



Request for proposals to supply, develop and implement automated financial, project, administration and human resources management solutions

1. Background of ICS SP

Investing in Children and their Societies (ICS-SP) is an innovative African Non-Governmental Organization that works for a better future for children. Together with families, communities and other stakeholders we initiate programmes that create safe and nurturing environments for them. Central to our work is Skilful Parenting™ and Systems Strengthening for optimal health, development and protection of children.

Our regional office is in Nairobi, Kenya with programme offices in Busia-Kenya and Shinyanga-Tanzania.

2. Scope of work

The successful bidder will be required to supply, install, design and implement an integrated automated system/software that provides financial, project, administrative and human resources management solutions to our operations.

A. Financial management

In financial management, we are looking for a systems solution to;

1. Transactions processing
2. Transactions manipulation
3. Reporting of the effect of transactions
4. A comprehensive set of automated internal controls inbuilt in the system to assure the accuracy, reliability and integrity of data and reports therefrom and to prevent or discourage illegal access and fraud

1. Transactions processing

- i. Multi-currency processing
- ii. Multi-location processing
- iii. Multi donor processing
- iv. Multi-project processing
- v. Payroll processing
- vi. Accrual basis processing

These include (but not limited to):

- i. Cash management – cash flow management
- ii. Bank transactions processing;
- iii. Supplier debtors' transactions processing
- iv. Donor debtors' transactions processing
- v. Donor creditors transactions processing

- vi. Supplier creditors accounts processing
- vii. Fixed assets transactions processing – provisions, acquisitions and capitalization, depreciation, disposals
- viii. Fixed Assets register management
- ix. Payables management for accruals, cash and debtor systems

2. *Data manipulation*

- i. Journal voucher scheduling, approval and posting – processing
- ii. Cash and cheque transactions splitting, accumulation and referencing
- iii. Transaction currency conversions and exchange rates management
- iv. Inbuilt transactions revisions and reversals with clear and verifiable audit trail
- v. Clear authority and rights system for different function- processing, approval, administration and other different stratified access and usage rights
- vi. Ability to importing and export data from and into MS office modules

3. *Reporting*

- i. Production of management report – cost center analysis by departments, by office and consolidated report
- ii. Production of project reports – by budget line, for different projects, buy different implementation location, by different periods and consolidated for single project, group of projects forming a single theme and for all projects
- iii. Production of Financial reports – Balance sheet, Income & Expenditure statement and Cash flow
- iv. Registration of staff time in put into financial report and inter-phasing with staff recovery rates to produce staff time charges for reporting into expenditure reports as well as time usage/allocation reports.
- v. Production of bank reconciliations
- vi. Automated sets of subsidiary ledgers such as accounts receivable, accounts payable etc.

B. Project management

In project management, we are looking for a systems solution to;

- i. manage project implementation plan
- ii. track project progress – schedule project deliverables, monitor achievement of outputs
- iii. track project resource utilization - staff time, budgets etc
- iv. gather lessons learnt - effect of project (achievement of desired outcome), factors influencing outcomes including challenges, constraints
- v. link project outputs and outcomes to institutional strategic plan goals and objectives

C. Human resources management

In Human Resource Management, we are looking for a systems solution to maintain basic personnel information and employees' data.

D. Administration

This shall be a simple system for management of assets and requisition process.

3. Technical requirements

In the bids, the tenderers are expected to;

- i. demonstrate capability of the system proposed to provide expected solutions
- ii. demonstrate organizational capacity, expertise and experience on systems implementation;
- iii. provide an activity plan (project plan) including timelines for the project

- iv. provide post implementation support plan and related costs which should include among other things staff training, post implementation free support during trial period (including for how long this will be), any periodic support/subscriptions and related costs and frequency of upgrades and related costs.
- v. incorporate CV's of the proposed professional staff in the core team proposed for this proposed engagement and the authorized representative to act as the project team leader. On the project team leader, besides his/her CV, we need information on similar projects successfully led and delivered, the position of the individual in the company and the specific role that the individual will have in this proposed engagement.
- vi. provide references of your previous experience in performing similar systems development and implementation. Sample summary list of some of your current and past clients along with the name of the organization, contact person & designation, contact number and nature of the implementation done, length of time it took and when it was done (when it began and when it was completed) with an indication of level of success.

4. Evaluation criteria

Proposals will be evaluated based on;

- i. The organizational capability
- ii. Experience in similar work
- iii. Technical expertise of your staff
- iv. Favourable references
- v. Financial proposal

5. Deliverables

1. Automated system for financial, project, administration & human resources management
2. Trained staff ready and capable of using the system
3. User manual; system, sub-system and program technical specifications and program listings for operations and administration
4. Post implementation support plan

6. Submissions

- i. Please indicate the validity period of your proposal. We expect your proposal to remain valid for the full period of consideration until a decision is made on the successful tender. We purpose to finalize the tendering process within a period of one month. If the proposal validity period is exceeded, bidders have the option to withdraw their tenders or extend their validity for continued consideration.
- ii. Proposals/tenders shall either be emailed or be dropped in our offices and addressed to the:
*The Procurement Committee,
 Investing in Children and their Societies,
 Westview Properties, Waiyaki Way service
 lane,
 P.O Box 13892-00800,
 Nairobi, Kenya.
 Office: + 254 731682596
info@icsafrica.org*
- iii. The final decision on the selection of the firm to implement the system is a preserve of ICS SP and will be made and the agreement will be in the form of a written contract. ICS SP reserves the right to vary its decisions time wise and structurally.
- iv. All questions and correspondence should be directed to the undersigned.
- v. The deadline for submission of your proposals is 1200hours EAT on the 3rd of March 2019. We look forward to receiving your proposals on or before then.

- vi. The financial proposal shall be in a separate envelope/ email from the technical proposal.
- vii. The financial proposal should be broken down into the various modules for purchases of the module and related implementation costs separately
- viii. This is an open tender and shall be considered competitively.