
THE EVANGELICAL LUTHERAN CHURCH IN TANZANIA



REQUEST FOR PROPOSAL (RFP)

PROPOSAL No. ELCT/KH/FY24/HQ4/CS

FOR

**CONSULTANCY SERVICE FOR NEW ENTERPRISE
RESOURCE PLANNING (ERP) SYSTEM**

AUGUST 2024

ABBREVIATIONS AND ACRONYMS

BOQ	Bill of Quantities
ELCT	Evangelical Lutheran Church in Tanzania
GITA	General Instructions to Consultants, in the SPD
ICT	International Competitive
IF	Information Forms
IFT	Invitation for Proposals
IFP	Invitation for Prequalification
ITT	Instruction to Consultants
JV	Association
JVA	Association Agreement
KHNEZ	Kizazi Hodari North Eastern Zone
NCT	National Competitive
PITA	Particular Instructions To Consultants
PQ	Prequalification
PITA	Particular Instructions to Consultants, in the SPD
PMU	Procurement Management Unit
SBT	Standard Document
SPD	Standard Prequalification Document
PDS	Proposal Data Sheet

PART I: SELECTION PROCEDURES AND REQUIREMENTS

Section 1: Letter of Invitation (LOI)

THE EVANGELICAL LUTHERAN CHURCH IN TANZANIA



REQUEST FOR PROPOSAL (RFP)

Proposal No. ELCT/KH/FY24/HQ4/CS

FOR

CONSULTANCY SERVICE FOR NEW ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

Date: 29TH AUGUST, 2024.

1. This is the invitation for Proposal for Consultancy Service in Northeastern zone for ELCT – USAID Kizazi Hodari Project that operates in Nine regions of which are; Arusha, Kilimanjaro, Tanga, Singida, Dodoma, Manyara, Mwanza, Geita and Mara in Northeastern Tanzania.
2. The Evangelical Lutheran Church in Tanzania through project donor has set aside funds for the operation of Kizazi Hodari project, Northeastern Zone during the financial year 2023/2024. It is intended that part of the fund will be used to cover eligible payment for consulting service under the contract for the Proposal No. **ELCT/KH/FY24/HQ4/CS**. **ELCT** now invites proposals to provide the following consulting service for the Financial Year 2023/2024 for the underlisted whilst more details on the service will be provided in the Terms of Reference.

PROPOSAL NO. ELCT/KH/FY24/HQ4/CS.

Category A: Consultancy Service

Proposal No.	Description of Goods
ELCT/KH/FY24/HQ4/CS-01	Deployment of New Enterprise Resource Planning (ERP) System for ELCT - USAID Kizazi Hodari Project Northeastern Zone.

3. This Request for Proposal (RFP) has been addressed to **consulting firms only**.
 4. Consultants will be selected under Quality and Cost Based Method and procedures described in this RFP.
 5. Interested consultants may obtain a complete set of Request for Proposal document, further information and inspect the document in English language through ELCT website from the following links: www.elct.or.tz , www.elcthealth.tz and pay a non-refundable fee of Tsh. 100,000/= (Tanzanian Shillings One Hundred Thousand Shillings only). Payment shall be made through Bank Name: **NBC BANK**, Account Name: **ELCT**
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PALLIATIVE CARE PROGRAMME – CHAT, Account No. **014103016737** and **MUST** attach payment receipt to each application form submitted as a proof of payment.

6. All applications should be **physically** delivered with **One original** and **Two copies** for Technical and Financial proposal of each (three technical and three Financial) where, Technical and Financial proposals should be enclosed separately in independent envelopes and later on enclosed in one envelope clearly marked the relevant **proposal number and details (without the name of the firm on top of the envelop)** *before 2.00 pm, September 12th, 2024 on 1200hrs local time. Those who wish to participate in an opening ceremony should know, Only Names of firms submitted will be read out publicly at an address below;*

**Secretary General,
The Evangelical Lutheran Church in Tanzania
Block 66, Boma Road
P.O.BOX 3033,
Arusha-Tanzania.**

7. ELCT shall not be responsible for misplacement or premature opening of proposals, which are not sealed, reserves the right to accept or reject any application and is not bound to give reasons for its decision.
8. Late Proposals, portion of Proposals and Proposals not received, Proposals not opened and read out in public at the opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
9. Interested consultants may obtain clarifications by contacting the procuring unit through; **Email: procurement@elct.or.tz** ; 09:00-15:30 on Mondays to Fridays (working hours only) inclusive except on public holidays.

Note: ELCT is committed to the highest ethical standards of transparency, openness, and accountability in its affairs. ELCT promote a “Zero tolerance” policy towards fraud and corruption. All communications should be channeled to the provided official correspondence email above.

**SECRETARY GENERAL
Evangelical Lutheran Church in Tanzania-Head Quarter,
Block 66, Boma Road, Arusha
Tel: 027 250 8855/7, Fax 027 254 8858
Email: procurement@elct.or.tz**

Section 2 - Instructions To Consultants (ITC)
READ CAREFULLY

1. Scope of Proposal

1.1 The Procuring Entity (PE) indicated in the Proposal Data Sheet (PDS) invites Proposals for Consultancy Service as specified in the PDS and Section V - Technical Specification. Successful Consultant will be expected to supply within the period stated in the PDS from the start date specified in the PDS. The duration of the Contract shall be as specified in the PDS.

1.2 Proposal is open on equal terms to firms or public or semi-public agencies, cooperative societies, associations governed by public or private law.

1.3 *Consultants shall submit only one Proposal, in the same process as a partner in association. No Consultant can be a Sub-Consultant while submitting a Proposal as a partner of an Association in the same process. A Consultants, if acting in the capacity of Sub-Consultants in any Proposal, may participate in not more than two Proposal but only in that capacity.*

1.4 The Consultants shall bear all costs associated with the preparation and submission of its Proposal, and the PE shall in no case be responsible or liable for those costs.

1.5 A prospective Consultants requiring any clarification of the Documents may notify the PE through provided email as shown in PDS not later than seven (5) days prior to the deadline for the submission of Proposals. The PE will within three (3) working days after receiving the request for clarification respond and publish responses to all Consultants.

1.6 Before the deadline for submission of Proposals, the PE, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultants, may modify the Documents by issuing addenda. In order to allow prospective Consultants reasonable time to take an addendum into account when preparing their Proposals, the PE, at its discretion, may extend the deadline for the submission of Proposals.

2. Preparation of Proposal Document

2.1 *Proposal document:* The Consultants shall fill the **Technical Proposal** furnished in the Documents and **Financial Proposal**.

2.2 *Financial Proposal:* Total price inclusive of remunerations, VAT shall be shown in Financial Proposal.

2.3 *Proposal Currency:* The currency for Consultancy Service and service that the Consultants will supply the prices shall be quoted in Tanzania Shillings.

2.4 *Signing of Proposal:* The Proposal documents shall be signed by a person or persons duly authorized to sign on behalf of the Consultants and the authorization documents shall be submitted together with the Proposal indicating names and positions of each signatory.

2.5 *Withdraw of Proposal:* A Consultants may modify or substitute or withdraw its Proposal after it has been submitted to the PE, provided that such modification or substitution or withdraw is made prior to the deadline for submission of Proposals

2.6 *Opening of Proposal*: The opening shall be done by Tender Committee to notify the submitted proposals on the presence of representatives and no Proposal shall be rejected at Proposal opening.

2.7 *Correction errors*: If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to discrepancy in unit price.

3. Eligible Consultants

3.1 Consultants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive, or obstructive practices.

3.2 A Consultant shall not have a conflict of interest. All Consultants found to be in conflict of interest shall be disqualified. A Consultant may be considered to have a conflict of interest with one or more parties in this process, if they:

- a. Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting service for the preparation of the design, specifications and other documents to be used for the procurement of the supplies and service to be purchased under this Invitation for;
- b. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the of another applicant or influence the decisions of the Procuring Entity regarding this process.

3.3 Firms and individuals may be ineligible if –

- a. Such person is declared bankrupt or, in the case of company or firm, insolvent;
- b. The person, company or firm is convicted, by a final judgment, of any offence involving professional conduct;
- c. The person or company is debarred and blacklisted from participating in public procurement for corrupt, coercive, collusive, fraudulent or obstructive practices, failure to abide with a Proposal Securing Declaration, breach of a procurement contract, making false representation about his qualifications during Proposal proceeding or other grounds as may be deemed necessary by the Authority company or firm is found guilty of serious misrepresentation with regard to information required for participation in an invitation to Proposal.

4. Essential Criteria for Evaluation

4.1 will be based on Quality and Cost Based Selection. Technical Proposals that met minimum scores will be evaluated on financial proposals After having been eligible, compliant, and substantially responsive in Experience and capability demonstration. The consultants Suppliers, service providers and consultants must comply with all documentations that prove its eligibility and existence.

- a. Experience
-

Prospective Consultant must have carried out successful similar service to Non-Government Organizations, Government, Corporation, Institutions of the Similar Size for the past **Three** years.

b. Financial Condition

The consultant shall provide **1-year financial statement** for the past **2 years**, certified, signed and stamped submitted with the Proposal document as well **6 months Bank Statement** and letters of reference from their bankers (signed and stamped) regarding consultant's credit position. Potential Consultants will be awarded on the satisfactory information given.

4.2 A Consultant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

4.3 After determining the lowest-evaluated Proposal, if pre-qualification was not undertaken, the PE shall carry out the post-qualification of the Consultants.

4.4 Where the Financial Proposal is considered to be abnormally low, the PE shall perform price analysis as part of the post-qualification. The following process shall apply: The PE may reject a Proposal if the PE has determined that the price in combination with other constituent elements of the Proposal is abnormally low in relation to the subject matter of the procurement (Terms of Reference) and raises concerns as to the ability of the Consultants that presented that Proposal to perform the contract. The PE shall not incur any liability solely by rejecting abnormally Proposal.

5. Contract Award and Terms

5.1 The PE will award the Contract to the Consultant whose combination of Technical and Financial Proposals have been determined to be substantially responsive to the Documents.

5.2 Negotiations may be undertaken with the lowest evaluated Consultants relating to (a) Minor alteration to the technical details of the statement of requirements, (b) Reduction of quantities for budgetary reasons, (c) Finalizing Payment arrangements, (d) Clarifying details that were not apparent or could not be finalized at the time of;

a. Where negotiation fails to result into an agreement, the PE may invite the next ranked Consultant for negotiations. Where negotiations are commenced with the next ranked Consultants, the PE shall not reopen earlier negotiations.

b. The PE reserves the right to accept or reject any Proposal, and to annul the process and reject all Proposals at any time prior to award of the contract without thereby incurring any liability to the affected Consultants(s).

5.3 Promptly after notification of award, PE shall send the successful Consultants the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

Section 3: Proposal Data Sheet

Ser. No.	Required Information/Data	ITC Clause	Information/Data to be filled by PE
1.	Name of the PE	1.1	The PE is “ <i>ELCT-USAID Kizazi Hodari PROJECT, NORTHEASTERN ZONE</i> “
2.	Service/Project/Proposal Identification	1.1	ELCT/KH/FY24/HQ4/CS
3.	Description of Service	1.1	The objectives and brief description of the Service are: Deployment of New Enterprise Resource Planning (ERP) System for ELCT USAID – Kizazi Hodari Project Northeastern Zone.
4.	Selection Procedure	1.1	The Method of Selection is : <i>Quality and Cost Based Selection (QCBS)</i>
5.	Procurement Method	1.1	Procurement Method used is: National Competitive Tendering
6.	Applicable Law	1.4	Applicable Law is of <i>United Republic of Tanzania</i>
7.	Phasing of the Assignment	1.3	Consultant shall specify Assignment Completion period from contract signing date
8.	Source of Funds	2.1	The source of fund is ELCT through USAID
9.	Development Partner	2.3	The development partner is: <i>None</i>
10.	Details of a Pre-Proposal Meeting	10.1	A pre-proposal Meeting will be held: “ Yes ” Date of pre-proposal meeting: 04 th September 2024 Time: 1200 noon, virtually through zoom link below; https://us06web.zoom.us/j/89942888590?pwd=ktsjqvLkdaLMImQTZbKzxMrhO6BAqu.1
11.	Deadline for Submission of Questions for the Pre-Proposal Meeting	10.2	All questions should be submitted 5 days before proposal submission deadline.
12.	Participation of Sub-consultants, Key Experts and Non-Key Experts	12.1	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: NO
13.	Language of Proposal	14.1	The Proposal and other documents shall be written in the <i>English</i> language.
14.	Other documents required to be submitted	15.1(e)	Other documents required to be submitted with the Proposal are: Firm Registration Certificate, VAT Certificate, Tax Clearance, TIN Certificate, Current Tax Clearance, 1

Ser. No.	Required Information/Data	ITC Clause	Information/Data to be filled by PE	
			year Audited Financial Statement for the past two years, 6 months Bank statement, Curriculum vitae of Key Experts.	
15.	Qualifications of Professional Staff	17.5	The minimum required qualification and experience of professional staff are as shown in the Terms of Reference	
16.	Training	18.1(k)	Training is a specific component of this assignment. The details of training required are as shown in the Terms of Reference.	
17.	Payment of Local Taxes	20.1	The Consultant shall be responsible for payment of local taxes: Yes	
18.	PEs Inputs	21.1 (a)	N/A	
19.	Alternative Proposals	22.1	Are alternative Technical Proposals allowed: No	
20.	Similar Experience		Prospective Consultant must have carried out successful similar service to Non-Government Organizations, Government, Corporation, Institutions of the Similar Size for the past Three (3) years.	
21.	Currency of the Proposal	24.1	The Financial Proposal should state local costs in Tanzanian Shillings (local currency): Yes	
22.	Validity Period of the Proposals	25.1	Proposals must remain valid for [40] days after the submission deadline date.	
23.	Proposal Security	25.6	Consultants shall submit: Proposal Securing Declaration Form	
24.	Evaluation Criteria for Technical Proposal	36.2	Criteria, sub-criteria, and points system for the evaluation of Technical Proposals are: <i>[These criteria, sub-criteria and points system shall be applicable when the pre-qualification/expression of interest has not taken place]</i>	
			Criteria, sub-criteria	Points (%)¹
			(i) Firm's general experience, reputation and experience in previous similar assignments	[20]
			(ii) Understanding of the terms of reference, methodology and the overall quality of the proposal	[15]

Ser. No.	Required Information/Data	ITC Clause	Information/Data to be filled by PE	
			<p>(iii) Qualification of key personnel and Participation of local Experts</p> <p>The number of points to be given under each evaluation sub criteria for qualifications of staff are; General qualifications and Adequacy for the project.</p>	[20]
			<p>(iv) Description of the Approach (15), Methodology (15), and Work Plan (15) for Performing the Assignment</p>	[45]
			Total Score	100
			The minimum Technical Score (St) required to pass is: 75 Points.	
25.	Formula for Computing Financial Score in Case of QCBS	38.3	<p>The formula for determining the financial scores is the following:</p> <p>$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p>	
26.	Inclusion of Taxes in the Evaluation of Financial Proposals	39.2	<p>For the purpose of the evaluation, the Client shall include: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of service rendered by non-resident experts in the Client's country</p> <p>Financial proposal shall indicate which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.</p>	
27.	Currency for Submission	40.1	Financial proposal shall be submitted in Tanzania Shillings.	
28.	Address for Contract Negotiations	43.1	<p>The address for contract negotiations is:</p> <p><i>Kizazi Hodari North-Eastern Zone Project,</i> <i>Block 101, Vijana Road, Uzunguni Road.</i> <i>P.O.BOX 3033,</i> <i>procurement@elct.or.tz;</i> <i>Arusha-Tanzania.</i></p>	
29.	Performance Security/Performance Securing Declaration	45.1	Consultant shall submit letter of Indemnity against performance of the assignment.	

Ser. No.	Required Information/Data	ITC Clause	Information/Data to be filled by PE
30.	Contract Type		Contract Type for the assignment is: Lumpsum Contract
31.	Advance Payment Security	47.1	The Advance Payment shall be discussed during negotiation
32.	Date of Commencement of the Assignment	48.1	The assignment is expected to commence on 25th September 2024
33.	Project Address	51.1.	The address to serve a copy of complaint: Kizazi Hodari North-Eastern Zone Project, Block 101, Vijana Road, Uzunguni Road. P.O.BOX 3033, procurement@elct.or.tz; Arusha-Tanzania.

Section 4 – Technical Proposal – Standard Forms

Checklist Of Required Forms

FORM	DESCRIPTION		<i>Page Limit</i>
TECH-1	Technical Proposal Submission Form.		1.5
	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
TECH-2	Consultant's Organization and Experience.		
	TECH-2A	A. Consultant's Organization Experience	6
	TECH-2B	B. Consultant's Experience	5
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment		15
TECH-5	Work Schedule and Planning for Deliverables		10
TECH-6	Team Composition, Key Experts Inputs		3
TECH-7	CV of Professional Staff		7
TECH-8	Code of Conduct (ES)		N/A
TECH-9	Proposal Securing Declaration/Proposal Security – Bank Guarantee/Proposal Security – Insurance Bond		1
TECH-10	Power of Attorney		2
TECH -11	Anti- bribery Pledge		1

(This checklist helps the Consultant to secure documents submitted) All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

Form Tech-1

Technical Proposal Submission Form

{Location, Date}

To: *[Name and address of PE]*

To: *[Name and address of Client]*

Dear Sirs:

We/I, the undersigned, offer to provide the consulting service for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal, and the Financial Proposals.

We/I are submitting our Proposal in association with: *[Insert a list with full name and address of each associated Consultant, also specify, whether they are in joint venture or sub consultancy]*.

If negotiations are held during the period of validity of the Proposal, i.e., before *(insert day, month and year in accordance with Proposal Data Sheet ITC 25.1)*, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We/I undertake, if our Proposal is accepted, to initiate the consulting service related to the assignment not later than *(insert day, month and year in accordance with Proposal Data Sheet ITC 48)*.

We/I also confirm that the Government of the United Republic of Tanzania has not declared us, or any sub consultants for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Data Sheet ITC 3 [Corrupt, Fraudulent or Coercive Practices].

We/I understand you are not bound to accept any Proposal you receive.

We/I remain,

Yours sincerely,

Authorised Signature <i>[in full and initials]</i>	
Name and title of Signatory	
Name of Firm	
Address	

Consultant's Organization And Experience

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

- 1) Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
- 2) Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last [3] years.
2. List only those assignments for which the Consultant was legally contracted by the PE as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the PE.

[using the format below, provide information on each assignment for which your firm was legally contracted for carrying out consulting service similar to the ones requested under this assignment.]

Assignment name:		Country:
Assignment Location within country:		Duration of assignment (months):
Name of Client:		Professional Staff provided by your Organisation: No of Staff:
Start Date (Month/Year)	Completion Date (Month/Year)	No of Person-Months
Name of associated Consultants, if any:		Nº of Person-Months of Professional Staff provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Service Provided by your Staff:		

Firm's Name:	
Authorised Signature:	

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN
RESPONDING TO THE TERMS OF REFERENCE**

(PLEASE DO NOT COPY OR REPEAT TOR HERE)

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

[Technical approach, methodology and work plan are key components of the technical proposal. It is suggested that you present your technical proposal divided into the following three chapters:

- *Technical Approach and Methodology,*
- *Work Plan, and*
- *Organization and Staffing*

- (a) **Technical Approach and Methodology.** Here you should explain your understanding of the objectives of the assignment, approach to the service, methodology for carrying out the activities and² obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach, (e.g., the methods of interpreting the available data; carrying out investigations, analyses, and studies; comparing alternative solutions). This chapter should incorporate any modifications to the TOR proposed by you. In case the TOR requires the Consultant to provide a quality plan and carry out the assignment according to its provisions, an outline of the quality plan (e.g., its list of contents) should be included in this chapter of the technical proposal)
- (b) **Work Plan.** Here you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule and Planning for Deliverables- Form TECH-5)
- (c) **Organization and Staffing.** In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be set out in job descriptions. In case of association, this chapter will indicate how the duties and responsibilities will be shared. The organization and staffing will be reflected in the Team Composition, Assignments and Key Expert's Input Form TECH-6. An organization chart illustrating the structure of the team and its interfaces with the Client and other institutions involved in the project also should be provided.]
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Form TECH-5
WORK SCHEDULE AND PLANNING FOR DELIVERABLES



N°	Deliverables ¹ (D-..)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5)													
	6) delivery of final report to Client}													
D-2	{e.g., Deliverable #2:}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.

Form TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/Week) per each Deliverable (listed in Form TECH-5)										Total time-input (in Weeks)			
		Position		D-1	D-2	D-3	©...					Home	Field	Total
KEY EXPERTS															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 weeks]	[1.0]	[1.0]									
			[Field]	[0.5 m]	[2.5]	[0]									
K-2															
n															
												Subtotal			
NON-KEY															
N-1			[Home]												
			[Field]												
n															
												Subtotal			
												Total			

- 1 For Key Experts, the input should be indicated individually for the same positions as required
 - 2 Weeks are counted from the start of the assignment/mobilization. One (1) week equals Five (5) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
 - 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in Tanzania or any other country outside the expert's country of residence.
-  Full time input
 Part time input

Form TECH-7

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained__

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized
Date
Representative of the Consultant
(the same who signs the Proposal)

Signature

Form TECH-9

(a) Proposal Securing Declaration Form

Date: *[insert date (as day, month and year)]*

Proposal No.: *[insert number of tendering process]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

To: *[insert complete name of PE]*

We/I, the undersigned, declare that:

We/I understand that, according to your conditions, proposals must be supported by a Proposal Securing Declaration.

We/I accept that we will automatically be suspended from being eligible for tendering in any contract with the PE for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn our proposal during the period of Proposal validity specified in the Proposal Submission Form; or
- (b) having been notified of the acceptance of our Proposal by the PE during the period of Proposal validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITC 45 [Performance Security].

We/I understand this Proposal Securing Declaration shall expire if we are not the successful Consultant, upon the earlier of (i) our receipt of your notification to us of the name of the successful Consultant; or (ii) twenty-eight days after the expiration of our Proposal.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*.

Name: *[insert complete name of person signing the Proposal Securing Declaration]*

Duly authorized to sign the Proposal for and on behalf of: *[insert complete name of consultant]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

(b) Proposal Security – Bank Guarantee

(c) Proposal Security – Insurance Bond

Form TECH-10

Special Power of Attorney³

KNOW ALL MEN BY THESE PRESENTS THAT I the undersigned [*insert name of the Donor*]
being [*insert designation*] of [*insert name of the company*] of [*insert company address*] having its
registered office at [*insert physical address of company*];

WHEREAS in course of business it is necessary to bid for tenders and enter into contracts;

NOW THEREFORE KNOW ALL MEN THAT I [*insert name of the Donor*] by virtue of
authority conferred to me by the Board Resolution No [*insert Board Resolution Number*] of
[*insert day*] day of [*insert Board Resolution month and year*],do hereby ordain, nominate,
authorize, empower and appoint [*insert name of Donee*] of [*insert address of the Donee*] to be
our true lawful Attorney and Agent with full power and authority for us and in our names and for
our accounts and benefits, to do any, or all of the following acts, in the execution of tender No.
[*insert tender number*] that is to say;

To act on my behalf or for the company and do any other thing or things incidental for
[*insert tender Number*] of [*insert description of procurement*] for the [*insert name of the
procuring entity*];

AND provided always that this Power of Attorney shall not revoke or in any manner affect any
future Power of Attorney given to any other person or persons for such other power or powers
shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or
substitutes or agent or agents duly appointed by him under this power on his behalf herein before
contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said [*insert name of the company*] and delivered in the
presence of us this [*insert date*] day of [*insert month*] [*insert year*].

IN WITNESS whereof we have signed this deed on this [*insert date*] day of [*insert month*]
[*insert year*] at [*insert place*] for and on behalf of [*insert name of the company or Donor*]
.....

SIGNED AND DELIVERED by the said
[*insert name of Donor*] Identified to me
by[*insert name*]
The latter being known to me personally

}
this [*insert date, month and year*]

.....
DONOR

BEFORE ME:

Name:.....

Address:.....

Qualification:.....

Signature:.....
COMMISSIONER FOR OATHS

Acknowledgement

I [*insert name of Donee*] doth hereby acknowledge and accept to be Attorney of the said [*insert name of the company/donor*] under the Terms and Conditions contained in this Power of Attorney and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said
[*insert name of Donee*] Identified to me
by [*insert name*]
The latter being known to me personally
this [*insert date, month and year*],

}
}

.....
DONEE

BEFORE ME

Name:.....

Address:.....

Qualification:.....

Signature:.....

COMMISSIONER FOR OATHS

**TECH 11-
UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY / CODE OF
CONDUCT AND COMPLIANCE PROGRAMM**

Each Consultant must submit a statement, as part of his Proposal, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Consulting Firm and, where relevant, of its subsidiary in the United Republic of Tanzania. If a Proposal is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer²⁾ Consultants will also be required to submit similar No-bribery commitments from their sub consultants and consortium partners; the Consultant may cover the sub consultants and consortium partners in its own statement, provided the Consultant assumes full responsibility.

MEMORANDUM (Format 1)

**UNDERTAKING BY CONSULTANT ON ANTI – BRIBERY POLICY / CODE OF
CONDUCT AND COMPLIANCE PROGRAMME**

(Made under Regulation 78 (2)) of the Public Procurement (Selection and Employment of Consultants) Regulations, 20–3 - Government Notice No. 446 of 2013) as amended in 2016

I _____ (*name of Consultant*) places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. I am pleased to confirm that I will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with my proposal, or in the subsequent performance of the contract if I am successful.

I have an Anti-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that I comply with the No-bribery commitment given in this statement, as well as by all third parties working with me on the public sector projects, or contract including agents, consultants, consortium partners, sub- contractors and suppliers. Copies of the Anti-Bribery Policy/Code of Conduct and Compliance Program are attached⁴

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Consultant: _____

Address: _____

⁴ Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Applicant. For Applications submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

MEMORANDUM (Format 2)

**UNDERTAKING BY CONSULTANT ON ANTI – BRIBERY POLICY / CODE OF
CONDUCT AND COMPLIANCE PROGRAMME**

(Made under Regulation 78(2) of the Public Procurement Regulations Government Notice No. 446 of 2013, as amended in 2016)

I _____ (*name of consultant*) have issued, for the purposes of this proposal, a Compliance Program copy attached⁵ -which includes all reasonable steps necessary to assure that I will comply to the No-bribery commitment given in this statement, as well as by all third parties working with me on the public sector projects or contract including agents, consultants, consortium partners, subcontractors and supplier”)"

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Consultant: _____

Address: _____

⁵ Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Applicant. For Applications submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

SECTION 5:
FINANCIAL PROPOSAL – STANDARD FORMS

[Comments in brackets [] provide guidance to the short listed Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Form FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We/I, the undersigned, offer to provide the consulting service for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount in words and figures]. This amount is exclusive of local taxes, which we have estimated at [insert amount in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before (insert day, month and year in accordance with Proposal Data Sheet ITC 25.1).

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed as follows:

Name and Address of Agents	Amount	Purpose of commission or gratuity

We/I also declare that the Government of the United Republic of Tanzania has not declared us or any sub-Consultants for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of Proposal Data Sheet ITC 3 [Corrupt, Fraudulent or Coercive Practices]

We/I understand you are not bound to accept any Proposal you receive.

Signed:

In the capacity of:

Duly authorised to sign the proposal on behalf of the Applicant.

Date:

Form FIN-2- SUMMARY OF COSTS

Item	Cost			
	{Consultant must state the proposed Costs in accordance with ITC 23.1 [Proposal Prices]; delete columns which are not used}			
	{Insert Local Currency, if used and/or			
Cost of the Financial Proposal				
Including:				
(1) Breakdown of Remuneration for Key and Non-Key Experts and				
(2) Breakdown of Reimbursable (Perdiem, transport, communication, report production, rent, training of client staff, e.t.c)				
<u>Total Cost of the Financial Proposal:</u> {Should match the amount in Form 5B1}				
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded				
(i) {insert type of tax e.g., VAT or sales tax }				
(ii) {e.g., income tax on non-resident experts } If Applicable				
(iii) {insert type of tax }				
<u>Total Estimate for Indirect Local Tax:</u>				

Footnote: Payments will be made in the currency(is) expressed above (Reference to PDS)

TERMS OF REFERENCE

ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

TECHNICAL SPECIFICATION MATRIX AND QUALIFICATION

Introduction

The ELCT - USAID Kizazi Hodari Northern Zone Project is embarking on a transformative journey to enhance its operational efficiency and effectiveness through the deployment of an Enterprise Resource Planning (ERP) system.

The matrix details the specific requirements and functionalities needed for the ERP system to support and optimize the project's diverse activities. It outlines critical features across various modules, including Planning, Finance, Human Resources, Procurement, and Supply Chain Management, ensuring alignment with the organization's strategic objectives and compliance requirements. By integrating these functionalities into a unified platform, the ERP system will address the gaps identified, enabling seamless operations, improved data management, and better decision-making capabilities. This document will serve as a guiding framework for Consultants to tailor their solutions to meet the unique needs of the ELCT - USAID Kizazi Hodari Northern Zone Project.

Compilation of Current Excel Reports: Compile a comprehensive inventory of all existing Excel-based reports maintained by different departments. This list will be used to recreate and enhance reporting capabilities within the ERP system, ensuring continuity in information access and enabling the transition to more advanced analytics and real-time reporting features.

Technical Specification Matrix

1.	Enterprise Resource Planning (ERP) Deployment	
1.1.	Enterprise Resource Planning (ERP) solution Overview	
	1.1.1.	Enterprise Resource Planning (ERP) solution should be delivered as Software as a Service (SaaS): The solution should support ELCT's current and future needs by offering flexibility, scalability, and comprehensive functionality across all ELCT operations.
	1.1.2.	The cloud-based ERP solution should encompass core functionalities such of Planning, Finance, Human Resources, Procurement, Supply Chain Management, Inventory, Customer Relationship Management (CRM), and Project/Activity Management. The solution must also offer customization options to tailor it to the specific processes of ELCT.
1.2.	Scope of Work	
	1.2.1.	Implementation Services: <ul style="list-style-type: none"> - Data migration from existing WEBERP system. - Configuration and customization of the ERP modules to align with ELCT processes. - Integration with other existing systems such as bank and mobile wallets. - User acceptance testing (UAT) and system validation.
	1.2.2.	Training and Support: <ul style="list-style-type: none"> - Training for our ELCT staff, including administrators, end-users, and IT personnel. - Detailed user manuals and training materials. - Ongoing technical support, including a dedicated helpdesk and access to a knowledge base. - Regular updates and maintenance as part of the SaaS agreement.
	1.2.3.	Security and Compliance: <ul style="list-style-type: none"> - Compliance with relevant legal and industry standards Tanzania Data Protection Act, GDPR, and ISO 27001. - Data encryption and secure data storage. - Disaster recovery and business continuity plans.

1.	Enterprise Resource Planning (ERP) Deployment	
	1.2.4.	Service Level Agreement (SLA): - Clearly defined service levels, including uptime guarantees - Response and resolution times for different severity levels of issues. - Regular performance reporting.
1.3.	Pricing Model	
	1.3.1.	Transparent pricing, including initial setup fees, ongoing subscription costs, and any additional costs for customization, support, and maintenance. A detailed breakdown of costs over a one-year contract period.

2.	Planning and Workflows	
2.1.	Activity Planning	
	2.1.1.	The system should be able to assign resources such as labor, equipment, and materials to specific activities or tasks.
	2.1.2.	The system should be able to create detailed timelines for activities, including start and finish dates, milestones, and deadlines.
	2.1.3.	The system should be able to cost and manage the financial resources required for activities
2.2.	Document Management System	
	2.2.1.	The system should allow the storage, retrieval, and management of digital documents within the ERP system. It replaces the need for physical paper records by enabling the scanning, uploading, and electronic management of documents such as invoices, contracts, and reports.
2.3.	Electronic Workflow Automation	
	2.3.1.	The stems should include workflow automation tools that digitize processes such as approvals, order processing, and expense reporting. This reduces the reliance on physical documents and manual processes, facilitating a paperless environment.
2.4.	Electronic Data Interchange	
	2.4.1.	The system should enable the electronic exchange of business documents (like purchase orders, invoices, etc.) between organizations including National Implementing Partners (NIPs). This eliminates the need for paper-based transactions and accelerates business processes.
2.5.	Integrated Communication Tools	
	2.5.1.	The system should include integrated email, messaging, and collaboration tools that allow communication and file sharing within the system, reducing the need for printed memos or physical documents.
2.6.	Digital Signatures	
	2.6.1.	The system should support digital signatures, allowing documents to be signed electronically. This feature reduces the need for printing documents for physical signatures.

2.	Planning and Workflows	
2.7.	Mobile Access	
	2.7.1.	The system should support mobile access for employees to access and manage documents, approvals, and workflows remotely from their devices, further reducing the dependency on paper.
2.8.	Reporting, Dashboards and Analytics	
	2.8.1.	The system should provide real-time reporting and analytics that can be viewed on the dashboard
2.9.	Cloud Storage and Backup	
	2.9.1.	The system should store all data and documents in the cloud, providing secure, easily accessible, and paperless document storage.

3.	Accounting and Finance Module	
3.1.	Overview	
	3.1.1.	The system must be fully integrated or fully interfaced, i.e. General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Payroll, Purchase order Processing, Inventory and Stores Control
	3.1.2.	The system must include an integrated cashbook.
	3.1.3.	The system must be able to provide as a minimum basic budgeting facility.
	3.1.4.	The system must support Accruals/Resource based accounting practices.
	3.1.5.	The system must provide all screens, documentation and help (on screen and electronic/printed manuals) in UK/US English.
3.2.	Security	
	3.2.1.	The system must allow an unlimited number of “potential” users subject to licensing requirements; for example, named users or concurrency.
	3.2.2.	The system must control user access via two factor authentication mechanism based on a unique username and password login for each user.
	3.2.3.	The system should store the user passwords in the database using irreversible encryption methods.
	3.2.4.	The system must ensure that all authentication data and the mechanism itself is protected against unauthorized access.
	3.2.5.	The system should allow the System Administrator to specify the minimum password length and whether passwords are case sensitive or not.
	3.2.6.	The system must not echo the password on screen, instead the system must display an asterisk (*) or similar character.
	3.2.7.	The system must allow the System Administrator to specify who can amend user passwords:
	3.2.8.	The system must log user access (including reporting):
		· Date last used

3.	Accounting and Finance Module	
		· Unsuccessful log-in attempts (username, password and workstation)
	3.2.9.	The system must log user activity; for example, by function.
	3.2.10.	i. The system should be able to integrate with an active directory server for single sign-on.
		ii. The system should be able to utilize user groups in controlling permissions. (Use of Groups Permission on the item “i” above).
		iii. Also on the user log access, the system must log user access date and time (its only date mentioned on the document).
		iv. system should enforce two factors authentication to strengthen the security of the system and data for the users accessing the system from anywhere through web.
3.3.	Control Access	
	3.3.1.	The system should allow for each user to be assigned to a user group; for example, by job function or departmental structure/hierarchy.
	3.3.2.	The system should allow the definition of different levels of access control for each user group to allow for segregation of duties and delegated financial authority levels; for example, supplier creation, supplier modification, invoice entry and invoice authorization.
	3.3.3.	The system should provide full access control at both a functional level and a data level.
	3.3.4.	The system must not display any function or information to which the user has not been granted access:
		· menus/screens
		· Transaction types; i.e. documents
		· Transaction data; i.e. single accounts or groups of accounts
	3.3.5.	· Standing data
		The system must split access control by activity:
		· Add
		· modify/change
		· delete
	3.3.6.	· enquire
		· report
	3.3.6.	The system must apply the access controls to the running of standard and ad-hoc reports / enquiries as well as the core functionality.
	3.3.7.	The system should provide a configurable default user access control; for example, grant “enquire-all”, “change-none” type permissions.
	3.3.8.	The system should be capable of operating on a network that will allow remote access; for example, using two-factor authentication via a key fob device and a network password.
3.4.	Transaction Processing	

3.	Accounting and Finance Module	
	3.4.1.	The system must permit users to amend or cancel (delete or void) any transaction at any time prior to authorization or the commitment of data to the database, subject to process and user access controls.
	3.4.2.	The system should facilitate the correction of mis-postings; i.e. by the posting of a simple reversal transaction.
	3.4.3.	The system must be able to handle all transactions in any currency including TZ Shilling, Sterling, US Dollar and the Euro. I.E. The system must have an option of multi-currency as an added module if not included in the core modules.
	3.4.4.	The system must allow narrative to be attached to any transaction or transaction line.
	3.4.5.	The system should provide a notebook facility to allow diary notes to be attached to any transaction data or standing data. These notes must automatically be stamped with the username and date/time when created. It should also be possible to search notes by date, username or keyword, and through the use of wildcards or partial data.
	3.4.6.	The chart of accounts underpins the financial functionality of the overall system. The system should provide a common chart of accounts across all modules, consisting of multiple (at least 3) key elements (Segment), for example:
		The current Segments used ELCT are
		1. Project with 2 characters,
		2. Activity with 4 characters and 3. Field/Region/staff with 3 characters
	3.4.7.	The system must permit additions and amendments to the chart of accounts structure without corrupting existing data at any level in a simple and efficient way; i.e. without the need to rebuild the chart of accounts. For example, in the event of a Departmental reorganization, it must be possible to transfer Cost Centers and all associated data to a new or another existing Cost Centre and report on the data accordingly. When required, the application of changes must be from a specific effective date within the financial year. In particular, audit trails of previous data entry and processing should remain intact.
		However, there should be a mechanisms where old data must be preserved for audit purposes
	3.4.8.	The system should allow each element to be defined as an alphanumeric field with an overall account code length of at least 15 characters.
	3.4.9.	The system should allow each level/element of the account code to be defined as mandatory or optional; for example, the first two are compulsory for all transactions, and the next three to be in the main optional, although for certain purchases for example a third component may also be compulsory.
	3.4.10.	The system should provide for the dynamic insertion of new account code combinations which are created for the first time that a transaction is posted to that account code, provided that all the elements of the account code exist, and the combination is valid, subject to process and user access controls.

3. Accounting and Finance Module	
3.4.11.	The system should provide a facility for the bulk creation and amendment of account code combinations; for example, upload chart of accounts changes from spreadsheet file.
3.4.12.	The system must have the ability to identify elements which are for expenditure and income (operating statement items) and for assets and liabilities (balance sheet items).
3.4.13.	The system must permit the deactivation of elements so that no postings are possible (subject to process and user access controls); either: <ul style="list-style-type: none"> · permanently (with option to re-open) or · temporarily controlled by the use of specific open and closed dates
3.4.14.	The system must prevent active elements from being deleted; i.e. when there postings to the account.
3.4.15.	The system should allow inactive elements to be deleted, i.e. where there has been no posting to the account element, subject to the appropriate security/access control and audit trail.
3.4.16.	The system should provide validation procedures for individual elements and combinations of account codes, i.e. posting rules, to determine valid account code combinations.
3.4.17.	The system should control user access to individual elements and combinations of account codes, in terms of posting and enquiries/reporting etc.
3.4.18.	The system must provide controls ensuring that, for each element of the account code, any new codes are included in at least one hierarchy; for example, all new cost centres will point to an existing organizational parent.
3.4.19.	The system should provide the ability to move an element from one area of a hierarchical structure to another, with associated data being automatically realigned, subject to appropriate security/access control.
3.5. Accounting Periods	
3.5.1.	The system should allow periods to be defined for each individual entity; for example: <ul style="list-style-type: none"> · 12 calendar months · 12 periods based on Months · 13 periods based on 4 weeks or
3.5.2.	The system must not allow periods to be deleted once data has been posted to them.
3.5.3.	The system must allow multiple years to be open at the same time though posting for ordinary users will only be possible in the current year.
3.5.4.	The system must provide the functionality to open and close accounting periods to control posting of transactions into current and/or previous/future periods.
3.5.5.	The system must allow periods and/or years to be re-opened if necessary – the system must recalculate all forward balances on re-closing (with a ripple effect throughout all further periods/years). This must be managed under strict controls.

3. Accounting and Finance Module	
	<p>3.5.6. The system must roll closing balances from one accounting period into the opening balances for the subsequent period(s).</p>
	<p>3.5.7. The system must allow/prevent the posting of transactions to present, future and previous periods and years, with security defined at user level; for example:</p> <ul style="list-style-type: none"> · certain users may post to an open past or future period, as well as the current period, · while others are restricted to posting to the current period only
	<p>3.5.8. The system must allow prior year and audit adjustments to be made throughout the current year. This must be subject to strict security/ access control. All such adjustments must be also applied to the current year where relevant.</p>
	<p>3.5.9. In particular, the system must allow posting to a new year/period before any accounts for the previous year/period have been finalized.</p>
	<p>3.5.10. The system must recalculate all forward balances after posting adjustments have been made.</p>
	<p>3.5.11. The system must warn the user if they attempt to post to a non-current period.</p>
3.6.1 Data Entry, Validation, LOOKUP	
	<p>3.6.1. Data entry should be kept to a minimum with automation being used wherever possible to reduce the number of keystrokes.</p>
	<p>3.6.2. The system must provide automatic validation during data entry (with ability to make corrections) of all codes including (but not limited to):</p> <ul style="list-style-type: none"> · entity codes · each element of the General Ledger account code · supplier and customer codes · currency codes · tax codes
	<p>3.6.3. The system should display the description of the input codes at the time of entry, if required.</p>
	<p>3.6.4. The system must not allow final posting of entries until the relevant validation checks have been performed.</p>
	<p>3.6.5. The system should have the option to produce a validation report once the data has been input, if required. The validation report should contain positive verification that the data has successfully passed the checks set out below.</p>
	<p>3.6.6. The system should support wildcard lookups; for example, a drop-down list of all matching entries with facilities to allow the user to identify and select the required entry; for example, a list of creditors and their addresses.</p>
	<p>3.6.7. The system must provide the following input controls:</p> <ul style="list-style-type: none"> · data type; for example, alpha, numeric or alphanumeric · minimum field size; for example, at least two characters

3.	Accounting and Finance Module	
		<ul style="list-style-type: none"> · within range/outside limits; for example valid day within month
	3.6.8.	The system should provide the following input controls:
		<ul style="list-style-type: none"> · inappropriate punctuation; for example, inappropriate characters in monetary values
		<ul style="list-style-type: none"> · check digits; for example, last digit of payable order
		<ul style="list-style-type: none"> · relationship with other fields; for example, start/end dates
		<ul style="list-style-type: none"> · relationship with other data already in the system; for example, transaction reference
	3.6.9.	The system must provide duplicate invoice checking; for example, an invoice being posted has been posted to the same customer with the same external reference number, date or amount.
	3.6.10.	The system must offer one of two duplication check options, if required and provide one of the following actions:
		<ul style="list-style-type: none"> · prevent entry of duplicate invoices · warn the user before allowing the duplication of invoices
	3.6.11.	The system should provide workflow type functionality that is flexible in enabling transactions and/or communications to be effected and records updated with the use of user-defined triggers; for example, create a transaction on a specific date or after a specified interval, or send an email if a specified balance/value is exceeded etc.
3.7.	Auditing and System Integrity	
	3.7.1.	Audit Log
	3.7.1.1.	The system must provide comprehensive auditing facilities covering all data entry and user activity.
	3.7.1.2.	The system must record sufficient information to permit users and external auditors to check easily the completeness of the audit trail.
	3.7.1.3.	The audit trail/log must record as a minimum:
		<ul style="list-style-type: none"> · username/password [password to be kept confidential to the end user and system admin]
		<ul style="list-style-type: none"> · workstation
		<ul style="list-style-type: none"> · date/time stamp · all relevant transaction data · all relevant standing data
	3.7.1.4.	The system must record all attempted security violations
	3.7.2.	Audit Reporting
	3.7.2.1.	The system must provide built-in audit reports
	3.7.2.2.	The system must also allow user-defined audit reports to be created using the report writer.
	3.7.2.3.	The system must allow the user to select/sort the audit data, for example by:

3.	Accounting and Finance Module	
		<ul style="list-style-type: none"> · username · data item
	3.7.2.4.	<p>The system should allow the audit report to be:</p> <ul style="list-style-type: none"> · displayed on screen · printed to hardcopy output · saved to electronic output; for example. ASCII, RTF, PDF file
	3.7.3.	System Integrity
	3.7.3.1.	<p>The system must incorporate full system integrity controls including (but not limited to):</p> <ul style="list-style-type: none"> · controls to reduce the risk to the integrity of the system in terms of data input and data changes (including interfaces) · reports and enquiries to monitor and report on the integrity of the system · procedures to verify the referential integrity of the database · Functions to restore system integrity from a backup or a rollback segment.
	3.7.3.2.	<p>The system must provide transaction data integrity facilities including (but not limited to):</p> <ul style="list-style-type: none"> · reconciliation of control accounts to subsidiary ledgers · maintaining the General Ledger in balance · reconciliation of General Ledger transactions to balances · reconciliation of Accounts Payable transactions to supplier balances · reconciliation of Accounts Receivable transactions to customer balances · reconciliation of Fixed Assets to asset control accounts
	3.7.3.3.	<p>The system must also:</p> <ul style="list-style-type: none"> · verify the creation of valid account code combinations · verify the creation of customer codes, supplier codes and bank sort codes · validate automatic system referencing; for example, journal numbers
	3.7.4.	Archiving
	3.7.4.1.	The system must provide the System Administrator comprehensive archiving facilities to allow data which is no longer required on a day-to-day basis to be summarized and removed from the main application database.
	3.7.4.2.	<p>The system must allow all data to be archived:</p> <ul style="list-style-type: none"> · transaction data
	3.7.4.3.	The system should allow archived data to be viewed and reported on.
	3.7.4.4.	The system must provide facilities to allow archived data to be restored.
	3.7.4.5.	The system must not permit financial data to be deleted other than via the standard archiving procedures.

3.	Accounting and Finance Module	
	3.7.5.	Enquiries
	3.7.5.1.	The system must provide ad-hoc enquiry facilities across all data, subject to user access control.
	3.7.5.2.	The system must allow access to all prior year/period data (if not archived off system).
	3.7.5.3.	<p>The system should allow the user to define search/filtering criteria; for example:</p> <ul style="list-style-type: none"> · account code · creditor/debtor code · name · first line of address or post-code · description · date range; for example, input date, due date, payment date · period range · internally generated number
	3.7.5.4.	The system should allow the user to save the search criteria for future reuse, if required.
	3.7.5.5.	The system should allow the user to define the information; i.e. the fields they wish to display.
	3.7.5.6.	The system should allow searches based on partial codes; for example, all salary costs regardless of source, showing all accounts that match the selection. Note that it should be possible to use 'wildcards' in searches in any position of the code, replacing leading as well as trailing characters if required.
	3.7.5.7.	<p>The system should allow simple and quick navigation and access to:</p> <ul style="list-style-type: none"> · drill down to obtain more detail; for example, from a period balance, see the underlying transactions · drill up to summarize data · drill around to follow cross references; for example from a payment, see a list of associated invoices and · drill across to other ledgers/modules; for example from General Ledger summary accounts to the original transactions originating in Accounts Payable
	3.7.5.8.	The system should allow all screen enquiries to be printed or saved to a file.
	3.7.5.9.	All enquiry screens should have the ability to scroll forwards and backwards when looking at more information than will fit in a single window.
	3.7.6.	Report Writer

3.	Accounting and Finance Module	
	3.7.6.1.	The system must provide either a built-in report writer or integrate with an industry standard stand-alone reporting application capable of reporting across all data, subject to user access control; for example (including but not limited to): Crystal Reports
	3.7.6.2.	The report writer should be intuitive, user-friendly and functionally rich and allow relative novices to construct useful reports. It is essential that these data processing/reporting routines may be defined without specialist programming knowledge. In other words, the skills to define these processes may be acquired by any PC literate user with appropriate training; for example, the use of drag and drop layout tools, dropdown lists of valid fields and formula wizards etc.
	3.7.6.3.	The system must not permit the report writer to update the database.
	3.7.6.4.	The system should provide a web browser-based version of the report writer.
	3.7.6.5.	The system must be delivered with a suite of standard financial and management reports; for example (including but not limited to) trial balance, balance sheet, profit and loss statement, cash book.
	3.7.6.6.	The system should be capable of the production of the annual accounts including a full user-defined cash flow statement.
	3.7.6.7.	<p>The standard reports should be flexible and allow selection by any relevant data; for example:</p> <ul style="list-style-type: none"> · account codes · account types (assets, liabilities) · analysis types · transaction/batch numbers and ranges · dates and periods · amount ranges and sorting and grouping by: · activity date · account type and · debit or credit balance
	3.7.6.8.	<p>The report writer should be capable of reporting on:</p> <ul style="list-style-type: none"> · transaction data · standing data · current year and periods · prior years and periods
	3.7.6.9.	The report writer should be able to combine financial and non-financial information.
	3.7.6.10.	The system should also allow users to define their own reports.
	3.7.6.11.	The system should allow user-defined reports to be saved for future re-use
	3.7.6.12.	The system should provide a reporting “wizard” to guide inexperienced users through the creation of reports
	3.7.6.13.	The report writer should allow a user to copy existing reports and edit/delete them.

3. Accounting and Finance Module	
	<p style="text-align: center;">3.7.6.14.</p> <p>The report writer should allow a user to create their own reports by selecting screens and fields.</p>
	<p style="text-align: center;">3.7.6.15.</p> <p>The report writer should allow a report being sent to disk to be saved in a number of different formats including (but not limited to):</p> <ul style="list-style-type: none"> · ASCII text · RTF · PDF (Adobe Acrobat) · Microsoft Excel • XML
3.8. General Ledger	
	<p style="text-align: center;">3.8.1.</p> <p>The General Ledger must be fully integrated or fully interfaced with Accounts Payable, Accounts Receivable, Cash Book and Fixed Assets.</p>
	<p style="text-align: center;">3.8.2.</p> <p>The system must be able to support multiple entities; for example, business units, separate companies (for example Trading companies).</p>
	<p style="text-align: center;">3.8.3.</p> <p>The system must maintain self-balancing ledgers.</p>
	<p style="text-align: center;">3.8.4.</p> <p>The system should support at least 5 levels in each general ledger main code.</p>
	<p style="text-align: center;">3.8.5.</p> <p>The system should apply updates in real time automatically to other modules, unless relating to a process which has been specifically designated as a batch process for control purposes; for example, cheques run processing.</p>
	<p style="text-align: center;">3.8.6.</p> <p>The system should have the ability to group cost centre/account codes into multiple summary code combinations for reporting purposes, in order to ensure that income and expenditure analyses reflect the Projects and Department's reporting hierarchy, which may vary from the standard chart of accounts 'view' of the Department.</p>
	<p style="text-align: center;">3.8.7.</p> <p>The system must support multiple transaction types.</p>
	<p style="text-align: center;">3.8.8.</p> <p>The system must operate in multiple currencies with the ability for different entities to designate different base currencies.</p>
	<p style="text-align: center;">3.8.9.</p> <p>The system should support at least 5 reporting dimensions</p>
	<p style="text-align: center;">3.8.10.</p> <p>The system should be flexible enough to support a multi-segment analysis capability. This will ensure that data is efficiently captured using a generic chart and analyzed by the required dimensions.</p> <ul style="list-style-type: none"> Source of funds Head/field office Department/section Activities Expenditure Budget Revenue category Inventory Projects

3.	Accounting and Finance Module	
	3.8.11.	The system should support consolidation of data across fields, revenue and expenditure categories, activities department and projects to facilitate different levels of reporting as well as the overall ELCT financial statements and operational reports
	3.8.12.	<p>The system should be capable for handling the following:</p> <ul style="list-style-type: none"> Control Accounts Tracking of Budgets Accounting for Projects Cross Fiscal Year Reporting
	3.8.13.	<p>The report writer should have the capability to allow users to design reports and extract files for their own requirements, in addition to standard reports. Should be able to:</p> <ul style="list-style-type: none"> · compile comparative reports · compile summary reports · prepare statistical reports · prepare exception reports <p>Required user defined reports include the following:</p> <ul style="list-style-type: none"> · Management reports analyzed by projects, activities, and showing budget versus actual and variance · Meet Statutory Financial Statements – Tanzania and International Accounting Standards · ELCT report showing source of funds and expenditure analyzed by budget lines.
	3.8.14.	<p>In addition to the specific user defined reports, it should generate the following standard reports:</p> <ul style="list-style-type: none"> · Chart of accounts and analysis codes listing · Activity listings · Transaction Journal listing (by entry date, type and source) · Audit trail · Trial balance (summary; current balance only; opening balance, transaction totals and current totals).
	3.8.15.	<p>The system should be able to permit user to define accounting periods and cut off dates(to permit reporting to donors and management at different period) which could be:</p> <ul style="list-style-type: none"> · Monthly · Quarterly · Year to date · Fiscal/calendar year · Other user defined.
	3.8.16.	The system should be able to capture and store scanned documents related to general ledger e.g. Receipts, Vouchers etc for reference and evidence.
	3.8.17.	<p>The system should be fully integrated core ERP modules:</p> <ul style="list-style-type: none"> General ledger Systems manager Report writer

3.		Accounting and Finance Module
		Budget
		Revenue collection
		Accounts receivables/Advances
		Purchase order
		Accounts payables
		Inventory and Stores
		Bank/Cash books
		Bank reconciliation
		Fixed Asset
		Projects monitoring
		Contract Management
	3.8.18.	<p>The system should have an open connectivity capability (ODBC) to interface with other ELCT systems to mitigate errors and enhance efficiency in data transfer and report. In particular it should have the capability to interface with the following:</p> <ul style="list-style-type: none"> · Microsoft Office Excel: Budgets may need to be electronically uploaded into the budget ledger and downloaded to MS excel for revisions, as necessary. This will avoid duplication of effort. · Payroll: Payroll control accounts (salaries, statutory and other deduction) in the General Ledger shall electronically be updated with payroll data. ELCT is currently implementing a centralized computerized payroll system. · Human Resources Management: Payroll module will electronically be updated with payroll processing data from the human resources database which is currently been implemented. · Contract management and e-procurement planning. Ensure contract management and e-procurement is part of the functionalities of the supplied ERP.
	3.8.19.	The customer should have ability to customize the product to allow local enhancements. The product developer license should be available.
	3.8.20.	Product Code Base should be available to ELCT for ownership and making changes where required.
	3.8.21.	The system should have in built backup feature to facilitate easy backup for non-skilled IT Personnel's.
	3.8.22.	The system should have ability to add grant management and constituent management for future enhancements.
	3.8.23.	The system should have ability to access on premise and on the web
	3.8.24.	
3.9.		Journals
	3.9.1.	The system must allow the entry and posting of journals as a two-stage process comprising (1) input of the entry and (2) its checking, amending, and authorization which will lead to the automatic updating of the General Ledger with no further intervention required.

3.	Accounting and Finance Module	
	3.9.2.	The system should provide the capability for employee and monetary approval limits for journal approval to be different for different managers depending on the approval submission path; i.e. through user access controls.
	3.9.3.	The system should allow the online entry of: <ul style="list-style-type: none"> · a single journal or · a batch of journals
	3.9.4.	
	3.9.5.	The system should provide journals to cover both the transfer of items within the General Ledger and subsidiary ledgers and the General Ledger.
	3.9.6.	The system should support multiple journal types including (but not limited to): <ul style="list-style-type: none"> · standard · recurring; allow users to specify the recurring date · reversing; allow users to specify the reversing date · combined reversing/recurring · template; to facilitate frequently used journals · allocation · prior period and prior year
	3.9.7.	The system should also support both reversing and non-reversing accrual journals.
	3.9.8.	The system should allow journals to be auto-numbered (if required) with the option to use different numbering sequences per journal type.
	3.9.9.	The system should allow for journal numbers to be auto checked for duplicates.
	3.9.10.	The system should allow narrative (at least 200 characters) to be added to each journal header and journal item line.
	3.9.11.	The system should allow journals to have an unlimited number of lines, with a mixture of debits and credits.
	3.9.12.	The system should allow users to adjust, subject to security, currency exchange rates for each journal line.
3.10.	Cost Allocation/Apportionment	
	3.10.1.	The system should have the ability to generate regular, automatic journals to simplify the posting of overhead allocations to cost centres, projects, activities etc. The methods of apportionment should cover: <ul style="list-style-type: none"> · percentage based · pro-rated · statistical based · budget-based and · amount-based
	3.10.2.	Many of the basis on which costs are allocated in the General Ledger may be maintained in other modules such as the Sales Ledger. The system should provide a seamless link to the General Ledger allowing such basis to be used. It is likely that these bases will change from one accounting period to the next.

3.	Accounting and Finance Module	
	3.10.3.	<p>The system should allow the balances that the allocations are based upon to be an account code; for example:</p> <ul style="list-style-type: none"> · single account · ranges of accounts · cost centre or · ranges of cost centres
3.11.	Period End Processing	
	3.11.1.	The system must allow independent closure of accounting periods in the application.
	3.11.2.	The system should allow the period end roll over in feeder systems such as Accounts Payable and Accounts Receivable to take place in advance of that of the General Ledger; i.e. hold the General Ledger open for a few days after closing the Accounts Payable and Accounts Receivable.
	3.11.3.	The system should prevent feeder systems such as Accounts Payable and Accounts Receivable modules transferring journal information to the General Ledger without the General Ledger users being notified; even if the sub ledger period has been opened.
	3.11.4.	The system must allow for future processing of transactions while still closing the current period.
	3.11.5.	The system must update accounting balances and perform a roll forward when a new General Ledger period is opened.
	3.11.6.	<p>The system must provide standard period end processing including (but not limited to):</p> <ul style="list-style-type: none"> · automatic checks that all batch interface routines have been executed · reversal of accruals · update of monthly transaction records · preparation of full period audit trail · standard monthly journals processing
	3.11.7.	<p>The system must allow for an efficient and effective monthly reconciliation mechanism of reconciling the:</p> <ul style="list-style-type: none"> · Accounts Payable to the Accounts Payable control accounts in the General Ledger · Accounts Receivable to the Accounts Receivable control accounts in the General Ledger · Fixed Assets to the Fixed Assets cost, accumulated depreciation and depreciation expense accounts in General Ledger
3.12.	Year End Processing	
	3.12.1.	The system must allow year-end adjustments in the General Ledger after the Accounts Payable and Accounts Receivable Ledgers have been closed for the year.
	3.12.2.	The system must allow users to input to and report normally on current and future years while still working on the previous accounting year.

3.	Accounting and Finance Module	
	3.12.3.	The system must, at year-end close, provide automatic clearing of operating cost statement accounts to a designated 'general fund' account and carry forward balances on balance sheet designated accounts to provide for opening balances of the new year's balance sheet.
	3.12.4.	The system should allow a year end to be forced at any point in the financial year, for example, to allow for bodies that are wound up part way through a year.
3.13.	Budget Management	
	3.13.1.	The system must have fully integrated or fully interfaced budgeting and forecasting functionality.
	3.13.2.	The financial functionality of the system must be underpinned by the General Ledger chart of accounts.
	3.13.3.	The system should support multiple iterations of budgets/forecasts.
	3.13.4.	The system should be able to hold budgets at any level of the Chart of Accounts.
	3.13.5.	The system should support Budget Reallocation process that allows for create, review, and approve budget reallocations across different departments, projects, or cost centers.
	3.13.6.	The system should support budgeting against both financial and statistical entries.
	3.13.7.	The system should have capability to produce the following user defined reports:
		· Income expenditure budget
		· Capital expenditure budget
		· Budget analysis reports by time, activity, project, expenditure
		· Cash flow statements
		· Balance sheets
	3.13.8.	· Work plan showing main activities, progress monitoring indicators and time scales
		The system should allow budgets to be imported from the following file formats:
		· Microsoft Access
		· Microsoft Excel
	3.13.9.	· CSV file
		The system should allow budget information to be exported in the following formats:
		· Microsoft Access
		· Microsoft Excel
	3.14.	· XML
		· CSV, ASCII text file etc.
3.14.	Cash Management	
	3.14.1.	The system's cash book facility must be fully integrated or fully interfaced with the General Ledger, Expenses Claims, Petty Cash, Accounts Payable and Accounts Receivable.

3.	Accounting and Finance Module	
	3.14.2.	The system must support the maintenance of multiple cash books and bank accounts; for example, individual cash books in respect of various bank accounts operated by Departments with different banks.
	3.14.3.	The system must support multiple currencies.
	3.14.4.	.
	3.14.5.	The system should assist with the reconciliation of cash books and statements. This will involve a combination of electronic and manual matching; for example, interest charges and sundry receipts.
	3.14.6.	The system should provide facilities to easily and quickly manage and forecast cash requirements.
	3.14.7.	The system must be able to correctly handle VAT.
3.15.	Bank Reconciliation	
	3.15.1.	The system should provide the ability to load the bank statement and auto reconcile in one step.
	3.15.2.	The system should allow matches to be confirmed, suspended or rejected.
	3.15.3.	The system should provide warnings when discrepancies on statements, in respect of statement numbers, statement dates and closing balances are identified.
	3.15.4.	The system should allow missing statements that are subsequently received to be reconciled in the normal manner.
	3.15.5.	The system should allow reconciliation errors and mismatches to be brought to the user's attention.
	3.15.6.	The system should have capability to interface with General ledger to record bank charges.
3.16.	Accounts Receivables, Staff Advances, Loans and Imprests	
	3.16.1.	Analysis and sorting of advances, loans, imprests and other accounts receivables in a multiplicity of ways, including: Type, field/head office, project, category, account, amount, Age, alphabetically.
	3.16.2.	The system should have capability to generate receivables/advances reports in user defined formats and include all unaccounted-for advances, un-surrendered imprests, loans and other receivables.
	3.16.3.	Report definition, update of analysis codes and staff advances, loans, imprests and other receivables accounts should be easy for end users with minimal computer literacy (does not require knowledge of computer syntax).
	3.16.4.	The system should be capable to electronically integrate with General ledger, Cashbook, payroll, fixed assets, payables using online and batch methods.
	3.16.5.	The system should permit enquiries on staff advances, loans, imprests and receivables file record and account status
	3.16.6.	Ability for the user to raise Imprest Advance Request within the system, capturing information including requestor, amount, description, budget code, etc.

3.	Accounting and Finance Module	
	3.16.7.	Ability for the system to apply workflows for Imprest Advance requests for approvals, including email notifications
	3.16.8.	Ability for the system to show the user any outstanding unretired imprest amounts prior to making new requests
	3.16.9.	Ability for the system to generate report on outstanding imprest requests
	3.16.10.	Ability for the user to raise Imprest Retirement Request within the system, linked to an Imprest Advance Request
	3.16.11.	Ability to preconfigure the system with standard expense rates for specified items (e.g. standard per diem rates), including different rates per region (e.g. inside vs outside country)
	3.16.12.	Ability for the system to apply workflows for Imprest Retirement requests for approvals, including email notifications
	3.16.13.	Ability for the system to post approved retirements
	3.16.14.	Ability for the system to allow the user to insert other types of expenses not in the preconfigured list
	3.16.15.	Ability for the system to capture commentary for Imprest, e.g. the reason for travel, retirement delays
3.17.	Travel	
	3.17.1.	Ability for the system to complete travel request aligned to ELCT travel request form
	3.17.2.	Ability for the system to conduct approvals for travel requests through workflows including email notifications
	3.17.3.	Ability for the system to allow the user to enter comments, including justification for travel, as per travel request form
	3.17.4.	Ability to indicate budget item associated with travel request in the system
	3.17.5.	Ability for finance to verify travel request against budget
	3.17.6.	Ability for the system provide notifications or alerts to Administration and finance on travel approval/rejections
3.18.	Other Functions Include:	
	3.18.1.	Accounts Payable
	3.18.2.	Creditor/Supplier Management
	3.18.3.	Purchase Invoices
	3.18.4.	Purchase Credit/Debit Notes
	3.18.5.	Purchase Payments
	3.18.6.	Remittance Advices
	3.18.7.	Subsidiary ledger journals
	3.18.8.	Cash Allocation/Matching
	3.18.9.	Debtor/Customer Management
	3.18.10.	Sales Invoices
	3.18.11.	Sales Credit/Debit Notes
	3.18.12.	Sales Receipts
	3.18.13.	Sales Journals
	3.18.14.	Credit Control/Management
	3.18.15.	Fixed Assets
	3.18.16.	e-requisition

3.	Accounting and Finance Module	
	3.18.17.	e-procurement
	3.18.18.	Inventory and Stores Control
3.19.	Additional modules required	
	3.19.1.	1. The Audit logger module
	3.19.2.	2. Electronic Requisition (Expense /Purchase) Management system:
	3.19.3.	3. Project and Job costing module (Grants imprest and liquidation)
	3.19.4.	4. Property Plant and Equipment Module
	3.19.5.	5. POS Module
3.20.	Integrations	
	3.20.1.	The system should support integration with an external Car Tracking System to enhance fleet management, operational efficiency, and cost control.

4.	Procurement Module	
4.1.	Overview	
	4.1.1.	The system shall allow designated users to submit their requests electronically from anywhere in the organization.
	4.1.2.	A formal requisition the system shall track the status of the requisition from initial request to final approval and actual purchase/issuing of the items from stock
	4.1.3.	The requestor shall be notified on the progress of his/her request.
	4.1.4.	The system must provide all screens, documentation and help (on screen and electronic/printed manuals) in UK/US English.
4.2.	Security	
	4.2.1.	The system must allow an unlimited number of “potential” users subject to licensing requirements; for example named users or concurrency.
	4.2.2.	The system must control user access via an authentication mechanism based on a unique username and password login for each user.
	4.2.3.	The system should store the user passwords in the database using irreversible encryption methods.
	4.2.4.	The system must ensure that all authentication data and the mechanism itself is protected against unauthorized access.
	4.2.5.	The system should allow the System Administrator to specify the minimum password length and whether passwords are case sensitive or not.
	4.2.6.	The system must not echo the password on screen, instead the system must display an asterisk (*) or similar character.
	4.2.7.	The system must allow the System Administrator to specify who can amend user passwords:

4.	Procurement Module	
	4.2.8.	The system must log user access (including reporting): <ul style="list-style-type: none"> · date last used · unsuccessful log-in attempts (user name, password and workstation)
	4.2.9.	The system must log user activity; for example, by function.
4.3.	Control Access	
	4.3.1.	The system should allow for each user to be assigned to a user group; for example by job function or departmental structure/hierarchy.
	4.3.2.	The system should allow the definition of different levels of access control for each user group to allow for segregation of duties and delegated financial authority levels; for example, supplier creation, supplier modification, invoice entry and invoice authorization.
	4.3.3.	The system should provide full access control at both a functional level and a data level.
	4.3.4.	The system must not display any function or information to which the user has not been granted access:
		· menus/screens
		· transaction types; i.e. documents
		· transaction data; i.e. single accounts or groups of accounts
	4.3.5.	· standing data
		The system must split access control by activity:
		· add
		· modify/change
	4.3.6.	· delete
		· enquire
		· report
	4.3.7.	The system must apply the access controls to the running of standard and ad-hoc reports / enquiries as well as the core functionality.
	4.3.8.	The system should provide a configurable default user access control; for example, grant “enquire-all”, “change-none” type permissions.
	4.3.8.	The system should be capable of operating on a network that will allow remote access; for example, using two-factor authentication via a key fob device and a network password.
4.4.	Transaction Processing	
	4.4.1.	The system must permit users to amend or cancel (delete or void) any transaction at any time prior to authorization or the commitment of data to the database, subject to process and user access controls.
	4.4.2.	The system should facilitate the correction of mis-postings; i.e. by the posting of a simple reversal transaction.
	4.4.3.	The system must be able to handle all transactions in any currency including TZ Shilling, Sterling, US Dollar and the Euro.
	4.4.4.	The system must allow narrative to be attached to any

4.	Procurement Module	
		transaction or transaction line.
	4.4.5.	The system should provide a notebook facility to allow diary notes to be attached to any transaction data or standing data. These notes must automatically be stamped with the user name and date/time when created. It should also be possible to search notes by date, username or keyword, and through the use of wildcards or partial data.
	4.4.6.	<p>The chart of accounts underpins the financial functionality of the overall system. The system should provide a common chart of accounts across all modules, consisting of multiple (at least 5) key elements (dimensions), for example:</p> <ul style="list-style-type: none"> · cost centre code, representing a section or department against which income, expenditure or activity is to be recorded · Expense head code (natural account), reflecting what expenditure has been incurred, income received, balance sheet accounts etc. · Job code, an additional analysis code; for example, a project code thus allowing expenditure incurred across a range of cost centres to be recorded and tracked to a specific project · activity code, a further analysis code allowing further breakdown of expenditure · Sector code, a further analysis code allowing further breakdown of expenditure Note: as Department's reporting structures change, there should be the flexibility for more key elements (dimensions) to be added and flexibility in the number of characters in the Chart of Accounts fields.
	4.4.7.	The system must permit additions and amendments to the chart of accounts structure without corrupting existing data at any level in a simple and efficient way; i.e. without the need to rebuild the chart of accounts. For example, in the event of a Departmental reorganization, it must be possible to transfer Cost Centers and all associated data to a new or another existing Cost Centre and report on the data accordingly. When required, the application of changes must be from a specific effective date within the financial year. In particular, audit trails of previous data entry and processing should remain intact.
	4.4.8.	The system should allow each element to be defined as an alphanumeric field with an overall account code length of at least 15 characters.
	4.4.9.	The system should allow each level/element of the account code to be defined as mandatory or optional; for example, the first two are compulsory for all transactions, and the next three to be in the main optional, although for certain purchases for example a third component may also be compulsory.
	4.4.10.	The system should permit the different elements of the account code to be created or amended separately.
	4.4.11.	The system should provide for the dynamic insertion of new account code combinations which are created for the first time that a transaction is posted to that account code, provided that all the elements of the account code exist and the combination is valid, subject to process and user access controls.

4.		Procurement Module
	4.4.12.	The system should provide a facility for the bulk creation and amendment of account code combinations; for example, upload chart of accounts changes from spreadsheet file.
	4.4.13.	The system must have the ability to identify elements which are for expenditure and income (operating statement items) and for assets and liabilities (balance sheet items).
	4.4.14.	The system must permit the deactivation of elements so that no postings are possible (subject to process and user access controls); either:
		· permanently (with option to re-open) or
		· temporarily controlled by the use of specific open and closed dates
	4.4.15.	The system must prevent active elements from being deleted; i.e. when there postings to the account.
	4.4.16.	The system should allow inactive elements to be deleted; i.e. where there has been no posting to the account element, subject to the appropriate security/access control and audit trail.
	4.4.17.	The system should provide validation procedures for individual elements and combinations of account codes, i.e. posting rules, to determine valid account code combinations.
	4.4.18.	The system should control user access to individual elements and combinations of account codes, in terms of posting and enquiries/reporting etc.
	4.4.19.	The system must provide controls ensuring that, for each element of the account code, any new codes are included in at least one hierarchy; for example, all new cost centres will point to an existing organizational parent.
	4.4.20.	The system should provide the ability to move an element from one area of a hierarchical structure to another, with associated data being automatically realigned, subject to appropriate security/access control.
4.5.		Sourcing
	4.5.1.	The ERP system shall have capabilities for implementation of e- procurement whereby tenders/quotations are submitted and evaluated electronically. This means
		Invitations are done electronically
		Tenders are received electronically
		Tenders are evaluated electronically -
		- Preliminary evaluation
		- Technical Evaluation (Shall be flexible in the sense that parameters will differ depending on whether the purchase is for Goods/Works/Non-Consultancy services or it's a Consultancy services)
		- Financial Evaluation
	- Post qualification of lowest evaluated and responsive bidder	
		Successful bidder shall be notified electronically
4.6.		Purchase Order (PO) /Contract

4.	Procurement Module	
	4.6.1.	Purchase Order/Contract shall be linked with approved Procurement Plan and sourcing module.
	4.6.2.	Space for description (detail line) for Purchase order shall be enough so as to accommodate full description of the item.
	4.6.3.	Delivery date shall be shown and printed on LPO/Contract; and the system shall give at least two alerts (when time reaches about half of the LPO/contract completion period and on completion date).
	4.6.4.	The system shall have approval facility prior to printing of Purchase order/Contract. The approving facility shall be in a separate window.
	4.6.5.	The system shall be able to use contracts' standard templates issued by PPRA
	4.6.6.	The ERP system shall have unlimited PO lines.
	4.6.7.	The system shall allow processing of LPO denominated in different currencies.
	4.6.8.	The system should allow multiple approval levels at various stages
	4.6.9.	The system shall automatically release the committed amount upon closure of PO for undelivered goods/services.
4.7.	Receiving	
	4.7.1.	The system shall be able to receive goods/services ordered from a different Office/Location [Including Assets, e.g Computers, Office Machines, etc] i.e. Goods received be reflected in the system and Goods Received Note be generated.
	4.7.2.	The receiving and updating of records in the system shall be done after completion of quality inspection of the delivered items and generation and printing of Technical Inspection Reports.
	4.7.3.	The system shall have more detail lines for receiving
	4.7.4.	The system shall be able to generate printable Receiving/Certification Report for the received Goods/Services rendered to be signed by at least three staff
	4.7.5.	For stock items, the system shall be able to recognize different Bins/Racks in a Warehouse/Store
	4.7.6.	The system shall have a facility for rejecting delivered Goods/services. Further, the system shall be able to generate a printable Stores Returned or Rejection Voucher (Return to Supplier/contractor/service provider).
	4.7.7.	The system shall be able to receive and store stock items denominated in currencies other than TZS.
4.8.	Inventory / Issuing	
	4.8.1.	The system shall allow issuance of several stock items in a single transaction.
	4.8.2.	This system should have capability to ensure that each item included in the issue voucher is charged to appropriate account.

4.	Procurement Module	
	4.8.3.	The system shall not allow issuance of stock items when the items are not available in the store (i.e the system shall not allow negative balances). Further, the system shall provide an alert indicating quantity available in stock when a user is issuing the items in the system.
	4.8.4.	The system shall automatically assign a new transaction ID for each issuing transaction.
	4.8.5.	The system shall have a facility for posting of issuing transactions. This is necessary for control purpose.
	4.8.6.	The system shall have a facility for posting of issuing transactions. This is necessary for control purpose.
	4.8.7.	The system shall be able to issue stock items denominated in currencies other than TZS.
	4.8.8.	The system issuing module shall be linked to accounts receivable module
	4.8.9.	The system shall be able to generate a printable Stores Issue Voucher for signing/ acknowledgement by Receiver
4.9.	Other Requirements	
	4.9.1.	The system shall have facilities for stocktaking exercise and produce reports.
	4.9.2.	The system shall have a facility that will enable users to drill down various information relating to PO, receiving, issues etc like the way it is in Intelligence explorer
	4.9.3.	The system shall have facility to raise requisitions online and necessary alerts will be provided to responsible persons. Also, reminders/alerts/notifications will be provided to Stores/ procurement/ users staff
	4.9.4.	The system shall allow retrieval and usage of the same Goods/Services Requisition form from user department as an Issue Voucher during issuing
4.10.	Contract Management	
	4.10.1.	The system shall be able to capture Contracts issued with all the necessary details as follows:
		· Contract No.
		· Contract Date
		· Description
		· Contract end date
		· Amount
		· End date of Validity of Performance guarantee
		· Payment details
		· Status
		· Delivery/ Completion Date
		· End date of warranty period
	· Deliverables Tracking	
	4.10.2.	The system should be interfaced with Purchase/Contract Module
	4.10.3.	The system shall allow change/extension of delivery/completion period
	4.10.4.	The system shall indicate how far we have executed the

4.	Procurement Module	
		contract
4.11.	Monthly Procurement Status Report	
	4.11.1.	This is a report which shows number of contracts entered in the current financial year, amount of each package or all packages, package executed vs plan, status of implementation of each package to date, show contract which have been paid in advance, not paid or partial paid, show start and closing date of each contract, to show validity of performance guarantee, due date for renewal, expiration of warranty period.
4.12.	Supplier & Customer	
	4.12.1.	The system should be in such a way that Supplier IDs for external suppliers are automatically generated by the system and should be able to accommodate 12 characters
	4.12.2.	For internal staff, the system should allow manual capturing of the ID. Staff payroll numbers which has six (12) characters will be used as ID.
	4.12.3.	The system should not allow editing of Supplier ID for suppliers who have transactions.
	4.12.4.	The system Supplier Setup form should have fields for capturing Supplier's VAT registration number which has 12 characters.
	4.12.5.	The system Supplier's set up form should have a field for capturing Taxpayer Identification Number which has 11 characters.
	4.12.6.	The system Supplier search function should allow searching of supplier by name
	4.12.7.	The system should not allow a user to save supplier's record before completing mandatory fields in the set up window. The system should provide alert to indicate incomplete set up.
	4.12.8.	The system should have a facility for importation of data from excel sheets
	4.12.9.	The system shall be integrated with Human Resources and Payroll Management and Finance Modules
4.13.	Additional functionalities that Vendor should ensure are available:	
	4.13.1.	1. The need of having the Automatic Signature of the Purchase Order once undergoing stages of approval. The signatures have to be automatically catched to the window of the following:
	4.13.2.	(i). Procurement Manager
	4.13.3.	(ii). Director of Finance and Grants
	4.13.4.	(iii). Chief Executive Officer
	4.13.5.	2. Once LPO is fully approved in the system it must automatically send the email to the supplier/vendor/service provider intended. The Procurement Unit will just print and file for future reference.

4.	Procurement Module	
	4.13.6.	3. There is the need to have functionality to allow visibility of the movements of documents in the system and understand what their current status are. This function shall assist to track down where the documents are sitting at what stage of approval.
	4.13.7.	4. The need to have ageing reports of LPO in the system which at a certain stage the Procurement Unit will establish their validity and discard them if are no longer intended for or suspend them for those with a long time in the system.

5.	Human Resources and Payroll Module	
5.1.	Flexibility	
	5.1.1.	The system shall be able to allow user define fields in the system for additional information
	5.1.2.	The system shall be able to allow external reports to be created from the system tables or data
	5.1.3.	The system shall be a multi-user system
	5.1.4.	The system shall be able to work on a ODBC (Open Database Connectivity) environment
	5.1.5.	The system shall be able to track and capture deleted transactions
	5.1.6.	The system shall be able to reactivate deleted records/transactions
	5.1.7.	The system shall be able to register and track employees by TIN, Employee ID, NSSF, PPF, PSPF etc.
	5.1.8.	The system shall be menu driven
	5.1.9.	The system shall be able to operate in real-time and off-line environments
	5.1.10.	The system shall be multi-tiered; by group, department, region, age, unit, rank, station, and salary scale
5.2.	Support	
	5.2.1.	The vendor company shall be able to provide online support
	5.2.2.	The vendor company shall be able to provide international support
	5.2.3.	The vendor company shall be able to provide user manuals for the system
	5.2.4.	The system shall have embedded help facility
	5.2.5.	The vendor company shall be able to describe the support / problem escalation procedures.
5.3.	Interfaces	
	5.3.1.	The systems shall be able to interface with other systems in use within the ELCT
	5.3.2.	The system shall be able to allow scanning of employee specific documents
	5.3.3.	The system shall be able to allow user to import/export employee information from Excel, Word, PDF, SQL, etc.
	5.3.4.	The system shall allow printing and issuing of employee plastic ID cards.

5.	Human Resources and Payroll Module	
5.4.	Payroll Requirements	
	5.4.1.	The system shall be able to accommodate salary in Tanzania Shillings
	5.4.2.	The system shall be fully integrated with the HRM, Finance and Procurement modules
	5.4.3.	The system shall be able to accommodate employee payroll amount digits up to 20 digits
	5.4.4.	The system shall allow deleting/changing/adding to employee payroll when interfacing with the accounting software in use
	5.4.5.	The system shall be able to divide employee payroll for departments, divisions, regions, districts, sections/units, stations, ranks and cadre
	5.4.6.	The system shall be able to set a starting and ending period/year for recurring payroll entries
	5.4.7.	The system shall be able to terminate a recurring payroll entry
	5.4.8.	The system shall be able to accommodate tax and benefit deductions for salary in, or salary arrears payments
	5.4.9.	The system shall be able to provide for bonus payments
	5.4.10.	The system shall be able to manage different payment frequencies
	5.4.11.	The system shall be able to assign deductions to a unique employee (PSSSF, SACCOS, tax etc.)
	5.4.12.	The system shall be able to allow individual salary adjustments
	5.4.13.	The system shall be able to allow departmental/division/unit/station/or group salary/allowance adjustments
	5.4.14.	The system shall be able to assign statutory and non-statutory deductions
	5.4.15.	The system shall be able to calculate paid time off
	5.4.16.	The system shall be able to calculate overtime/shift supplement and honorarium
	5.4.17.	The system shall be able to generate pay slips per employee and automatically email it to that employee or upload it on the intranet
	5.4.18.	The system shall be able to accommodate advance payments to employees
	5.4.19.	The system shall be able to track employee salary history
	5.4.20.	The system shall be able to track salary changes/ history /audit trail
	5.4.21.	The system shall be able to delineate different aspects of salary (i.e. housing, transport, bonus)
	5.4.22.	The system shall be able to generate and print confidential, enveloped salary pay receipts (pay slips)
	5.4.23.	The system shall be able to link disciplinary measures to salary
	5.4.24.	The system shall be able to manage employee loans from third party money lenders
	5.4.25.	The system shall have an integrated loan module
	5.4.26.	The system shall have a loans module linked with the Payroll module
	5.4.27.	The system shall be able to accommodate loan capital, number of repayment months and monthly repayment amounts that will be calculated automatically

5.	Human Resources and Payroll Module	
	5.4.28.	The system shall be able to provide employee loan status (i.e. Outstanding loan balance)
	5.4.29.	The loans module shall be able to allow reduction of settlement of loan balances.
	5.4.30.	The system shall be able to link incentive scheme to HRIS (performance review results/bonus scheme)
	5.4.31.	The system shall make it possible for the user to modify deductions (taxes and others)
	5.4.32.	The system shall be able to allow salary deductions to be parameterized (not fixed)
	5.4.33.	The system shall be able to accommodate a flexible tax table for PAYE calculations
	5.4.34.	The system shall allow multiple reprocessing of the entire payroll
	5.4.35.	The system shall be fully integrated with payment system and specifically do the following;
	5.4.36.	Update summary of payments on the general ledger for review and posting.
	5.4.37.	Must be able to accept, process, and report on transactions with accounting system. The system must record and track such transactions and related information in order to provide the basis for central control.
	5.4.38.	Provide system flexibility in accepting data input from accounting system that recognizes the unique data input requirements in payroll.
	5.4.39.	Capable to identify and subject all transactions updated through accounting for edits, validations, and error-correction procedures to the payroll system.
	5.4.40.	Provide flexibility in defining internal financial operational procedures in processing payments related to payroll and emoluments.
	5.4.41.	The interface should be capable of allowing users to customize output for reporting from payroll through accounting module.
	5.4.42.	Provide maximum Security and reliable system controls;
	5.4.43.	(a) Application rights control
		(b) Application access control
		(c) User roles and division of duties mapped in the system of payroll
		(d) Authorization levels and financial limits
		(e) Detailed and strong audit trail logs to include but not limited to; Date, Time, network name, Location, User, Action and attempts frequency
		(f) Financial alerts whenever integrity processing issues are compromised within the system.
		(g) Data backup procedures and modalities, assurance on data integrity.
	5.4.44.	The system should be able of setting limits for deductions according to requirements of staff regulations i.e. not more than 1/3 deductions allowed. This should be indicated during data sharing in accounting module.

5.	Human Resources and Payroll Module	
	5.4.45.	Payroll system should automatically update financial module for all employees' expenses, liabilities and employer-share expenses of fringe benefits.
	5.4.46.	The system should maintain information related to pay history showing gross pay by type, deductions by type, and net pay for each pay period salary was processed to be available any moment of time required in its original un-editable format.
	5.4.47.	The system must provide for the reconciliation of human resources and payroll data within the systems, for comparison and reconciliation with that of accounting module to ensure accuracy, completeness, and data integrity. Payment data are reconciled with payroll data to provide assurance that all disbursements authorized for payment by the HR officer responsible for payroll were disbursed completely and accurately.
	5.4.48.	Staff registration into the system;
	5.4.49.	Three names should be capable of being used
		The name must be tagged against date of birth, place of birth and employment date.
5.5.	Employee Details	
	5.5.1.	The system shall capture:-
	5.5.2.	Employee ID, employee, social security, National ID, TIN No etc.
	5.5.3.	Employee title (i.e. Mr./Mrs./Ms/Miss/Dr/Rev/Prof
	5.5.4.	First name, middle name, Last Name (in full)
	5.5.5.	Employee photograph
	5.5.6.	Employee fingerprints
	5.5.7.	Gender
	5.5.8.	Employee place of domicile by village/town/district/region
	5.5.9.	Date of birth
	5.5.10.	Nationality
	5.5.11.	Languages spoken
	5.5.12.	Marital status, number of wives
	5.5.13.	Dependent/Spouse list per employee & contact information
	5.5.14.	Next of kin
	5.5.15.	Emergency Contacts
	5.5.16.	Type of employment contract (i.e. permanent or fixed term contract)
	5.5.17.	Religion
	5.5.18.	Disabilities
	5.5.19.	Home contact addresses and telephone number
	5.5.20.	Date of joining the Authority
	5.5.21.	End date of employment and reason (termination, resignation, retirement, end of contract, death etc.)
	5.5.22.	Education history (primary, secondary, post-secondary, University, etc)
	5.5.23.	Courses & certifications
	5.5.24.	Employee skills inventory
	5.5.25.	Previous employment history
	5.5.26.	Current workstation & date of reporting to current station

5.	Human Resources and Payroll Module	
	5.5.27.	Membership to professional bodies/associations
	5.5.28.	Job position
	5.5.29.	Job grade
	5.5.30.	Salary (current)
	5.5.31.	Salary history at current employer
	5.5.32.	Employee equipment control & inventory (laptops, cell phones, etc.)
	5.5.33.	Employment end date and automatically issue retirement notice six months before expiry of contract
	5.5.34.	The system shall automatically archive the employee record upon exit
	5.5.35.	The system shall allow re-activation of employees exited
5.6.	Employee Medical Benefits & Insurance	
	5.6.1.	The system shall be able to accommodate different medical benefit schemes
	5.6.2.	The system shall be able to capture employee safety – incidents, accidents and disability information
	5.6.3.	The system shall be able to capture and track employee medical information and benefits as per applicable Authority Regulations
	5.6.4.	The system shall be able to capture employee health and insurance plans
	5.6.5.	The system shall be able to manage government mandated benefits
5.7.	Managing Attendance and Absence	
	5.7.1.	The system shall be able to track employee attendance
	5.7.2.	The system shall be able to input data using
	5.7.3.	Biometrics (fingerprinting, retinal scanning)
	5.7.4.	Employee ID (barcode, magnetic stripe)
	5.7.5.	Manual input
	5.7.6.	The system shall be able to identify and track employees on leave of absence with and without pay
	5.7.7.	The system shall be able to integrate automatically attendance & leave modules with PAYROLL.
	5.7.8.	The system shall allow pre-planned leave and provide reminders to the supervisor and the employee concerned
	5.7.9.	The system shall be able to compute cumulative number of days of leave taken in a year (per type of leave i.e. maternity/paternity/emergence/compassionate/study/sick/annual)
5.8.	Disciplinary Cases	
	5.8.1.	The system shall be able to track the status of disciplinary cases (i.e. level) including interdiction.
	5.8.2.	The system shall be able to provide age-analysis of disciplinary cases in accordance with labour laws and Regulations requirements
	5.8.3.	The system shall be able to track disciplinary actions taken against employees (warning/letter of improvement/demotion/reduction in salary/termination)
	5.8.4.	The system shall be able to link disciplinary actions to the payroll

5.	Human Resources and Payroll Module	
5.9.	Job Analysis, Design & Evaluation	
	5.9.1.	The system shall have a job descriptions module
	5.9.2.	The system shall have a job specifications module (academic/professional qualifications, competencies and experience)
	5.9.3.	The system shall have a job evaluation module
	5.9.4.	The system shall have a workload analysis module
5.10.	Performance Management	
	5.10.1.	The system shall have a performance management module that includes Balance score card
	5.10.2.	The system shall have a "Diary System" to automatically bring up forthcoming performance reviews (reminder)
	5.10.3.	The system shall make it possible for the user to define and create performance reviews
	5.10.4.	The system shall be able to produce evaluation scores and avail them for Management decisions
	5.10.5.	The system shall have a module on competence management, skill gap analysis (TNA) and succession planning
	5.10.6.	The system shall be able to generate reminders for employees who are due for transfer/confirmation as per the HR manual
	5.10.7.	The system shall be integrated to the payroll
5.11.	Job Training	
	5.11.1.	The system shall have a training module
	5.11.2.	The system shall be able to capture training needs from performance reviews
	5.11.3.	The system shall be able to track job training (Cost, Trainees, Providers, Venue, Timing, Hours etc.).
	5.11.4.	The system shall extract from staff list staff nominated to attend training.
	5.11.5.	The system shall be able to evaluate the impact of training
	5.11.6.	The system shall be able to create a training schedule
	5.11.7.	The system shall be able to create aptitude tests based on job specifications
	5.11.8.	The system shall be able to track and record trainee performance
	5.11.9.	The system shall be able to automatically enroll new employees into orientation program and provide reminder on employees not yet undertaken the orientation program
	5.11.10.	The system shall be able to link budget and expenses for training program
	5.11.11.	The system shall be able to link with Human Resources Administration module (employee details)
5.12.	Salary & Benefits	
	5.12.1.	The system shall be able to link to the PAYROLL system module
	5.12.2.	The system shall be able to provide pay scale descriptions
	5.12.3.	The system shall be able to provide for the benefits associated to each pay scale (band)

5.	Human Resources and Payroll Module	
	5.12.4.	The system shall be able to allow the users to define the pay period (bi-weekly, month etc.)
	5.12.5.	The system shall be able to capture employee benefits (medical, communication, housing, transport, etc.)
5.13.	Recruitment Process Requirement	
	5.13.1.	The system shall be able to display job openings and related details.
	5.13.2.	The system shall be able to manage the recruiting process (Job description and requirements, dates, requisitioning, advertisement, appointment, deployment, orientation, confirmation)
	5.13.3.	The system shall be able to analyze personnel usage within an organization.
	5.13.4.	The system shall be able to facilitate recruitment through on line recruiting sites or publications that market to both recruiters and applicants.
	5.13.5.	The system shall have a job requisition control.
	5.13.6.	The system shall be able to allow the user to create a job aptitude test (for specific positions)
	5.13.7.	The system shall be able to capture aptitude test results of an applicant
	5.13.8.	The system shall be able to maintain the applicant database.
	5.13.9.	The system shall be able to cross reference new applicants with an existing applicant database
	5.13.10.	The system shall be able to capture the job applicant's details, including contact information, previous experience, skills, photograph, and education.
	5.13.11.	The system shall have an interview module with a scorecard
	5.13.12.	The system shall be able to capture recruitment costs
	5.13.13.	The system shall be able to provide interview evaluation status such as on hold, rejected, call for another interview, in process and selected etc.
	5.13.14.	The system shall be able to trigger generation of standard letters to applicants.
	5.13.15.	The system shall be able to capture and generate exit interview report.
	5.13.16.	The system shall be able to link with Human resources administration module (employee details).
5.14.	Reports And Report Management Requirements	
	5.14.1.	The system shall have a report writer within the core system
	5.14.2.	The system shall allow for wide-facility printing.
	5.14.3.	The system shall allow for reports to be viewed on the screen, printed, or spooled for future printing.
	5.14.4.	The system shall allow for reports to be produced using various options, (e.g. date range, rank range, amount range, joining date range. etc)
	5.14.5.	The system shall have report writer with conditional/ mathematical formula facilities.
	5.14.6.	The system shall provide the following general reports such as:
	5.14.7.	Employee summary report

5.	Human Resources and Payroll Module	
	5.14.8.	HR Dashboard/Scorecard
	5.14.9.	Comparative reports on job applicants
	5.14.10.	Recruitment Anniversaries & birthdays
	5.14.11.	Public holidays
	5.14.12.	The system shall provide the following Job Management reports as such:-
	5.14.13.	Organizational chart (Visio or Org Plus)
	5.14.14.	Skill requirements
	5.14.15.	Training required
	5.14.16.	Experience required
	5.14.17.	Education / certificates required
	5.14.18.	Performance review results report for comparisons
	5.14.19.	Job description listing
	5.14.20.	Employee listing by department, station, division, unit, region, rank, salary range, recruitment period etc
	5.14.21.	Employee evaluations
	5.14.22.	Employee movement (employee transfers & growth) i.e. across departments, regions, units etc
	5.14.23.	The system shall provide the following Employee Details reports: -
	5.14.24.	Employee reporting by categories / individuals
	5.14.25.	Employee profiles
	5.14.26.	Employee job listing
	5.14.27.	Previous job history
	5.14.28.	Grade report
	5.14.29.	Career growth (position change)
	5.14.30.	End of contract
	5.14.31.	Contact details
	5.14.32.	Skills analysis of employees
	5.14.33.	Employee leave tracking
	5.14.34.	Absenteeism
	5.14.35.	Leave scheduling (by employee or dept., division, unit, region
	5.14.36.	Leave balance days
	5.14.37.	Financial implications with respect to the outstanding leave
	5.14.38.	Discipline history
	5.14.39.	Attendance reports by date range.
	5.14.40.	The system shall provide the following Payroll Reports such as:-
	5.14.41.	Payroll summary report, including number of staff, department, region, division, unit /individual totals by payment category & deductions
	5.14.42.	Cost center summary
	5.14.43.	Payroll audit reports
	5.14.44.	Exemption reports
	5.14.45.	User definable YTD reports/statements
	5.14.46.	Employee bio data details
	5.14.47.	User specified transaction reports
	5.14.48.	Company costs distribution reports
	5.14.49.	The system shall provide user defined reminders (for contract due dates, probation expiration, retirement, anniversaries) via:
	5.14.50.	Letter

5.	Human Resources and Payroll Module	
	5.14.51.	Alarm
	5.14.52.	E-mail
	5.14.53.	The system shall have a function to sort and track applicants according to different IDs, positions, dates, etc
5.15.	Technical Requirements	
	5.15.1.	The system shall have automated the end of month/year process(s)
	5.15.2.	The system shall be able to perform an automatic backup after for all processes
	5.15.3.	The system shall facilitate data and housekeeping processes
	5.15.4.	The system shall be able to restore backups of various dates promptly
	5.15.5.	The system shall be able to monitor access times, status of network, etc.
	5.15.6.	The system shall have backup of archiving/purging procedures
	5.15.7.	The system shall be able to block users accessing the system after specific processes begin
	5.15.8.	The system shall be able to work with open database connectivity (ODBC)
	5.15.9.	The system shall be able to work with ActiveX Data Object (ADO)
	5.15.10.	The system shall be able to work on shared folders
	5.15.11.	The system shall have backup option embedded in the system
	5.15.12.	The system shall be able to operate in a client/server model
	5.15.13.	The system shall be able to process the monthly Payroll within a short time
5.16.	Security Requirements	
	5.16.1.	The system shall be capable of allowing the SA (System Administrator) create roles and assign to users down to the menu level
	5.16.2.	The system shall be able to rollback transaction should a power failure or terminal crash occur in order to maintain data integrity
	5.16.3.	The system shall have an audit trail.
5.17.	Documentation Requirements	
	5.17.1.	The system shall have the documentation covering the following:
	5.17.2.	System flowchart
	5.17.3.	Programs /modules descriptions
	5.17.4.	Module cross-references
	5.17.5.	Error conditions/actions
	5.17.6.	Abnormal job terminations
	5.17.7.	Backup/recovery procedures
	5.17.8.	Preferred hardware / operating system requirements
	5.17.9.	Sample reports/output layouts/input forms and screens
	5.17.10.	Reports interpretation
	5.17.11.	Security profiles
	5.17.12.	Function system description
	5.17.13.	Workflows
	5.17.14.	Error correction procedures
	5.17.15.	Files and records layout

QUALIFICATIONS:

1.0 Key staff and Supporting staff draft:

General Technical Expertise Requirements for Team Lead or Team Member Academic Background:

1.1 Education:

The Team Lead or team member should hold a Bachelor's degree in Computer Science, Information Technology, or a related field.

1.2 ERP System Certifications:

Certifications: The Team Lead or team member should hold relevant certifications in ERP systems, demonstrating proficiency in implementing and managing ERP solutions. Certifications related to widely recognized ERP platforms such as Dynamics 365 Business Central, SAP, Oracle, or NetSuite are highly desirable.

2.0 Cloud Platform Proficiency:

2.1 Cloud Expertise:

The Team Lead or team member should have proficiency in cloud platforms, with experience in deploying, managing, and optimizing cloud-based ERP systems. Certifications in major cloud platforms such as Microsoft Azure, AWS, or Google Cloud (e.g., Azure Fundamentals, AWS Certified Solutions Architect) are advantageous.

2.2 Experience with ERP Systems:

2.2.1 ERP Implementation Experience:

The Team Lead or team member should have a minimum of 3-5 years of experience in deploying and managing ERP systems. Experience with leading ERP platforms such as Dynamics 365 Business Central, SAP, Oracle, or NetSuite is essential.

2.3 Database Management:

2.3.1 Database Expertise:

The Team Lead or team member should have proficiency in database management systems, including experience with SQL Server, Oracle Database, MySQL, or other relevant databases. A solid understanding of database integration, data migration, and performance tuning within ERP environments is crucial.

Here's a comprehensive list of qualifications for an ERP Developer:

3.0 Enterprise Resource Planning Developer Qualifications

3.1 Educational Background:

3.1.1 Bachelor's degree in Computer Science, Information Technology, Software Engineering, or a related field.

3.1.2 Relevant certifications in ERP systems, web development, or programming languages (e.g., Oracle, SAP, Microsoft Dynamics, Java, PHP, etc.) are advantageous.

3.2 Technical Skills:

3.2.1 ERP Systems Knowledge:

Strong understanding of ERP systems such as SAP, Oracle, Microsoft Dynamics, or similar platforms.

3.2.2 Web Development:

Proficiency in web development technologies including HTML, CSS, JavaScript, and frameworks like Angular, React, or Vue.js.

3.2.3 Backend Development:

Experience with server-side languages like PHP, Python, Java, or .NET.

3.2.4 Database Management:

Expertise in relational databases such as MySQL, SQL Server, or PostgreSQL, including writing complex queries and optimizing database performance.

3.2.5 API Integration:

Familiarity with RESTful and SOAP APIs for integrating ERP systems with other software applications.

3.2.6 Cloud Computing:

Knowledge of cloud platforms like AWS, Azure, or Google Cloud, especially in deploying and managing ERP solutions.

3.2.7 Version Control:

Experience with version control systems like Git.

4.0 Experience:

4.1 Minimum of 3-5 years of experience in web development, specifically with ERP systems.

4.2 Proven track record of developing and implementing ERP solutions for businesses.

4.3 Experience in customizing and extending ERP modules to meet specific business needs.

5.0 Analytical and Problem-Solving Skills:

5.1 Strong analytical skills with the ability to understand complex business processes and translate them into technical solutions.

5.2 Problem-solving skills to troubleshoot and resolve issues related to ERP systems and web applications.

6.0 Project Management:

6.1 Experience with agile development methodologies and tools like Jira or Trello.

6.2 Ability to manage multiple projects and meet deadlines.

7.0 Communication Skills:

7.1 Strong verbal and written communication skills for interacting with stakeholders, including non-technical users.

7.2 Ability to document technical processes and create user guides.

8.0 Teamwork and Collaboration:

8.1 Ability to work collaboratively in a team environment with developers, IT staff, and business users.

8.2 Experience in providing training and support to end-users.

9.0 Adaptability and Learning:

9.1 Willingness to stay updated with the latest trends in ERP systems, web development, and related technologies.

9.2 Flexibility to adapt to changing business requirements and technologies.

10.0 Attention to Detail:

10.1 High level of accuracy and attention to detail in coding, testing, and documentation.

11.0 Security Awareness:

11.1 Understanding of web security principles and best practices to ensure the ERP system's security and data integrity.

12.0 But also He/She should be able to show us similar live (currently up and Running) projects or GIT HUB link with such project alongside letter of recognition from the organization.

“END OF TERMS AND REFERENCE”
