

TERMS OF REFERENCE

INSTALLATION OF COOPERATIVE ACCOUNTING SOFTWARE

| | |
|-------------------------------|---|
| Project Title | Installation of Cooperative Accounting Software |
| Department | Livelihood Program |
| Type of Assignment | Cooperative accounting software Installation and training |
| Locations | See Annex 1 |
| Expected Delivery Date | See Annex 2 |

1. Background

1.1 Background of the Organization

Good Neighbors International (GNI) is an international, non-profit humanitarian organization established in 1991 and working in 37 countries around the world. It is headquartered in South Korea. GNI has fundraising offices in the USA, Korea, and Japan, and an International Cooperation Office in Geneva. GNI currently implements 318 community development projects (CDPs), covering a variety of areas including rural development, income generation, health, water, sanitation and hygiene, child education, protection, disaster risk reduction as well as advocacy and network building to improve the impact of the projects, thereby benefiting approximately 16.8 million people, including 9.6 million children.

GNI Nepal has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building.

1.2 Background of the Assignment

Poverty alleviations remain central to GNI Nepal's livelihood component. GNI Nepal has been implementing income generation and promotion activities through community-based social enterprises to enhance the food security of the communities by mobilizing local resources. It is an integrated approach that aims to reduce poverty in rural communities. GNI Nepal implements income-generating activities such as capacity development, revolving fund mobilization, employment generation, micro-enterprises establishment, livelihood support and institutional development through community-based social enterprises to enhance the socio-economic condition of the poor people. Currently, GNI Nepal is working with 36 cooperatives and 584 income generation groups having 6968 share members and 10,902 members respectively.

GNI Nepal is emphasizing on establishment of cooperatives as social enterprise as a way to increase rural income. The objective of promoting cooperative establishment is to develop business services providers at local level so that financial and non-financial services are available in the community for income generation. GNI Nepal supports revolving fund [basket fund] to cooperatives and they mobilize the fund to the cooperative members based on their business plans. Once the revolving fund is repaid by the members, it is mobilized to other members following the guidelines.

GNI Nepal aims to improve the quality of accounting system of the GNI Nepal supported cooperatives by helping them to adopt software based on cooperative accounting system thereby improving proper record keeping of the revolving fund mobilization. Therefore, GNI Nepal invited Expression of Interest (EOI) from reputed & potential “bidders” for carrying out smooth transition from manual to digital record keeping using a software (For details, See Annex 1).

2. Objectives of the assignment

- To supply integrated cooperative account keeping software based on standard cooperative accounting practice and GNI supported grant management¹.
- To train cooperative manager and treasure on installed software.

3. Scope of the Work

The selected bidder will be required to do the following:

- The accounting software must be an integrated software with a standard cooperative accounting software as per GNI Nepal’s need. The software should have a tracking system of GNI Nepal supported revolving fund mobilization and list of cooperative members that received training in various activities. The software must provide individual as well as consolidated reports.
- Selected bidder will provide one-on-one coaching/training on software use. Initial software training will be conducted on one-on-one basis during the installation itself and follow-up training will be conducted quarterly in groups. In addition, the company/bidder (selected bidder) should be able to provide on demand training as per need.

Note: Currently targeted cooperatives do not have internet access and there is a very low possibility of them having internet access within 2017. However, GNI Nepal prefers to have a cloud based system in the long run.

Features Required

The system must have following features but not limited to:

- All accounting entry like Four Book Accounting System.
- The customization feature will have a tracking system of GNI Nepal supported revolving fund mobilization and list of cooperative members that received trainings.
- Able to generate periodic balance sheet, trial balance and profit/loss report, fund accountability, budget Vs expenditure report.
- Can easily work on saving and deposit, loan/instalment calculation and payment, and interest report on saving and loan etc.
- Other features such as web based SMS and a cloud back up are also preferred.

4 Expected Deliverables

The selected software provider company/firm is obliged to work jointly with GNI Nepal to install required software and provide training over its use and deliver the following;

- Install integrated accounting software in cooperatives implemented GNI Nepal funded projects.
- Build capacity of software users to ensure full utilization of all features.

5. Installation plan

The assignment has been divided into a yearly basis (See annex 2). However, the first assignment should be completed before 30th December 2016.

¹customized feature for data management on revolving fund mobilization and capacity development activities

6 Budget

- The software provider company/firm shall submit a total budget with detail breakdown including applicable taxes at the time of proposal submission. The detail budget should include, per unit software cost, trainings, annual maintenance and repair cost if applicable, additional features costs like SMS and cloud service.
- The software provider company/firm shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.

GNI Nepal will make payment in three installments:

- **First installment:** 25 % of the agreed amount within one week of contract
- **Second installment:** 40 % of the agreed amount upon completion of half of the work.
- **Third installment:** 30% of the agreed amount upon completion of assigned work, software is live.

7. Acceptance of the Proposal

All rights are reserved with GNI Nepal either to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the software institution will be asked for modifications and presentations of the proposal before approval.

8. Management of the Work

The selected software provider company/firm will manage the work and be accountable for the timely delivery of the quality products. However, the software provider company/firm can consult with any other experts (specialists) if required during the contract period.

9. General Qualifications of the software provider company/firm

The software institution will be required to have the following:

- More than 5 years of experience working in a similar field.
- Extensive experience in developing, customizing and installing of cooperative accounting software.
- Expertise on deliver quality training to software users (beginners).
- Excellent technical skills to ensure smooth and high-quality work.

10. Composition of the Team Members

All of the team members should have a proven experience in similar projects. Please, send a detailed CV of the team members that will be involved in the proposed assignment including academic qualification, training, and work experiences.

11. Responsibilities

11.1. Responsibilities of GNI Nepal

The following are the responsibilities of GNI Nepal;

- Provide reference material and guidance during the contract period.
- Review and approve the work plan, timeframe, and approach to be employed.
- Facilitate in establishing contact with the concerned field staff and cooperative managers/treasurers.
- Coordinate with the project staff and cooperative managers/treasurers for field visits and to fix appointments for installations and trainings.
- Guide the entire process and provide feedback as and when required.
- Pay the relevant costs related to this assignment that will be agreed in the contract.

11.2. Responsibilities of software institution

The software provider company/firm will be responsible for carrying out all of the tasks outlined in this ToR and ensure the delivery of outputs stated above within the agreed budget and timeline.

12. Termination of the Contract

GNI Nepal will terminate the contract if the software provider company/firm commits a breach in the performance or observance of its obligation under this ToR. The software provider company/firm shall be notified in written form within a week prior to the termination of the agreement.

13. Confidentiality

During the performance of the assignment or any time after expiry or termination of the agreement, the software provider company/firm shall not disclose to any person or otherwise make use of any confidential information which the company/firm has obtained or may obtain in the course of the project relating to any partner organizations and GNI Nepal. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever form without written permission of GNI Nepal.

14. Intellectual Property Rights

The copyright of the entire outputs /deliverables/products under this ToR will belong to GNI Nepal.

15. Documents to be Submitted

The application shall contain following documents:

A. Technical and Financial Proposal

- Detail feature of the software
- Location Mapping of the software installation i.e., district wise number of cooperative
- Time line /work schedule
- Financial Proposal: Details of budget breakdown including tax

Budget Breakdown

- Software installation fee
- Training fee – Training for cooperative manager and treasurer
- Annual renewable/services fee if applicable
- Cost of the other feature [Web SMS, cloud backup etc] if applicable

B. Details of the Company/firm

- Company/firm profile with relevant experiences
- A copy of company/organization registration
- A copy of tax clearance certificate
- VAT/PAN registration
- Audit report
- Other relevant documents
-

The technical and financial proposal should reach the address below via courier/ hand delivery and e-mail by 2 December 2016, 17:00 hrs (Local Time). Please, enclose the application and proposals in an envelope and mark it “EOI for Installation of Cooperative Accounting Software” and submit at:

Good Neighbors International, Nepal

Ekantakuna-13, Lalitpur, Nepal

GPO: 8975, EPC 1605, Kathmandu, Nepal

Email: eo@goodneighbors.org

Annex 1: List of cooperative working with GNI funded project

| SN | District | VDC/municipality | Name of the cooperative |
|----|----------|------------------------------|--|
| 1 | Bajura | Kanda VDC | KhaptadAgriculture Cooperative Ltd. |
| 2 | Bajura | Dogadi VDC | AsaldogadiAgriculture Cooperative Ltd. |
| 3 | Bardiya | SanoshreeTaratalMunicipality | Chhimeki Agriculture Cooperative Ltd. |
| 4 | Bardiya | Rajapur Municipality | Ashal Agriculture cooperative RajapurMunicipality 2 |
| 5 | Bardiya | Patavar VDC | Dethan Agriculture cooperative Patabhar 9 |
| 6 | Bardiya | Manau VDC | Saino Agriculture coop. Manau -5, Prasenipur |
| 7 | Bardiya | Gola VDC | Himshikhar Agriculture coop. Gola 8 Gola |
| 8 | Bardiya | Rajapur Municipality | SanautaKrishiSahakariSanstha Ltd |
| 9 | Darchula | Bhagawati VDC | BhgawatiBikash saving and credit co-operative Ltd Darchula |
| 10 | Doti | Ladagada VDC | Laxmi women multipurpose cooperative Ladagada-7 Doti |
| 11 | Doti | Pokhari VDC | Pokhari MP Cooperative Society Ltd. |
| 12 | Humla | Bageshwori VDC | Bageshwori Agriculture Cooperative Ltd, karpunath 1&2, Humla |
| 13 | Humla | Darma VDC | Mahadev Agriculture Cooperative Ltd, Darma 7&8, Humla |
| 14 | Humla | Darma VDC | Shreejansil Agriculture Cooperative Ltd, Darma 2&3, Humla |
| 15 | Kailali | Baliya VDC | Asalsrijana Agriculture cooperative ltd. lamkichuha-3,Rajipur ,kailali |
| 16 | Kailali | Durgauli VDC | Chhemeki Saving & credit cooperative DurgauliKailali |
| 17 | Kailali | Kotatulsipur VDC | AsalMahila Krisi cooperative Ltd. KotatulsipurKailali |
| 18 | Kailali | Pathraiya VDC | AshalChimekiKrishiSahakariSastha Ltd. Patharaiya-8 BakalauwaKailali |
| 19 | Kailali | Tikapur | SunauloBhabishyaKrishiSahakariSastha Ltd. |
| 20 | Kailali | Tikapur | DeuraliBhanjyangKrishiSahakariSastha Ltd. |
| 21 | Kaski | Mijure | Mijure Milan Coffee UtpadadakSahakari Ltd |
| 22 | Kaski | Saimarang VDC | TogiLamtari Coffee UtpadakSahakari Ltd |
| 23 | Kaski | Lumle | KanchhiBarahaMahilaSahakari Ltd |
| 24 | Kaski | Lumle | Tolka Saving and Credit Cooperative Ltd |
| 25 | Lalitpur | Lele | SaraswotiKundaKrishi Cooperative |
| 26 | Mugu | Rowa VDC | Hatemalocommunityvelopment agriculture and Herbal cooperative ltd. |
| 27 | Mugu | Ruga VDC | Himali Agriculture Cooperative Ltd. |
| 28 | Myagdi | Muna VDC | Munal Agriculture Cooperative Ltd. |
| 29 | Myagdi | Mudi VDC | Dhaulagiri Agriculture Cooperative Ltd. |
| 30 | Myagdi | Gurja VDC | Himal Agriculture Development Cooperative Ltd. Gurja |
| 31 | Parbat | Bhagara VDC | Bhangara coffee cooperative |
| 32 | Parbat | Limithana | Dipjyoti coffee cooperative |
| 33 | Parbat | Deulari VDC | Deurali coffee and agriculture cooperative |
| 34 | Parbat | | Navajyoti coffee and agriculture cooperative |

Annex 2: Cooperative accounting software installation plan

| District | Software installation Plan [Number of cooperative per year] | | | | |
|--------------|---|-----------|-----------|----------|-----------|
| | 2016 | 2017 | 2018 | 2019 | Total |
| Lalitpur | 1 | | | | 1 |
| Gorkha | | 1 | 4 | | 5 |
| Kaski | 1 | 4 | 5 | | 10 |
| Parbat | 1 | 4 | | | 5 |
| Myagdi | | 3 | 1 | | 4 |
| Bardiya | 4 | 1 | | | 5 |
| Humla | | | 4 | 2 | 6 |
| Mugu | | | 4 | 2 | 6 |
| Kailai | 5 | 1 | | | 6 |
| Doti | 2 | | | | 2 |
| Bajura | | 3 | 1 | | 4 |
| Darchula | | 2 | 2 | | 4 |
| Total | 14 | 19 | 21 | 4 | 58 |