



## Terms of Reference

### Procurement of Financial Management System

### SOS Children's Villages Sudan

#### 1. Background:

SOS Children's Villages Sudan (SOS CV Sudan) is seeking to procure a robust, scalable, and secure Financial Management System to support the organization's operational and financial management needs.

The current finance system, Microsoft Dynamics NAV (Navision), is approaching end-of-support. This presents operational, security, and compliance risks, requiring an urgent transition to a new solution.

SOS CV Sudan intends to procure a locally compliant alternative financial system capable of meeting the organization's financial management, reporting, compliance, and operational requirements.

The selected system must support multi-currency operations, project-based accounting, donor reporting, audit compliance, and automated financial workflows while ensuring minimal disruption during migration from the current system.

#### 2. Objective of the Assignment:

The objective of this procurement is to identify and contract a qualified vendor to:

- Supply, configure, and implement a Financial Management System.
- Ensure the system meets SOS financial regulations and operational needs.
- Support multi-currency and project-based accounting.
- Provide robust financial reporting and budgeting capabilities.
- Enable secure and auditable financial operations.
- Provide training, documentation, and post-implementation support.

#### 3. Scope of Work:

The selected vendor will be responsible for the following:

##### 3.1. System Supply and Configuration:

- Provide a financial management system meeting the functional and technical requirements described in this ToR.
- Configure the system according to SOS CV Sudan accounting structure.

##### 3.2. System Implementation:

- Install and configure the system (cloud or on-premises).
- Customize workflows where required.
- Configure financial dimensions, chart of accounts, cost centres, and projects.

##### 3.3. Data Migration:

- Migrate financial data from the existing Navision system & Mflow.
- Ensure data integrity and validation during migration.

##### 3.4. Integration:

- Provide integration capability with:
  - HR systems
  - Procurement systems
  - Donor reporting systems



- External financial tools where required

### 3.5. Testing and Deployment:

- Conduct system testing.
- Support pilot implementation.
- Deploy system across the organization.

### 3.6. Training and Capacity Building

- Provide training for:
  - Finance staff
  - ICT staff
  - System administrators

### 3.7. Support and Maintenance

- Provide technical support after implementation.
- Provide system updates and maintenance services.

## 4. Functional System Requirements:

The system must support the following core financial modules and capabilities.

### 4.1. Financial Accounting (General Ledger): The system must support:

- Journal-based financial transaction entry.
- Batch posting of ledger entries.
- Split postings and multi-line journal entries.
- Reversal of posted ledger entries.
- Recurring journal entries.
- Posting validation before journal posting.
- Each ledger entry must:
  - Have a unique identifier.
  - Support multiple posting dimensions.
  - Allow descriptions in English and Arabic language.

### 4.2. Chart of Accounts: The system must allow:

- Creation and management of a chart of accounts.
- Multi-level account hierarchies.
- Account grouping for reporting purposes.
- Use of accounts across general, customer, vendor, and asset postings.

### 4.3. Multi-Currency Management: The system must:

- Support transactions in multiple currencies.
- Maintain exchange rate tables.
- Automatically apply exchange rates for foreign currency transactions.
- Generate reports in predefined currencies.

### 4.4. Customer and Vendor Management: The system must support:

- Creation and management of customer and vendor master records.
- Unique numbering series for customers and vendors.
- Vendor/customer hierarchy for reporting.
- Ledger entry application across currencies.
- Tracking of outstanding and open entries.

### 4.5. Bank Account Management: The system must provide:

- Bank account master data management.
- Unique numbering for bank accounts.
- Ability to deactivate closed accounts.
- Bank reconciliation capabilities.
- Manual reconciliation where bank import files are unavailable.



- Ability to integrate with external financial systems.

4.6. Fixed Asset Management: The system must allow:

- Fixed asset registration and management.
- Unique asset numbering.
- Linkage to depreciation methods.
- Depreciation calculation and posting.
- Asset capitalization.
- Asset deactivation upon disposal.

4.7. Budgeting and Financial Planning: The system must allow:

- Budget entry by fiscal year.
- Budget entry by cost centre and project.
- Monthly and annual budgeting.
- Budget comparison reports (actual vs budget).
- Multi-level budget analysis.

4.8. Financial Reporting: The system must generate standard financial reports including:

- Profit and Loss Statement
- Balance Sheet
- Cash Flow Statement
- Budget vs Actual reports
- Project financial reports

Reports must allow:

- Filtering by financial dimensions.
- Export to Excel, CSV, and XML formats.

4.9. Procurement and Accounts Payable: The system must support:

- Purchase order creation.
- Invoice processing (manual and electronic).
- Purchase invoice posting in multiple currencies.
- Purchase order tracking.
- Vendor payment processing.
- Payment file generation for bank portals.

4.10. Sales and Accounts Receivable: The system must support - Optional:

- Sales invoice generation.
- Multi-currency invoicing.
- Instalment-based invoices with multiple due dates.
- Cash receipt recording.
- Customer payment tracking.
- Automated reminder management for overdue invoices.

4.11. Project Accounting: The system must support:

- Creation and management of projects.
- Assignment of financial dimensions to projects.
- Tracking project costs.
- Posting transactions after project closure when required.
- Project stage management (created, in process, closed, on hold).

4.12. Cost Allocation: The system must allow - Optional:

- Allocation of overhead costs to projects.
- Allocation of indirect costs for donor reporting.
- Cost distribution based on defined rules.

4.13. Sponsorship Money Management: The system must support:



- Registration of separate vendor cards related to children receiving sponsorship funds as vendor accounts.
- Automated batch journal postings for sponsorship payments.

4.14. Internal Control Mechanisms: The system must support:

- Four-eye principle (dual approval) for vendor creation.
- Role-based approval workflows.
- Segregation of duties – data entry vs. posting of entries.

## 5. Technical Requirements:

5.1. System Architecture: The proposed solution must support:

- Cloud-based deployment.
- Secure API integrations.
- Scalable architecture.

5.2. Security: The system must provide:

- Role-based access control.
- Multi-factor authentication.
- Encryption of data at rest and in transit.
- Microsoft office 365 single sign-on compatibility.

5.3. Backup and Recovery: The system must include:

- Automated periodic backups.
- Disaster recovery capability.
- Geo-redundant data storage.

## 6. Usability Requirements: The system should include:

- Multi-language interface (English and Arabic).
- Web based accessibility.
- User-friendly dashboards with drill-down capabilities.

## 7. Compliance and Audit: The system must support:

- Full audit trails for all financial transactions.
- Compliance with donor reporting formats.
- Compliance with statutory financial reporting requirements.

## 8. Implementation Approach:

The implementation is expected to follow the phases below:

- Business Requirement Documentation (BRD)
- System Configuration and Customization
- Data Migration
- Pilot Implementation
- Full System Deployment
- User Training
- Post-Implementation Review

## 9. Vendor Qualifications:

Interested vendors must demonstrate:

- Proven experience implementing financial management systems.
- Experience working with INGOs, development organizations, or donor-funded projects.



- Strong technical support capability.
- Local presence or support capability in Sudan/Nairobi or the region.

## 10. Proposal Submission Requirements

Interested vendors are invited to submit their proposals electronically in **two separate documents**:

### 10.1 Technical Proposal

The Technical Proposal shall include, at a minimum:

- Company profile and legal registration documents.
- Overview of the proposed Financial Management System.
- Technical architecture and system specifications.
- Detailed compliance matrix against the requirements outlined in this ToR.
- Implementation methodology and work plan.
- Data migration approach.
- Training and capacity-building plan.
- Support and maintenance approach.
- Project implementation timeline.
- Relevant experience in implementing similar Financial Management Systems.
- At least three (3) references from similar assignments.

### 10.2 Financial Proposal

The Financial Proposal shall be submitted as a **separate document** and shall include a detailed cost breakdown covering, but not limited to:

- Software licensing or subscription fees (where applicable).
- System configuration and implementation costs.
- Customization and development costs.
- Data migration services.
- User training.
- Technical support and maintenance.
- Annual support or subscription fees (if applicable).
- Any applicable taxes and other associated costs.

All prices shall be quoted in **Euro (EUR)** and shall remain valid for a minimum period of **90 calendar days** from the proposal submission deadline.

### 10.3 Submission Method

Proposals shall be submitted electronically to:

**Email:** [hr.sudan@sos-sudan.org](mailto:hr.sudan@sos-sudan.org)

**Subject:** *RFP No. SOSCVSD/RFP/FMS/2026/001 – Financial Management System Proposal*

The Technical Proposal and Financial Proposal shall be submitted as **separate PDF files**.



Late submissions may not be considered.

#### **10.4 Clarifications**

Any request for clarification regarding this procurement shall be submitted by email to:

[hr.sudan@sos-sudan.org](mailto:hr.sudan@sos-sudan.org)

Clarification requests must be submitted no later than the deadline specified in the RFP. Responses may be shared with all prospective bidders to ensure fairness and transparency.

#### **10. Evaluation Criteria:**

Proposals will be evaluated based on:

- Functional compliance – 35%
- Technical architecture- 20%
- Implementation approach – 15%
- Vendor experience – 10%
- Cost effectiveness- 20%

#### **11. Estimated Budget:**

The estimated budget for the procurement, implementation, and first-year operation of the Financial Management System is projected within a range of EUR 35,000 to EUR 50,000, depending on the selected solution (off-the-shelf versus customized), level of configuration, and support model.

This estimate includes system acquisition, implementation and data migration, training and capacity building, infrastructure and licensing, and initial maintenance and support. For planning and evaluation purposes, bidders are expected to position their financial proposals within a realistic mid-range envelope of EUR 35,000 to EUR 50,000, ensuring adequate coverage of functional requirements, scalability, and compliance obligations while maintaining cost efficiency.

#### **12. Expected Deliverables:**

The vendor will deliver:

- Fully implemented financial management system
- Configured chart of accounts and financial dimensions
- Migrated historical financial data
- User manuals and documentation
- Training sessions for staff
- Technical support and maintenance plan

#### **13. Success Indicators:**

The implementation will be considered successful when:

- Financial closing time is reduced.
- Financial reporting accuracy measured.
- System adoption exceeds 80% within 3 months.
- Compliance audits pass without major findings.

#### **15. Confidentiality**



All information contained in this Terms of Reference and any supporting documents shall be treated as confidential and used solely for the purpose of preparing the proposal. Likewise, SOS Children's Villages Sudan will treat all proposals received as confidential and will use them exclusively for the purposes of evaluation and procurement