

Terms of Reference	Provision of Accounting Services for SACREEE
<b>Type of Contract</b>	Accounting Firm/consultancy
<b>Duration of Assignment</b>	Three (3) years subject to annual performance review
<b>Deadline</b>	29 November 2024
<b>Expected Starting Date</b>	1 January 2025
<b>Location</b>	Windhoek, Namibia
<b>Restrictions</b>	Restricted to Namibian-based firms only

## 1. INTRODUCTION

The SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) was established as a subsidiary organization of the SADC by the Ministers responsible for the Energy sector in 2015. The Centre was mandated to contribute to energy access and energy security in the member states by promoting market-based adoption of renewable energy and energy efficiency. The SACREEE Secretariat is hosted by the Government of Namibia in Windhoek through its Ministry of Mines and Energy. SACREEE is a non-profit making institution.

SACREEE executes its mandate by supporting the region's sustainable development objectives through resource mobilisation, policy development, quality assurance, capacity building and knowledge management, communication, promoting investments in renewable energy, energy efficiency projects and programs. In fulfilment of its mandate, SACREEE is implementing numerous capacity building projects, supporting the governments of the SADC region with the development and implementation of technical standards, strategies and policies to facilitate the increased uptake of energy efficient and renewable energy technologies in the region.

Additional information on SACREEE is available on its website; <https://www.sacreee.org/>

## 2. BACKGROUND AND CONTEXT

SACREEE is implementing a few regional projects including, the:

1. Southern Africa Solar Thermal Training and Demonstration Initiative (SOLTRAIN)
2. Energising women to advance the energy transition in the SADC region
3. Long-Term Europe-Africa Partnership on Sustainable Energy (LEAP-SE) Programme
4. Energy Efficiency for Sustainable Livelihoods in Africa (EELA) Program with the support of United Nations Industrial Development Organisation (UNIDO)

In addition to the above, SACREEE runs a few other interrelated projects that are funded by different development partners, donors and agencies. These projects are implemented under separate budgets. Some of the projects require periodic financial reports that may be prepared in accordance with prescribed reporting guidelines.

## 3. OBJECTIVES

SACREEE is seeking to appoint the services of an accounting firm to assist with the effective internal financial controls and reporting systems to ensure timely and effective reporting of project costs and expenditures and overall SACREEE operations for a period of up to three years from the date of start of services. The initial contract is for one year but renewable annually for up to 3-years, subject to satisfactory performance.

This is a Call for Proposals for **Namibian-based Accounting Firms** to provide accounting services for SACREEE. Proposals should at the minimum contain a detailed description of the services to be provided and the proposed team personnel, the scope of services to be provided and the estimated administrative cost of provision of the services in response to the Terms of Reference (ToR) below. Any deviations from the ToR should clearly be indicated in the proposal.

#### 4. SCOPE OF WORK

The following tasks shall constitute the scope of work for the accounting services:

- i) Advising and assisting in operating efficient and effective financial procedures and controls.
- ii) Bookkeeping and Financial Reporting: Ensuring accurate and up-to-date records of all financial transactions and preparing detailed financial reports.
- iii) Producing monthly management accounts and explaining the variances.
- iv) Preparing the books up to final accounts.
- v) Preparing the monthly reconciliations.
- vi) Monitoring the internal controls on a regular basis and recommending measures to address any weaknesses.
- vii) Advising on and monitoring all the payroll related matters including all deductions such as PAYE, social security, benefits and staff advances.
- viii) Preparing and ensuring readiness of the accounts and annual financial statements for annual external audits.
- ix) Assist in developing and/or updating the relevant accounting and financial forms.
- x) Prepare a consolidated schedule of the reporting requirements and timelines for all the projects being implemented by SACREEE.
- xi) Prepare Annual Financial Statements.
- xii) Maintain all financial records at the SACREEE in accordance with Namibian Government's Record Retention Policy.
- xiii) Prepare documents for Audit and Assurance: support SACREEE with preparations for project audits and verify the accuracy of financial statements and enhance stakeholder confidence.
- xiv) Financial Advisory: Offering strategic advice on financial planning, budgeting, and forecasting to help SACREEE achieve its business goals.

#### 5. DELIVERABLES

Throughout the course of the services, the Accounting Firm shall prepare and provide the following deliverables to SACREEE (Some specified in or reiterated from the specific Tasks):

- i) accounting and financial forms (*within 2 months of signing the contract*)
- ii) trip budgets and expenditure reports, and reconciliations of such expenditures (*not later than the 10<sup>th</sup> of the following month*)
- iii) monthly budgeted versus actual expenditure reports (*not later than the 10<sup>th</sup> of the following month*)
- iv) monthly reconciliations (*not later than the 10<sup>th</sup> of the following month*)
- v) trial balance (*not later than the 10<sup>th</sup> of the following month*)

- vi) quarterly and annual financial statements (*not later than 2 months after the end of the financial year*)
- vii) quarterly scheduled meetings

Whenever reports are required, the Consulting Firm shall submit the hard copies (where essential to do so) and electronic versions of the reports in English to SACREEE

## 6. REQUIREMENTS AND EXPERIENCE

The Accounting firm should demonstrate:

- i) Relevant qualifications and exposure to international and Namibian accounting standards and practices.

### Key personnel and their qualification requirements:

Key personnel	Minimum Requirements
Team leader	Chartered Accountant and 5 years working experience
Support staff 1	Diploma in accounting and 3 years of experience
Support staff 2	Certificate in accounting and 3 years working experience

- ii) Knowledge of various accounting packages such as Zoho Books, Pastel, SAGE, SAP, etc.
- iii) A good understanding and appreciation of international organisations financial reporting e.g. European Union, United Nations, Austrian Development Agency, etc.
- iv) Experience in professional communication and reporting at all levels.
- v) Excellent analytical, numerical and problem-solving skills.
- vi) High integrity and strong attention to detail and ability to set priorities and meet deadlines.
- vii) Advanced planning and project management skills.
- viii) Excellent oral and written communication skills.
- ix) Honesty and integrity.

## 7. PROPOSAL INFORMATION REQUIREMENTS

The Accounting firm should submit their proposals in two parts: Technical and Financial. SACREEE reserves the right not to consider any proposal that does not include at least the following information:

### i) *Technical Requirements*

The Technical Proposal should contain the following information

1. Comments regarding the completeness of the TOR;
2. Detailed methodology to address the TOR;
3. Detailed work plan with milestones and deliverables for addressing the TOR;

4. Evidence of experience in performing accounting services to non-profit making entities. This should include a list of clients along with names and telephone numbers of contact persons and number of years of service provided.

ii) *Financial Requirements*

The Financial Proposal should provide the cost for providing the services in Namibian Dollars (N\$) and contain the following information:

1. Company profile
2. Detailed cost estimate table indicating break down of the activities and associated resources per activity, unit and total cost per resource (Team member). Timing required for each activity item described in the scope of works;
3. Proposed Team, Management and availability of the Team Members. CVs of each Project Team member should be provided as well as allocation of responsibilities to the Team members (if more than one member is involved in providing the services).

## 8. EVALUATION OF PROPOSAL

All proposals will be screened for technical ability after which qualified proposals will be further evaluated in terms of the financial criteria. The evaluation of the proposals will be based on the core requirements of the services using the following criteria:

Requirement	Points
Qualification of Team and specific experience related to the services	30
Knowledge of the regional and international organizations and related operational challenges	15
Competency of the Team and previous experience or similar services	25
Relevance of the proposed methodology and work plan	30
<b>Total</b>	<b>100</b>

Following the evaluation, the successful bidder will be called for negotiations. The Accounting Firm must be prepared to verify the cost elements of the fee rates and other cost components. Please note that the costs of preparing the proposal and negotiating the contract are not reimbursable.

SACREEE is not bound to accept any proposal.

## 9. MANAGEMENT OF THE ACCOUNTING SERVICES

The management of the services will be under the overall guidance of SACREEE, and the Accounting Firm shall be reporting to the SACREEE Executive Director.

## 10. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

Any information or data obtained related to the services shall be treated as strictly confidential and shall not be divulged or permitted to be divulged to any person without approval of SACREEE Executive Director.

The intellectual property rights of any idea, report, plan or any other matter conceived within the scope of the services shall be vested in SACREEE.

## 11. FORMAL AND LEGAL REQUIREMENTS

- a. Certificate of Incorporation: The accounting firm should be registered as a legal entity in Namibia and authorized to enter contracts for provision of goods and services. As proof, the accounting firm should provide a certified copy of Certificate of Incorporation or other documents setting forth the legal basis of the company.
- b. Most recent Tax Clearance Certificate.
- c. The accounting firm should provide a copy of relevant licenses and/or authorizations including the Certificate of Practice, where applicable, enabling the company to perform the required services/work required; include quality standards as per the Public Accountants' and Auditors' Act, 1951.

## 12. SUBMISSION OF PROPOSALS AND CLOSING PERIOD

Two proposals, Technical and Financial, must be submitted in **separate electronic files** clearly marked "Technical\_ (Name of Company)" and "Financial\_(Name of Company)" in addition to bearing the tender reference.

Electronic proposals in PDF format not exceeding twenty (20) pages (excluding annexes) should be addressed to:

**The Executive Director: SACREEE**

Email: [procurement@sacreee.org](mailto:procurement@sacreee.org)

**The deadline for submission of all proposals is Friday, 29 November 2024 no later than 23:59 Windhoek time.**

### **PROPOSAL SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED**

Any request for clarification must be sent in writing, through standard electronic communication to [procurement@sacreee.org](mailto:procurement@sacreee.org).

SACREEE will respond by standard electronic mail to the queries of all bidders without identifying the source of inquiry. No requests for clarification should be sent to individual SACREEE staff.