

Selection of Consultants

Technical Assistance Mission

**Onsite finance consultant to resolve
issues in finance and accounting and
to train chief accountant**

for ENCOT

Uganda

[Month Year]

With the Support of



No. ENC/01/2014/UGA/AF

Section 1. Letter of Invitation

Kigali, July 15, 2014

Dear Sir or Madam:

1. The Grameen Credit Agricole Foundation (hereinafter called 'the client') has received funding (hereinafter called "the funds") from the French Development Agency (hereinafter called "the Agency") toward the financing partly the cost of Technical Assistance mission in the framework of the African Facility and intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals is issued.
2. The Foundation now invites proposals to provide the following consulting services: Onsite finance consultant to resolve issues in finance and accounting and to train chief accountant for ENCOT. More details on the services are provided in the Terms of Reference.
3. This Request for Proposal (RFP) has been addressed to the following short-listed Consultants: CONFIDENTIAL
4. A firm will be selected under selection based on consideration of quality and cost (SBQC) and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Model Forms
 - Section 4 - Financial Proposal - Model Forms
 - Section 5 - Terms of Reference
6. Please inform us upon receipt:

- (a) *that you received the Letter of Invitation; and*
- (b) *whether you will submit a proposal alone or in association.*

Yours sincerely,

Kathrin Gerner, Senior Expert for Eastern and Southern Africa

Section 2. Terms of Reference

A. BACKGROUND AND RATIONALE

ENCOT is an indigenous medium size Microfinance Institution in Uganda and serving over 9,000 clients in five districts with a network of three branches in the mid-western region. ENCOT currently offers an array of loan products together with mobile money and enterprise development services.

ENCOT was founded in 2006 by a group of indigenous community development practitioners in Masindi as a response to the challenges of poverty and suffering faced by the rural communities in Masindi, especially the farmers. ENCOT is committed to improving the socio-economic status of poor rural communities, especially women, by providing them with high quality financial and small enterprise business development services.

In the last two years ENCOT has seen tremendous growth in portfolio and outreach. The volume of operations has increased more than threefold. The new volume of operations requires gearing and augmentation of the financial processes to further concretize financial reporting to meet both the internal management needs and the needs of the organization's external stakeholders. Expert external resource is therefore needed to build internal capacity of the Finance Department to deliver robust and flawless accounting/financial services to the organization.

B. OVERALL OBJECTIVE

The objective of the consultancy is to identify and resolve issues in ENCOT's finance and accounting processes and to train the chief accountant to appropriately manage the processes going forward.

C. SPECIFIC OBJECTIVES

1. To review the finance and accounting policies and procedures and suggest revisions as necessary.
2. To review the chart of accounts and suggest revisions as necessary.
3. To review the financial reporting processes and suggest revisions as necessary, using ENCOT's half-year financial statements (as of June 2014) as an example.
4. To train the chief accountant to appropriately manage the finance and accounting processes going forward.

D. DELIVERABLES

1. Revised finance and accounting manual
2. Updated chart of accounts

3. Revised half-year financial statements (as of June 2014)
4. Project report highlighting findings, actions taken and recommendations for future action, as well as an opinion on the reliability of current financial records

E. LOCATION

The Consultant shall be based in Masindi for the duration of the contract with potential travel to the field offices.

F. TIMEFRAME

The consulting services shall commence on August 11, 2014. Final deliverables shall be submitted to the client no later than September 19, 2014.

Instructions to Consultants

DATA SHEET

Paragraph Reference	
1.1	Name of the Client: <u>Grameen Credit Agricole Microfinance Foundation represented by Kathrin Gerner, Senior Expert for Eastern and Southern Africa</u> Method of selection: <u>selection based on consideration of quality and cost (SBQC)</u>
1.2	Designation, objectives and brief description of the assignment are as follows: <u>On-site finance consultant to resolve issues in finance and accounting and to train chief accountant</u>
1.3	The Client will provide the following inputs and facilities: <u>Current finance and accounting manuals, chart of accounts, financial statements and management reports, access to its systems</u>
2.1	Clarifications may be requested not later than <u>2</u> days before the submission date. The address for requesting clarifications is: <u>Kathrin Gerner, P.O. Box 3512, Kigali, Rwanda</u> <u>Tel: +250 784 11 74 14</u> <u>E-mail: kathrin.gerner@gmail.com</u>
3.1	Proposals shall be submitted in the following language: <u>English</u>
3.2	Reports that are part of the assignment must be written in the following language(s): <u>English</u>
4.1	Consultant must submit an electronic version of the Proposal.
4.2	The Proposal submission address is: <u>kathrin.gerner@gmail.com and ami.faciliteafricaine@credit-agricole-sa.fr</u> Proposals must be submitted no later than the following date and time: <u>July 29, 2014, 5:00pm EAT</u>

5.1	<p>The address for contacting the Client is: <u>Kathrin Gerner, P.O. Box 3512, Kigali, Rwanda</u> <u>Tel: +250 784 11 74 14</u> <u>E-mail: kathrin.gerner@gmail.com</u></p>
6.1	<p>Address for contract negotiations: <u>Kathrin Gerner, P.O. Box 3512, Kigali, Rwanda</u> <u>Tel: +250 784 11 74 14</u> <u>E-mail: kathrin.gerner@gmail.com</u></p>
7.1	<p>Expected date and location for commencement of consulting services: <u>August 11, 2014, at ENCOT's head office in Masindi</u></p>