AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION

Human Resources Department

REQUEST FOR PROPOSAL

for

Data Entry and Compilation Assignment of ANAFAE 2020 Financial Data

RFQ Number: HRD/2020/RFP-006

Announcement Date: October 11, 2020

Closing Date: October 20, 2020

I. About ANAFAE

Forty years of armed conflicts have affected Afghanistan's education system. It remains very fragile with weak performance capacities and is not able to provide the necessary education services to develop the country.

ANAFAE, established as a national NGO with registration # 26 in September 2005 with the support of the Institute for International Cooperation of the German Association of Adult Education (DVV International), promotes the development of Adult Learning and Education (ALE) and Lifelong Learning (LLL).

ANAFAE beliefs in the fundamental and vital role of ALE adult education and LLL learning and in its enabling power to achieve a sustainable and peaceful development of the country.

II. About the RFP

ANAFAE has different projects support by different donors and income from its own economic activities. For each donor as per their requirements we do the accounting in their own accounting data base. For one big donor we have WINPACCS accounting system and for the rest we report through excel base.

In order to provide organization report with qualified accounting program (Quick book) we would like request for your support to compile all financial documents, review them as per ANAFAE policy and procedures and enter them to the quick book system for the whole year 2020.

We are here by requesting to submit your proposal (Technical plus financial) for the data entry assignment of ANAFAE financial data for the year ended December 31, 2020.

The below information is provided for the assignment for the better ascertainment of time and cost:

1. We have 5 projects
2. Thirty bank accounts
3. Thirty cash books
4. The total number of transactions is expected to be from 10,000 to 12,000

We need the following reports and entered data:

1. Enter the data according to ANAFAE reporting requirements
2. Verify vouchers to suggest for any rectification
3. Suggest for the bank's reconciliations for each bank account and help the finance team
4. Suggestions for any incomplete financial data
5. Suggestions for the rectifications of errors in the cash counts and physical verification of fixed assets
6. Suggest if there is any action needed to adopt IAS and ISAs
7. Reconcile the projects charged expenses with the donor reports
8. Verify tax deductions and verify the tax payments from different projects
9. Prepare the financial statements which must specify the restricted and unrestricted funds and expenses, allocation/segregate restricted and unrestricted surplus.

III.   Minimum Eligibility Requirement Vendors

- The vender must be a valid company.
- Hold a valid License for company.
- Expertise in Financial Auditing.
- Having at least 5 year of similar experience with QuickBook data entry and documentation check and compilation.
- Financial documentation checking according to standards and organizational policy and procedure.
- Experience in organization policy and procedure development according to standards.
- Only open for Afghan companies.

IV.   Evaluation Criteria

Vendors whose proposal meets the minimum technical specifications, will be proposed for evaluation, and selected based on the duration of service and lowest price offered. Therefore, please provide your best and final offer.

This task needs to be accomplished latest till end of February 2021.

## V.	Submission guideline

Please submit your offer via email to anafaejobs@gmail.com and ahmadzaim.anafae@gmail.com the subject line should be the RFQ number.

- Proposal should be signed/stamped by authorized person.
- Proposal should provide a complete address, phone number and email address.
- Cost Proposal should be submitted in AFN currency.
- Proposal should provide the duration of service to be completed.

## VI.	Tax

Tax is applicable according to the Afghanistan taxation system.