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**CONSULTANCY TO TRAIN CMD STAFF IN SAGE 50**

**Project Name:** Malawi Electoral Cycle Support Project (MECS)

**Duty Station:** Lilongwe

**Duration of the Contract:**  10 days (a minimum of 4 hours per day)

1. **Background**

The Centre for Multiparty Democracy - Malawi (CMD - M) is a forum for dialogue for political parties that was created in 2003 but was officially registered and launched in 2005. The Centre is implementing output 3 of the Malawi Electoral Cycle Support (MECS) project by working with Political Parties to create a conducive environment for issues-based politics and inclusion of women and youth in decision making positions. The project is being funded by the UNDP-managed basket fund with support from EU, DFID, USAID, Norway, and Ireland.

In April 2019, UNDP together with other CMD funding partners commissioned an Institutional Audit to review CMD’s internal controls and financial management of donor funds. The report revealed gaps in the utilization of computerized accounting system for managing finances and the need for CMD to build financial management capacities within its staff. CMD already has a Sage 50 Enterprise Resource Planning software (ERP) that has not been fully utilized to the benefit of the organization. It is against this background that CMD through UNDP would like to procure the services of an approved/accredited local firm to train CMD staff in the operations of SAGE 50 for continued use and sustainable financial management practices that are in line with best international standards. UNDP is providing the necessary resources and due diligence in the procurement of this service through its support to CMD as outlined in the Malawi Electoral Cycle Support (MECS)project.

1. **Objectives**
* To assess the functionality of CMD’s SAGE 50
* Recommend any improvements in the control frameworks to the existing Sage 50 module
* To provide onsite training and impart technical skills and knowledge to CMD staff in sage50 finance software.
1. **Competencies and Qualifications**

The bidding firm must be:

* A reputable Malawian SAGE consultant with at least 3 years’ experience.
* Demonstratable evidence of carrying out a similar training for at least 3 NGOs or other Institutions in Malawi.
1. **Method of Application**

Interested consultants should obtain a detailed Request for Proposal (RFP) on the UNDP website by following this link………………………..

Application can also be submitted through e-mail to procurement.mw@undp.org. The closing date for submitting applications is 13th September 2019

