



## TERMS OF REFERENCE

<b>Position Title:</b>	ERP System for Women in Law and Development in Africa (WiLDAF)
<b>Location:</b>	Dar es Salaam
<b>Reporting to:</b>	National Coordinator - WiLDAF
<b>Languages required</b>	English, Kiswahili

### A. PROJECT TITLE

Implementation of an ERP System for Women in Law and Development in Africa (WiLDAF)

### B. BACKGROUND

Women in Law and Development in Africa (WiLDAF) Tanzania is a non-profit organization established in 1997. It is part of a large Pan-African network dedicated to promoting and strengthening strategies that link Law and development to increase women's participation and influence at the community, national, regional, and international levels to enhance the protection of their rights. The overall goal of WiLDAF-Tanzania is to improve the status of women's human rights and promote socio-economic development in Tanzania. The mission is to enhance a sustainable network for the promotion of respect for Women's Human Rights through advocacy, dissemination, and observance of national, regional, and international standards.

WiLDAF-Tanzania is working to increase access to justice for women and girls, scale up awareness of Women's rights, combat Gender Based Violence (GBV) particularly Violence against Women and Children (VAW/C), increase women's participation in leadership and decision-making, empower women in economic status and improve maternal health and morbidity to women in Tanzania.

### C. OBJECTIVE OF THE ASSIGNMENT

WiLDAF seeks to appoint a consultant/firm to implement an ERP System for the organization.

The primary objectives of the ERP system are:

1. To integrate various organizational functions into a unified system.

2. To improve financial and operational transparency.
3. To enhance reporting capabilities for stakeholders, donors, and regulatory authorities.
4. To streamline workflows, reduce redundancy, and increase productivity.
5. To ensure compliance with local and international accounting and regulatory standards.

## **D. SCOPE OF WORK**

The selected ERP system should meet the following requirements:

### **3.1 Core Modules**

1. **Financial Management:**
  - General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Cash and Bank Management.
  - Multi-currency and multi-segment GL capability.
  - Budgeting and forecasting.
2. **Procurement Management:**
  - Vendor management.
  - Purchase order management.
3. **Human Resource Management (HRM):**
  - Employee records, performance and appraisal management.
  - Payroll Management.
  - Leave and time attendance tracking.
4. **Project and Grant Management:**
  - Donor fund tracking and reporting.
  - Budgeting and expenditure control for projects.
  - Milestone tracking and monitoring.
5. **Monitoring and Evaluation (M&E):**
  - Data collection, analysis, and reporting.
  - Indicator tracking for projects.

### **3.2 Additional Features**

- User-friendly interface with role-based access control.
- Cloud-based or on-premise deployment with data security measures.
- Scalability to accommodate organizational growth.
- Mobile accessibility for remote data input and access.

### **3.3 Implementation and Support**

- System installation and configuration.
- Data migration from existing systems.
- User training and capacity building.
- Post-implementation support, including maintenance and troubleshooting.

## **E. EXPECTED OUTPUTS/ KEY DELIVERABLES**

The service provider shall deliver:

1. A fully operational ERP system that meets the outlined requirements.
2. Comprehensive documentation, including user manuals and technical guides.
3. Training sessions for designated staff.
4. A detailed project plan with timelines and milestones.
5. Post-implementation support plan.

## F. ETHICAL CONSIDERATIONS, CONFIDENTIALITY, AND PROPRIETARY INTERESTS

1. **Ethical Principles:** The firm must adhere to standard ethical principles throughout the assignment. This includes maintaining confidentiality of information and avoiding judgmental remarks about stakeholders.
2. **Confidentiality:** The team shall not, during or after the assignment, disclose any proprietary or confidential information related to the service without prior written consent from the contracting authority. All materials and documents prepared under this assignment will become the property of WiLDAF.
3. **Informed Consent:** Ensure that all participants are fully informed about the purpose, procedures, and potential risks of the assessment and that they provide voluntary and informed consent before taking part in the assessment.
4. **Do No Harm:** The team must take measures to protect participants from harm, ensuring that no physical, emotional, or social harm arises from their involvement in the assessment.

## G. TIME FRAME AND DURATION OF THE ASSIGNMENT

The implementation is expected to commence on 01<sup>st</sup> December 2024.

## H. METHODOLOGY

Interested service providers are required to submit a proposal that includes:

1. A detailed technical proposal addressing the scope of work.
2. A financial proposal with a breakdown of costs.
3. Implementation timeline and project management approach.
4. Company profile, including relevant experience and references.

## I. RATES AND MODE OF PAYMENT

The consultant/firm will be paid at reasonable market rates, the fee will be subject to withholding tax at a rate as per the Income Tax Act.

## J. QUALIFICATION AND EXPERIENCE

The service provider must:

1. Have a proven track record of ERP implementations for NGOs or similar organizations.
2. Demonstrate expertise in integrating financial and project management systems.
3. Provide references and case studies from previous clients.

4. Have qualified personnel with relevant technical certifications.
5. Offer a flexible service agreement with clear deliverables and timelines.

## K . PROPOSAL SUBMISSION

Interested applicants will be required to submit detailed proposals, technical and financial proposals, along with the following;

1. CVs of key personnel who will be involved in the assignment.
2. Samples of previous relevant work
3. Contact information for at least three references from previous clients

These should be sent to [procurement@wildaftanzania.or.tz](mailto:procurement@wildaftanzania.or.tz) copy to [info@wildaftanzania.or.tz](mailto:info@wildaftanzania.or.tz) by 28th November 2024

For inquiries or clarification, please contact:

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***WiLDAF Tanzania reserves the right to reject any proposals not meeting the specified.***