22 May 2023

Request for Proposal - ERP System

Northern Rangelands Trading (NRT Trading) is a business accelerator for social and conservation impact enterprises operating in northern Kenya.

Our vision is to accelerate the development of sustainable and resilient commerce across northern Kenya, which will empower people, improve livelihoods, conserve nature, and contribute to peace and stability.

NRT Trading develops, pilots, and operates stand-alone, sustainable businesses in key value chains and economic sectors. NRT Trading also works with community conservancies to develop conservancy enterprises. Finally, NRT Trading develops the capacity of men, women, and small groups to start and manage enterprises with a view toward diversifying household income and increasing economic resilience. More information can be found at (www.nrt-trading.com).

We are issuing this Request for Proposal (RFP) to invite your company to submit a proposal for the implementation of an Enterprise Resource Planning (ERP) system.

Key Objectives:

- **Compliance:** with legislative and government policies and promote good governance.

- **Integration:** We require a robust ERP system that can seamlessly integrate various business functions, including finance, accounting, procurement, project management, human resources, and reporting.

- **Functionality:** The ERP system should incorporate specific functionalities relevant to our mission, such as fund management, impact measurement, social and environmental performance tracking, and compliance with relevant standards and regulations.

- **Customization and Flexibility:** We expect the ERP system to be customizable to accommodate our unique business processes, data structures, and reporting needs. It should provide flexibility for future scalability and expansion. It should also have the capability of integrating with other existing systems.

- **Data Security and Privacy:** The proposed system should have strong security measures to safeguard our sensitive financial and client data. Compliance with relevant data protection regulations, such as GDPR, is essential.

- **User-Friendly Interface:** The ERP system should offer an intuitive and user-friendly interface, ensuring ease of use and minimizing the need for extensive training. Mobile accessibility and cross-platform compatibility are desirable.

- **Implementation and Support:** We require comprehensive implementation services, including data migration, system configuration, user training, and post-implementation support. Your proposal should outline the implementation timeline and the support services offered.

- **Cost-effectiveness:** The proposal should include detailed pricing information, including licensing, maintenance, and any additional costs.

Submission Guidelines:

- **Proposal Format:** Please provide a detailed proposal outlining your company's experience, methodology, and approach to implementing ERP systems for blended finance organizations. Include information on the proposed system, technology stack, customization capabilities, and integration options.

- **Company Profile:** Include an overview of your company, highlighting relevant experience in implementing ERP systems.

- **References:** Provide references from clients where you have implemented ERP systems.

- **Timeline:** Present a project timeline, including key milestones and deliverables, for the implementation of the ERP system.

- **Pricing:** Clearly specify all costs associated with the proposed ERP system, including licenses, implementation services, training, and ongoing support/maintenance.

Submission and Deadline:

Please submit your proposal in PDF format to trading@nrt-kenya.org no later than **June 2, 2023**.

We may request additional information or schedule meetings with shortlisted vendors for further discussion and clarification.

APPENDIX- Sample ERP Functionalities/ Features desired

• Must have User Rights Management and Access Control for the authorized staffs to administer and set the proper user roles/permissions to allow specific users to access specific ERP functions, data, request approval and user profiles.

• Must have an automated workflow for the business process lifecycle, allowing specified/respective users for review, editing, and approval of departmental and staff request.

• Must be able to track the process flow to respective users of their activities and their authorization including Access, Operations and Approval Logs to enable better control and monitoring of audit trail of activities performed in the system.

Financial Management/Auditing and book keepng
- Project and organizational planning and budgeting processes
- General ledger
- Financial/Management Reports
- Bank reconciliation
- Advanced allocations
- Cash management
- Fixed assets
- Budget Entry- Budget Adjustment with trail
- P&L accounting
- Grant or project accounting
- Independent platform for partner account management
- Fund Management Module (Conservancies and Sub-Award Partners)
- Regulatory Compliance Support
- Data upload/import and export capabilities
- System Alerts
- Banking Relationship and Accounts
- Accounting/Bookkeeping System
- Chart of Accounts, General Ledger and Financial Statements
- Variance Analysis (Budget to Actual Cost)
- Allowable and Unallowable Cost
- Direct and Indirect Cost
- Payments – Segregation of Duties
- Accounting Cycle – Segregation of Duties
- Financial Records Management
- Sources of Funding
- Financial Reporting

- Audit and Review of Financial Statements
- Financial Management Personnel
- Can be able to capture staff advances and generate a report for every individual staff.
- Can be able to post transactions for each donor and generate a P&L for every individual donor.

A. Accounts receivable

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Allow Re-conciliation for the accounts receivable ledger and bank to ensure that all payments are accounted for and properly posted.
- Generate financial statements and reports detailing accounts receivable status.
- Verify validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers.
- Resolve valid or authorized deductions by entering adjusting entries.
- Resolve collections by examining customer payment plans, payment history, credit line and coordinating contact with collections department.
- Summarize receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Allow posting withholding VAT is posted to the correct customer account.
- Generate account receivable aging analysis.
- Reconcile differences between invoices and payments for Foreign customers with the current exchange rates.
- Allocate payments against invoices.

B. Payable Accounts

- Assemble, review, and verify invoices and check requests.
- Flag and clarify any unusual or questionable invoice items or prices.
- Sort, code, and match invoices
- Set invoices up for payment.
- Enter and upload invoices into system.
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments.
- Post transactions to journals, ledgers, and other records.
- Reconcile accounts payable transactions.

- Monitor accounts to ensure payments are up to date.
- Research and resolve invoice discrepancies and issues.
- Maintain vendor files.
- Correspond with vendors and respond to inquiries.
- Produce monthly reports.
- Assist with month end closing.
- Provide supporting documentation for audits.
- Can generate accounts payable ageing analysis at any time of the year

C. Other general accounting duties
- Preparation of daily cash flow report , financial ratios
- Preparation of bank reconciliations.
- Preparation of petty cash reconciliations.
- Can generate a template for Filling all statutory returns on time this includes (Withholding VAT, Withholding income, VAT, PAYE, NHIF, NITA and NSSF.
- Considering all intercompany transactions and ensuring NRTT and parent company balance.
- Prepare management reports on need basis for management review.
- Quarter-end and year-end closing reports.
- Quarterly balance sheet and P & L Fluctuation Analysis.
- Monthly expense variance analysis.
- Can do foreign currency accounting.
- Ensure accuracy of financial statements in accordance with GAAP and compliance to internal policies.
- Manage Fixed Assets.
- Balance sheet accounts reconciliations.
- Fixed assets and current assets management.

Supply Chain Management
- Purchasing: Acquisition of goods & services as well as Bid Management (Requisitions, Analysis, LPO Issuing)
- Procurement Document Management
- Tenders and Contract Management
- Event Management
- Supplier Database Management
- Inventory Management
- Asset Management
- System Alerts

Procurement.
- Requisition from various departments.
- Approvals interfaces for HODS.
- Assessing and selecting vendors and submit requests for quotes.

- Receiving quotes, making analysis and justifications for choice of certain supplier
- Creation of a purchase order.
- Matching the requisition form with delivery note and invoice to ensure goods are as requested.
- Approving invoice and arrange payments.

Human Resource Management
- Human Resource Management (Overall HR policies and procedures)
- Benefits administration
- Leave management
- Payroll management
- Enterprise compensation management
- Organizational management
- Employee performance management
- Travel management
- Talent management
- Training and development management
- Reporting
- Dashboard and Alerts
- Travel Policies and Procedures Fifth Criterion

Grants and Project Management

A. Pre-award Management
- Donor database (donor, programme (s), funding cycle, funding amounts (min-max), grant manager
- Contacts
    - Individual and linkage to organization as applicable
    - Organization and linkage to individual (s) as applicable
- Create activity tasks and assign staff with email reminders (pre-award, award, and post-award)
- Calendar linked to reminders

- Proposal development and submission status (start, due date, submission date), with tasks, staff assignments and schedules
    - Concept note stage
    - Full proposal
    - Budgeting
    - Performance management/M&E Data
    - Supporting documentation submission

B. Post-award Management
    - Grant/Project management, each to have
        - i. Donor contracts and compliance

      ii.   Invoicing of donors

     iii.   Donor incomes tracking per project/donor

     iv.   Automatic/manual acknowledgement of donor funds

      v.   Budget and allocations

     vi.   Performance plans

    vii.   Task scheduling and workflow allocations

   viii.   Donor reports, timelines, and allocations
- Technical report linked to programs
- Financial report linked to finance
- M&E data linked to M&E module

     ix.   Fund management

C. Grant Closeout Management
- Grant closeout process plan, with tasks and staff assignment and timelines
- Grant closeout deliverables
- Performance monitoring, targets vs achieved
- Final reports (technical, narrative, M&E and administrative deliverables), email reminder

D. Reports
- Pre-award
  - i.   Grant solicitation hit rate %, dollar value
  - ii.   Grant submission status, and next steps
  - iii.   Relationship reporting
  - iv.   Submission budget reporting
  - v.   Submission performance plan reporting
  - vi.   Staff salary allocation
- Post-award
  - i.   Budget variance reporting
  - ii.   Track expenses against budgets
  - iii.   Donor reports submission tracking and status (technical, financial, M&E, administrative deliverables)
  - iv.   Track performance achievements against plans
  - v.   Performance plan variance reporting
  - vi.   Overall grant portfolio variance reporting

Programs Management
- Project activity planning and budgeting/management
- Task scheduling management
- Task Timeline and status
- Program Reporting
- Events management
- Dashboard and Alerts
- Technical Evaluation Criteria (TEC to determine)

- Project Management Capacity Sixth Criterion

Fleet/Logistics Management
- Fleet tracking data/report
- Fuel management
- Fleet request
- Fleet allocation/scheduling
- Vehicle maintenance management
- Vehicles registration details
- Driver incharge
- Record vehicle mileage
- Notification for next service date
- Notification for insurance expiry date
- Integration with GPS vehicle tracking
- Check vehicle location and status
- Manage vehicle usage schedule

Monitoring and Evaluation

NRTT being a social enterprise has a goal of improving their management of outputs, outcomes, and impact. This includes the continuous assessment of programmes based on early detailed information on the progress or delay of the ongoing assessed activities. It should involve the examination of the relevance, effectiveness, efficiency, and impact of activities in the light of specified objectives.
The M&E system should:

- Data capturing/collection
- Data Analysis
- Reporting
- Feedback & Review
- Standard Indicators
- Impact Assessment
- The system should be able to capture targets for activities and outcomes, before and after, and then calculate to show if the target was met.
- The system should be able to log in and update the monthly activity- tracking tool, DIP, output tracking tool and other tools, and download the same.
- Training Records tracking tool – System should capture details of a training d one which should also be captured in the reports.
- The data fields to be pre-defined in the system e.g., Name, Gender, etc. according to the format provided by NRTT., location of beneficiaries.
- The system should have ability to detect data inconsistency.
- Have a log in capability and different access control levels for various users.

- Beneficiaries and beneficiary groups should be able to submit group records data via free SMS (paid from our end the normal SMS charges) and partner staffs can log in to do quality and data integrity checks in the system.

Professional services provision as follows:
- Data conversion and migration.
- Report development.
- Implementation and training services.
- Change management.
- System documentation and testing.
- Knowledge transfer.
- Ongoing support and maintenance of the ERP solution.

ICT Administration
- Automatic database backup to multiple servers
- Disaster recovery capabilities
- System Manuals
- Security - Penetration tests certificate
- Audit Trail Reports
- System Configuration/Administration Dashboard

Tourism

NRTT in one of its pillars does conservancy-based tourism model with the aim of generating commercial revenue to conservancies to achieve economic sustainability and provide critical service to their people.The requirements to aid manage this are:

- Maintain a booking chart.
- Process invoices and post them under the specified accounts.
- Updating and maintaining accurate booking chart.
- Link payments to invoices.
- Tracking payments in the bank statement, Doing reconciliations and monthly PNL, S for camps.

BEADWORKS SPECIFIC REQUIREMENTS

BeadWORKS partners with established women's groups in conservancies to help them turn their traditional craft skills into a viable, sustainable business.

BeadWORKS currently empowers 1,200 women in nine conservancies, including 108 Star Beaders, who are making beaded jewellery, trinkets, and accessories. With support from NRT Trading, these products are sold to customers in the USA, UK and Australia and online.

A. Inventory Management
- Item listing under categories; Raw materials, Work in Progress and Finished Products.

- Send alerts on minimum re-order level
- Accounting and costing for work in progress
- Accounting and costing for finished products
- Capture various warehouses/location
- Allows inter-warehouse transfers
- Generate inventory valuation reports
- Generate inventory movement report
- Generate customizable sales reports per region, sales representatives, product etc
- Allows on-the system physical stock count and reconciliation
- Inventory aging report

B. BeadWORKS Production

- List of women beaders, capturing all their biodata, under their respective star beaders
- List of raw materials or products sent to women beaders
- Products received from women beaders
- Products rejected and balances with women beaders
- Capture labour (payments made to women beaders)
- Compute conservation fees and women star beaders rewards
- Capture orders per women group and production time

C. BeadWORKS Sales

- Orders received
- Orders completed and shipment date
- Invoicing date
- Pending orders

Organizational Sustainability
- Cash Flow Management
- Absorptive Capacity.