# APPENDIX 1: Key Features and Modules Required

The document has been divided into the following sections:

1. Desired key features i.e. the basic expected functionalities
2. TICAH ERP proposed functionalities based on user requirement needs under the following modules.

* Finance
* Procurement
* Stocks & Inventory Management
* Human Resource Management
* Payroll
* Grants/ Project Management Module
* Subgrants Module
* Fundraising and Communications (Customer Relationship Module)
* Risk Management

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|  | **Desired Key Features** | **Bidder’s Comments** |
| 1.1 | **Intuitive graphical interface for a short learning curve:** Interface should be simple to use |  |
| 1.2 | **Employee and member Self Service:** The system should enable employees to access information and initiate requests |  |
| 1.3 | **Efficient audit trail:** System should enable an audit trail that enables the administrator to view actions by different users |  |
| 1.4 | **Ease of implementation**: System should be easy to implement and customize as well as ease in software maintenance and updates |  |
| 1.5 | **Ease of implementation**: System should be easy to implement and customize as well as ease in software maintenance and updates |  |
| 1.6 | **Customized Workflows and alert management**: The system should enable the inclusion of prebuilt suggested workflows with standardised task tracking or enable someone to build their own workflow |  |
| 1.7 | **Defined & Custom roles**: System to be multi-user and enable customization enabling defined roles for different teams or individuals to ensure security, privacy of information and compliance for all team members. Enable guest users where necessary. |  |
| 1.8 | **Business Intelligence and analytics**: Built-in analytics, self-service, Business Intelligence, reporting, and compliance tools that can deliver intelligent insight for any area of the business. A dashboard that is interactive, user friendly and customizable with real time updates. |  |
| 1. 1.   1.9 | **Multi-currency:** System should enable multicurrency functionalities and enable real time exchange rate updates, automatically exchange foreign currency transactions into domestic currency |  |
| 2.0 | **Options for deployment**: Web access with full functionality. System should operate in real time/online/batch or web deployable. Support for Mobile App and remote access |  |
| 2.1 | I**ntegration with Email and global calendar integration as well as other systems**: The system should easily integrate with other software as well as communicate and share data with already existing systems, eg. Office 365, SharePoint, and other M&E systems in place. |  |
| 2.2 | **Data migration**: System should have import and export operations which would enable streamlining of data from diverse resources including CSV files, databases, or third-party applications, as well as ability to export data into compatible formats for ease of accessibility including, excel files, CSV files, PDF formats. |  |
| 2.3 | **Compatible Operating System:** System to operate on compatible operating systems and database platforms |  |
| 2.4 | **Back up:** System to support offsite online backup of the entire system, through cloud or use of a third-party service |  |

## **Proposed Features**

### **Financial Accounting Module**

**Business processes: Preparation of financial reports (donor and organization), budgeting for proposals, monitoring of exchange rates, payments processing, imprest management, bank reconciliations, general ledger postings, management of different donors.**

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| **No**. | **Expected Features** | **Bidder’s Comments** |
| A | **General Financial Accounting Features** |  |
|  | Integrated Financial Systems: General Ledger (GL) and other financial systems should be integrated. Graphics, Charts, Object linking, Internet, email, Workflow, Drill-down, End-user, Data import/export etc. functionalities should be within the package |  |
|  | Create customized reports (user defined). Users who perform this function will have to be trained on use of the tools |  |
|  | The system should provide the capability to identify source documents or module references which are associated with the journal entry (e.g., Invoice No., Payment Voucher No., etc.) for reporting purposes. |  |
|  | The system must be able to generate the following financial statements: Statement of comprehensive Income, Trial Balance, Statement of Financial Position, Cash Flow Statement, Budget versus Actuals, Changes in Equity, Taxes e.g VAT/W/Tax by user defined dates |  |
|  | One should also be able to generate the financial statements in a particular format/template for the purpose of meeting statutory requirements including explanation notes for any of the above. |  |
|  | Audit trail that tracks entries made into the system. The system should be able to produce audit trails to ensure data integrity. |  |
|  | Expenses should be reported in multicurrency throughout the trial balance so that balance sheet, income statement and other reports appear in multicurrency. |  |
|  | Foreign currency conversion rates should be able to link to external real time data sources |  |
|  | Electronic entry for typical entries such as Journal Entries. |  |
|  | Internal controls feature and segregation of functions: The system should allow for a 2nd level authorization of posted transaction to the ledger. |  |
|  | Aging receivables and payables & statements of accounts and payment vouchers are other accounting documents/processes that the system MUST automate and seamlessly handle. |  |
|  | The system should be able to convert approved purchase orders into purchase invoices awaiting posting by finance |  |
|  | Dashboard for finance & procurement to notify when fully approved enabling action, & status of requests made |  |
| **B.** | **General Ledger/ Chart of Accounts** |  |
|  | Robust Chart of Accounts (Chart fields). The system should provide for an alpha-numeric, flexible account code structure that has multiple segments that can allow for tracking expense and revenues by funding sources, program codes, subaccount categories, expense locations and other user defined fields. |  |
|  | Standard accounting reports. The system will provide all standard accounting reports such as (statement of comprehensive income, statement of financial position, cash flow statements, and changes in equity |  |
|  | The system should facilitate the correction of mis postings, i.e. by the posting of a simple reversal transaction. And require a comment as to why the data is being reversed which can be approved. |  |
|  | The system should not allow posting in over expended budget lines |  |
|  | System should allow documents to automatically check budget and deduct accordingly and update the budget line |  |
|  | System should be able to provide an accurate accruals / commitment report |  |
| **C** | **Accounts Payables** |  |
|  | Ability to raise, print and post payment vouchers |  |
|  | The system must have an inbuilt workflow for processing payment vouchers |  |
|  | Procurement/Purchasing (Vendor Management). The system should prompt for repeated purchase order (PO) numbers and not allow for duplicate PO numbers. |  |
|  | The system must embed a workflow for verifying and approving invoices received for payment. The approval levels will depend on the invoice value. |  |
|  | The system should be able to process payments in multiple currencies, capture the foreign exchange rate, and date. |  |
|  | The system must support payment of invoices in partiality or instalments. Where partial payments are being made, the cumulative payment should match the Purchase Order/ contract value. |  |
|  | The system should be able to close a purchase order upon payment of the full amount. |  |
|  | The system must have controls that prevent duplicate processing of payments or over-payment. It should prompt the user to detect the same invoice number from different suppliers, and allow it to be processed, but prevent processing of the same invoice number from the same supplier. |  |
|  | The system must be able to maintain a complete payment history and enable extraction for analysis |  |
|  | The system should automatically notify the payment recipient via email upon completion of the payment process |  |
|  | Vendor Management that allows for recording to multiple A/P accounts. |  |
|  | The system must be able to convert approved staff advance applications and invoices to payment vouchers |  |
|  | The system must be able to create and maintain supplier payment information (if not captured in the procurement when creating a supplier) |  |
|  | The system must be able to generate the following AP reports: Invoice Aging Report, Invoice due date forecast, Down payments/payment advances listing |  |
|  | The system should allow for invoices to be paid from multiple accounts payable accounts |  |
|  | Interfacing with other modules   * The system must interface with the procurement module so as to be able to retrieve all other supplier master details relevant for the payment. * The system must interface with the HR module so as to be able to retrieve all other employee master details relevant for the payment. |  |
|  | The system should be able to provide an analysis of supplier invoices indicating the due dates based on the defined terms of payment. |  |
|  | The system should be able to convert approved purchase orders into purchase invoices awaiting posting by finance |  |
|  | The system should be able to record, identify and handle taxes as applicable to the invoices. |  |
| **D.** | **Accounts Receivables** |  |
|  | The system must be able to automate the receipting process and generate payment receipts that can be printed. |  |
|  | The system must be able to update accounts receivables and cash/bank because of receipting |  |
|  | System should be able to convert approved staff advances into payment vouchers |  |
|  | The system should be able to handle the complete cycle of accounting for imprest and manages staff imprest accounts based on set policies and procedures. |  |
|  | The system should not allow a staff with unliquidated imprest to request another one. |  |
|  | The system must be able to capture and maintain a complete history of customer transactions and generation of customer statements that can be emailed. |  |
|  | The system should enable automation of review process for cash reporting or imprest, with the same posted upon approval. |  |
|  | The system should enable attachment of supporting documents for imprest reporting |  |
|  | The system must be able to produce aged receivables reports for various account categories. |  |
| E. | **Petty Cash** |  |
|  | Automatic tracking of petty cash balance for purposes of replenishment. |  |
|  | Raise alerts and notifications for petty cash replenishment. |  |
|  | The system should enable posting of petty cash entries to the GL. |  |
|  | Reminders or notifications on overdue petty cash both to the applicant and the issuer |  |
|  | The system should be able to handle petty cash liquidation and manage the accountability of the petty cash account. |  |
| F | **Bank Reconciliations** |  |
|  | Functionality for automatic reconciling of the cashbook and bank statements. |  |
|  | The application should allow the recording of bank entries in bank statements automatically or upload formats |  |
|  | The system should be able to manage funds transfer from one bank account to another and seamlessly interface with bank provided internet banking solutions. |  |
| **G** | **Budgeting & Budget Controls** |  |
|  | The system must possess functionality that allows budget preparation at an organisational level prior to merging several programme or grant budgets into a singular organizational budget |  |
|  | The system should be able to trace payments to budget line items for cost management purposes |  |
|  | The system should be able to accommodate a budget calendar that may be different from a calendar year or financial calendar |  |
|  | Capability to copy an entire budget year on year. It should also support rolling over of budget amounts/lines year on year |  |
|  | Should provide functionality to view actual data against budgeted data |  |
|  | The system must be able to support reallocation of budgets between budget lines |  |
|  | The system should support Multiple years budgeting – prior years and at least 3 future years. |  |
|  | The system must be able to maintain budget version number and approval status where the annual budget has been updated through a supplementary budget |  |
| H | **Financial Reports** |  |
|  | The system must be able to produce reports on committed budgets, actual expenditures and balances per budget line/ project |  |
|  | System should be able to maintain and track budgets and expenditure at organizational, programme and project level and be able to provide burn rates updates and alerts upon attainment of an alert threshold (e.g. 80% of the budget) |  |
|  | The system will provide capability for production of customizable management reports such as, monthly and quarterly management reports and accounts, debtors aging, creditors aging, fixed assets register, fixed assets movement report etc. |  |
|  | In addition, the system will provide tools for creation of ad hoc reports from the central reporting base |  |
|  | The system will provide the accounting reports in real time with clear mechanism to accommodate prior period adjustments. |  |
|  | The system will provide capability for generating exception reports based on defined criteria. |  |
|  | The system should be able to be customized to generated donor reports based on specific donor requirements and in multicurrency |  |
|  | System to restrict adjustment of financial reports at report level. Such adjustments must be made from account level through posting of adjusted entries. |  |
|  | The system will allow export of reports to other applications for further processing. |  |
| I | **Fixed Assets Management** |  |
|  | The system should provide a comprehensive asset management throughout the life span of the asset from acquisition to disposal |  |
|  | The system should allow for definition of different asset classes in compliance with applicable accounting standards. |  |
|  | The system should have the capability to provide a unique identifier to each asset premised on the asset class and category. (Integration of Barcode readers linked to the system) |  |
|  | The system should be able to record the asset’s cost information and track depreciation of the fixed asset |  |
|  | The system should be able to record the asset’s physical information, e.g. model, serial number, specs, manufacturer and its custodian |  |
|  | The system should be able to provide a chain of custody for the asset throughout its life. |  |
|  | The system should be able to attach the contractual details of the asset, including lease, software agreements etc. |  |
|  | The system should be able to provide information at any time on where the asset is located physically and organizationally. |  |
|  | The system should be able to provide an exhaustive list of asset disposal options, including reuse and redeployment, resell, and recycle. |  |
|  | The system should be able to provide customized reports as defined by the users. |  |

### **Procurement Management Module**

Procurement requests are received from staff which facilitate the process of procurement. Vendor management, including management of prequalified vendor listing, communication to vendors, inquiring for availability of goods and services, preparation of bid analysis for quotes received from vendors, confirm quality of delivered goods and services, track and monitor invoices received and pending invoices.

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| **No.** | **Expected Features** | **Bidder’s Comments** |
| **A** | **Purchase order/Requests/Quotations** |  |
|  | Raising of procurement requisitions (subject to approval by SPM, HOP, HOFO) |  |
|  | The system should ensure that goods and services are procured within the available budgets as per allocated budget lines |  |
|  | The system should ensure tracking of timelines to enable efficient lead time for procurement of requested goods and services |  |
|  | The system should also be able to create folders holding contracts, quotations etc which are respectively identifiable |  |
|  | The system should have a feedback mechanism so that requesters are in the know when requests are approved/declined. |  |
|  | Send out multiple requests for quotation (RFQ) to suppliers (both prequalified and not prequalified) |  |
|  | System to support in analysis and selection of the best vendor based on certain criteria |  |
|  | Create a repository (document management system) where approved Requisitions, RFQ, POs are saved for reference using unique Identifiers |  |
|  | The system should be capable of supporting procurement requisition by the users of different goods and services. |  |
|  | The system should allow for the approval of procurement requisition as per defined mandates. |  |
| **B.** | **Vendor Management** |  |
|  | The system should be able maintain vendor contact information and to contact the vendor and send PO to respective email addresses |  |
|  | Receive goods/services (and auto generate a GRN) |  |
|  | Maintain a list of prequalified vendors and link the same with the RFQ system. |  |
|  | The system should be able to allow definition of vendors as customers on the system capturing all statutory details pertaining to such vendors. Preferably, the customer information module should allow for classification of customers either as vendors or clients. |  |
| **C.** | **Procurement Plan and Procedures** |  |
|  | The system should be able to link the procurement planning to budget against defined budget lines. |  |
|  | The system should be able to give reports on the rate of implementation of the procurement plan. |  |
|  | The system should have the capability to allow for definition of procurement not initially provided for in the procurement plan through a defined approval procedure. |  |
|  | The system should only allow procurement of items provided for in the procurement plan. |  |
|  | The procurement plan should be subjected to the normal approval phases as provided by the procurement guidelines |  |
|  | The system should allow for rescheduling of procurement in the plan with clear explanatory notes on the reasons for rescheduling. |  |
|  | The system should be able to provide for the different methods of procurement as determined by the procurement plan (request for quotation, request for proposal, direct procurement etc.) |  |
|  | The system should allow for the capturing of supplier quotes for the different procurement methods. The system should allow uploading and management of quotations, bids and tender documents and the tracking of the selection process. The system should have the capability to perform bid analysis and allow for evaluation of quotations from the suppliers. |  |
| **D.** | **Suppliers’ Portal** |  |
|  | Suppliers to register in the portal, and attach all supporting documents |  |
|  | Suppliers to bid for the specific tenders (which they’ve been pre-qualified) |  |
|  | Suppliers monitor the status of their bid (e.g.  Processing, Disqualified, Awarded, Lose, etc.) |  |
|  | Winning supplier to download the LPO from the portal |  |
|  | Layering for the accessibility as per the prequalified areas, to regulate on the bidding |  |

### **Stocks & Inventory Management Module**

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| **No.** | **Expected Features** | **Bidder’s Comments** |
|  | The system should be able to generate automatic email alerts to the procurement officer on stock levels. |  |
|  | The system should be able to generate the procurement requisition when the reorder level is reached. |  |
|  | The system should be able to provide tracking mechanism for items held in the store and issued out to staff/ external parties |  |
|  | The system should support physical inventory counts and reconciliation of stores items. |  |
|  | The system should be able to provide inventory costs for items held in the stores. |  |
|  | The system should be able to automate all activities involved in receiving goods provided by the supplier, inspection and acceptance process to recording the goods receipt in the system. |  |
|  | The system should support the return of delivered goods to the supplier if they fail to meet the inspection criteria and specifications. |  |
|  | After the goods have been successfully accepted in the store, the inventory levels should be updated in the system. |  |
|  | Procured items coded as assets should automatically update in the fixed assets register. |  |

### **Human Resource Module**

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| **No.** | **Expected Features** | **Bidder’s Comments** |
|  | Automated leave processing and approval mechanism for leave including:   * Annual leave * Sick leave * Maternity leave * Study leave * Paid leave * Unpaid leave * Off days * Other user defined leave   Ability to send automated messages  Ability to onboard commands and rules like timelines approvals etc |  |
|  | The system should be able to automate the process of onboarding new employees, including enabling the tracking of onboarding objectives, meetings, calendar invites, and relevant policy documents. |  |
|  | The system should be able to incorporate employee complaints management module prompting the department to action them |  |
|  | The system should be able to incorporate a whistleblower mechanism that can only be accessed by user authorized individuals |  |
|  | The system should incorporate a feedback mechanism that allows for relevant parties to air their views anonymously |  |
|  | Capability of capturing the following employee personal details etc.   * Employee name * Employee position * Level * Grade * Department / section * Medical history * Family details, spouse, next of kin, children etc. * Addresses, email, * Tel: * Job history * Statutory numbers * Curriculum vitae |  |
|  | The system should enable employee records to be maintained within a centralized database for ease of reference |  |
|  | The system should allow for easy access, organization, review and update of employee records. |  |
|  | The system must be able to maintain employee records as a permanent record. |  |
|  | The system should capture the following job management details   * Job title * Salary * Grade * Reporting structure Job evaluation * Position history |  |
| 12. | The system should enable the sharing of notifications to all employees eg. Security notifications and alerts shared directly |  |
| 13. | The system should be capable of handling the Recruitment Process   * Locating vacant posts * Skills qualification per post * Recruitment costs |  |
| 14. | The system should be able to handle promotions,  demotions, terminations, resignations and dismissals |  |
| 15. | The system should enable the automation of a performance management framework that enables capturing and tracking of performance objectives for each employee which can be reviewed and evaluated by self, the line manager and any other responsible officer |  |
| 16. | The system should enable automated tracking and evaluation of Learning and Development goals for each employee |  |
| 17. | The system should be able to maintain a training calendar based on Training Needs Analysis, and able to maintain employee training records. |  |
| 18 | The system should be able to track and trigger emails/SMS based on employee anniversary dates, professional license renewal, end of contract, end of probation period, etc. |  |
|  | The system should be able to manage and administer different types of employee benefits including staff loans, medical, insurance, pension and any other definable benefits. |  |
|  | The system should be able to provide standard and customizable reports on employee benefits. |  |
|  | The system should be able to maintain employee separation checklists/ handing over procedures |  |
|  | The system should be able to generate employee separation notifications based on predefined criteria. |  |
|  | The system should have the capability to manage employee status change information. |  |
|  | The system should allow exiting employees to complete an exit interview form and allow HR to forward to Management form. |  |
|  | **Employee Portal** |  |
|  | Ability for employee to share his personal details (KRA Pin, NSSF, SHIF, etc.), and request for any change  s via the portal |  |
|  | Ability to raise Imprest, Purchase Requisitions,  Funds Claim, Store Requisition, Transport  Requisition, |  |
|  | Ability to apply for leave (Study leave, compassionate, study, etc.) |  |
|  | Ability to view monthly Payslips, and option of downloading it. |  |
|  | Ability to enable supervisors/managers approve requests and delegate authority where relevant |  |
|  | Staff upload field reports and supporting documentation, then approved by supervisor |  |
|  | Candidates to register in the portal, and fill the required bio data profile details |  |
|  | Candidates select the displayed vacancy and upload the required documents (e.g. scanned certificate, ID, etc. |  |

### **Payroll Module**

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| **No.** | **Expected Features** | **Bidder’s Comments** |
|  | Integration HR Module (Employee details, and Time attendance) to Payroll, and any other third-party applications |  |
|  | Payroll Processing for Full time and short-term staff and consultants |  |
|  | Generate monthly payroll reports including variance report, muster roll, gross pay and deductions |  |
|  | Generate monthly report for statutory deductions in the reporting formats compatible with the various statutory bodies and ensure these reports continue to remain updated   * SHIF Deduction * NSSF Deduction * SACCO Deduction * Gratuity Deduction • HELB Deduction * Total Salary per project, etc. |  |
|  | The system should not allow any changes to the pay slip after payroll has been closed for the payment period. |  |
|  | The system should have the capability of defining different payroll items as per policy i.e. definition of allowances and deductions. |  |
|  | The system should be able to compute monthly pay in accordance with the company policy and applicable laws. |  |
|  | The system should be able to compute the applicable taxes based on the prevailing guidelines. |  |
|  | The system should be able to manage other statutory deductions as defined from time to time. |  |
|  | The system should be able to maintain all statutory reports required by law e.g. P9 forms, SHIF, HELB, NSSF, PAYE and other statutory deductions returns. |  |
|  | The system should have the capability to allow for separation of duties in the payroll processing (separate the payroll processing and payment processes). |  |
|  | The system should have a workflow that allows the configuration of the payroll process as per the existing approval mechanism. |  |
|  | The system should have the capability to compute employee’s time based on defined parameters. |  |
|  | The system should be able to manage fixed and variable salary components. |  |
|  | The system should have a mechanism to allow for comparison and validation of payroll information before posting. |  |
|  | The system should have provision for adjustment runs (trial runs) for payroll processing. |  |
|  | The system should have the capability for roll back of transactions processed in the payroll. |  |
|  | The system should allow for both physical and virtual printing of the pay slips. |  |
|  | The system should be capable of emailing pay slips to individual staff after completion of the payroll process as well as access the payslip via the web portal |  |

### **Project Management Module (Grants Module)**

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| **No.** | **Requirement** | **Bidder’s Comments** |
|  | The system should enable award set up with respective details: unique reference number, award title, project details, funding agency, award amount, start and end dates, and any specific terms and conditions |  |
|  | The system should track key contractual deadlines and milestones and share relevant notifications and reminders. This includes submission deadlines for reports, project milestones, and payment schedules. |  |
|  | The system should enable the creation of dimensions for programs. Within each program the system should enable the creation of Vision briefs, Activity reports, and analytical reports |  |
|  | System should allow for the development and or upload of annual workplan using organisational template, and automated tracking of the same |  |
|  | System should be able to generate dashboards on progress of planned activities, targets versus actual reach and financial status, which is reviewed and approved by the MELS teams |  |
|  | System should have an avenue to automatically set it to generate teams calendar reminders for meetings, recordings |  |
|  | System should be able to set reminders and relevant notifications for scheduled activities and meetings as per annual workplans |  |
|  | System should allow team to adjust activity plans when needed with relevant approvals |  |
|  | System should enable for the viewing of the workplan filtered at different levels, time period, projects, monthly or weekly |  |
|  | System should enable teams to prepare and share requests through the employer portal i.e. cash requests, vision briefs and procurement |  |
|  | The system should include functionality for tracking expenditures against budget lines, ensuring that spending is within the allocated budget. |  |
|  | System should allow for tracking and review of program requests based on customized workflows, and enable inclusion of comments for feedback to initiator |  |
|  | Reviewers have a customizable dashboard to see pending approval requests e.g. Dashboard for finance & procurement to notify when requests are fully approved enabling action |  |
|  | System should send notifications via SMS and/or email with regards to pending tasks, approval for program requests |  |
|  | System should be customizable to allow generation of activity reports in preferred formats. (user access restricted to authorized persons) |  |
|  | Seamless process for tracking activity reports shared and be able to flag those that are late |  |
|  | System should enable an automated review process for activity reports submitted online and enable a feedback mechanism |  |
|  | System should provide analytical reports to inform on the learning and findings of ongoing projects (based on activity reports) |  |
|  | The system should generate grant reports for multiple periods, including periods that do not cross the fiscal year. Reports should include financial summaries, expenditure details, and compliance metrics. |  |
|  | The system should provide burn rate reports for each project or programme, showing the rate at which funds are being spent over time. |  |
|  | The system should enable programme reporting and debrief sessions after programme activities. With the ability to share reminders on the same |  |
|  | The system should provide a centralized platform for storing documented materials and data protection, which can be easily retrieved i.e. Photos |  |
|  | System should be customized to have a comprehensive risk matrix based on proposed activity work plans |  |
|  | Comprehensive matrix must have an avenue for tracking and mitigation of risks affecting program activities |  |
|  | The system should enable different teams to have access to all the information and documents within the programs module ie. MELS team |  |
|  | The system should support the generation of invoices for grant related purposes |  |

### **Subgrants Module**

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|  | The system should provide a user-friendly portal where potential subgrant recipients can submit their applications. This portal should include forms for entering required information and uploading supporting documents. |  |
|  | The system should allow administrators to create and publish calls for proposals. This includes defining the scope, eligibility criteria, submission deadlines, and any other relevant details. |  |
|  | The system should support the distribution of calls for proposals via email notifications and posting on the portal. |  |
|  | The system should facilitate an online review and selection process where evaluators can access applications, score them based on predefined criteria, and provide feedback. |  |
|  | The subgrants portal should enable subgrant recipients to track and share their submissions including sharing financial and technical reports through the portal alongside supporting documentation. |  |
|  | The system should enable creation of customized reporting templates to ensure consistency and completeness. |  |
|  | The system should track key contractual deadlines and milestones and share relevant notifications and reminders. This includes submission deadlines for reports, project milestones, and payment schedules. |  |
|  | The system should allow reviewers to provide feedback on submitted reports directly through the portal. This feedback should be tracked and accessible to both the submitter and the reviewer. |  |
|  | The system should maintain a centralized repository of all subgrant-related documents. This includes applications, contracts, reports, bank details, and other correspondence. |  |
|  | The system should track the status of each subgrant partner, including their compliance with reporting requirements, progress on project milestones, and any issues or concerns. |  |
|  | The system should incorporate a dashboard for administrators to quickly view the status of all subgrant partners. |  |
|  | System should manage the disbursement of funds to subgrant recipients. This includes tracking payment schedules, processing payments, and ensuring compliance with funding requirements. |  |

1. **Communications and Fundraising Module**

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| **No.** | **Requirement** | **Bidder’s Comments** |
|  | The system should enable the set up a database for all donors, and enable categorization of such donors (including past, present and potential donors, private, individual, government, etc.) and relevant contact information and history of funds given to date |  |
|  | The system should enable the tracking of donor engagement activities including enabling the recording of meeting minutes, action plans and notifications for future meetings |  |
|  | The system should enable the tracking of donor proposals pipelines, being able to provide a detailed analysis of donor proposals submitted, rejected, approved, planned as well as status of ongoing proposals |  |
|  | The system should enable the tracking of working documents including proposals, and enable creation of workflows for drafting, review and approval processes for donor proposals |  |
|  | The system should enable tracking of final submitted proposal documents |  |
|  | The system should enable communication with donors and automated sharing of information, reports, newsletters, through registered email addresses. |  |
|  | The system should enable customization of information or other correspondence being circulated both internally and externally |  |
|  | The system should support in the tracking of engagement activities on social media platforms and enable generation of statistics |  |
|  | The system should enable the development and review of a social media calendar which can provide for notifications and reminders where relevant |  |
|  | The system should enable management of invitations for events, and enable personalized invites being shared with donors |  |
|  | The system should be able to host streamlined materials including standardized power point presentations, letterheads, etc., that can be accessible by users |  |
|  | The system should support the management and archiving of existing data including photos, presentations, publications and newsletters |  |

### **Risk Management Module**

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| --- | --- | --- |
| **No.** | **Requirement** | **Bidder’s Comments** |
|  | The system should provide a centralized risk register where risks can be logged by departments, managers, and risk champions. This register should include fields for risk description, likelihood, impact, mitigation measures, and responsible person. |  |
|  | The system should enable tracking of key risks by analyzing data from the risk register. This includes monitoring risk levels, mitigation progress, and any changes in risk status. |  |
|  | The system should be able to raise audit queries and direct them to specific departments for corrective action. |  |
|  | The system should allow for the upload of audit issues into a corrective action plan. Each issue should be tracked with details such as the owner, due date, actions taken, and status of resolution. |  |

**API for Bank Integrations**

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| --- | --- | --- |
| **No.** | **Requirement** | **Bidder’s Comments** |
|  | Interconnect the ERP with the organisation banks for both expenditure and income |  |

**API for MPESA integration for both B2C and C2B**

|  |  |  |
| --- | --- | --- |
| **No.** | **Requirement** | **Bidder’s Comments** |
| 1. | Interconnect the ERP with the organisation  MPESA platform for Business to Customer,  Business to Business, and Customer to Business |  |

**Integration with Bulk SMS platform**

|  |  |  |
| --- | --- | --- |
| **No.** | **Requirement** | **Bidder’s Comments** |
|  | Integrate the organisation bulk SMS platform to the ERP system. The ERP should trigger SMS when a certain condition is met. |  |