



Request for Applications

USAID Community Initiatives to Promote Peace (CIPP) Program

QuickBooks Training and Support Services for CIPP Local Implementing Partners

RFA No.: RFCA#2022#001

Date of issuance: June 13 2022

Closing date: June 23, 2022

Applications are due by 4 pm (West Africa Time) on **June 23, 2022**, via email ***usaidmcpartners2022@gmail.com***. Emailed submissions must contain the subject *“CIPP QuickBooks Training and Support for (ARDA, IMC PARE SCDDD and JDPC)”*.

Estimated Duration of Consultancy: 3 months

Background on Partner Organization: -

ARDA: - African Radio Drama Association (ARDA) is a leading development communication non-profit, non-governmental institution with the goal of promoting sustainable development in Nigeria and across Africa with culturally competent, audience-centric communication methodologies that fearlessly address root causes, tackle the most relevant and pressing issues, and make lasting positive impacts on beneficiaries. ARDA has spearheaded communication programs, creatively designing, producing and broadcasting multimedia content and training in the areas of peaceful coexistence, post conflict reintegration, amongst many other pressing human development concerns.

IMC: - Interfaith Mediation Centre (IMC) a faith based, non-profit, humanitarian organization established in 1995; Working in the area of building trust and enhancing relationship among people of different faith and ethnicity. The goal of the Centre is to foster peaceful coexistence, good governance and inclusiveness through strategic engagement. IMC maintains relationships with a broad range of actors, and has served as an instrument to enthrone peace in most troubled places where it has intervened.

JDPC- Social Justice and Human Development for Peace Initiative (JDPC), is a Non-governmental, Faith-based and non - profit Organization of the Catholic Archdiocese of Jos; the Social arm responsible for Social development in the Archdiocese. JDPC serves all humanity regardless of religion, Political or ethnic affiliation It promotes human development; Democracy and Good Governance, Peace building and Conflict Transformation, Early warning/Emergency preparedness and Response, Dialogue and Reconciliation, Civic Education, Agriculture, Urban and Rural Development, Women empowerment and Youth Development

PARE: - Pastoral Resolve (PARE) is a non-political and non-profit making charitable organization established in March 1998 and incorporated in April 1999. PARE works with communities, community institutions, agencies of government and other stakeholders to promote livelihood and manage conflicts among diverse resource users. PARE mission is to guide and assist farming and herding communities in acquiring adequate understanding of their roles and opportunities available to them for a more fulfilling life and enable them to exploit these opportunities.

SCDDD: - Savannah Centre for Diplomacy, Democracy and Development (SCDDD) is an authoritative Non-governmental Organization committed to research, advocacy training and policy analysis in the areas of conflict prevention, management, democratization and sustainable development in Nigeria, Africa and the world. SCDDD is leading strategic discussions on inclusive governance for sustainable development in order to guarantee human security, sustainable peace, rule of law and human rights in Nigeria and Africa, shaping public policy through research and knowledge sharing.

2. Objective

The USAID funded Community Initiatives to promote Peace (CIPP) Program is pleased to announce the release of a request for applications (RFA) for QuickBooks procurement, Installation and Training support to 5 local partners under CIPP activities based in Lagos, Kaduna, Plateau and Abuja. Through this activity, local partner organizations working with Mercy Corps should be able maintain bookkeeping and financial systems at a level adequate to provide fast, reliable data enabling efficient financial administration.

3. Scope of Assignment

- ☐ Support the partners to review their chart of accounts, bookkeeping and internal controls.
- ☐ Conduct systems (hardware/software) requirement checks for all CIPP local implementing partners.
- ☐ Support local partners in the procurement and Installation of 2022 QuickBooks Accounting Software.
- ☐ Support local partner finance staff to set up and customize their organization's chart of accounts and other subsidiary ledgers.
- ☐ Provide four-day onsite training for CIPP local partners based in Lagos, Kaduna, Plateau and Abuja on payments, receipts, journal, receivables and payables management, budgeting, payroll Management, fixed assets management and financial reporting.
- ☐ Support post training switch-over and implementation process.

4. Deliverables

- Installed QuickBooks Accounting Software for all CIPP partners including set up and customization.
- Printout of Chart of Accounts for each local partner.
- Meeting agenda and training reports including photographs
- Copies of training manual in either hard or softcopies.

4. Eligibility

The Organizations must:

- Be legally registered or otherwise authorized to conduct business in Nigeria.
- The Consultant must be an accountant or have experience in accounting software.
- Have previous experience of not less than 5 years in deploying QuickBooks, installation, training, and usage.
- Demonstrated knowledge and experience in working with local CSOs in Nigeria.
- Must be willing to travel to local partners offices in Lagos, Plateau, Kaduna and FCT.
- Highly motivated and committed to the values of transparency and integrity.

4.3. Application submission deadline

Proposals must be submitted along with evidence of registration to ***usaidmcpartners2022@gmail.com*** by ***June 23 2022, at 4 pm*** West African Time (WAT).

The email subject line should read “CIPP QuickBooks Training– *name of organization submitting application.*” Applications and attachments must be submitted in Microsoft Word or Adobe PDF.