# Request for Proposal

## Finance Systems Technical Assistance

## for the NRASD Global Fund TB Programme

**20 July 2017**

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**TABLES AND FIGURES**

# ACRONYMS

| | |
|---|---|
| ACSA | The Anglican Church of Southern Africa (Hope Africa) |
| ART | Antiretroviral Therapy |
| AIDS | Acquired Immune Deficiency Syndrome |
| CBO | Community-based Organsation |
| CFO | Chief Financial Officer |
| DoH | Department of Health |
| FBO | Faith Based Organisations |
| GF | Global Fund to Fight AIDS, TB and Malaria |
| HCBC | Home Community Based Care |
| HCT | HIV Counselling and Testing |
| HCW | Health Care Worker |
| HIV | Human Immunodeficiency Virus |
| NDoH | National Department of Health |
| NGO | Non-Governmental Organisation |
| NRASD | National Religious Association for Social Development |
| NSP | National Strategic Plan |
| SABCOHA | South African Business Coalition on Health & AIDS |
| SACBC | AIDS Office, SACBC Office, Catholic Church in South Africa |
| SANAC | South African National AIDS Council |
| SP | Service Provider |
| SR | Sub-Recipient |
| SSR | Sub-Sub-Recipient |
| STI | Sexually Transmitted Infection |
| PR | Principal Recipient |
| TB | Tuberculosis |

# 1. BACKGROUND AND INTRODUCTION TO THE GLOBAL FUND TB PROGRAMME

The NRASD is a network of religious groups with the aim of fostering the role of religious organisations in social development projects. We believe in placing people first as we partner with a wide variety of institutions to develop policy and implement practical programmes. Our thinking and actions are guided by the inputs of national religious leaders (Baha'i, Buddhist, Christian, Hindu, Islamic, Jewish), the wealth of expertise within faith communities and the extensive experience of religious organisations who have been providing care to people over centuries.
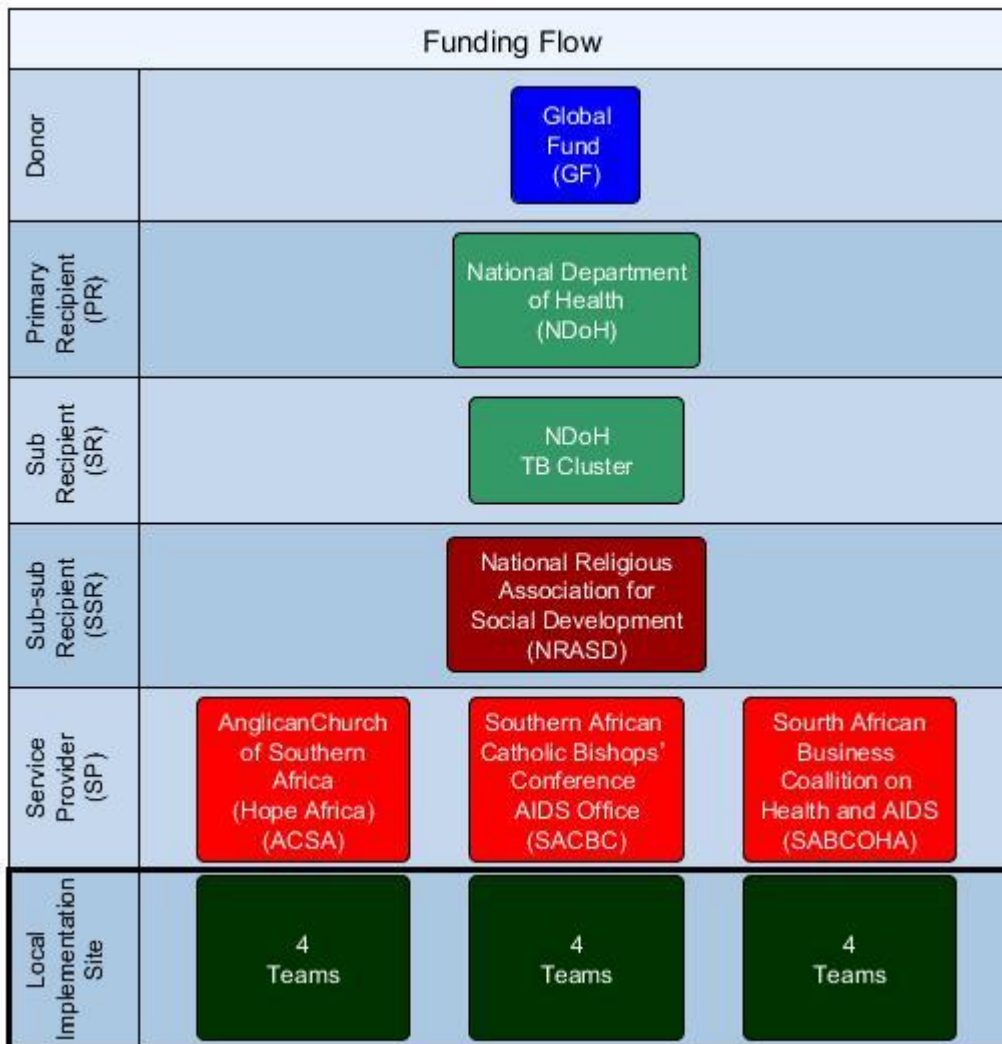
NRASD is a Sub-sub-Recipient (SSR) of the NDoH TB Cluster who is an SR of the NDoH Principal Recipient (PR) of the Global Fund Phase III Grant. The third implementation period is from 1 April 2016 to 31 March 2019.  The NRASD is to complete its obligations under the TB disease component of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM)

GFATM through the NDoH seeks to mobilise Civil Society more concertedly in stretching the national response in areas where FBO's, CBO's and NGO's have comparative advantage in service delivery, and where public-private partnership is vital for programme success. As a Global Fund Grant SSR in South Africa, we cooperate with different sectors (government, business, civil society, FBO's) in the field of HIV&AIDS and TB. The NRASD's geographic focus areas include Peri-Mining Communities and Informal Settlements.  The comprehensive package of service for Informal Settlements are: (a) HIV counselling; (b) referral for HIV testing; (c) TB screening; (d) referral for TB testing and treatment; (e) STI screening; and (f) referral for STI management.

A SSR's responsibility is to manage the Global Fund (GF) grant and ensure that the grant objectives are achieved. This includes the disbursement to implementation partners who are part of the service delivery team as well as monitoring and evaluation of the achievement of grant objectives. Money thus flows through the NRASD to a number of national organisations, who then deliver services to patients. They are known as service providers.

Service Providers are the direct implementers of the TB programme. NRASD funds three service providers, who implement by means of local implementation sites. Figure 1 below shows the relationships between different stakeholders in the grant.

**Figure 1: Structure of the GF TB programme Sub-Granting Relationships**



This Request for Proposal sets out the requirements for the systems required for the TB programme. The timeframe for the implementation of these systems is July 2017 – September 2017.

## BASIC APPROACH

The basic approach of the NRASD is to strengthen the capacity and programmes of existing networks to enable them to play an even bigger role in this field.  Together the religious groups represent by far the largest networks for social, welfare and development work in South Africa.

## NRASD GF SERVICE PROVIDERS

The following organisations are working with the NRASD as service providers of the Global Fund grant:

1. ACSA - The Anglican Church of Southern Africa (Hope Africa), 1 Braehead House, Braehead Road, Kenilworth, Western Cape Province
2. SACBC - AIDS Office, SACBC Office, Catholic Church in South Africa, Khanya House, 399 Paul Kruger Street, Pretoria, Gauteng Province
3. SABCOHA, 3rd Floor, Fairland Business Park, 200 Smit Street, Fairland, 2170, Gauteng Province

The TB programme mainly contributes to Goal 1 (Reducing new HIV infections by at least 50%, using combination prevention approaches) and Goal 3 (Reducing the number of new TB infections and deaths from TB by 50%) through the effective screening of patients for early identification.

Coordinators would be deployed in Provinces to assist with coordination as well as data capture and verification. Nurses would be deployed at site level in communities to provide supervision, quality control and care to Care Workers. Nurses would be provided with a financial contribution in terms of per diems and for travel costs between clinics. In addition, Nurses would coordinate the work of Care Workers. Sites would be provided with a financial contribution to overheads costs.

Nutritional support would be provided to patients through both referrals for social assistance as well as direct service delivery through food parcels or feeding schemes.

# 2. SCOPE OF WORK – ENHANCEMENT OF FINANCIAL SYSTEM

The scope of work of this system is to enhance the existing systems at the NRASD and its partners in order to enable the NRASD to meet the 10 day reporting deadlines (full reporting with verified supporting documentation by the 10th of the following month).

1. **Allow for multiple projects in the Scanning Solution**

- NRASD NDoH GF TB Grant 2016-2019
- Other projects

2. **Input Devices**

- PC & Scanner for Image Upload

3. **Partners & Users**

- 5 Organisations (20 users)
  - o 3 SP Organisations (ACSA, SACBC, SABCOHA) (3 finance users each)
    - SP Head Office
      - 1 Finance Manager
      - 1 (or 2) Finance Officer
  - o 1 SSR (NRASD) (4 finance users & 2 support users)
    - 1 Finance Manager
    - 2 Finance Officer
    - 1 CFO
    - 2 Support Users
  - o 1 SR (NDoH) (3 to 5 finance users)
    - 3 (possibly more) users exception approval & verification

4. **Pastel**

- The 3 SPs and the SSR use Pastel as their accounting system
- Pastel setup required to ensure easy reporting & verification

- Unique reference numbers - to ensure that each partner has a unique sequence
  - Must be a unique sequence overall – i.e. use an alpha character to define each SP like A00001, C00001, S00001, N00001 etc.
- Chart of accounts – ensure that each partner uses the prescribed chart of accounts in accordance with project budget

5. **Scanning/Document Management Solution (Could be SharePoint / Google Drive / Dropbox / other solution)**

- Scanning/document management solution setup
  - Central document library
    - Documents can be scanned or uploaded as PDF, Word, Excel, JPG or other electronic format
  - Limited rights per organisation
    - Each SP should only be able to view their documentation or public project documents (and only update SP comments)
    - SSR & SR should be able to view all documentation
      - Should only be able to update status and comment of SSR or SR as applicable
  - Meta Data
    - Document Type
      - Financial transaction source document
      - Other Financial Reports
    - Financial transaction source documents will have one or both of these:
      - Reference Number (same as Pastel reference number) (Optional field as some documents are reports)
        - Each Reference Number could have one or more documents linked to it
      - Commitment Reference Number (Optional field – limited documentation at end of each quarter, which would become a Pastel reference document later) (can also have multiple documents linked to it)
    - Document Content:
      - Financial transaction source document (allow for multi-select for batch scanning of full set of documentation linked to a payment which could include multiple types):
        - Quote
        - Motivation

- o Requisition
- o Invoice
- o Proof of Payment
- o Contract
- o Payslip
- o Timesheet
- o Expense Claim
- o Expense Receipts
- o Expense km map
- o Attendance register
- o Bank Statement
- o Journal Signed
- o Supporting Document
- Other Financial Reports (cannot have multiple types and should indicate for which Year/Month the report is):
  - o Bank Recon Signed
  - o Pastel GL Report (Weekly)
  - o Commitment Register (Qtr)
  - o VAT Recon (Month)
  - o VAT 201 (Month)
  - o SARS VAT Statement of Account (Month)
  - o HR Schedule (Month)
  - o Asset Register (Month)
  - o Inventory Stock Control (Month)
  - o SSR Monthly Report (Month)
  - o SSR Quarterly Report (Qtr)
- SP User (ACSA, SACBC, SABCOHA & NRASD) (Upload Organisation, User Name & Datetime)
  - SP Comment (track status change user name & datetime stamp)
- SSR User (NRASD)
  - SSR Status (Unverified / SP Input Needed / Fin Man To Check / Verified) (default to Unverified) (track status change user name & datetime stamp)
  - SSR Comment
- SR User (NDOH)
  - SR Status (Unverified / Verified) (NDOH) (default to Unverified) (track status change user name & datetime stamp)
  - SR Comment

**6. Workflow**

- Service Provider Finance Manager
  - o Provides advance to implementation site staff
- Staff capture expense on Expense Claim Form & sign
  - o Allocate expense to Budget Cost Codes (might be multiple Budget Cost Codes & VAT)
  - o Attach receipts / km maps / attendance registers as needed
- Implementation Site Team leaders (Nurse) approve claim expenses (Coordinator approves Nurse expenses)
  - o Supervisor to sign expense claim form
- Service Provider Finance Team (using Pastel & Scanning solution) (the NRASD as SSR will also capture their expenses in the same way on the scanning/document management solution system and Pastel)
  - o Advances / Claims
    - ▪ Advances to be paid and indicated on balance sheet (example as Debtor)
    - ▪ Approves expense claims for payment
    - ▪ Payment is done and reflected as expense
    - ▪ Related documents are scanned and uploaded into the scanning solution with the Pastel reference number
    - ▪ Advances to be managed down to R 0 by close of project or staff leaving
  - o Direct expenses
    - ▪ Captures direct expenses to be paid through Partner bank account
    - ▪ Payment done
    - ▪ Related documents are scanned and uploaded into the scanning/document management solution with the Pastel reference number
  - o Journals
    - ▪ Related documents with signed journals to be uploaded into the scanning/document management solution
  - o Monthly
    - ▪ VAT Recon & related documents
    - ▪ HR Schedule
    - ▪ Asset Register
    - ▪ Inventory Stock Control (TB Masks)
  - o Commitments at end of quarter
    - ▪ Commitment register
    - ▪ Related documents are scanned and uploaded into the scanning/document management solution with commitment reference number
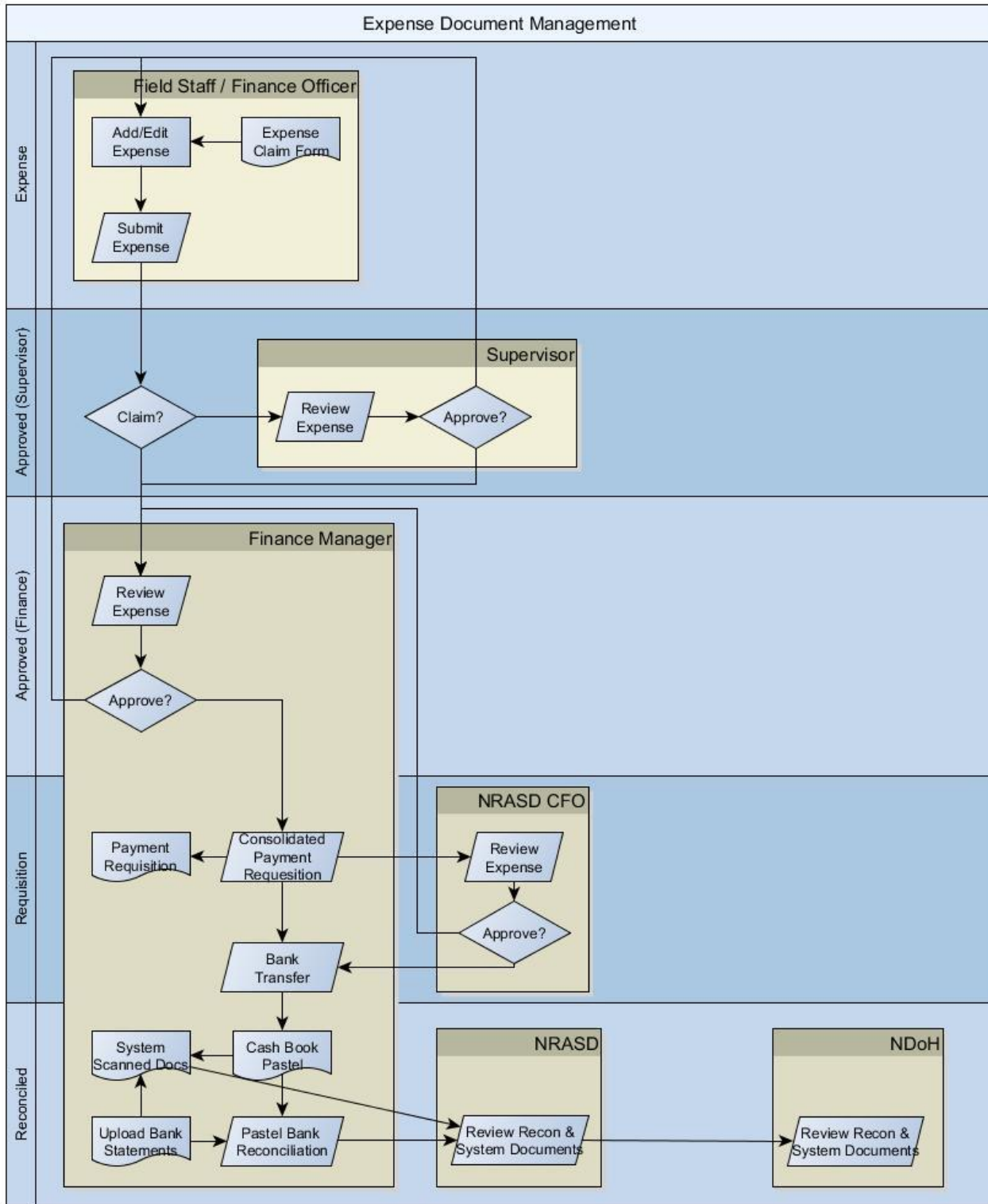
- A scanned version of Bank Account is also uploaded for bank statement expenses like interest & bank fees
- Pastel GL report with reference numbers should have a relevant scanned source document in the scanning solution
- Weekly:
  - The Pastel GL & the Scanning/document management solution reference numbers should be compared to see that there are no missing or incorrectly captured documents
  - The Pastel GL for the previous week should then be uploaded so that the SSR (NRASD) can start with verification
- SSR (NRASD) finance team (using Pastel & Scanning/document management solution)
  - Verify all partner expenses (after bank recon on a weekly basis) – update status on the system & comment if necessary
  - Any expenses requiring further supporting documentation will be flagged as (SP Input Needed)
  - Any expenses requiring further review by SSR Finance Manager will be flagged as (To check)
  - Import the partner GL transactions into the consolidated pastel
  - Consolidated pastel reports – can see all expenses & journals from all partners (through bank accounts or advances)
  - Pastel GL report with reference numbers should have a relevant scanned source document in scanning solution
- SR (NDoH) finance team
  - Verify all SR expenses (after SSR Verification)


**7. Policy**

- All expenses require invoices and possibly additional supporting documents (for example if there were multiple quotes, or employee contracts etc.)
- Interest & bank fees would use Bank Statement as invoice
- Direct supervisors should approve expense claims (Team leader approves field staff expenses)
- SP Finance Manager approves SP expenses
- Any expenses outside of budget require pre-approval (like expense > budgeted unit cost)
- The NRASD has an additional approval step:
  - CFO to review and approve all payment requisitions
- The SSR central finance team must verify all expenses (after Partner transactions have a bank recon done)

- The SR finance team must verify all expenses (after SSR verification has been done)

**Figure 2: Finance Workflow**

# 3. DELIVERABLES

## RAPID PROTOTYPE DESIGN

The NRASD would expect a rapid prototype design methodology that would be iterated with user testing to ensure the best solution.

## ASSESSMENT OF PROPOSALS

The proposals should assist the NRASD in their objective to ensure that the tight deadlines of a verified financial report be done by the 10th of the following month. The NRASD will take the following quality assessment questions into account in the final selection of a proposal:

1. Clear understanding of the NRASD requirement
2. Solution & implementation methodology
3. Prior experience in similar implementations
4. Skill and availability of team members
5. Day/hourly rates of team members
6. Estimated total cost of the solution

## TRAINING

The NRASD would expect the service provider to be available for at least a one day training of the NRASD and its Service Providers.

## TIMEFRAMES

The project should be completed as quickly as possible – ideally within 1 (max 2) months of initiation.

## 4. REQUIRED COMPETENCIES OF TA TEAM

The appointed applicant(s) is required to possess the following skills and experience:

- Demonstrated experience & references in undertaking similar implementations with the proposed technological solution.
- Document management, workflow design and implementation skills.
- Good project and people management skills and the ability to deliver within time frames as reflected in the Work Plan.
- To indicate the level of involvement of all relevant staff using a matrix.

## 5. SUBMISSION OF PROPOSALS

Please submit clarification questions by 1 August and final proposal via email to marc@cddc.co.za by **10h00 on Friday, 4 August 2017**. Late submissions will not be considered.  Please ensure the subject line states: "RFP – Finance Systems Technical Assistance - for the NRASD Global Fund TB Programme"

The outline of the proposals should include the following:

1. Proposed Approach and Design
2. Motivation as to why you/organisation should be selected
3. Implementation Team, a summary of the role and responsibility of each staff person/consultant and estimated time to be spent by each staff person/consultant;
4. Implementation work plan reflecting proposed time frames and outputs/deliverables (including Gantt chart)
5. Budget - detailed budget including hourly/daily fees for each staff person/consultant and breakdown of all other costs to be charged to the contract.  The prospective service provider must submit a budget range (min to max) for the project – the contract will be paid on a time and material basis and detailed time sheets will be required.
6. Addendum: Detailed CVs must include the names and contact numbers of the staff/consultants assigned to the project.

**NB:** If you are responding to a sub-set of the requirement – please clearly indicate what aspect is covered and what not.

Please note short-listed candidates, may be required to provide a presentation on the proposal for further discussion.  The NRASD has the right to enter negotiations with any service provider that responds to the RFP (one or multiple depending on specific skill and expertise) or even not to appoint a service provider.