**Terms of Reference (ToR) for**

Obligation to Protect and Empower Girls in Sudan

**Developing Accounting Software for Plan International Partner - Sudan**

**FAD SDN100360- OPEG**

INTRODUCTION

Plan International Sudan, received funds from the SIDA to support the population affected by different crisis with multisectoral interventions in the states of Sudan in (North Darfur, KKhartoum , White Nile and Kassala. The project was implemented in Partnership with Local partners in the mentioned states.

**1. Objective**

Accounting Software for Plan International Partners, Sudan

# 2. Deliverables

The major deliverables for the Accounting Software should include:

2.1 System Implementation: Successfully implement the application modules.

2.2 Facilitate knowledge transfer to the designated users so they shall be better equipped to:

2.2.1 Work Flow Diagram connecting all modules;

2.2.2 Provide application support;

2.2.3 Conduct acceptance testing;

2.2.4 Serve to provide training to the employees;

2.2.5 Knowledge transfer process will encourage the Institution to become more self-reliant.

2.2.6 Provide technical support after installation for the team based on needs

**3.** **Geographical and Organizational Scope:**

The scope of this project is limited to the implementation of accounting software at:

Partner Head Office, (Kassala/White Nile/North Darfur).

# 4. Customization and Developments

The project team will fully customize and develop the accounting software to meet the requirements of the Partners. However, the best practices of using systems would be recommended for adoption. Financial statements and reports should be developed based on the International Accounting Standard.

An online and real data system, Such as SAP, QuickBook, Sage

# 5. Functional Scope

Accounts & finance, material management (buying, sales, and stock), and human resource modules are considered the basic modules of software. In addition to the basic modules, projects, new creation, specifically a system for an NGO Organization

The details of each module are provided below:

# 6. Accounts & Finance Organization Setup

* Organization Information and Defaults
* Chart of Accounts
* Account Settings
* Financial Year
* Currency and Exchange Rate

# 7. Accounts

* Journal Entries
* Payment Entries
* Receipt Entries
* Contra Entries
* Invoicing
* Direct Payments
* Account Closing
* Internal Billing

# 8. Asset Management

* Assets
* Asset Modification (Value addition, etc.)
* Asset Movements
* Asset Depreciation and Ledgers
* Asset Register
* Asset Custodian Reports
* Plant, Property & Equipment (PPE) schedule
* Asset for Auction

# 9. Taxes and Registers

* Cheque Register
* Sales Register
* Purchase Register
* Employee TDS Certificates

# 10. Banking and Payments

* Bank Reconciliation and Statements
* Bank Clearance

# 11. Budget and Cost Centers

* Chart of Cost Centers
* Budgeting
* Project Budgeting
* Budget Re-appropriation Tool and Report
* Budget Supplementary Tool and Report
* Budget Consumption Report
* Committed Budget Report
* Variance Report BVA

# 12. Accounting Statements (Organization, Region, Field, Project)

* Statement of Trial Balance
* Statement of Financial Position
* Statement of Cash Flow
* Ratio Analysis

# 13. General Reports

* General Ledger
* Party-wise Ledger
* Accounts Receivable
* Accounts Payable
* Ageing analysis
* Vendor Analysis

# 14. Material Management Stock

* Stock Entry
* Warehouse
* Material
* Stock Ledger
* Stock Ageing
* Physical stock verification
* Overall, location-wise, project-wise Stock Balance Report
* Stock Report

# 15. Buying

* Material Requisition
* Request for Quotation and Vendor Quotation
* Purchase Order
* Purchase Receipt
* Quality Inspection
* Purchase Invoice
* Vendor Data
* Purchase reports

# 16. Human Resources

* Organization Structure
* Employee data
* Attendance and attendance report
* Leave Allocation, Leave Application and reports
* Payroll Processing (Salary Structure, Increments etc.)
* Employee TDS Certificates
* Travel Authorization and claim
* Leave Encashment
* Vehicle Requisition
* Employee Training
* Employee Transfer, Promotion, Separation, etc.
* Employee Contract Management
* Performance Management System
* Employee Benefits
* Government Deductions

# 17. Projects

* Project Scheduling
* Project Tracking and Alerts (task, timeline, etc.)
* Project Reports
* Progress report against targets in relation to the M&E Plans

**18. Management Dashboard**

The management dashboard will provide an overall glimpse of the Organization.

# 19. Reports

Any reports not mentioned in the scope but are critical for the implementing partners shall be developed by the Team

* Provide super users (Management Team, Finance Managers, all other Managers) with advanced training to facilitate knowledge transfer process, which is intended to mitigate the risk of the Organization becoming over dependent on Team

# 20. Contract Period

3 Years