



Accounting Package - Terms of Reference (TOR's)

Expected duration: (10 days)

ZHI Overview

Zimbabwe Health Interventions (ZHI) is a not-for-profit human development organisation which is registered as a Trust under the Zimbabwe Deeds Registries Act (Chapter 20:05). ZHI's mission is to develop and deliver innovative and sustainable high impact integrated health interventions with local communities while working with and strengthening existing institutions.

Purpose

We are currently seeking a New Accounting Package from local vendors with Capacity to support the organization's accounting systems. The selected package should be able to be integrated with the existing IMIS system.

The Accounting Package Expectations

The primary focus is for the vendor to;

- Provide an Online Version of the Accounting package.
- System should be able to be customized.
- Set up the accounting package in line with presented reporting requirements
- Set up the link so that its accessible anywhere and anyhow by all staff with rights to do so.
- Secure the system against any form of hacking etc.
- Train the staff on how to Navigate and use the system independently

Specific Activities and Deliverables

Activity	Estimated LOE	Deliverable	Due dates
Set up the system online link for easy accessibility	10 %	Easily Accessible online Link.	14 February 2022
Set up the Main General Ledger accounts and related Sub Accounts, Budgets, Branch Accounts, Costs centers/Project IDs, General Journals and Payment Journals in line with Presented Expense categories (Salaries, Fringe, ODC and other).	30%	Complete Accounting Package with key GL Accounts set up including report writers.	15-16 February 2022
Train Staff on the system dynamics and navigation, Perform Bank reconciliation, Periodic payments and receipt processing.	30%	Staff ability to work independently without the Vendors input.	17-18 February 2022



Identify System Champion (in house trouble shooting) for further training on common errors and their resolutions.			
Train Staff on how to perform Month end Processes, Rollovers and how to generate key reports e.g., TBs, Cost Centre Reports, Receipts and Expenditures and Periodic reconciliations alike.	20%	Staff working independently.	21-24 February 2022
Periodic Back up Process, Secure the system against hacking, Testing and finalization	10%	Functional Accounting Package.	25 February 2022

Requirements & Expectations

The Vendor / Supplier should meet the following requirements.

- Certification and qualifications of support staff and supervisors
- Certification as support providers for the selected system
- Support members with an accounting background
- Past performance (at least 5 years supporting experience)
- Contactable referees

Work tools required:

- Computer or laptop
- Reliable internet access
- Access to Teams Software to aid the training

How to apply

Vendors should submit their bids detailing CVs for the supporting staff, all costs related to this work, and three reference letters as confirmation of their capabilities. Submissions must be made to procurement@zhi.co.zw

During submission, use the title of this consultancy in the subject line (Request for Proposal) – Supply of Accounting Package and Staff Training).

The proposal should detail the following.

- Details of the proposed accounting system being offered
- Understanding of the scope of work; A capacity statement including demonstrated ability to deliver the accounting package on time as required.
- A detailed plan of conducting the exercise, with clear description of the methodology.
- Cost breakdown detailing the annual subscriptions and any other related costs.
- A list of three recent organisations where similar services have been rendered including reference numbers and contact persons.



VENDOR SELECTION & CONTRACT AWARD

The final selection will be based on the technical proposal's functionality, favorable costs, and experience, as well as other factors such as delivery capabilities and business references.

Respondents will be invited to make presentations on the offered package to the procurement committee at a date to be advised.

Proposals will be evaluated, and points will be allocated on the following basis:

No	Criteria	Weighting Factor
1	Technicality Bidder must demonstrate a clear understanding of the scope of work and requirements of the request. Bidder should also provide valid certification for provision of the proposed accounting system	30
2	Qualifications & Skills Must provide at least 2 CVs of staff that will implement the solution and at least 1 CVs of Project Managers.	20
3	Experience and track record Bidder must showcase company experience by providing details of projects where they have provided similar accounting system. A list of three recent organizations where similar services have been rendered including reference numbers and contact persons preferably with international/intergovernmental organizations.	20
4	Financial Proposal Bidders must provide their competitive financial proposals including all costs and taxes.	30
	TOTAL	100

Payment conditions

The Vendor should detail how their payments are structured and any related terms thereof. Payments shall be made directly to the vendors' Nostro bank accounts, subject to applicable taxes, after approval by Executive Director.