

Scope of Work for QuickBooks TA

Summary Information			
Name/Title:	USAID Community Initiatives to Promote Peace (CIPP) Program	Dates of Trip(s):	18/07/2022 to 21/072022
Country of RFA:	NIGERIA		
Purpose of RFA:	Technical assistance to support Partners on QuickBooks Accounting Software	Exit Debriefing to be Held with:	CIPP Partners & Mercy Corps Representatives
		Date of Trip Report:	24/07/2022

Section 1: Scope of Work

A. Overall focus

1. Background:

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: -The 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- The 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: -The 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

Scope of Work for QuickBooks TA

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: -The 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. Specific objectives:

The specific objective is to train partner's staff in the use and implementation of QuickBooks Accounting Software. Through this training, we hope that staff of partner organizations working with MC should be able to maintain bookkeeping and financial systems at a level adequate to provide fast, reliable data enabling efficient financial administration. During the training, we hope to:

- Review chart of accounts, bookkeeping system, reporting templates and internal control mechanism.
- Introduce and customize QuickBooks for partner organizations
- Support the installation of the QuickBooks Accounting package on the participants laptops
- Support partner Accountants to set up and customize their individual organization chart of accounts, subsidiary ledgers for receivables and payables, payroll Preparation & Management:
- Support partner Accountants to customize and memorize periodic financial and management reports. Budget versus Actual Analysis Report:
- Support post training switch-over and implementation process.

The calendar below outlines a tentative schedule:

Date	Activity	Remarks
04/07/2022	<ul style="list-style-type: none">• Entry meeting	
05/07/2022	<ul style="list-style-type: none">• QuickBooks Training (See Agenda Below)	
06/07/2022	<ul style="list-style-type: none">• QuickBooks Training (See Agenda Below)	
07/07/2022	<ul style="list-style-type: none">• QuickBooks Training (See Agenda Below)	
08/07/2022	<ul style="list-style-type: none">• Exit meeting	

B. Key Working Relationships/Organizations to Meet:

Internal:

External: Five CIPP Partners: ARDA, IMC, JDPC, PARE & SCDDD.

C. Planning & Logistics:

- Partners will arrange all internal travel for training facilitator visit.

D. List of Outputs / Deliverables by the end of the visit:

At the end of these activities, the following key outputs/deliverables will be in place:

1. Training report
2. QuickBooks Training Manual

Scope of Work for QuickBooks TA

PROPOSED TRAINING AGENDA

DAY 1

Time	Topic	Person Responsible
8:30–9:00	Registration	
9:00–9.20	Opening/Welcome	
9:20–9:30	Setting Objectives & Introductions	
9:30–10.30	Review of Accounting, reporting and control systems of Partners	
10:30–11.00	BREAK	
11:00–11:30	Introduction to QuickBooks Accounting Software	
11:30 – 1:00	Creating Company Files	
1:00 – 2:00	LUNCH BREAK	
2:00 – 3:00	Managing QuickBooks Files	
3:00 – 4:00	Setting up QuickBooks- Preferences	
4:00 – 4:55	Setting up QuickBooks- Chart of Accounts	
4:55 – 5:00	Closing	

DAY 2

Time	Topic	Person Responsible
8:30 – 9:00	Arrival/Registration	
9:00 – 9:30	Overview of Day 1	
9:30–10:30	Setting up QuickBooks- Lists and Class	
10:30–11.00	BREAK	
11:00–12:00	Account receivable management	
12:00–1:00	Account payables management	
1:00–2:00	LUNCH BREAK	
2:00–3:00	Planning and Budgeting, Budget Versus Actual Analysis Report.	
3:00–4:00	Banking-payment and receipts and reconciliation	
4:00 – 4:55	Banking- Bank reconciliation	
4:55 – 5:00	Closing	

DAY 3

Time	Topic	Person Responsible
8:30 – 9:00	Arrival/Registration	
9:00 – 9:30	Review of Day 2	
9:30–10:30	Making General Ledger Entries	
10:30–11.00	BREAK	
11:00–12:00	Financial reports- Accountant Report	
12:00 – 1:00	Financial reports- Banking Report, Payroll preparation.	
1:00–2:00	LUNCH BREAK	
2:00–3:00	Financial reports- Company Report, Payroll management	
3:00–4:00	Donor specific report/Audit trail	
4:00 – 4:55	Conclusion/Practice Exercise	
4:55 – 5:00	Closing	