



REQUEST FOR PROPOSAL (RFP)

Qualified Ugandan Based Firms	DATE: 26 th July 2021
	REFERENCE: UNCDF/UGA/RFP/2021/002

Dear Sir / Madam:

We kindly request you to submit your Proposal for supply and installation of accounting software and training.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before 26 August 2021, 5:00pm Ugandan Time via email, to the address below:

uncdf.procurement@uncdf.org

Your Proposal must be expressed in English, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNCDF after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Technical and Financial proposals MUST BE Submitted as two different files and must be password protected. Clearly marked as “Technical Proposal” or “Financial Proposal” Each document shall include the Proposer’s name and address.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNCDF requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNCDF, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNCDF's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNCDF after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNCDF reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNCDF, herein attached as Annex 3.

Please be advised that UNCDF is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNCDF's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.

UNCDF encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNCDF if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNCDF implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Prossy Birungi 27-Jul-2021
Prossy Birungi Mpalanyi
Operations Manager

Description of Requirements

Context of the Requirement	<p>The United Nations Capital Development Fund (UNCDF) is a UN organization with a capital mandate (unique in the UN System) focused on reducing poverty and inequality first and foremost in the least developed countries (“LDC” s). UNCDF develops and tests out financial models which mobilize and recycle domestic resources to meet local needs and which raise investor confidence in these local economies so that they can become centres of growth. UNCDF works with local governments, promoting financial and fiscal accountability to its citizens through local development funds, performance-based grant systems, structured project finance, and by strengthening local revenue streams. It also supports accountable planning, budgeting, and decision-making at the local level, recognizing the importance of having decisions about resources being made locally, and those resources being spent or invested locally.</p> <p>UNCDF in partnership with the European Union under the 11th EDF is implementing a five year Programme referred to as the Development Initiative for Northern Uganda (DINU). The general objective of the programme is to consolidate stability in Northern Uganda, eradicate poverty and under-nutrition and strengthen the foundations for sustainable and inclusive socio-economic development. The programme aims to steer a paradigm shift from a sector-oriented support to an integrated territorial approach, and 'connect the dots' between key sectors and areas for an inclusive and sustainable socio-economic development of the region. UNCDF contributes to the programme in three areas:</p> <ol style="list-style-type: none"> 1) Food Security and Agriculture: UNCDF designs and implements a mechanism for providing concessional and zero interest loans, technical assistance grants and partial credit guarantees to promising projects. Women and youth are deliberately targeted, and projects that aim at reducing environmental risks and ecological scarcities (green economy) promoted under the START Facility (Support to Agricultural Revitalization and Transformation) in Northern Uganda. 2) Transport Infrastructure: UNCDF supports rehabilitation and upgrading of selected number of priority districts and community access roads within four priority districts (Amudat, Adjumani, Abim, Moyo) to enable implementation of roads rehabilitation programs by districts; provides training in road maintenance and technical assistance in integrating the road rehabilitation and maintenance component in the LG annual and
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	<p>mid-term planning, budgeting and implementation frameworks.</p> <p>3) Good Governance: UNCDF uses local public financial management systems as the entry point to enhance capacities of local authorities to better fulfil their core and broad mandates (notably in relation to the other sectors targeted by this programme) and better respond to local needs and deliver quality services to its citizens, improving upwards accountability mechanisms. This component includes two funding facilities: District Local Government Excellence Fund and District Revenue Mobilization Fund.</p> <p>The START funding facility is designed to support the implementation of DINU food security and nutrition component, in particular Activity 1.2.2, which aims at providing seed capital to incubation projects along agricultural value chain as part of its overall objective to increase local production of diversified food. The Facility is intended to offer access to affordable medium-term finance for agricultural value adding projects in Northern Uganda through provision of concessional and zero interest loans, technical assistance grants and partial credit guarantees. The medium to long-term development objective will be to stimulate pro-poor economic growth in northern Uganda, better retain the economic benefits of agriculture in the North, and improve local food systems and food security. The secondary medium-term objective will be to transform the Facility into a sustainable and adequately capitalized loan/grant facility providing technical assistance and seed capital to small and medium-sized value adding agribusinesses in Northern Uganda with the further intention to scale up its operation and coverage nationally.</p> <p>START is structured as a blended facility providing a customized mix of Business Development Services, project development and structuring services, and financial products. Accordingly, the START facility has three lines of business managed by the three participating institutions respectively, the Private Sector Foundation of Uganda (PSFU), United Nations Capital Development Program (UNCDF) and the Uganda Development Bank Limited (UDBL). In addition to managing the line of business that provides project preparation and development services, UNCDF is responsible for the overall administration of the Facility.</p> <p>START facility identifies SME's through publicly issued Call for Proposals (CfPs) to benefit from the range of financial products and services. Most of the SMEs identified through this process face challenges relating to poor record keeping and lack of proper financial management systems among others which often affects the financial performance of these SMEs.</p> <p>UNCDF is seeking a certified software vendor for Accounting Software to be installed on behalf of SMEs as well as provide necessary training for</p>
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	the SMEs to use the system to further improve on their record keeping and financial management. UNCDF therefore seeks to solicit for applications/quotations from credible vendors to support selected SMEs in northern Uganda.
Implementing Partner of UNCDF	Lakwat Rachers Ltd, Zombo District Farmers Association, Wimrob Bee Company Limited, Ayen Enterprises Ltd, Adonyo Ltd, UGP Traders Ltd, Stella Keitirima Enterprises, Lira - Magoya Investments Limited, Grain Trade Development services Ltd, Geoffman Enterprises Limited and Sunrise Agro-processing and Farming Limited
Brief Description of the Required Services ¹	The purpose of the assignment is to Supply, Install and Customize an accounting software to 11 selected SME's and training of user staff to use the system to further improve on their record keeping and financial management.
List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1) Supply and installation of an Accounting Software with Core Accounting Module (Including Microsoft SQL Standard Version) 2) Annual renewal for the Accounting Software license and all modules including ongoing product updates for two years. 3) Standard desktop computers to serve as mini servers where the accounting software will be installed. The computers should have office 365, anti-virus software and windows Operating system 4) Installation & customization of the system to meet the financial reporting and management needs of the enterprises, including designing process flows for all modules, designing documents for the processes, report configuration and generation 5) Training of the staff of the 11 SMEs in the general functionality of the software for all the applicable modules: The individualized (per SME) training will be carried out both physically and remotely to build the capacity of staff to use the software, for a minimum of 6 hours per day of training through the entire training period. 6) Supervise the Accounting staff of each of the 11 SMEs to enter live company data in the accounting system to test the system's ability to capture financial data and produce relevant reports. 7) Customize reports (Software Intelligence) and documents where necessary to meet the clients changing reporting needs/requirements. 8) Provide at least 6 months of post implementation technical support to the SMEs.
Person to Supervise the	

Work/Performance of the Service Provider	<i>START Facility Manager</i>
Frequency of Reporting	Monthly and regularly in accordance to deliverables timeframes, or as requested by the supervisor
Progress Reporting Requirements	Written report highlighting progress in achieving the deliverables required
Location of work	The service recipients are 11 SMEs in different locations in Uganda as follows: 1. Alel Village/Apem Parish/Omel Sub-County 2. Angenja Cell, Paley West Ward, Zombo Town Council 3. Plot 13, Oyite Ojok Lane/Central Division/Lira City 4. Oroko Village, Mede Parish, Palaro Sub-County Plot 10, independence street, Arua hill Division, Arua city
Expected duration of work	Maximum period of Six (6) months
Target start date	August/September 2021
Latest completion date	February/March 2022
Travels Expected	Travel is expected to the 11 SMES in the four areas mentioned above all at the expense of the Service Provider
Special Security Requirements	Safety and security of the Service Provider's staff shall be the responsibility of the Service Provider and not by UNCDF
Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal)	None. All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the applicant/bidding entity (transport, professional fees, software, hardware, communication, consumables, etc.)
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required. Must be included in the technical proposal and must capture activities to be undertaken in order to achieve milestones required for the disbursement of payment.
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Technical proposals must identify who in the organization would be taking the role of Team Leader and specify the roles of the different staff proposed.
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (Uganda Shillings) UGX for local companies <input checked="" type="checkbox"/> United States Dollars (US\$) for international companies
Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT. VAT should be included as a separate line from other costs if applicable.

Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNCDF may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																	
Payment Terms ³	<table><tr><th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr><tr><td>Inception report</td><td>20%</td><td>4th September 2021</td><td rowspan="3">Within thirty (30) days from the date of meeting the following conditions: a) UNCDF's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.</td></tr><tr><td>Supply and installation of software on 11 computers for the 11 SMEs in for locations i.e. Arua, Lira, Gulu and Zombo districts of Uganda</td><td>20%</td><td>18th September 2021</td></tr><tr><td>Following verification Customized system, including designing process flows for all modules, designing documents for the processes, report configuration and generation for all the SMEs and Vendor must assist the clients/users in migrating from their existing system (manual or otherwise) to ensure a smooth transition.</td><td>30%</td><td>13th November 2021</td></tr></table>				Outputs	Percentage	Timing	Condition for Payment Release	Inception report	20%	4 th September 2021	Within thirty (30) days from the date of meeting the following conditions: a) UNCDF's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Supply and installation of software on 11 computers for the 11 SMEs in for locations i.e. Arua, Lira, Gulu and Zombo districts of Uganda	20%	18 th September 2021	Following verification Customized system, including designing process flows for all modules, designing documents for the processes, report configuration and generation for all the SMEs and Vendor must assist the clients/users in migrating from their existing system (manual or otherwise) to ensure a smooth transition.	30%	13 th November 2021
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	Trained least two user staff of each of the 11 SMEs for a minimum total period of 6 hours daily for at least one month to ably in-put of financial data and a report on the implementation process and at least 2 months of post implementation support to the SMEs	30%	11 th February, 2022	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<i>UNCDF START Facility Manager</i>			
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services			
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNCDF Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.			
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm (30 points) <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40 Points) <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel (30 points)			
	<p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNCDF.</p>			
UNCDF will award the	<input checked="" type="checkbox"/> One and only one Service Provider			

contract to:	
Annexes to this RFP ⁴	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3) ⁵ <input checked="" type="checkbox"/> Detailed TOR
Contact Person for Inquiries (Written inquiries only) ⁶	uncdf.procurement@uncdf.org Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information	

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁷

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁸)

[insert: Location, Date]

To: [insert: Name and Address of UNCDF focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNCDF in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNCDF General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNCDF by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) Track Record – list of clients for similar services as those required by UNCDF, indicating description of contract scope, contract duration, contract value, contact references;*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. **Qualifications of Key Personnel**

If required by the RFP, the Service Provider must provide:

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*

General Terms and Conditions for Services

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Capital Development Fund (UNCDF). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNCDF in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNCDF or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNCDF.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNCDF.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNCDF for all sub-contractors. The approval of UNCDF of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNCDF or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNCDF, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

- 8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.
- 8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.
- 8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:
 - 8.4.1** Name UNCDF as additional insured;
 - 8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNCDF;
 - 8.4.3** Provide that the UNCDF shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.
- 8.5** The Contractor shall, upon request, provide the UNCDF with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNCDF against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT:

Title to any equipment and supplies that may be furnished by UNCDF shall rest with UNCDF and any such equipment shall be returned to UNCDF at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNCDF, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNCDF for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

- 11.1** Except as is otherwise expressly provided in writing in the Contract, the UNCDF shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNCDF under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNCDF.
- 11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNCDF does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNCDF a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.
- 11.3** At the request of the UNCDF; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNCDF in compliance with the requirements of the applicable law and of the Contract.
- 11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNCDF, shall be made available for use or inspection by the UNCDF at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNCDF authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNCDF OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNCDF, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNCDF or THE United Nations, or any abbreviation of the name of UNCDF or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

- 13.1** The recipient ("Recipient") of such information shall:
- 13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
 - 13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNCDF, an affiliated Fund such as UNDP, UN Women and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNCDF sufficient prior notice of a request for the disclosure of Information in order to allow the UNCDF to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNCDF may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNCDF, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNCDF of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNCDF shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNCDF shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNCDF is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNCDF reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNCDF shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNCDF under this Article, no payment shall be due from UNCDF to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNCDF may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNCDF of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as

appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNCDF to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNCDF to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNCDF before the payment thereof and the UNCDF has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNCDF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNCDF to terminate this Contract immediately upon notice to the Contractor, at no cost to UNCDF.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNCDF to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNCDF.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNCDF to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNCDF shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNCDF, only the UNCDF Authorized Official possesses the authority to agree on behalf of UNCDF to any modification of or change in this Contract, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNCDF unless provided by an amendment to this Contract signed by the Contractor and jointly by the UNCDF Authorized Official.

CONSULTANT TERMS OF REFERENCE

Location:	Agri-business SMEs located in Northern Uganda
Application Deadline:	26 August 2021
Assignment Description:	Supply, Install and Customize Accounting Software to 11 SME's and to train end-users
Languages Required:	English
Starting date:	Upon signing of the contract
Expected Duration of Assignment:	Six (06) Months period

Background and Objectives

The United Nations Capital Development Fund (UNCDF) is a UN organization with a capital mandate (unique in the UN System) focused on reducing poverty and inequality first and foremost in the least developed countries ("LDC" s). UNCDF develops and tests out financial models which mobilize and recycle domestic resources to meet local needs and which raise investor confidence in these local economies so that they can become centres of growth. UNCDF works with local governments, promoting financial and fiscal accountability to its citizens through local development funds, performance-based grant systems, structured project finance, and by strengthening local revenue streams. It also supports accountable planning, budgeting, and decision-making at the local level, recognizing the importance of having decisions about resources being made locally, and those resources being spent or invested locally.

UNCDF in partnership with the European Union under the 11th EDF is implementing a five year Programme referred to as the Development Initiative for Northern Uganda (DINU). The **general objective** of the programme is to consolidate stability in Northern Uganda, eradicate poverty and under-nutrition and strengthen the foundations for sustainable and inclusive socio-economic development. The programme aims to steer a paradigm shift from a sector-oriented support to an integrated territorial approach, and 'connect the dots' between key sectors and areas for an inclusive and sustainable socio-economic development of the region. UNCDF contributes to the programme in three areas:

- 4) Food Security and Agriculture: UNCDF designs and implements a mechanism for providing concessional and zero interest loans, technical assistance grants and partial credit guarantees to promising projects. Women and youth are deliberately targeted, and projects that aim at reducing environmental risks and ecological scarcities (green economy) promoted under the START Facility (Support to Agricultural Revitalization and Transformation) in Northern Uganda.
- 5) Transport Infrastructure: UNCDF supports rehabilitation and upgrading of selected number of priority districts and community access roads within four priority districts (Amudat, Adjumani, Abim, Moyo) to enable implementation of roads rehabilitation programs by districts; provides training in road maintenance and technical assistance in integrating the road rehabilitation and maintenance component in the LG annual and mid-term planning, budgeting and implementation frameworks.
- 6) Good Governance: UNCDF uses local public financial management systems as the entry point to enhance capacities of local authorities to better fulfil their core and broad mandates (notably in

relation to the other sectors targeted by this programme) and better respond to local needs and deliver quality services to its citizens, improving upwards accountability mechanisms. This component includes two funding facilities: District Local Government Excellence Fund and District Revenue Mobilization Fund.

The START funding facility is designed to support the implementation of DINU food security and nutrition component, in particular Activity 1.2.2, which aims at providing seed capital to incubation projects along agricultural value chain as part of its overall objective to increase local production of diversified food. The Facility is intended to offer access to affordable medium-term finance for agricultural value adding projects in Northern Uganda through provision of concessional and zero interest loans, technical assistance grants and partial credit guarantees. The medium to long-term development objective will be to stimulate pro-poor economic growth in northern Uganda, better retain the economic benefits of agriculture in the North, and improve local food systems and food security. The secondary medium-term objective will be to transform the Facility into a sustainable and adequately capitalized loan/grant facility providing technical assistance and seed capital to small and medium-sized value adding agribusinesses in Northern Uganda with the further intention to scale up its operation and coverage nationally.

START is structured as a blended facility providing a customized mix of Business Development Services, project development and structuring services, and financial products. Accordingly, the START facility has three lines of business managed by the three participating institutions respectively, the Private Sector Foundation of Uganda (PSFU), United Nations Capital Development Program (UNCDF) and the Uganda Development Bank Limited (UDBL). In addition to managing the line of business that provides project preparation and development services, UNCDF is responsible for the overall administration of the Facility.

START facility identifies SME's through publicly issued Call for Proposals (CfPs) to benefit from the range of financial products and services. Most of the SMEs identified through this process face challenges relating to poor record keeping and lack of proper financial management systems among others which often affects the financial performance of these SMEs.

UNCDF is seeking a certified software vendor for Accounting Software to be installed on behalf of SMEs as well as provide necessary training for the SMEs to use the system to further improve on their record keeping and financial management. UNCDF therefore seeks to solicit for applications/quotations from credible vendors to support selected SMEs in northern Uganda.

Objectives:

The Objective of this assignment is to Supply, Install and Customize an accounting software to 11 selected SME's and training of user staff to use the system to further improve on their record keeping and financial management.

Key Tasks/ Scope of Work

The firm will undertake to provide the following:

Supply of the following Software & Computer hardware to 11 SMEs:

- 9) Supply and installation of an Accounting Software with Core Accounting Module (Including Microsoft SQL Standard Version)
- 10) Annual renewal for the Accounting Software license and all modules including ongoing product updates for two years.
- 11) Standard desktop computers to serve as mini servers where the accounting software will be installed.

- The computers should have office 365, anti-virus software and windows Operating system
- 12) Installation & customization of the system to meet the financial reporting and management needs of the enterprises, including designing process flows for all modules, designing documents for the processes, report configuration and generation
 - 13) Training of the staff of the 11 SMEs in the general functionality of the software for all the applicable modules: The individualized (per SME) training for 6 hours daily for at least one month will be carried out both physically and remotely to build the capacity of staff to use the software.
 - 14) Supervise the Accounting staff of each of the 11 SMEs to enter live company data in the accounting system to test the system's ability to capture financial data and produce relevant reports.
 - 15) Customize reports (Software Intelligence) and documents where necessary to meet the clients changing reporting needs/requirements.
 - 16) Provide at least 6 months of post implementation technical support to the SMEs.

Mandatory System Requirements:

1. The Chart of Accounts structure must allow multi-level reporting which allows the business to classify, report, and analyse financial transactions based on specific business needs.
2. The General Ledger must have multi-currency functionality
3. The software must allow for several years of data history
4. The system must have the following modules or functionality:
 - a) General Ledger, including Cash and Bank books
 - b) Budgetary Control
 - c) Stock (Inventory) management
 - d) WIP & Finished
 - e) Sales processing
 - f) Accounts Payable (Suppliers)
 - g) Accounts Receivable (Customers)
 - h) Purchase order processing
 - i) Business Intelligence reporting
5. The software must allow for clear and accurate presentation of data in its reporting tools and also allow data to be easily downloaded in raw data format to Microsoft Excel
6. The software must allow for import and export of data to any form such as csv, pdf, txt
7. The software must be able to hold a number of activity data sets (budget, forecast and actual) in addition to expenditure data
8. The software must ensure all validation checks are satisfied prior to posting
9. The software should allow for different access permissions or access levels

SCOPE OF WORK AND DELIVERABLES

Scope of work and methodology:

The vendor will work in close collaboration with the 11 SMEs based in different districts of Northern Uganda.

Key Expected Deliverables:

Outputs	Percentage	Timing	Condition for Payment Release
Inception report	20%	4 th September 2021	Within thirty (30) days from the date of meeting the following

Supply and installation of software on 11 computers for the 11 SMEs in for locations i.e. Arua, Lira, Gulu and Zombo districts of Uganda	20%	18 th September 2021	conditions: a) UNCDF's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Following verification Customized system, including designing process flows for all modules, designing documents for the processes, report configuration and generation for all the SMEs and Vendor must assist the clients/users in migrating from their existing system (manual or otherwise) to ensure a smooth transition.	30%	13 th November 2021	
Trained least two user staff of each of the 11 SMEs for a minimum total period of 6 hours daily for at least one month to ably in-put of financial data and a report on the implementation process and at least 2 months of post implementation support to the SMEs	30%	11 th February, 2022	

WORKING ARRANGEMENTS

Institutional Arrangement

The Vendor will work under the overall guidance of the Programme Manager - DINU. The day to day supervision of the Consultancy firm will be undertaken by the START Facility Manager.

Duration of the Work

Deliverables are to be provided to 11 SMEs within a period of six (6) months from the date of the signing of the contract

Duty Station

Kampala, with frequent travel to Northern Uganda to where the SMEs are based. The SMEs are located in the districts of Arua(2), Lira(2), Gulu (5), Nakapiripirit(1), Zombo(1).

REQUIREMENTS FOR EXPERIENCE, COMPETENCE AND QUALIFICATIONS**Vendor Qualification**

1. Must have relevant professional accounting qualification (CPA/ACCA) and certified software consultants.
2. The vendor should be able to provide remote support to the client especially with the current situation, the new normal
3. Demonstrated experience and previous track record in migration of system applications
4. The vendor should submit reference letters from at least 3 existing clients (preferably SMEs).
5. Professionalism, ethics and integrity of the vendor is required in the service delivery while implementing the system.
6. Demonstrated comprehensive capacity to provide other solutions and be able to accommodate the clients' requirements.

Experience;

1. At least 5 years of relevant experience in accounting software installation and training and the accounting software certification.
2. Demonstrated track record (at least 5 clients over the past 5 yrs) in installation of the software and training for agribusiness SMEs in Uganda or other developing countries.
3. Experience of working with UN Agencies preferably offering similar services.
4. Computer proficiency, including working knowledge of MS Office products (especially excel), capacity in web-based management tools for the key experts who will be engaged to do the work in UNCDF