. Budget Implementation Report: Budget mapping including recording: Budget vs actual
    - ii. Receipts and Payment Report
    - iii. Fund balance accounting and change in net assets.
    - iv. Running Assets management and procurement report
    - v. Cash Flow Statement
    - vi. Trial balance
    - vii. Balance Sheet
    - viii. Other reports as may be required

O2: Developing the Finance Department Staff skills in basic Management Information System (MIS):
- ix. Managing QuickBooks files
- x. Backing up QuickBooks files
- xi. Restoring QuickBooks files
- xii. Customizing Reports to suit donor and management reporting requirements.

Methodology.

1) The trainer will use NSCC financial data during the training to demonstrate various applications in QuickBooks
2) NSCC staff will be required to participate in the demonstrations during the sessions (for example how to create budgets, generate Budget versus Actual reports, fund balances, financial statements, a chart of account or vendor account).
3) NSCC staff shall use their personal computers or laptops during the training session.
4) The trainer will guide NSCC staff in transferring the financial data, paper-based or excel records into QuickBooks system

DCA
actalliance

Task summary

1) Install QuickBooks software
2) Train NSCC staff to enable them to use the software efficiently.
3) Provide guidance to NSCC staff on financial data transfers to the QuickBooks format
4) Setup relevant accounting templates including Chart of Accounts in QuickBooks
5) Provide electronic QuickBooks user manual.

Application

The consultant is expected to submit the following:
- Brief explanation about the firm/consultant(s) with emphasis on previous experience in similar work especially in the NGO sector.
- Proof of authorisation as reseller of QuickBooks computerised accounting software.
- Profile of the consultant(s) to be involved in undertaking the consultancy.
- Proposal for undertaking this assignment as detailed in the TOR.
- Financial proposal including cost estimates for services rendered including daily consultancy fees.

These will be submitted via the DCA website and muem@dca.dk not later than the 08/07/2022

NB:
- Consultants and Service providers to DCA are subject to signing the Code of Conduct, child protection, and PSEA policies.
- Professional fee: Interested consultants are expected to provide a budget for the exercise. DCA will consider proposals that are within the approved rates as per its policy on professional fees.
- Tax and insurance: 15% Withholding tax (WHT) payable to National Revenue Authority and shall be deducted from the consultant's fee during payment. This should be clearly indicated in the financial proposal.
- A contract will be signed by the consultant upon commencement of the evaluation which will detail additional terms and conditions of service, aspects on inputs and deliverables including DCA's Code of Conduct.