

NORTH EAST SLOWFOOD & AGROBIODIVERSITY

Objective: To provide handholding support to NESFAS in order to develop and strengthen various processes in the areas of Book Keeping, Financial Management, Internal Control Systems, Legal Compliance.

Location: North East Slow Food & Agrobiodiversity Society, Kerie Ville, Arbuthnott Road, Laitumkhrach, Shillong 793003, Meghalaya, India.

INTRODUCTION

North East Slow Food and Agrobiodiversity Society (NESFAS), registered in 2012 under the Meghalaya Societies Act, NESFAS emerged as an outcome of collaborative activities between the Indigenous Partnership for Agrobiodiversity and Food Sovereignty (TIP) and Slow Food International. While Slow Food spotlights the importance of pleasure through good, clean and fair food, going hand in hand with our responsibility towards the environment, in its stead TIP reaffirms the importance of local food systems and the age-old role of Indigenous Peoples as guardians of Agrobiodiversity. A role that is intrinsically linked to their cultural identity and to their right to food sovereignty, food and nutritional security. To this end, NESFAS endeavors to join hands and converge its activities with other likeminded individuals, institutions, government, other NGOs, etc., for the overall benefit, conservation and development of the indigenous communities in the North East of India.

SCOPE OF WORK

The following broader areas are to be covered during the systems development process: -

1. Financial Management System
2. Review and revision of policies
3. System and processes
4. Accounting data management
5. Human Resource Management
6. Internal Control System
7. Legal Compliance

DETAILED AREAS TO BE COVERED

Financial Management System: Some of the key areas that need to be looked into would be:

- Preparation of Budget
- Budgeted vs. Actual / Variance Statement
- Developments of Charts of Account
- Cost Center Management
- Project wise Accounting/ Branch Accounting
- Integration of Books of Account
- Set-up of fully computerized Accounting Systems
- Voucher Management
- Adequacy of Vouching/ Documentation and Books of Accounts
- Program vs. Administrative Expenses Management
- Documentation of the Accounting records

Review, Revision and Setting-up of Policy Documents: Some of the key areas that need to be looked into would be:

- Financial and Administrative Manual
- Service Rules or Employee Handbook

Legal Compliance:

- FCRA
 - Banking Operation
 - Cash Payment
 - Separate sets of Account
 - Project wise Books of Account
 - Financial Transaction and End utilization of FC Fund
 - Any changes in records (if any)
 - Mandatory Annual FC Return
- Income Tax
 - TDS Compliance
 - Cash Payment
 - Mandatory Annual Return Such as ITR-7
 - Investment
 - Audit Report -10 B etc.
- Staff benefits- P.F. Gratuity

Systems and Processes:

- Development Approval and Authorization Systems
- Signature Matrix
- Delegation of duties and responsibilities
- Internal Control procedures
 - Budget
 - Purchases & Procurement
 - Assets Management and its usage
 - Physical verification systems of fixed assets
 - Cash and Bank Management
 - Advance Management

Accounting Data Management	Others
<ul style="list-style-type: none"> • Configuration for “Data/ MIS software for program purpose • For Accounting data management, Tally software can be continued 	<ul style="list-style-type: none"> • The capacity building training for the Finance and Administrative team of Nesfas.

EXPECTED AND DESIRABLE QUALIFICATION OF THE CONSULTING FIRM

Following are the qualification/experience that NESFAS would expect from the firm:

1. A firm with experience assisting NGOs to develop financial management systems in general and development of Governance systems, Internal control systems, designing of Computerization of Accounts, Development of field level systems and integration with systems at Head office of the organization.
2. Proven experience certificate.

HOW TO APPLY

3. Interested Consulting firm/agency/organization may submit their proposals to NESFAS office, Laitumkhrah and the proposal will be evaluated by NESFAS procurement committee. All proposals are to be submitted before 18th November 2019 addressed to the Executive Director, North East Slow Food & Agrobiodiversity Society, Kerie Ville, Arbuthnott Road, Laitumkhrah, Shillong 793003, Meghalaya, India.
4. The Proposal amongst others may ideally contain (a) Profile of the Firm/Institution, copy of Registration certificate in case of registered firms, (b) last 3 years audited statement of the firm (c) The Plans to support NESFAS with the aim to develop and strengthen its Financial and Administrative areas.(d) Evidence of experience and capabilities in undertaking the task.
5. In case Interaction is required, the same will be held in the NESFAS office, Shillong in the above mentioned address and the firms attending the interaction session will however do so at their own cost.

PART B

A separate MOU will be signed between the Project and the consulting firm/Agency/Institution being awarded the contract.

PART C

Once a proposal is received before the due date and time, NESFAS will:

1. Log the receipt of the proposal and the business information.

2. Review all Proposal and disqualify any non responsive ones and retain the business details on file with a note indicating disqualification.
3. Inform respondents within 15 business days of the evaluation decision being made.

NESFAS reserves the right:

1. To accept any or reject all proposals, without incurring any liability to the affected respondents or any obligation to inform the affected respondents on the grounds for NESFAS'S actions prior to contract award, and
2. To negotiate - with respondents invited to negotiate- the proposed technical approach and methodology and the proposed price based on the respondents proposal.
3. Amend the TOR at any time.

