**TERMS OF REFERENCE**

**IMPLEMENTATION OF MICROSOFT DYNAMICS NAV**

## INTRODUCTION

The Kenya Wildlife Conservancies Association (KWCA) is a national landowner led membership organization, established in 2013 to serve the collective interests of over 160 community and private conservancies. KWCA works to create an enabling environment for conservancies to thrive by advocating for the right policies, laws and incentives and supporting them through information sharing, and capacity building. KWCA recognizes that conservancies represent a strong mechanism to promote wildlife stewardship and custodianship by local communities and landowners that share land with wildlife

## OBJECTIVES

The objective of this assignment is to install and support implementation of the Microsoft Dynamics Nav system that will provide financial management solution for KWCA

The system requirements described in this document are not exhaustive and therefore detailed proposals encouraged to give in detail the solution that will best fit to KWCA manage resources efficiently and effectively.

The below information summarizes the key parameters which form the user requirements for four Finance staff in proposed ERP Implementation.

**General Users Requirements**

## ACCOUNTING

## CASHBOOK

- • Maintain details of bank account name, bank code, branch code and name and swift code

### Processing

- • Ability to process receipts
- • Ability to preview receipts before posting
- • Ability to process cashbook journals
- • Ability to process and record manual payments
- • Ability to process manual bank transactions
- • Ability to process interbank transfers
- • Support EFT payments to vendors by providing automated interface to various EFT systems
- • Maintain petty cash and support accounting for petty cash
- • Define petty cash limits in the system
- • Allow cashbook codes set for each bank account but this should not be tied to specific projects to ensure that a bank account can be shared by projects.
- • Maintain and process Cashbook and petty cash in local and USD currency.

### Multi-currency

- • System should have full multi-currency functionality
- • Ability to setup periodic currency rates in the system
- • All foreign currency transactions to convert to home currency at the rates held in the system
- • Ability to override system rates and enter transaction specific rates. This should be restricted to authorized individuals and an audit trail should be retained
- • For each foreign transaction the currency code, currency amount and base currency amount should be retained on the system
- • Ability to provide a facility to revalue foreign currency balances and generate appropriate postings to an unrealized currency gains/losses account
- • On transaction enquiries the system should display the foreign currency value, home currency at historical rate and home currency at current rates
- • Ability to define forex rates for future periods in multiple currencies.
- • Allows currency revaluation on a periodic bases.

### Reconciliation processing

- Ability to carry out or run cashbook bank reconciliation procedure
- Support cashbook bank reconciliation monthly
- Support both manual and automated bank reconciliation procedures
- Should be able to import bank statements
- The system should provide the ability to load the bank statement and auto reconcile in one step.
- The system should allow matches to be confirmed, suspended or rejected.
- The system should provide warnings when discrepancies on statements, in respect of statement numbers, statement dates and closing balances are identified.
- The system should allow missing statements that are subsequently received to be reconciled in the normal manner.
- The system should allow reconciliation errors and mismatches to be brought to the user's attention.
- Support reconciliation in local and USD currency.

### Reporting

- Bank reconciliation reports in local and USD currency.
- Daily reconciled cashbook positions
- Reconciled items report
- Unreconciled items report
- Mismatched items report
- Print outstanding transactions report
- Other cashbook reports such as Payments report, Receipts report and Adjustments reports
- Ability to reprint documents (receipts)
- Print cash book in local and USD currency.


## ACCOUNTS RECEIVABLE

### Administration

- Full multi-currency
- Customer master data should have customer code, name, address, telephone, email contact, city and country
- Maintain customer details including bank accounts details such bank code, branch and swift codes, currency of transactions etc
- Generate debit notes and invoices for customers
- Generate credit notes/ credit memos

- Integrated with cashbook and general ledger • Ability to receive cash and cheques from staff.
- Ability to preview receipts before posting
- Ability to allocate receipts to specific invoices or debit notes being settled.
- Ability to support multiple bank accounts.

**Reporting**

- Aging debtor balances
- Statements
- Accounts Receivable reconciliation report
- Ability to provide reports based on different parameters for example, Staff, donor, date range etc.
- Donor receipts report
- Staff receipts reports
- Transaction listing
- Other debtors' receipts.
- Ability to reprint documents (Invoices, Credit memos, receipts)
- Print statement in local and USD currency.

## ACCOUNTS PAYABLE

### Administration

- Full multi-currency
- Ability to maintain vendors master data such as supplier code, name, address, telephone, email contact, city and country
- Maintain supplier details including bank accounts details such bank code, branch and swift codes, currency of transactions etc
- Ability to Pay bills to vendors
- Ability to set recurring bills
- Ability to Set reminder for when a bill is due
- Ability to show/track unpaid bills
- Ability to Pay from an account
- Allow generation of a payment voucher entry
- Generate Payment Voucher and forward for Cheque writing
- Ability to assign payment voucher numbers automatically
- Ability to approve purchase orders on the system
- Ability to write cheques
- Ability to carry prepaid and accrued expenses into a new year

- Ability to distribute expenses to multiple accounts per line item
- Ability to configure error and warning conditions during the posting validation process. E.g. ability to define that department and cost center must be indicated before posting to an expense account
- Ability to generate alerts on approved documents
- Ability to prevent duplicate invoice numbers per supplier
- Ability to mark an invoice/voucher as held with appropriate approval
- Ability to allocate payments to specific invoices, debit notes being settled including partial payments.

### Reporting

- Aged supplier balances report
- Statements
- Transaction listing report
- Provide reviews/queries of open invoices report: By supplier, By invoice number, By due date, By expense account
- Ability to reprint documents (Invoices, Credit memos, receipts)
- Print Remittance Advices in local and USD currency.

## PAYROLL

### Administration

- Full-multi-currency capability
- Maintain employee master data including staff number, name, address, age, gender, photo, bank, branch, bank account and swift code
- Payroll data posting to the GL should be linked to individual staff timesheets and staff contracts
- Payroll should be linked to individual staff contracts and the expiry date set in the system such that if a contract reaches its expiry the salary processing automatically stops
- Direct integration to HR and Finance Modules
- User defined Earnings/Deductions and benefits
- Allow configuration to define various payroll cycles e.g monthly, or ad hoc
- Electronic payslips through email
- Electronic bank payments
- Allow pension deductions to individual pension schemes
- Allow tax reliefs (personal, insurance, mortgage interest etc)
- Loan management tracking recovery and balances
- Recovery for overdue imprest balances

- Allow for account codes from chart of accounts
- Tax should be annualized based on Government tax systems
- Maintain all statutory deductions such as NSSF, NHIF, NITA and PAYE
- Maintain unlimited earnings and deduction codes
- Allow calculations based on percentage, flat rate or formula
- Allow pre-tax and post-tax deductions
- Maintain history of deductions by code
- Reminders and alerts sent out for confirmations, retirements etc
- Accommodate start/stop for deductions based on a target amount or future date

**Reports**

- Annual tax cards (P9, P10, P11) etc
- Statutory reports (NSSF, NHIF,NITA)
- Export data to excel and word
- Generate electronic PAYE reports for uploading to Tax authority's platform
- Individual reports for each deduction code
- Loans reports, Pension reports
- Payroll journal with GL codes, projects code etc
- Annual leave reports and controls need to be inbuilt into this system with the associated total amount accumulated

**BUDGET**

- Full multi-currency ledger

**Budget creation**

- Ability to capture budgets by Month, quarter and year
- Ability to generate new budget based on prior year budget and apply a percentage increase or decrease
- Ability to prepare both expense budgets and revenue budget/forecasts
- Ability to retain historical budget data
- Ability to store multiple "proposed" budgets
- Allow automated conversion of "proposed" budget to actual budget
- Ability to support top down and bottom-up budgeting
- Ability to reallocate budgets. This should require approval.
- Ability to allow pre-determined allocating/apportionment of budgets to required departments.
- Ability to create balance sheet, profit & loss, cash flow and capital budgets
- Ability to monitor expenses against the budget per department per GL a/c
- Ability to control access to particular budgets

- Ability to provide a comprehensive audit trail of changes to a budget
- Ability to revise and approve a new budget
- Ability to reallocate budget items with appropriate audit trail
- Ability to segregate working versions of budgets and forecasts from the approved version
- Able to specify budget periods by Project dates for project cycles not following calendar dates

## Reporting

- Ability to generate budget vs. actual reports across multiple levels e.g. departmental, GL codes, cost center, project, country, overall etc.
- Ability to factor commitments e.g. open purchase orders in carrying out analysis of budget against actual
- Ability to import/export budgets or budget information elements from/to spreadsheet
- Ability to print monthly departmental exception reports of actual amounts that exceed a user- defined budget variance
- Ability to create user-defined budget analysis reports
- Ability to compare current year actual/budget /forecast month and YTD, previous year actual/budget month & YTD at any level, and GL code.
- Monthly budget reports
- Quarterly budget reports
- Annual budget reports
- Actual vs. Budget
- Year expenditure/revenue reports
- Budget reallocation reports
- Cost center budget reports in user defined period • Unutilized commitments.
- Ability to print all reports in local and USD currency.


## GENERAL LEDGER

- Full multi-currency ledger
- Maintain numeric account code (Chart of Accounts)
- Ability to support dimensions for expense analysis
- Ability to support dimensions such as account code, country, location, donor, project, donor budget line, strategic pillars (cost centres) etc
- Ability to define the chart of accounts in such a manner that account balances can be tracked by following dimensions:
- Ability to group the accounts by different types (user defined) e.g. assets, current assets, etc. as per IFRS
- Ability to flag account for deletion
- Ability to tag accounts as active or inactive

- Ability to summarize detail accounting information into multiple summary levels as needed.
- Ability to quick search on chart of accounts at transaction entry
- Ability to show budget allocation / balance at entry of transaction
- Ability to create logs of user activity
- Ability to retain log of deleted transactions / journals
- Ability to retain data integrity between sub- ledgers and the general ledger even in cases of system shutdown
- Ability to import / export data in various formats e.g. Excel, PDF, RTF, CSV
- Ability to drill down transactions from the GL
- Ability to display fields that fully describes the transactions
- Ability to print GL in a specified period, 5 Month, Quarter, and Year End Closing
- Generate period closing reports that ensures consistency check with the sub-ledgers
- Have separate period closing capability by sub ledgers
- Selectively close or open periods for posting (with adequate security)
- Closing checklist indicates to various tasks as completed or outstanding e.g. manual automatic entries are not posted, X sub-module are not closed yet, etc.
- Generate closing exception reports
- Ability to run balance sheet accounts both in foreign and home currency
- Tools to pull the report like the query and analysis should be integrated to the system

## Accounting Period

- The system should allow at 12 periods based on 4, 4 and 5 weeks, 13 periods based on 4 weeks or 5 weeks
- The system should allow the addition of additional periods if required for year-end purposes.
- The system must not allow periods to be deleted once data has been posted to them.
- The system must allow multiple years to be open at the same time though posting for ordinary users will only be possible in the current year.
- The system must provide the functionality to open and close accounting periods to control posting of transactions into current and/or previous/future periods.
- The system must allow periods and/or years to be reopened if necessary –the system must recalculate all forward balances on re-closing (with a ripple effect throughout all further periods/years). This must be managed under strict controls.
- The system must roll closing balances from one period into the opening balances for the subsequent period(s).
- The system must allow/prevent the posting of transactions to present, future and previous periods and years, with security defined at user level; for example: certain users may post

to an open past or future period, as well as the current period, while others are restricted to posting to the current period only

- The system must allow prior year and audit adjustments to be made throughout the current year. This must be subject to strict security/ access control. All such adjustments must be also applied to the current year where relevant. In particular, the system must allow posting to a new year/period before any accounts for the previous year/period have been finalized.
- The system must recalculate all forward balances after posting adjustments have been made. The system must warn the user if they attempt to post to a non-current period.

**Period End Processing**

- The system must allow independent closure of accounting periods in the application.
- The system should allow the period end roll over in feeder systems such as Accounts Payable and Accounts Receivable to take place in advance of that of the General Ledger; i.e. hold the General Ledger open for a few days after closing the Accounts Payable and Accounts Receivable.
- The system should prevent feeder systems such as Accounts Payable and Accounts Receivable modules transferring journal information to the General Ledger without the General Ledger users being notified; even if the sub ledger period has been opened.
- The system must allow for future processing of transactions while still closing the current period.
- The system must update accounting balances and perform a roll forward when a new General Ledger period is opened.
- The system must provide standard period end processing including (but not limited to): • automatic checks that all batch interface routines have been executed • reversal of accruals • update of monthly transaction records • preparation of full period audit trail • standard monthly journals processing

- The system must allow for an efficient and effective monthly reconciliation mechanism of reconciling the:

- Accounts Payable to the Accounts Payable control accounts in the General Ledger
- Accounts Receivable to the Accounts Receivable control accounts in the General Ledger
- Fixed Assets to the Fixed Assets cost, accumulated depreciation and depreciation expense accounts in General Ledger

**Year-End Processing**

- The system must allow year-end adjustments in the General Ledger after the Accounts Payable and Accounts Receivable Ledgers have been closed for the year.
- The system must allow users to input to and report normally on current and future years while still working on the previous accounting year.
- The system must, at year-end close, provide automatic clearing of operating cost statement accounts to a designated 'general fund' account and carry forward balances on balance sheet designated accounts to provide for opening balances of the new year's balance sheet.
- The system should allow a year end to be forced at any point in the financial year, for example, to allow for bodies that are wound up part way through a year.

**Transaction Processing**

- The system must permit users to amend or cancel (delete or void) any transaction at any time prior to authorization or the commitment of data to the database, subject to process and user access controls.
- The system should facilitate the correction of mis-postings; i.e. by the posting of a simple reversal transaction.
- The system must be able to handle all transactions in any currency including ;Sterling, US Dollar and the Euro.
- The system must allow narrative to be attached to any transaction or transaction line. The system should provide a notebook facility to allow diary notes to be attached to any transaction data or standing data.
- These notes must automatically be stamped with the user name and date/time when created. It should also be possible to search notes by date, user name or keyword, and through the use of wildcards or partial data.

**Chart of Accounts**

- The chart of accounts underpins the financial functionality of the overall system.
- The system should provide a common chart of accounts across all modules, consisting of numeric values
- The system must provide a minimum of seven key elements (dimensions), for example:
  - Expense/Income head code (natural account), reflecting what expenditure has been incurred, income received, balance sheet accounts etc.
  - Strategic pillar code, representing a section or thematic areas against which income, expenditure or activity is to be recorded

- o Donor code, an additional analysis code; for example, each donor will have a specific code that is unique to identify income and expenditure from of different donors
- o Project code, for example, a project code thus allowing expenditure incurred across a range of cost centres to be recorded and tracked to a specific project
- o Budget code, a further analysis code allowing further breakdown of expenditure according to different grant budget lines for various donors
- o Location code, a further analysis code allowing further breakdown of expenditure according to different project implementation sites

- o As Department's reporting structures change, there should be the flexibility for more key elements (dimensions) to be added and flexibility in the number of characters in the Chart of Accounts fields.

- The system must permit additions and amendments to the chart of accounts structure without corrupting existing data at any level in a simple and efficient way; i.e. without the need to rebuild the chart of accounts. For example, in the event of a Departmental reorganization, it must be possible to transfer Cost Centers and all associated data to a new or another existing Cost Centre and report on the data accordingly. When required, the application of changes must be from a specific effective date within the financial year.

- In particular, audit trails of previous data entry and processing should remain intact. The system should allow each element to be defined as an alphanumeric field with an overall account code length of at least 15 characters.

- The system should allow each level/element of the account code to be defined as mandatory or optional; for example, the first two are compulsory for all transactions, and the next three to be in the main optional, although for certain purchases for example a third component may also be compulsory.

- The system should permit the different elements of the account code to be created or amended separately.

- The system should provide for the dynamic insertion of new account code combinations which are created for the first time that a transaction is posted to that account code, provided that all the elements of the account code exist and the combination is valid, subject to process and user access controls.

- The system should provide a facility for the bulk creation and amendment of account code combinations; for example, upload chart of accounts changes from spreadsheet file.

- The system must have the ability to identify elements which are for expenditure and income (operating statement items) and for assets and liabilities (balance sheet items).

- The system must permit the deactivation of elements so that no postings are possible (subject to process and user access controls); either: (i) permanently (with option to re-open) or (ii) temporarily controlled by the use of specific open and closed dates
- The system must prevent active elements from being deleted; i.e. when there are postings to the account. The system should allow inactive elements to be deleted; i.e. where there has been no posting to the account element, subject to the appropriate security/access control and audit trail.
- The system should provide validation procedures for individual elements and combinations of account codes, i.e. posting rules, to determine valid account code combinations. The system should control user access to individual elements and combinations of account codes, in terms of posting and enquiries/reporting etc.
- The system must provide controls ensuring that, for each element of the account code, any new codes are included in at least one hierarchy; for example, all new cost centres will point to an existing organizational parent.
- The system should provide the ability to move an element from one area of a hierarchical structure to another, with associated data being automatically realigned, subject to appropriate security/access control.
- The system should allow users to define the indirect cost recovery (ICR) rates for different projects .

## Cost Allocation/Apportionment

- The system should have the ability to generate regular, automatic journals to simplify the posting of overhead allocations to cost centres, projects, activities etc.
- The methods of apportionment should cover:
  - percentage based
  - pro-rated
  - statistical based
  - budget-based and
  - amount-based
- The system should provide a seamless link to the General Ledger allowing such basis to be used. It is likely that these bases will change from one accounting period to the next.
- The system should allow the balances that the allocations are based upon to be an account code; for example:
  - single account
  - ranges of accounts
  - cost centre or
  - ranges of cost centres

**Journal Entry**

- Data entry should be kept to a minimum with automation being used wherever possible to reduce the number of keystrokes.
- The system should display the description of the input codes at the time of entry, if required.
- The system must not allow final posting of entries until the relevant validation checks have been performed.
- The system must allow the holding of journal entries pending approval.
- The system must enable held journals to be viewed and posted
- The system should have the option to produce a validation report once the data has been input, if required. The validation report should contain positive verification that the data has successfully passed the checks set out below.
- The system should support wildcard lookups; for example, a drop-down list of all matching entries with facilities to allow the user to identify and select the required entry; for example, a list of creditors and their addresses.
- The system must provide the following input controls:
    - data type; for example, alpha, numeric or alphanumeric
    - minimum field size; for example, at least two characters
    - within range/outside limits; for example, valid day within month
- The system should provide the following input controls:
    - inappropriate punctuation; for example, inappropriate characters in monetary values
    - check digits; for example, last digit of payable order
    - relationship with other fields; for example, start/end dates
    - relationship with other data already in the system; for example, transaction reference
- The system must provide duplicate invoice checking; for example, an invoice being posted has been posted to the same customer with either the same external reference number, date or amount.
- The system must offer one of two duplication check options, if required and provide one of the following actions: • prevent entry of duplicate invoices • warn the user before allowing the duplication of invoices
- The system must provide automatic validation during data entry (with ability to make corrections) of all codes including (but not limited to): Entity codes, Each element of the General Ledger account code dimensions, Supplier and customer codes, Currency codes, Tax codes
- The system should provide workflow type functionality that is flexible in enabling transactions and/or communications to be effected and records updated with the use of user-defined triggers; for example, create a transaction on a specific date or after a specified interval, or send an email if a specified balance/value is exceeded etc.

- The application should provide for Recurring Journals.
- Recurring Journal Entries may be based on templates with predefined schedules.
- Posting to control accounts must only take place via business partners (cashbooks, customers, suppliers, employees, payroll etc)
- The system should provide for a minimum of three journals types such as general journal, recurring journal and reversing journal
- Journal batches- We need one for disbursement of cash and a receivable one and a general one.
- The system should ensure escalation of transaction as per the department leadership levels after like 7 days . And be able to show the initiator where the approval has reached

## Reporting

- Generate detailed transactions report by account code for user defined periods
- Income and Expenditure reports
- Expenditure reports by project, country, etc
- Trial balance by country and consolidated
- Balance sheet by country and consolidated
- Budget Variance Analysis by project and dimension
- User defined Management Report such as the ratio of Management cost to Programme cost by project
- Ability to compare financial reports such as Income and expenditure and Balance sheet against budget, across periods e.g. month, year to date, previous three cumulative years, and provide variances
- Ability to export reports to MS Excel
- Automatic re-categorization of accounts for balance sheet reporting purposes, depending whether the balance is debit or credit.
- Fund accountability statement: Ability to generate fund accountability statement pre funding source per period. And compare last year to current year
- Allow for creation of customized reports to serve various requirements
- Business Analytics
- Support for business intelligence
- Ability to perform "what if 'analysis" based on data in the system
- Ability to define key performance indicators and monitor them through the reporting and analysis tool.
- Ability to preview reports before printing
- Ability to use multiple querying capabilities to feed the results of one query into another and roll them up into a single report
- Ability to support analysis of financial reports using graphs and charts
- Ability to generate report on accounting ratios

- Ability to support business intelligent reporting in inventory, payables and receivables including graphical presentation
- Dynamic reports with the provision for a drill-down capability.
- All reports can run in local and USD currency

## FIXED ASSETS

### Administration

- Allow the assignment of primary classes to assets.   (for reporting and inquiry)
- Allow the assignment of secondary or tertiary classes to assets. (for sorting and inquiry)
- Allow both automatic and manual entry      creation of an asset into the system
- Allow for maintenance/improvement adjustments to an asset to increase the value and/or extend the useful life.
- Track the history of maintenance/improvement on an asset
- Automatically recognize accounts that are related to capital expenditures. These purchases should automatically roll over purchasing/accounts payable information into the fixed asset system. (Interface from AP & PO to FA)
- Allow the creation of detailed disposal records in relation to an asset, including sales price, disposal date, method of sale, vendor, address, etc.
- Allow for tracking multiple funding sources related to one asset
- Allow for tracking multiple/split expense accounts related to the purchase of one asset
- Have the ability to allow for the definition of user defined categories/codes of fixed assets (for location codes, primary class, etc)
- Have the ability to track the transfer of assets and all associated history
- Have the ability to maintain detailed property or vehicle records for insurance purposes.
- Have the ability to maintain cost, insurance, and replacement values.
- Have the ability to maintain detailed warranty records
- Allow the interface/integration of the system with other, independent asset management systems
- Have the ability to automatically post the appropriate entries for all capital expenditure purchases to fixed asset accounts
- Have the ability to perform ad-hoc reporting on any field or feature within the fixed asset screens to produce depreciation reports, inventory reports and such
- Allow the association of an asset with an old asset number (in relation to a trade-in, retirement, theft
- Allow the ability to link related assets together
- Provide miscellaneous fields for user defined information
- Track information related to the purchase, such as contract number, purchase order number, bid number, invoice info, vendor, GL code

- Allow the association of an asset with a responsible person, such as a custodian
- Provide a notes section to allow free form text entry
- Allow the attachment of an image to each asset.
- Allow the user to copy asset information from another, pre-existing asset
- Allow automatic transfer of asset details and conditions.
- Allow use of the inbuilt required asset standard forms or templates for easy historical ref.

## Fixed Assets - Depreciation

- Have the ability to provide for automatic calculation of depreciation and posting of entries to the GL
- Have the ability to selectively post depreciation based on asset category, account, status, or other field.
- Have the ability to allow depreciation to be calculated on either a monthly, quarterly, or annual basis.
- Have the option to depreciate on a variety of methods (straight line, sum of years digits, double declining balance)
- Compute depreciation expense on one basis for financial statement purposes and another basis for internal accounting purposes
- Provide for depreciation comparisons, such as Last Year Amount, Year to Date Amount, Last Depreciation Amount
- Have the ability to provide the option of having depreciation data updating the GL or being stored in Fixed Assets for information purposes only.
- Have the ability to allocate depreciation expense to the functions/programs/activities per apportionment policy

## Fixed Assets - Controls

- Allow the assignment of fixed asset numbers based on a 'seed' number so that numbers will not be skipped or duplicated
- Interface with receiving so that management will know when an asset has been received and is ready for tagging.
- Have the ability to compare actual fixed asset expenditures versus budgeted amount comparisons
- Generate physical inventory reports by location, cost center, employee name or number, asset type, etc.
- Provide history of assets by custodian or location
- Barcode capability with Physical Inventory input
- Adequate asset description
- Separate field for Serial Number, Manufacturer, other identifying marks

- Ability to export information to Excel
- Inventory reports that indicate additions and deletions
- Ability to extract reports by asset class/category

## HUMAN RESOURCES

### Overarching feature

### Employee Master

The staff employee details when an employee joins should be captured such as

- Personal Details- Staff Photo; Name
- Work details
- Family Information
- Professional qualification
- Bank details
- Language proficiency
- Physical documents attachments –ID, KRA PIN, NSSF, NHIF cards

The system should allow a HR to terminate an employee when they exit. The following should be captured at exit

- Termination date
- Reason for termination
- The line manager should indicate if an employee can be rehired
- The staff takes an exit interview
- The staff should fill in a clearance form
- Certificate of service to be generated on staff exit Staff details should be downloadable in Excel format

### Contract management

A contract management module under Human Resources to manage staff contracts.

### Deliverables

- An operational accounting system that is able to perform the above efficiently.

- Migration of existing KWCA financial data from 2017 to date.

- Training staff on its use.

**Key Eligibility**

- Proven record of successful implementation at more than 5 reputable clients.
- The service provider must demonstrate experience and willingness to provide after sales support.
- The service provider must have completed at least five years of existence since inception.

**Submission of Proposal**

The proposal should demonstrate sound knowledge, technical skills and capacity as required by the nature of work of the assignment and understanding of the requisite tasks set forth.

Eligible consultants should submit the following;

1.    Technical and financial proposals

2.    Implementation schedule

3.    Recommendations from previous assignments

The proposals should be emailed to info@kwcakenya.com indicating clearly on the email header the title of the consultancy by 26th January 2022