

## **Finance Systems Consultant Terms of Reference**

### **Background**

#### **About Action Africa Help International**

Action Africa Help International (AAH-I) is an international non-governmental organization that works with communities in Africa particularly women, children and youth to sustainably improve their quality of life. We have worked with communities (refugees, internally displaced people, host communities, pastoralists and people living in urban informal settlements) in the Horn of Africa, and East and Southern Africa.

With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and recently in Ethiopia, AAH-I has over 30 years' experience working with communities in development and conflict and post-conflict situations, including refugees, internally displaced people and host communities.

AAH-I's Vision is to have communities in Africa living dignified lives. Its Mission is to work with communities in Africa to sustainably improve their quality of life. Our values are:

- Passion – we are passionately resolute in our ethos that all communities have a right to live a dignified life.
- Innovation – we co-create and apply cutting-edge solutions that provide sustainable high impact.
- Community-centered – we engage with communities to participate effectively in finding solutions that drive sustainable change – nothing for the community without the community.
- Integrity – we are transparent and honest in all we do, keeping our promise to all stakeholders.
- Excellence – We are committed to a culture and processes that give outstanding results.

AAH-I works with communities, local government and other development partners in the following areas:

- Education and life skills
- Food and income security,
- Health
- Disaster risk reduction and management
- Strengthening organizational effectiveness

- Cross cutting issues : Gender equality and equity, Conflict sensitivity, ICT 4D, Good governance policy and practice influencing

### **Background to the Assignment**

AAH is currently running its Finance department on SAGE EVOLUTION 200. The current system is only used to meet specific reporting requirements and AAH-I is looking at enhancing the system to streamline and integrate its business processes across Finance, Human Resources, Procurement, logistics, and other departments. Typically enhancing the ERP systems to operate on an integrated platform operating on a single database. AAH-I is looking at:-

1. **Enterprise-wide integration- Processes** are integrated end to end across the countries.
2. **Real time (or near real time) operations** - Since the processes in the example above occur within a few seconds, problems are identified quickly, giving the users more time to correct the situation.
3. **A common database.** A common database of the ERP. Allow data to be defined once for the enterprise with every country using the same definition. With countries conforming to the approved data standards
4. **Consistent look and feel.** Consistent user interface and help document the processes in the finance manual.
5. **Report integration** - Enhance Sage intelligence reporting tool to give more dynamic and real time reports.

### **AAH-I is looking at enhancing the system to include;-**

- Inventory & Asset Accounting
- Funds & Grants Management
- Human Resources & Payroll
- Billing & Accounts Receivable, Accounts Payable reconciliation
- Procurement Management
- Travel applications & Expenses liquidation management
- Budgeting & Forecasting

### **Scope of Work**

- i. Review work done till date on current system optimization, user requirements documents, ERP Task force reports and prepare a synopsis report.
- ii. Reconstruct the chart of account to be more user friendly and be in line with the organization strategic plan.
- iii. Look into AAH finance transactions and advice on how best Sage Evolution 200 can be utilized to regulate the transactions especially the inter projects (company) and gratuity (payables).
- iv. Carry out a Strength Weakness Opportunities & Weakness (SWOT) analysis & System optimization review of the current Sage Evolution System and advice management on what specifically AAH-I can upgrade and is feasible to be of use in the SAGE system.
- v. Carry out business process re-engineering for the Finance department functions and update the Finance Manual
- vi. Upgrade & optimize the use of Sage Evolution system as follows

- Implement the new processes in (ii,iii&iv) above in the Financial management module
  - Implement the Procurement , Assets & Inventory Modules
  - Implement the new AAH-I Chart of Accounts
- vii. Data Migration onto the new upgraded system effectively

### **Expected Outcomes**

The desired outcome is as follows

- i. SWOT analysis of the current system
- ii. Upgraded Implementation of Sage Evolution 200 with the following integrated modules
  - Financial management
  - Procurement Management
  - Assets Management
  - Inventory Management
- iii. An updated Finance Manual with complete process flow charts.
- iv. The user & technical manuals of the system

### **Timelines**

- i. The activities described in 'Scope of Work' should be concluded in three months or as agreed during contracting.
- ii. The updates meetings will be held every Monday at 9.00 -9.30 AM Kenyan time.
- iii. The contractor will set up a project management dashboard to provide visibility on the tasks under development, their expected delivery dates, pending tasks. The users will also file their issues on this platform and track their resolution status.

### **Competencies & Skills of the Consultant**

- i. Expert level skills in Sage Evolution
- ii. Expert Level in Finance & Accounting
- iii. Expert level skills in project management
- iv. Previous work with an International NGO preferred

**Expression of interest to be sent to: [procurementhq@actionafricahelp.org](mailto:procurementhq@actionafricahelp.org) by 31<sup>st</sup> October 2019**

