



Forum for African Women Educationalists Uganda Chapter (FAWE Uganda)

Date: 11th November 2024

TERMS OF REFERENCE FOR PROVISION OF QUICKBOOKS UPGRADE AND TRAINING SERVICES

Background

Forum for African Women Educationalists (FAWE) Uganda Chapter is one of the 35 National Chapters of Forum for African Women Educationalists (FAWE), a pan African Non-governmental Organization (NGO) founded in 1992 by five women ministers of education to promote girls' and women's education in Africa. FAWE Uganda was established in 1997 with the goal of accelerating female participation in education and closing the gender gap within the education system at all levels in Uganda. FAWE Uganda's vision is "A Ugandan Society where Girls and Women Lead Dignified Lives." The mission is "To Enhance Opportunities for Girls to Attain Quality Education and Skills through Sponsorship, Social protection, Institutional Strengthening and Advocacy."

Aim of the assignment

This assignment aims at upgrading the current QuickBooks online version to the latest QuickBooks online version and enhancing the capacity staff in the organization to be familiar with the new system and all the related features to be able to produce the accurate and reliable reports for management and stakeholders.

Minimum expectations of the QuickBooks online version:-

- i. Accounts payable module
- ii. Accounts receivable module
- iii. Bank/cash reconciliation module
- iv. System Payroll Management

- v. Multi-currency application and conversion in the system
- vi. System Asset Register and depreciation Management
- vii. Grants Budgets tracking per different grants.
- viii. Standard chart of accounts
- ix. Easy and reliable accounting systems that generates reliable financial reports.
- x. Accurate and user-friendly financial reports per project and consolidation
- xi. Accommodate accrual basis on accounting
- xii. Financial statements
- xiii. Customisation of financial reports

Deliverable

- Upgraded QuickBooks online version.
- Staff training on the use of QuickBooks.
- Quick books online health check and recommendations if any
- Quick books upgrade training report.
- QuickBooks help guide menu

Time schedule and reporting

The implementation of the QuickBooks is planned to start by 25th November 2024. The training will be continuous until the staff are comfortable with the system. The training venue shall be FAWE Uganda offices in Bukoto, Kampala.

Qualification of consultant

The selected consultant is expected to meet the following minimum criteria:

- Must be a registered tax payer with a Tax Identification number of URA,
- Have a wide knowledge on accounting packages specifically QuickBooks and hand on experience on its use and management
- A post graduate qualification in accounting is desirable

Training Fees

The training fees will be fixed through a competitive bidding process.

Proposal Submission

Interested qualified consultants are invited to submit a proposal that includes the following:

- (i) An understanding of the requirements
- (ii) A detailed training proposal (technical and financial)
- (iii) Methodology and work plan for performing the assignment
- (iv) Technical team structure and qualifications
- (v) Certificate of Registration and other relevant statutory documents

Interested and qualified individuals/ firms are requested to prepare and submit a technical and financial proposal for this exercise together with your personal profile/curriculum vitae.

Send your proposal to;

**The Chairperson – Procurement Committee
Forum for African Women Educationalists Uganda Chapter
Plot 328, Magulu Close
Bukoto-Kisaasi Road
Kampala
Uganda**

OR

E-mail: procurement@faweuganda.org

Closing date for receiving the proposal: **Wednesday 20th November 2024 at 11:00 am.**

END