



# INSTITUTION OF ENGINEERS RWANDA

Remera - Ingenzi House, 2<sup>nd</sup> Floor

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## TERMS OF REFERENCE TO PURCHASE WELL-TESTED ACCOUNTING SOFTWARE AND TO TRAIN ITS USERS AT INSTITUTION OF ENGINEERS RWANDA (IER)

### 1. Background

The Institution of Engineers Rwanda (IER) started in 2008 as a learned society of engineering profession with an aim to promote and develop engineering services and best practices for sustainable development of our country. This was in line with the Government commitment to promote science and technology for the national development, while promoting the engineering profession leading to improved quality and efficiency of services.

In June 2012, law No.26/2012 of 29/06/2012 Governing Engineering profession and establishing the Institution of Engineers Rwanda was enacted by the parliament and on 17<sup>th</sup> April 2013, the Hon Minister of Infrastructure officially launched the Institution.

Considering the volume of its operations, administrative procedures and recommended best practices for a sound financial management and a reliable reporting system, the Institution of Engineers Rwanda has decided to allocate a part of its resources to purchase well tested accounting software and to train three (3) IER staff on its application.

It's in this context that Institution of Engineers Rwanda requests services of an experienced individual consultant to supply and install accounting software and train three (3) of its staff on its application and ensure that the software is fully operational and produces automated financial reports within the next one month after its installation.

### 1. Overall objective of the Assignment.

The overall objective of the assignment is to procure well-tested accounting software to ensure that financial activities and reports of IER are made with professionalism in order for the Institution to deliver its obligations effectively and efficiently.

## **2. Specific Objective of the Assignment.**

The specific objective of the assignment is the following:

- To have in place tested accounting software and to train and equip its users with required skills to enable them to effectively utilize it to produce timely, reliable and accurate reports on all financial transactions of the Institution.

## **3. Scope of work.**

Basing on the evidence and facts obtained through consultations with Secretariat staff and Governing Council members and by considering the best GAAP accounting principles and practices in similar professional Institutions, the scope of work of the consultant will be articulated on the following:

- To conduct Interviews and review the existing financial management functions at IER secretariat and propose an accounting software that will align the functions to the best accounting principles and practices to enable the secretariat staff to produce timely, reliable and accurate reports.
- To supply and install accounting software that can easily manipulate the accounting data and generate automated financial reports and that includes efficient management of IER cash book, the general ledger, generating IER Income Statements and the Balance Sheet.
- To supply and install the accounting software on two (2) Computers within five( 5 ) days after signing the contract and conducting 15 days of intensive training on its usage to three(3) IER Secretariat staff.
- After conducting the intensive training, and under the supervision of the consultant, IER finance officer will have to post financial transactions in different books of accounts i.e. the cash book, the general ledger etc and will be able to generate the first accounting statements and reports for the first quarter of 2016.
- A final presentation of the software outputs will be organized for the consultant to demonstrate its effectiveness and efficiency in IER financial management.

## **4. Expected deliverables.**

The consultant will be expected to produce:

- In addition to supply and installation of the accounting software, the consultant will provide the CDs of the software, the required user codes and any relevant information deemed necessary for the successful implementation and usage of the supplied software in the long run.
- The consultant will make a follow up on the proper usage of the software after its installation for a period of six (6) months by making regular visits and ensuring that the software is efficiently utilized to generate IER financial reports accordingly.

## **5. Qualifications and Experience of the Consultant.**

The Lead consultant in this assignment must at least possess a Bachelors Degree in Accounting or Finance or to be a member of the following professional accounting associations, ACCA or CPA. The Principle Bidder (Consulting Firm or Individual Consultant) must submit a detailed CV showing his or her minimum of 3 years proven experience in the relevant field in general and in similar assignments in particular.

- The lead Consultant must be full time available during the time of supply and installation and conducting of the training programmers to IER staff.
- The Bidder (principle consultant) should be registered with RDB in the relevant field and must possess valid clearance certificates from RRA and RSSB.
- The Bidder should be licensed and authorized to sell the proposed software in Rwanda.
- A good and proven experience of interacting with private sector is an added advantage.

### **Other Competencies:**

- The consultant should provide concrete evidence of previous experiences in similar assignments;
- The Consultant shall be able to meet deadlines;
- Excellent verbal and written communication skills are crucial in English and additional working knowledge of French and Kinyarwanda being an advantage.

## **5. Selection procedures.**

Interested individual consultants must provide information indicating that they are qualified to perform the services (Methodology, description of similar assignments, availability of skills among the staff etc). A consultant company or individual consultant with demonstrated experience and good track record in similar assignments will be selected.

## **6. Deadline Date and Time for submission of offers**

Fully sealed envelopes for both technical and financial offers should be delivered in one bigger and well sealed envelope to the address below not later than Friday 13<sup>th</sup> May 2016 at 10.00 am.

## **7. Submission Address**

**Institution of Engineers Rwanda**  
**Supply and Installation of Accounting Software**  
**2<sup>nd</sup> Floor Ingenzi House, Remera Sector.**

For further information, interested bidders can contact the following telephone numbers: 0788594136, 0783061343 or visit our website [www.engineersrwanda.rw](http://www.engineersrwanda.rw) .

Dated, this 25<sup>th</sup> day of April 2016.

**Eng. Dismas Nkubana**  
**Chairman Governing Council**