



Institute For Culture and Ecology
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TERMS OF REFERENCE

FOR THE PROCUREMENT AND INSTALLATION OF SAGE 200 EVOLUTION ERP SOFTWARE

Background

The Institute for Culture and Ecology (ICE) is a national indigenous Non-Governmental Organization (NGO) that was started in 2006 and is registered in Kenya under the NGO Coordination Act. ICE vision is one of empowered communities living in healthy ecosystems. ICE mission is to promote harnessing of indigenous knowledge for environmental conservation and sustainable livelihoods of local communities.

ICE is desirous to improve its cash management, fixed asset management, financial data entry and reporting for improved financial management resulting to increased effectiveness and efficiency in its financial operations. Therefore, ICE would like to procure SAGE 200 Evolution ERP.

Objective

ICE seeks the services of a service provider for the implementation of the SAGE 200 Evolution ERP in alignment with the strategic goals of the organization. The provider should be able to also provide the following;

- Best practices guidance
- Integration and report customisation
- Personnel Training

System overview

The SAGE 200 Evolution ERP is expected to handle the following aspects;

- General Ledger
- Accounts Payable
- Accounts Receivable
- Inventory Management
- Asset Management
- Cash and bank Management
- Budgeting / Forecasting
- Balance Sheet

- Multicurrency reporting
- Income and expenditure statement
- Detailed expenditure statement
- Cash flow statements
- Statements of Changes in Equity
- Trial Balance
- Asset register
- Project management

Users: The SAGE 200 Evolution ERP will be used by 2 concurrent users.

Expected Deliverables

1. System Implementation

The service provider is expected to customize the system to meet ICE's standard inputs and reporting as follows;

- Capture ICE chart of accounts.
- Map grants to activities so that only activities belonging to a particular grant are shown when it is specified.
- Prepare annual budgets for each project and consolidated for the whole organization. Set budget ceiling amount for expenses by activities and budget lines.
- Reports to provide data by donor, project, activity, cost category, budget line and other dimension to satisfy the requirements statutory reporting, donor reporting, and organizational reporting.
- Track advances disbursed to staff but not accounted for and send alerts when above five days.
- Report multi-currency; for now USD and local currency
- Capture the organization's purchased inventory, date of acquisition, quantity, cost, inventory out and funding source.
- Capture the organization's purchased fixed assets, date of acquisition, cost, identification number, depreciation, disposal, transfers, cost adjustments and revaluation.
- Automated dashboard on fund usage for each project and donor which is exportable to excel

2. Training Requirements

The service provider is expected to carryout SAGE 200 Evolution ERP training, guidance and support for successful implementation. The provider to avail training plan for all modules required which is expected not to exceed three months.

3. Software implementation and licensing

The service provider is to ensure initial licensing of SAGE 200 Evolution and provide cost of licensing per year. The service provider to perform a demonstration to ensure that it is fully operational as per stated system overview and implementation requirements stated above. The provider is expected to provide support after implementation for not less than six months.

- 4. System security:** The service provider to ensure appropriate security functionalities. This will be discussed further with the successful service provider.

5. Time period: ICE aims to have the system fully implemented by the end of the Q1, 2024 financial year.

Application Requirements

Interested firms should submit a technical and financial proposal providing the following information and documents;

- Company registration certificate from Registrar of Companies
- The Company's detailed profile
- Have completed at least five years of existence since inception.
- Proof of manufacturer's authorization to supply SAGE 200 Evolution ERP
- Past relevant experience and references (at least three firms)
- Should be familiar with not-for-profit organizations
- Demonstrate experience and willingness to provide after implementation support.
- Prices are to be VAT inclusive

Interested service providers should submit their technical and financial proposal by email to; procure@icekenya.org and CC martin@icekenya.org by 10th November, 2023 at 5.00pm.