



ANTI CORRUPTION COALITION UGANDA

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TERMS OF REFERENCE

PROVISION OF SOFTWARE AND TRAINING ON QUICKBOOKS ENTERPRISE ACCOUNTANT TO ANTI-CORRUPTION COALITION UGANDA

1.0 INTRODUCTION

Anti-Corruption Coalition Uganda (ACCU) was established in January 1999 and officially registered as an NGO in 2004. ACCU unites like-minded individuals and organizations dedicated to raising awareness, exposing and advocating for the reduction of corruption in Uganda. Since its inception, ACCU has been committed to fostering an accountable and corruption-free society through diverse initiatives, often with support from various development partners. At the national level, ACCU collaborates with Civil Society Organizations (CSOs) operating in the accountability sector while on the local front, ACCU works with and through Regional Anti-Corruption Coalitions (RACCs) distributed across the country as well as grassroots member organizations. This ensures that voices of citizens are effectively represented across the national agenda.

2.0 BACKGROUND AND JUSTIFICATION

Anti-Corruption Coalition Uganda is implementing the 'Civic Engagement for Accountability Project', with an overall objective of contributing to improved transparency and accountability among state and non-state actors as well as enhancing the capacity of citizens to demand for accountability and addressing challenges of corruption. The project is implemented in a total of 8 districts that include; Yumbe, Terego, Madi-Okollo and Obongi in West Nile and Moroto, Napak, Nakapiripirit and Nabilatuk in Karamoja.

QuickBooks Enterprise Accountant is an accounting software popularly used in financial accounting as a tool for recording, summarizing, analyzing and reporting of financial transactions. It is a requirement by the Uganda Companies Act 2012 and the Non-Governmental Organizations Act 2016 to maintain adequate accounting records and content with high responsibility. It is also required that financial statements are prepared in accordance with International Financial reporting standards for small and medium enterprises based on appropriate accounting policies and guidelines as adopted by the entity.

Anti-Corruption Coalition Uganda has relied on QuickBooks Enterprise as an appropriate

software in her accounting responsibilities for over ten years with different versions of the software and the accounting staff. There is thus need for an upgrade of the existing version of QuickBooks, setting up of an appropriate chart of accounts and training of the users on the most recent versions of the software.

3.0 GENERAL OBJECTIVE

The general objective of this call is to engage the services of a competent firm to offer a legit software of QuickBooks Enterprise Accountant 2023 or above, re-align the existing chart of accounts and provide the required training to accounting staff.

4.0 SPECIFIC OBJECTIVES

- To supply a legit QuickBooks Enterprise Accountant 2023 or above software for at-least three users.
- To re-align the existing chart of accounts to suit the accounting needs of the organization.
- To offer orientation and training to accounting staff /users on the new software and updated chart of accounts.

5.0 NATURE AND SCOPE OF WORK

The scope of services may include but is not limited to the following:

- Provide and fix the software for at least three users operating in a local area network in the Anti-Corruption Coalition Uganda offices.
- Re-align the organization’s chart of accounts based on the institutional existing financial statements, budgets and operations as guided by ACCU staff.
- Offer orientation and training to the staff on the input and processing of financial reports. Particular emphasis will be put on the management of budgets and variance analysis, bank and cash reconciliation, advances and journals adjustments, customization of the financial statements.

6.0 EXPECTED DELIVERABLES

Prospective consultants are expected to provide;

- Legit QuickBooks Enterprise Accountant software.
- Re aligned chart of accounts with sample financial statements.
- Orientation and training to staff twice a month for three months.

7.0 TIMEFRAME

No.	Task	Timeline	Responsible Party
1.	Publication of the terms ofreference	08/07/2024	ACCU
2.	Delivery of Expression of Interest	15/07/2024	Consultant / Technical firm

3.	Contractual processes	18/07/2024	Consultant & ACCU
4.	Signing of the service contract	19/07/2024	ACCU & Consultant
5.	Delivery of the Software	21/07/2024	Consultant / Technical firm

8.0 LEVEL OF EFFORT

- The Service contract(s) will be signed for a period of up to 3 months.
- ACCU will review the quality of services and deliverables after 3 months of provision of services.

9.0 REQUIRED DOCUMENTATION

Prospective consultants are expected to possess:

- Physical address and contact details of office location (email address and telephone number).
- Certificate of registration/ Incorporation.
- Quotations with a validity period of 30 days.
- Profile and demonstrated capacity to offer the training.
- All bidders should be registered and compliant with tax and other statutory and government regulatory authorities applicable.
- Proven experience (copy of PO/Contract) with NGOs.

10.0 SUBMISSION OF PROPOSALS

Consultants / Technical firms that meet the above requirements should submit their technical and financial proposals to the Executive Director, Anti-Corruption Coalition Uganda on; info@accu.or.ug with a copy to; amarlon@accu.or.ug not later than **July 15, 2024**.