



## **Call for Applicants**

### *Baladi Cap-US-Aid*

## **Terms of Reference**

**Ref:** FAY-BC-001-19

**Date:** February 25rd 2019

### **I. Background:**

**Al-Fayhaa Association** (*henceforth referred to as Al-Fayhaa*) is a Lebanese non-profit NGO that aims to develop and rehabilitate the community through educational programs, and socio-cultural activities. Al-Fayhaa was founded in 1999 and was officially established on 8\10\2008 holding the registration number 1254 AD.

Al-Fayhaa has no political nor sectarian orientation; it only adopts the principle of neutrality and non-alignment of any of the partisan spectra maintaining the same distance from everyone. Al-Fayhaa commits through the implementation of its projects the principles of human rights, which includes responsibility and commitment to the rule of law and the empowerment and participation and integration, justice, equality and nondiscrimination and a focus on children with special needs and learning difficulties.

## II. The Program

In calibration with MSI and BALADI-CAP are expected to strengthen Al-Fayhaa IT system and support the automation and Documentation of all administrative and programmatic functions in order to enhance the file sharing system, and optimize the organizational operation and increase efficiency.

## III. Work Scope

### 1) Services to be provided

To implement this program, Al-Fayhaa is currently seeking a consultancy firm who will be charged with assessing to upgrading the financial software .those software and more service that will be more detailed later to provide the following services:

- Account Receivable
  - Sales price offer
  - sales order
  - Debit notes
  - RT sales Invoice
- Account Payable
  - Purchase price list
  - Purchase order
  - credit note
  - Item movement
  - Supplier account statement
- Stock Adjustment
  - Adjusting quantity
  - transfer quantity
  - stock report
- General Ledgers
  - General daily journal
  - cost center
  - balance sheet



- Account ledger
- Trial balance
- Income statement

- Create budgets by projects, branches, cost centers or business units
- Maintain different budget scenarios
- Attached to the Journal Voucher all the supporting documents (example: Invoice, delivery...)

## **2) Contract Type**

Short term-Services Agreement.

## **3) Reporting & Hierarchy**

Contracted consultant will report directly to the Project Manager, and indirectly to the General Manager of Al-Fayhaa.

## **4) Facilities to be provided by Al-Fayhaa Association**

Al-Fayhaa will provide the working space for the coordinators in addition to all the required needs to fulfill their duties.

## **5) Equipment**

No equipment is to be purchased on behalf of Al-Fayhaa as part of this service contract or transferred to Al-Fayhaa at the end of this contract. Any equipment related to the successful execution of the services must be communicated to Al-Fayhaa's procurement department and purchased as per its implanted procurement policy.

## IV. REQUIREMENTS

Hired contractors must comply with the following requirements:

### **In case of Individual:**

#### 1) Professional Qualifications

- At least 10 years of professional experience in accounting software.
- Previous experience in working on similar projects in a plus.
- Software engineering degree or university degree in any relevant doctrine.

## V. Documents to be submitted

For firms and organizations:

- 1) Official registration documents
- 2) Company profile
- 3) List of CVs of experts
- 4) Scan or Copy of Identification Document of Owner / Founder.
- 5) Signed copy of the **LEGAL ENTITY** document (attached to these Terms of Reference).
- 6) Signed copy of the **FINANACIAL IDENTIFICATION** document (attached to these Terms of Reference).
- 7) Financial Offer.
- 8) Technical Offer highlighting the services that will be provided.

## VI) Instructions to Submit Applications:

Interested parties are to submit their offers by mail or in person.

### 9) For offers sent by mail:

- Complete offer and documents must be sent to: [procurement@al-fayhaa.org](mailto:procurement@al-fayhaa.org)
- E-Mail title must be:  
**“Tender for Services Installation of a financial management software–  
Terms of Reference”**
- E-mails without the above title will be disregarded.

### 10) For offers submitted in person:

- Complete offer documents shall be sent to the following address:

**City Complex – 1st Floor – Riad El Solh Road  
P.O. Box 1327 – Tripoli, Lebanon  
Mr. Alaa Arnaout  
Tel: +961 6 44 66 81**

- Complete offer documents must be in a sealed envelope with the following statements in block letters on its back:  
**“Tender for Services Installation of a financial management software–  
Terms of Reference”**

**Last Submission Date:** Tuesday 26 March 2019

**Closing Time:** End-of-Business – 12:00 PM

For any inquiries, please contact:

**Alaa Arnaout**  
*Procurement Officer*

**Phone:** +961 6 44 66 81

**E-Mail:** [procurement@al-fayhaa.org](mailto:procurement@al-fayhaa.org)