

TERMS OF REFERENCE (TOR)

Integrated Automated Finance, Procurement, MERL & Request Management System

Introduction

In an effort to strengthen operational efficiency, accountability, and compliance across finance, procurement, and program management functions, the organization intends to implement an Integrated Automated Finance, Procurement, MERL, and Request Management System.

Currently, key financial and operational processes rely on manual, paper-based templates and fragmented workflows. This approach limits real-time visibility, increases the risk of errors, delays decision-making, and creates challenges in enforcing internal controls and audit readiness.

The aim of this improvement is to transition from manual and semi-automated processes to a fully digitized, integrated system that ensures:

- Streamlined and standardized workflows across departments
- Enhanced internal controls and segregation of duties
- Real-time tracking of requests, budgets, and approvals
- Improved transparency and accountability in financial and procurement processes
- Seamless linkage between financial transactions and program (MERL) outputs
- Strengthened audit readiness and compliance with donor requirements

This system will serve as a single source of truth, enabling efficient management of the full lifecycle of requests—from initiation to approval, execution, liquidation, and reporting—while providing management with timely and reliable data for decision-making.

1. System Overview (Technical Perspective)

The system shall be a **web-based, role-driven workflow application** that digitizes all Finance and procurement templates currently used as manual vouchers. It shall support end-to-end lifecycle management of requests: initiation, review, approval, execution, liquidation, reporting, and audit.

The system shall maintain **single-source-of-truth data**, enforce internal controls, and provide real-time visibility across Finance, Programs, MERL, and Management.

2. Core System Modules & Technical Requirements

2.1 User Authentication & Access Control Module

- Secure login with unique user credentials
- Role-based access control (RBAC)
- Segregation of duties enforced by system rules
- User roles configurable by System Administrator
- Full user activity logging

2.2 Request Management Module

Functional Requirements - Digital creation of requests based on configured Finance templates - Mandatory fields and validation rules per request type - Upload and storage of supporting documents - Auto-generation of unique request/reference numbers

Request Types Supported - Payment requests - Advance / imprest / float requests - Procurement requests - Travel & logistics requests - Program activity requests

System Controls - Requests cannot be submitted unless mandatory data and documents are attached - Budget lines, projects, and donors selectable from master data

2.3 Workflow & Approval Engine

- Configurable, sequential approval workflows
- Automated routing based on:
 - Request type
 - Amount thresholds
 - Budget holder
 - Delegation of Authority

Workflow Actions - Approve - Reject - Return for correction (with comments)

Notifications - Automated email and in-system alerts at each workflow stage - Escalation alerts for delays

2.4 Finance & Budget Control Module

- Real-time budget availability checks at initiation

- Commitment tracking (approved but unpaid requests)
- Expenditure tracking by:
 - Project
 - Donor
 - Budget line
- Coding validation before approval
- Export or integration-ready for accounting systems

2.5 Imprest / Advance / Float Management & Liquidation Module

Advance Issuance - Advances linked to approved requests - Captures issued amount and expected liquidation date

Liquidation Tracking - Upload of receipts and retirement documentation - Automatic calculation of: - Requested vs liquidated amount - Balance refundable or payable - Expected vs actual liquidation days

System Controls - Automated reminders for pending and overdue liquidations - Blocking rules for new advances where prior liquidations are outstanding

2.6 Procurement Management Module

- Purchase request initiation
- Quotation attachment and comparison
- Approval routing aligned to procurement thresholds
- Linkage between procurement requests, payments, and contracts

2.7 MERL & Learning Integration Module

- Link financial requests to activities and outputs
- Upload of MERL evidence (attendance, photos, reports)
- Tagging of requests for:
 - M&E indicators
 - Case stories
 - Learning notes

2.8 Reporting & Dashboard Module

- Real-time dashboards for:
 - Budget utilization
 - Outstanding approvals
 - Advances and overdue liquidations
- Exportable reports (Excel/PDF)
- Filters by project, donor, period, geography

3. Mapping: Existing Finance Templates → System Modules

Existing Finance Template	System Module	Key Automation Features
Payment Voucher	Request Management + Finance Module	Digital voucher, approval workflow, audit trail
Advance / Imprest Form	Advance Management Module	Liquidation tracking, alerts, balances
Retirement / Liquidation Form	Liquidation Module	Receipt upload, auto-calculations
Procurement Request	Procurement Module	Quotation comparison, approvals
Travel Authorization	Request + Workflow Module	Budget checks, approvals
Activity Budget	Finance + MERL Module	Activity-level tracking

4. Process Flow Narrative – Finance & Procurement

4.1 Finance Request Flow

1. Staff logs into system and initiates a request
2. System validates mandatory fields and budget availability
3. Request routes to Budget Holder for review
4. Approved requests route to Finance for compliance checks
5. Finance-approved requests route for final authorization
6. Approved requests proceed to payment or advance issuance
7. All actions logged with timestamps and user IDs

4.2 Procurement Request Flow

1. Staff initiates procurement request and uploads quotations
2. System validates procurement thresholds

3. Request routes to Budget Holder and Procurement/Finance
4. Final approval granted per Delegation of Authority
5. Procurement execution tracked
6. Payment linked back to procurement request

5. Non-Functional Requirements

- Web-based system (cloud or on-premise)
- Secure data encryption
- Regular data backup and recovery
- Scalable for multi-project and multi-donor use
- Audit-ready at all times

6. Success Indicators (System-Level)

- 100% digital processing
- Zero manual vouchers
- Improved compliance and audit outcomes
- Real-time visibility for management

7. Submission of Proposals

Interested consultants or firms are invited to submit the following documents:

- Technical Proposal detailing the proposed approach, methodology, and relevant experience in developing integrated finance, MEL and procurement management systems.
- Financial Proposal indicating the total cost for the development and implementation of the system.
- Company/Consultant profile including relevant experience and references from similar assignments.

Proposals should be submitted electronically to:

[\[procurementtanzania@restlessdevelopment.org\]](mailto:procurementtanzania@restlessdevelopment.org)

Deadline for submission: Friday, 19th April 2026, at 5:00 PM EAT.
Late submissions will not be considered.