



## **Request for Proposals: Development of Financial Management System for Zugdidi Screening Center**

### **1. General information:**

- 1.1 Project Title: "Promoting accessibility to the national cancer screening programs in the Samegrelo region".
- 1.2 Project brief description: The project aims at establishment of Screening Center in Zugdidi Municipality with the purpose of increasing accessibility to healthcare services, specifically national cancer screening programs locally. The first phase of the project related to construction of the building in Zugdidi municipality has been finalized. The second phase of the project includes equipping the center and organizational arrangement.

### **2. Main responsibilities of a contractor:**

- 2.1. Conduct desk study;
- 2.2. Participate in the stakeholder meetings when needed (CCRG subcontractors including software developer, etc.);
- 2.3. Develop manuals for financial management (policy paper, procedure manual, financial management-related processes, roles and responsibilities related financial processes, financial reporting forms, etc. (see section: deliverables);
- 2.4. Provide training to Zugdidi Screening Center staff on the application of financial management system in Zugdidi (Training needs and date is subject to agreement with the CCRG PM and ZSC management).

### **3. Requirements towards the consultant/company:**

Proposal can be submitted by physical or legal entities.

Applicant shall meet following qualification requirements:

- At least 5 years of experience in the development of a financial management system, desirably in the field of healthcare;
- Knowledge of Georgian Healthcare and National Cancer Screening programs;
- Experience in working in an international settings/healthcare organization;
- Sound communication, analytical and writing skills and experience in development of relevant manuals.

**4. Working condition:**

- 4.1. The consultant/Company will be hired for the period of development of the main deliverables/outputs described in the section N6 of this document within the dates indicated in the contract and section N6 of this ToR;
- 4.2. Work place: freelance;
- 4.3. Travel involved: Zugdidi, Georgia.

**5. Scope of Work:** Develop a financial management system for Zugdidi Screening Center, with the purpose of ensuring a proper functioning of the Center.

**6. Deliverables - Manual: Financial accounting and management manual (document) including:**

- 1. Financial accounting and management policies and procedures;
- 2. Description of Business processes related to financial management;
- 3. Description of roles and responsibilities for business processes related to financial management;
- 4. Financial reporting forms and rules of completion.

**7. Methodology:** The financial management system plan will be developed based on the desk research, data analyse, preparation of procedure manual, meetings with the partner organization, visits to Zugdidi in case of need. The contractor will be responsible for overall planning and implementation of related activities.

**Desk study:** review of organizational structure, services to be provided, related documents, etc.

**Interviews:** Meeting with CCRG and its subcontractors.

**8. Reporting:** Throughout the assignment the contractor will work under the overall guidance and will reporting to CCRG Project Manager (PM). The work plan shall be agreed with and approved by PM in advance. Contractor shall ensure regular and timely communication with the PM in order to deliver expected results.

**9. Contract duration: schedule:** September 23 – December 30, 2019

**10. Cost of contract and payment conditions:**

Total cost of contract shall not exceed 16500 (Sixteen thousand and five hundred) GEL including taxes set forth in Georgian legislation.

<b>Estimated dates/deadlines:</b>	<b>Amount Payable</b>	<b>Payment Schedule</b>
First draft of the document: October 21, 2019	40%	Within 5 business days after submission of the first version of the manual together with annexes and signing of the act of delivery.
Submission of final document: November 25, 2019	60%	Within 5 business days after submission of final document and signing of the act of delivery.
Provision of further consultations in case of need before the end date of the contract.		

**11. Proposal package:**

1. Information about an applicant (name, ID, Contact information (mobile, e-mail);
2. In case of an organization organizational record from Register;
3. CV(s) of the team leader and members (in English);
4. The list of similar work performed by an application during the last 5 years; the supporting documents will be requested in case of selection;

Proposal content:

1. Detailed methodology of work and deliverables;
2. Detailed budget, proposed cost of contract in national currency;
5. Detailed work time-frame and deadlines in compliance with the requested timeframe.

*Note: The application shall be prepared in English Language.*

**12. Submission of proposals:**

**Deadline for submission of the proposals: September 19, 2019, 22:00.**

**The proposals** shall be submitted electronically to the following e-mails: [tamar.kurtanidze@caritas.cz](mailto:tamar.kurtanidze@caritas.cz)

The proposals will be reviewed on an ongoing basis.