SUPPLY OF ACCOUNTING SOFTWARE AND TRAINING TO TWO COFFEE COOPERATIVE UNIONS IN WESTERN UGANDA

1. BACKGROUND

Agricultural production in Uganda is mainly dominated by smallholder farmers. The country is one of the leading producers of coffee in East Africa. The Ugandan coffee sector has seen a steady growth over the recent years, albeit a regional decline in coffee production of 3%. Coffee remains a leading agricultural export commodity in the country and is expected to greatly contribute towards the realization of the National Vision 2040.

At Twin we believe in development through trade, we work with 59 producer organisations (POs) representing 400,000 smallholders in 17 countries across Latin America, Africa and Asia. Our trading company Twin Trading works to access value-added markets for our producer partners and offers quality coffee with development impact. In Uganda, Twin has been engaged in value chain development since 1998.

Twin's work with the Producer Organisations consists of a combination of interventions in the following pillars: Gender Justice, Market Access, Business Basics, Governance, Quality and Sustainable Agriculture. In this case, Twin is working with the Norwegian Ministry of Foreign Affairs (NORAD) to develop stronger, more viable coffee businesses supporting poverty reduction for male and female smallholder farmers in Western Uganda.

2. DESCRIPTION OF ASSIGNMENT & DELIVERABLES

As a part of this project's objectives, Twin is calling for interested individuals or firms to supply an accounting software (QuickBooks or similar) and training to strengthen the Unions' financial reporting and accountability.

3. REQUIREMENTS

1. The software vendor must have the certificate of representation of the parent company.
2. The software technicians must have knowledge in accounting; they will also need to attach their CVs.
3. Demonstrable experience in implementing financial systems in Cooperative Union contexts.
4. Provide at least 3 references.

4. COMPONENTS OF THE SOFTWARE AND WHAT IT SHOULD BE ABLE TO DO

1. General charts of account (chart of accounts, cost chart)
2. Able to produce cost statements and cost ledgers
3. Able to produce budget statements
4. Budget management
5. Able to do bank reconciliation
6. Import and Export of financial data
7. Having account payable & receivable
8. Multi-Currency Management
9. Reporting (programmable, special/customized reports)
10. Stock management recording
11. Ability to work offline

5. RESPONSABILITIES

The successful vendor will have the following responsibilities;

1. Software Installation
2. Accounting data and transactions migration from the existing to the new software
3. End users training
4. Provide user's manual
5. Any other service related to the Software

1. Support in the setup financial accounting software	
Advice on accounting software	Assessment of the Unions' needs and advise on chosen software
Accounting system installed and customized	The accounting system is installed and customised for the Union. Create a company profile
	Production of chart of accounts
Training and mentoring of Union staff on the accounting software	Once the accounting software has been purchased and installed, the supplier provides training and mentoring on its use
The digitalization of financial records	Supplier mentors to add accounts, vendors, customers, record business activities, create invoices and receipts, set up inventory system
Reconciliation of accounts	Supplier mentors' team to create monthly reports and bank reconciliation
2. Ongoing mentoring support	
Monthly reconciliation of accounts	
Monthly review of financial reports	
Monthly advice on outstanding budget and projections	
Yearly Financial statements - support Union to deliver financial statements from new accounting system	

6. HOW TO APPLY

Interested consultancy firms or independent consultant(s) should send their quotations based on the specifications above, CV's and references to Jobs.Kigali@twin.org.uk by **18th September, 2019.**