

Terms of Reference (ToR) For the Procurement and Implementation of an Integrated Financial Management System (IFMS)

1. Introduction

SADO invites proposals from qualified vendors for the procurement, customization, implementation, and support of an Integrated Financial Management System (IFMS). The system will enhance financial operations, improve efficiency, ensure compliance, and provide robust reporting capabilities.

2. Background

SADO is a Think Tanker that brings together like minded individuals, Experts and Professional bodies, Community based organizations, and requires a modern financial management system to streamline budgeting, accounting, procurement, and financial reporting. The new system should integrate with existing enterprise applications to ensure seamless data flow and decision-making. SADO requires an integrated solution to manage financials, supply chain, customer relationships, and other business processes and a robust functionality and scalability is desired for the proposed System.

3. Objectives The objectives of this project are:

- To implement a comprehensive and scalable FMS.
- To integrate financial processes across departments.
- To enhance financial transparency, accuracy, and accountability.
- To provide real-time financial reporting and analytics.
- To comply with regulatory and audit requirements.

4. Scope of Work The scope of work includes but is not limited to:

4.1 System Implementation Installation and configuration of Financial Management System

- Customization and development as per business requirements.
- Integration with existing systems (e.g. Payment Intergrators, Telecoms).
- Data migration from legacy systems.
- Ensure integration with donor reporting, taxation, payroll, and audit requirements.
- Develop standardized templates for financial reporting and grant tracking.
- Implement security protocols to safeguard financial data.
- Provide technical support and troubleshooting during the implementation period.
- Conduct a needs assessment to identify gaps in the current financial system.

4.3 Functional Areas of Financial System cover the following key areas:

- Financial Management (General Ledger, Accounts Payable/Receivable, Fixed Assets, Budgeting)
- Supply Chain Management (Procurement, Inventory, Order Management, Warehousing)
- Sales and Customer Relationship Management (CRM)
- Human Resources and Payroll Management
- Project and Resource Management

4.4 Training and Support End-user training for key business units.

- IT training for system administration and troubleshooting.
- Post-implementation support for 3 months.
- Warranty and maintenance services.

5. Vendor Requirements Qualified vendors:

- I. Have experience in deploying financial Management Systems in organizations of similar size and industry
- II. Provide references and case studies of previous financial Management implementations.
- III. Offer a dedicated project manager and technical support team.
- IV. Any other accreditation is an added advantage.

6. Deliverables and Timeline

The project is expected to be completed within 3 months. Key deliverables include:

System requirement specification - 2 Weeks

System customization and testing - 4 Weeks

Training and user acceptance testing - 2 Weeks

Go-live and post-implementation support - 1 Week

7. Proposal Submission Requirements Interested vendors should submit:

- Company profile and experience.
- Detailed methodology and implementation approach

- project team structure and key personnel.
- Cost breakdown (software licenses, implementation, training, and support).

8. Evaluation Criteria Proposals will be evaluated based on:

Technical expertise and past performance (30%)

Implementation methodology and approach (25%)

Cost-effectiveness (20%)

Post-implementation support and warranty (15%)

Compliance with requirements and timeline (10%)

9. Submission Deadline

All proposals must be submitted by 15th March 2024 to info@sado.org.ug Late submissions will not be considered.

10. Contact Information

For inquiries, please contact the 0756190786. For details visit our website www.sado.org.ug
Interested Candidate should send their bids ,CVs and credentials
sadojobs23@gmail.com / jobs@sado.org.ug not Later than March 15,2025
Midday. This bid document is obtained at Ugx: 300,000 paid on Absa Bank Account
No:6008477483 , Account Name: Smart African Village Development Consortium and
receipts should be attached on hard copy delivered bids to our office at Plot 1191 kisasi
Komamboga.