



Consultancy to Development and Commissioning on PASS Leasing Company Limited Enterprise Resource Planning (ERP) System

Terms of Reference

1. INTRODUCTION

The Private Agricultural Sector Support (PASS) Trust was established as the project in year 2000 in order to stimulate investments and growth in private sector commercial agriculture and related sector through access to finance in Tanzania. It was registered in 2007 as an autonomous non-profit organization under the Trustees' Incorporation Act of Tanzania. PASS was founded by Government of Denmark and Government of Tanzania.

With a view to further promote the financing and growth of the agriculture sector, PASS Trust has established a wholly owned subsidiary entity known as PASS Leasing Company Limited. This new Company has been granted with a provisional/temporary license by the Bank of Tanzania (BOT) with a condition to be fully operational within 12 (twelve) months from the date of being granted with the provisional license. At the expiry of the 12 months, BOT will carry out a comprehensive review to assess implementation status with a view to grant a full operating license to the company if its operations are satisfactory.

The mission of PASS Leasing Company is to serve agricultural producers to reach their productive potential through offering competitively priced lease financing without imposing traditional collateral requirements on customers. The Company aims to demonstrate that there is a huge market potential in asset-based financing in order to encourage further investment in agriculture by other leasing and financial service providers in the market.

The Company's vision is to be a leading and reputable lease finance provider in the agricultural sector and dedicated promoter of asset-based financing market. PASS Leasing Company's target market is mainly SME's (including smallholder farmers) in agricultural value chains that are traditionally excluded by conventional banks to access finance and those who are currently unserved by banks and other financial institutions.

2. PROJECT PURPOSE

PASS Trust is planning to develop an ERP that will manage the full operations of the company business and services it offers, the ERP that the company is intending to use is Microsoft Dynamics 365 Business Central.

3. BACKGROUND

PASS Trust requires an experienced service provider that will be able to provide the development and customizing of the modules on the ERP. We are expecting that the service provider will provide the system within three months,

The appointed service provider should be able to provide a professional, efficient system that will be able to accommodate metadata (data that describe other data, it summarizes basic information about data) and workflows provided by PASS Leasing company Limited.

4. Scope of work and expected output/deliverables

- ✓ To understand the PASS Leasing company Limited operations.
- ✓ To customize the modules (Lease, Finance, and Human Resource) that PASS Leasing company Limited will want to run its daily operations.
- ✓ Have offline application forms or check lists that will be used internally (Staff) and externally (Applicants)
- ✓ Have multiple platform to operate the system (desktop platform and a web based platform) that is web based so as login/access can be done anywhere and at any time.
- ✓ To ensure integrations of the ERP with other third party systems/platforms.
- ✓ Auto generation of all Management Reports (special features to be applied while generating the reports).
- ✓ Uploading of (Customer documents) files into the system (ERP) for easy and efficient record keeping.
- ✓ To automatically share reports/data from the system to our authorized partners.
- ✓ Notification alert when a new request arises.
- ✓ Ensure the proper workflows are enabled on the system.
- ✓ Develop an external link to the system that will incorporate various information to the system (clients application form and the payment details).
- ✓ Provide demonstration on implemented lease finance module on other similar projects.

The service provider/s are required to provide a detailed Technical Proposal indicating methodology outlining their understanding of the deliverables and scope of work to be undertaken in order to provide an efficient, effective system. A separate Financial Proposal providing detailed costs breakdown of the project, and proposed payment terms.

5. Consulting Company Profiling Instructions.

Companies wishing to undertake the process will be needed to submit their proposals (technical and financial)

The following format and sequence should be followed in order to provide consistency in Companies' responses and to ensure each proposal receives full and fair consideration.

- All pages should be consecutively numbered.
- Cover Page, showing Company's name, address and contact information;
- Maximum of one page Letter of Introduction, signed by an authorized signatory;
- Table of Content, including page numbers;
- Presentation of the Company profile and its suitability for the assignment;
- A Company Reference List (with references' names and contact details) with at least 3 similar tasks conducted;

- Detailed CV of the experts proposed to execute the assignment, along with his/her current employment status with the Company or in case of proposing external expert a pre-contract document specifying availability of the proposed expert;
- Appropriate IT- related certification of the proposed expert;
- The Financial Proposal providing detailed costs breakdown of the project, and proposed payment terms

6. Proposal Contents

The Consulting company must submit both Financial and Technical proposal Including at least, the following.

- Sketch of the proposed System Workflow and Structure.
- Financial Consideration of carrying out the whole project to final launching,
- Proposed support scheme
- Breakdown of time frame of carrying out the project

7. Communication and Reports

All reports shall, at a minimum, be presented in English.

8. Submission guidelines

The proposal subject line should clearly read, “EOI: Consultancy to Development and Commissioning of PASS Leasing Company Limited ERP System” The proposal should be addressed to:

Managing Director

Private Agriculture Sector Support

Patel building, 3rd Floor, Kisutu Street, Dar Es Salaam, Tanzania

Mode of Submission:

Interested Consultants will be required to submit their Technical and Financial Proposals **electronically** as per this TOR Guidelines to the web address: <https://pass.or.tz/vacancies>

The Application must be submitted on or before 15th May 2020 at 12,00 noon East Africa Time (EAT).

For any enquiry please send email to: procurement@pass.or.tz not later than 7 days after the date of the advert.

Date of advert: 25th April, 2020

Only short-listed bidders will be contacted and will be required to present their methodology (implemented lease finance module demonstration) to the procurement/tender committee for second level evaluation.