



## TERMS OF REFERENCE FOR THE PROCUREMENT AND INSTALLATION OF NAVISION ACCOUNTING SOFTWARE

### **Introduction:**

Straight Talk Foundation is an indigenous communication for development not for profit organization with invaluable experience in the design and management of health and development communications programs. The primary target audience of Straight Talk Foundation is young people 10- 24 years; while teachers and parents are targeted as a secondary audience. Straight Talk Foundation has technical expertise in education, early childhood development, HIV, Sexual and Reproductive Health gender, life skills and rights, alcohol abuse other risk and protective factors. To date STF work has grown to include education, livelihoods, environmental protection, disability and special needs; all of which are supported by various partners.

**Purpose:** Straight Talk Foundation is desirous of procuring a Navision accounting system that will enhance data entry, budgeting, procurement processes, reporting, cash management, stock and fixed assets management. Whereas STF has head offices in Kampala, it operates field offices in several districts in the Country. The successful bidder must demonstrate that the system will take into consideration these location transactions and their consolidation.

The software should provide the following specifications.

- a) **Audit Trail:** The system should have a comprehensive audit trail feature to provide a clear trail of all user actions.
- b) **Access Control:** Password control, roles and responsibilities for users should be uniquely assigned to individual users. The system should allow for at least five users with different level of security and roles. The latter will be clarified in a requirement analysis meeting with the successful bidder.
- c) **Chart of Accounts:** The system should be able to but not limited to capturing the chart of accounts which will maintain posted transactions. It should provide for defaulting journal batches to specific grants. System should support mapping grants to activities in line with specific grants. The system developed should have a provision for mapping expenditures to relevant various dimensions that can be modified as needed.
- d) **Grants Management:** System should track all incomes received per donor and facilitate reporting. There should be a module in the system where details pertaining to a grant are registered and the corresponding implementation period.
- e) **Budgeting and Variance Reporting:** The system must have a provision of inputting and reporting on annual and quarterly budgets. There should also be a provision to import and export budgets to excel. The system must have a provision of budgeting by grant/project, implementation period, STF strategic



objectives, intervention, activity and any other relevant dimension. The reports generated from such a system should provide data by strategic objective, project or funding source, intervention or any other specific activity or reporting dimension to satisfy the different requirements, statutory reporting, donor reporting, budgeting and management reporting. The financial system should support setting of budget ceiling amounts for expenses by activities and interventions. This control should be in form of a warning and deterrent.

- f) **Multi-currency Facility:** STF's reporting and transaction currency is the Uganda Shillings (UGX), but a number of funds are received in foreign currency, as such a system that is multicurrency is a requirement.
- g) **Full Back Up Recovery And Restore Facilities:** Full back up, recovery and restore facilities within the package to enable complete file restoration and recovery.
- h) **Reports:** Provision of a flexible report writer allowing user to design/customize reports. The system should also be able to generate financial statements for each donor and consolidated financial statements for the Organization.
- i) **Cash Management:** The cash management application module will be used for managing and controlling cash flows. The system should provision for maintaining independent cash books as well as the transactions going through the bank sub ledger. It should facilitate comprehensive monthly bank reconciliations. It should provide functionalities for determine the cash position as and when required. It should also have a provision for uploading bank statements for reconciliation within the statement. The system should have a provision of generating electronic file transfer payment files that is later uploaded manually to the bank portal to initiate service provider payment. It should also have a provision for maintaining petty cash must be able to show running balance always.
- j) **Taxation:** Financial system should be able to automatically calculate withholding tax where applicable, and post it in the withholding tax payable account. Where an invoice includes VAT, the system should be able to exclude the VAT before computing the amount to be deducted as withholding tax. The withholding tax payable account will be cleared once the cash has been paid.
- k) **Supplier Management and Aging Reports:** The system should have a provision for recording all suppliers and maintain their details like phone numbers and physical address. System should be able to provide supplier aging reports for the current organization liability. 7
- l) **Procurement Processes:** The system should generate serially numbered vouchers, purchase orders, purchase requisitions, staff pay slips etc. Budgetary control should be set for all levels of purchase requisition and LPO-initiation, review and approval. Purchase receipts must be generated once goods or services have been received and invoice accrual made upon receiving invoice from the supplier. System should warn where invoice amount exceeds PO/receipt amount. All users of this module should be in position to export data from the system to excel.



- m) **Fixed Assets and Inventory Module:** The system should be able to capture the organizations purchased assets details such as: description, code number, and date of acquisition, cost, location, user, and funding source. The system should be able to capture the organizations purchased inventory, code number, date of acquisition, cost and funding source as well as capture the running balance. All users should be in position to export data from the system to excel.
- n) **Receivables Module:** The system should track advances disbursed by STF but not accounted for by individuals or entities. It should generate an aging report and send alerts when advances are above 30 days.
- o) **Payroll Module:** The system should capture the organization's employee information such as salary and benefits package, advances, compute statutory deductions such as Pay As You Earn, NSSF and Local Service Tax in accordance with the law of the Republic of Uganda. It should have expandable memory to increase the staff numbers and related information. It should allow for multiple users with different level of security and role. The system should capture employee leave days taken in the year as well as the running balance. The system should support generation of electronic file transfer payment files that can be uploaded manually to the bank portal to initiate employees' benefits payment. All users of such data should be in position to export data from the system to excel.

#### **Deliverables**

- a) An operational accounting system that is able to perform the abovementioned efficiently.
- b) Migration of existing STF financial data from 2012 to date.
- c) Training staff on its efficient use.

The software solution offered must be ready to be deployed and implemented no later than 14 days after contracting the service provider.

**Experience:** The service provider must demonstrate experience and willingness to provide after sales support. The software solution offered by the bidder should meet scalability and flexibility for possible system updates.

#### **Application Requirements**

Interested firms should submit a technical and financial proposal in relation to these terms of reference indicating their interest and providing the following information and documents

- Proof of manufacturer's authorization that the firm is authorized to supply the software
- Certificate of registration
- Transactional tax clearance certificate.



**Procurement Procedure:** The contract will be available through open bidding. Both technical and financial proposals should be submitted by **Wednesday 22<sup>nd</sup> August 2018** in a sealed envelope to:

The Chair,

The Procurement Committee

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