

**TERMS OF REFERENCE (TOR)  
EXPRESSION OF INTEREST FOR TRAINING IN QUICKBOOKS**

**CONSULTANCY INFORMATION**

<b>Task Title:</b>	Consultancy to provide QuickBooks Installation and licenses in addition to provide staff training to the YPPD Team.
<b>Duty Station:</b>	Freetown, Sierra Leone
<b>Contract Modality:</b>	Individual/Firm
<b>Duration:</b>	20 working days

**BACKGROUND**

The Youth Partnership for Peace and Development (YPPD) is a youth empowerment think tank established to enhance the capacity of young people and their communities to promote Peace, Human Rights, Health, and inclusion of marginalized groups, as well as the creation of open societies that promote sustainable development. Since its establishment in Sierra Leone, the organization has and continues to increase young people's understanding to finding practical approaches to building wholesomely functioning societies that promotes peace and mutual co-existence while deepening voices and actions which demands equity and accountability for all. It maintains the view that young people can be agents of positive change and works for ways of enabling youth to step forward for social transformation.

The overarching goal of YPPD is to contribute to the endeavors of supporting youth development, peaceful conflict resolution, stability, sustainable development, peace and democracy in Sierra Leone. It works to increase the capacity of vulnerable groups through training, partnership, advocacy, enhancing the youth knowledge base and equipping them with livelihood skills. It is a platform for diverse kinds of actions committed to engaging key stakeholders at different levels of development across the country. YPPD's work is inspired by the daily struggles of our communities and the enormous opportunity that exists in collaboratively working with others in the search for sustainable solutions.

YPPD envisions a society where young people regardless of their social status are empowered and capable enough to lead, participate and influence in order to gain access to equal opportunities as stakeholders across all sectors of mainstream development.

**SCOPE OF WORK:**

YPPD has recently identified an upgraded version of QuickBooks as well as refresher training for its financial accounting processes. QuickBooks is one of the powerful accounting software that helps institutions to run their operations with ease and professionalism by enabling them manage myriad accounting needs. With QuickBooks, organizations are able to get overall understanding of their financial positions at any time and with the right skills set, staff within finance department are able to effectively utilize the potentials that such packages bring to the organization's development strives.

YPPD is therefore accepting **Expression of Interest (EOI)** from qualified and professional training institutions to offer and deliver the following:

- Install and customize QuickBooks appropriately for YPPD's use
- Establish YPPD's financial and accounting systems in addition to ensuring transfers of its Financial data, both paper-based and electronic to QuickBooks system.
- Train and provide technical guidance to YPPD Finance staff and program staff as means to provide hands-on understanding and support to the new work environments

**DELIVERABLES**

No	Deliverables	Due Date
1	Conduct in-depth assessment of the organization's financial and administrative procedures and identify major gaps needing solutions	4 days after signing of contract
2	Prepare and present draft report of findings and areas needing capacity strengthening to the YPPD Team	10 days after submitting the Inception Report and Methodology
3	Provide licensed QuickBooks installation to the Finance Unit's Computers and migrate necessary files and data to the new software	4 days after submitting the draft curriculum
4	Conduct training on the gaps identified and the use of the new software for YPPD's staff	5 days after the review workshop

## STRATEGIC OBJECTIVES

The YPPD has defined two strategic Objectives while requesting the introduction of this new financial software. The Objectives are:

**SO1:** To install and ensure a functional and efficient QuickBooks system

- a) Set up and guide the transfer of YPPD financial data to the QuickBooks format.
- b) Train YPPD finance staff on use of QuickBooks software
- c) Establish a financial system that is specific and appropriate for YPPD to produce the followings:
  - i. Budget Implementation Report: Budget mapping including recording: Budget vs actual
  - ii. Receipts and Payment Report
  - iii. Fund balance accounting and change in net assets.
  - iv. Running Assets management and procurement report
  - v. Cash Flow Statement
  - vi. Balance Sheet
  - vii. Other reports as may be required

**SO2:** To develop the Finance Department Staff skills in basic Management Information System (MIS):

- a) Managing QuickBooks files
- b) Backing up QuickBooks files
- c) Restoring QuickBooks files
- d) Customizing Reports to suit Management desires

## METHODOLOGY

- 1) The trainer will use YPPD financial data during the training to demonstrate various applications in QuickBooks
- 2) YPPD staff will be required to participate in the demonstrations during the sessions (for example how to create a chart of account or vendor account).
- 3) YPPD staff will be required to use their personal computers or laptops during the training session.
- 4) The trainer will guide YPPD staff in transferring the financial data, paper-based or excel records into QuickBooks system

## TASK SUMMARY

- 1) Install QuickBooks software
- 2) Train YPPD staff to enable them use the software efficiently.
- 3) Provide guidance to YPPD staff on Financial data transfers to the QuickBooks format
- 4) Setup relevant accounting templates including Chart of Accounts in QuickBooks
- 5) Provide electronic QuickBooks user manual.

## HOW TO APPLY?

All qualified, experienced and professional training institution interested in the offer can kindly submit its **Expression Of Interest (EOI)** along with a training proposal for staff as well as record of previous training on or before 1<sup>st</sup> January, 2022. The technical and financial proposals should be submitted to [procurement@yppdatwork.org](mailto:procurement@yppdatwork.org)