

# Terms of Reference (TOR)

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## For the Provision of Accounting System Software and Implementation Services

### 1. Background

The Lebanese Council to Resist Violence Against Woman (LECORVAW), is local NGO at Tripoli, looks towards a society free of all forms of violence governed by democratic relations between the family members and within the society as a whole, a society that ensures equality, justice and dignity to all its citizens where all members of this society can live equally in a democratic environment free of all forms of violence and discrimination.

### 2. Objective of the Assignment

The main objective of this assignment is to procure, implement, and configure a comprehensive accounting system that meets the financial, operational, and reporting needs of LECORVAW. The selected firm will provide software, installation, training, and support services.

### 3. Scope of Work

The selected firm will be expected to provide the following services:

#### 1. System Design & Implementation

- Install and configure the accounting software according to the needs of the organization.
- Ensure the system supports key modules, including but not limited to:
  - General Ledger
  - Accounts Payable
  - Accounts Receivable
  - Budgeting & Forecasting
  - Inventory Management (if applicable)
  - Fixed Assets Management
  - Financial Reporting

#### 2. Customization

- Tailor the system to accommodate LECORVAW-specific requirements, such as:
  - Multi-currency transactions

- Multi- projects structures
- Tax and regulatory compliance based on local laws and international standards (e.g., IFRS or GAAP).

### **3. User Training**

- Provide comprehensive training to end-users, including finance, HR, and other relevant departments, to ensure they are well-equipped to use the system efficiently.

### **4. Technical Support**

- Provide ongoing technical support and system maintenance for a period of 1 year post-implementation.

### **5. Documentation**

- Deliver all necessary documentation, including user manuals, technical specifications, and system architecture guides.

### **4. Deliverables**

The firm will be expected to deliver the following:

- A fully operational accounting system installed and configured based on the agreed specifications.
- User and administrator training sessions.
- System documentation and user manuals.
- Regular progress reports during the implementation process.
- Post-implementation support plan.

### **5. Required Qualifications and Experience**

The bidding firm should meet the following criteria:

- Proven track record in implementing accounting software for organizations similar in size and complexity to LECORVAW.
- Experience with software solutions that comply with local and international financial regulations.
- Capacity to provide ongoing support and maintenance services.
- Ability to provide customization and integration services as required.

### **6. Duration of Assignment**

The duration of the project is expected to be 2 months starting from the date of PO signature. This includes the design, installation, testing, training, and handover phases.

### **7. Submission Requirements**

Interested firms should submit the following:

LECORVAW invites interested suppliers to submit three files by email or at our office, one for the Legal, Technical papers and one for the Financial.

If you wish to deliver the three (3) files to our office, you are kindly requested to pass by our address: "Tripoli, Roula Yamak Street, Moukaddem building (Next to Pharmacy Nazih Nachabe)"

between 8:00 am - 4:00 pm from Monday to Friday and the Contact person is Ms. Samira Al Ech where the three files will be deposited into LECORVAW Tender Box.

Please make sure that the proposal must be submitted in the format of three sealed envelopes marked:

"RFP/LECORVAW/2024/002 – Accounting System – Legal Proposal"

"RFP/LECORVAW/2024/002 – Security System – Technical Proposal"

"RFP/LECORVAW/2024/002 – Security System – Financial Proposal"

all enclosed together in an outer single envelope.

If you wish to send the 3 files by email, the proposal must be sent to the below contacts:

info@lecorvaw.org

sech@lecorvaw.org

zkaddour@lecorvaw.org

and please make sure that the proposal must be submitted in the format of three zipped files marked:

"RFP/LECORVAW/2024/002 – Accounting System – Legal Proposal"

"RFP/LECORVAW/2024/002 – Security System – Technical Proposal"

"RFP/LECORVAW/2024/002 – Security System – Financial Proposal"

all enclosed together in 1 big zip file.

## **8. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Legal proposal (20%)
- Technical proposal (50%)
- Financial Proposal (30%)

## **9. Deadline for Submission**

All proposals must be submitted no later than 18 October 2024, and should be sent to

info@lecorvaw.org

sech@lecorvaw.org

zkaddour@lecorvaw.org