



South Sudan
Red Cross



21/09/2020

TERMS OF REFERENCE FOR NAVISION UPGRADE TO MICROSOFT DYNAMICS BUSINESS CENTRAL

BACKGROUND

South Sudan Red Cross (SSRC) is currently using Microsoft Dynamics NAV 2009 for financial management and accounting. The Accounting software is managed and maintained by the NS through the provider based in Nairobi. The provider has done several customisations in the system in the effort to accord SSRC the vital functionalities to better manage their financial data. Data is stored in the server in the office and backup is done once a week.

SSRC now wishes to upgrade its system to the latest available version, i.e. Microsoft Dynamics Business Central. The new version is envisaged to provide SSRC with a more user-friendly solution and additional functionalities. Business Central is an improvement from traditional ERP, which focuses on forms and reports, built on a foundation of a data platform and cloud-based artificial intelligence.

OVERAL OBJECTIVE

To benefit from a financial management solution that offers comprehensive, correct and automated financial reporting to management and donors.

SPECIFIC OBJECTIVES

1. Improve users' interface i.e. Improve user adoption and productivity.
2. Get default Power BI reports on both the front page and on detailed views
3. Produce reports in Microsoft Excel, Microsoft Word and pdf for easier analysis
4. Improve speed hence enhancing efficiency
5. Provide a platform for approval workflows to cut on paperwork
6. Allow free excel import and export of data to and from the system
7. Have a cloud based data storage

SCOPE OF WORK

1. Upgrade current Microsoft Dynamics NAV solution to Business Central, including upgrade of enhancements made and smooth migration of data.
2. Specify setup and reporting requirements to be included in the upgraded solution.
3. Set-up Business Central solution to meet SSRC requirements.
4. Train SSRC staff on the new Business Central solution.
5. Data back-up to be done in clouds and not server based

6. Any other important process that the vendor may advise from a technical perspective

SSRC STAKEHOLDERS INPUTS & EXPECTATIONS

These are views collected from the SSRC stakeholders who will benefit from the reports generated from the system. The SSRC is confident that generally, all the views shall be addressed through the upgrade. However, it is important to have all these listed to ensure we look into each of them during the appraisal of the upgraded system once completed.

7. The current version provides for 4 dimensions as per SSRC chart of accounts i.e. Account, project, Activity and Donor. The upgrade needs to provide extra dimensions to allow donor activity coding for better monitoring of budgets.
8. Current set up is only providing one report in both USD and SSP i.e. actual verses budget report. The upgrade should provide all main reports in both currencies e.g. trial balance, activity-based reports, project-based reports, account statements, payable reports, receivable reports etc
9. The bank reconciliations should be broken/detailed to provide balances at project level. In this case, we can have an overall bank reconciliation for all the specific donor projects and then have it sub analysed to project level.
10. The system to be set up to automate cash flow statements and Fund flow statements
11. Budget interface between currencies i.e. if budget is done in USD, there should be an interface to the base currency i.e. SSP
12. The current version allows reporting in 2 currencies i.e. USD and SSP. Can the upgrade provide for 3 currencies i.e. Base currency, donor currency and USD?
13. The system should be customized in a way that when generating the ledgers, it should pick the opening balance from closing balance of the previous period.
14. The budget vs actual report should be customized differently i.e. the column arrangements should start with the current year budget, then expense column, then variance column that compares expense with the budget in the current period with previous period (and not the entire life of the project). The Finance Manager will provide more details during the process.
15. System should give alerts for overdue balance sheet items e.g. overdue receivables and payables etc
16. Create flexibility in activity/output descriptions when booking various transactions. In the current situation, the activity coding and corresponding descriptions are system locked and do not accept any other description captured during the booking of transactions.
17. Customize the system to run an automated standard admin cost of x% during month-end closure of accounts.
18. The system to give an automated report on the age analysis of receivables
19. The payroll be incorporated into the Navision system if this can be costed as part of the NAV upgrade and not a separate cost.

EXPECTED OUTCOMES

- 1) Successful upgrade of the current Microsoft Dynamics NAV solution to Business Central, including upgrade of enhancements made

- 2) Smooth migration of data maintaining the accuracy
- 3) Management and donor reporting requirements met through the system upgrade
- 4) All SSRC stated requirements should be met
- 5) Staff should be fully conversant with the use of the new system within the upgrade period
- 6) Data back-up should be in clouds and not server based

PROPOSED TIMEFRAME

15st September 2020 to 6th November 2020

The Vendors in their quotes should provide their proposed schedule within this timeframe. The vendor may also advise if the timeframe is reasonable or not.

METHODOLOGY

The vendor should clearly breakdown the process and provide the key steps to be followed in these upgrade e.g.

- key phases of the project implementation process,
- the content of the upgrade activities and tasks,
- responsibility assignments between vendor and SSRC,
- the required level of SSRC Finance team involvement,
- setup checklist
- the rules of data migration,
- trainings required through the process,
- monitoring tools
- etc, etc

EXPERTISE REQUIRED

- An integrated Enterprise Solution provider, whose solutions are designed to support the functions and processes of middle size organizations
- a track record in supporting organizations in a variety of sectors (preferably NGOs) to automate their value chains through innovative applications.
- Capabilities in Analysing, Designing, Developing and Training of software applications to enable efficient and effective use of technology in automating key organization processes.

Submission of Proposal

A complete sets of proposal documents can be collected from logistics office during working hours from **11:00AM to 2:00PM** Monday to Friday using a flash disk and potentials vendors outside Juba who cannot access the SSRC Office can request the tender documents by email from miteng.charles@ssdredcross.org

Please submit your proposals by **2:00PM EAT on the 29th/09/2020** to the SSRC HQ.

NB:

SSRC reserves the right not to consider the lowest proposal or any of the proposal that do not comply with requirement. All potential bidders should provide valid legal documents.

