

**TERM OF REFERENCE**

**for**

**Consultancy in Selection and  
Evaluation of ERP Financials  
System**



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## 1 Background:

The IBA today sets a standard that other institutions emulate and serves as a beacon of hope and success for students across the nation. The Institute has gone through major changes over past six decades in order to embrace a wider set of disciplines in its curricula.

IBA Karachi is now looking forward to implementing any ERP Financials solution that can improve effectiveness and efficiency of Business operations and Financial Reporting.

## 2 Purpose:

The purpose of this assignment is to provide consultancy in selection and evaluation of the ERP Financials system for IBA Karachi to effectively and efficiently support our business operations. The proposed solution will be based on agreed and approved core business processes and procedures.

## 3 Scope:

This assignment will cover the overall evaluation and selection of a modern ERP Financial system that meets the requirements of IBA Karachi to achieve its business objectives. This excludes Campus Management System i.e. Institutes core operations of teaching degree programs but includes Executive Trainings and Workshops. The modern ERP should be integrated with Campus Management System i.e. PeopleSoft Campus Management System.

## 4 Project Objectives:

The specific objectives of this assignment are to:

- Conduct detailed and comprehensive organization-wide assessment of requirements from various stakeholders and advice on suitable solutions
- Advise and recommend us to Implement and configure the relevant Modules of ERP Financials that fit our business needs.

- Provide consultancy to IBA in formulating the strategy to capture data from manual records as well as data migration from older systems to a newer ERP system.
- Recommend best practices to ensure compliance with audit requirements.

## 5 Project Duration:

The total duration for the completion of this Project will be 1 month from the date of signing of the contract.

## 6 Key Business Requirements:

The major key requirements or expected deliverable from the selected ERP System are:

<b>Financial Modules</b>	<p><b>Modules:</b>  Accounts Payable  Accounts Receivable  Fixed Assets  Treasury &amp; Funds  Planning and Budgeting  Costing  General Ledger  Reporting Modules (inbuilt or separate)</p> <p><b>Setup</b>  Opinion on Chart of accounts (as per organizational requirement )  Identifying gap areas</p> <p><b>Sample Areas and Reports</b>  Trail balance/ Trial balance Department-wise/ Segment wise  Opening &amp; Closing Periods / Year End Closing Processes  Mark up Calculation of OD account  Taxation calculation, Income Tax (ST &amp; IT)  General ledger Reports (Department / Cost Center wise)  Cash Management (Automated Bank Reconciliation and account Reconciliation with Bank statements/Cash Management Info. System)  Customized Balance Sheets  Cost/Profit Center Accounting  Complete Reports &amp; Graphical Charts designer &amp; Ratio analysis  Customized Reports other than standard reports</p>
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	Bulk data uploading through excel/csv sheets
<b>Supply Chain Management</b>	<p><b>Module</b>  Procurement  Inventory &amp; Stores  Other Modules as per requirement analysis</p> <p><b>Sample Areas and Reports</b>  Inventory item master file  Automated workflow approvals  Whole process of procure to pay Workflow to include all stages starting from inter requisition and ending at GRN  Accurate Supplier database  Contract Management  Integration with Invoice/Payments and Accounts  Generating RFQs  Receiving &amp; Awarding Vendor Quotation  Purchase Order Processing  Purchase Order Approvals  Dispatch Order Processing  Tracking Renewals  Import/Export Management  Generating Full /Partial Receipts  Inspection Process  Return to Vendor Setup  Sales prices  Inventory stock counts (stock takes)  Lot (batch) control  Inventory reports  Multilevel Warehousing  Analytical Reporting (Stock, Items, warehouses, locations, regions)</p>

<b>Payroll Module</b>	<b>Modules</b> Managing payroll Personal employee information records Salary Disbursement & Pay Slips Multiple Payroll Runs Income Tax Deduction Gratuity & Provident Funds Retirement & Pension commutation Loan & Advances Medical Compensations Recoveries & Deductions Performance appraisal specific in HR process Workflow Approval tool (Procedural approval etc.) Some specific considerations: All attributes must be integrated with Finance, payroll and other relevant systems.
<b>Data Migration</b>	Data Migration of existing Accounting data on newer system
<b>Technology Integration</b>	The newer ERP system will be required to have seamless integration with our existing ERP Campus System and Human Resource Management System.
<b>User Access Controls</b>	User Login Information Authority Matrix Access Rights Departmental Information User Audit Logs

## 7 Shortlisting Criteria:

The Consultant/Firm will be selected through a competitive selection process. The firm is expected to have:

- i. Proven track record in the assessment, evaluation and selection of complex ERP Systems.
- ii. Proven experience in consultancy for implementation of ERP Financials.
- iii. Must have a minimum 10 years of Project management, Consultancy & ERP Implementation experience; particularly in Financials, Procurement, Funds Management and Treasury.

- iv. Experience in BPR and change management, configuration management related to ERP implementation in large financial institutions. Preference will be given to those having the experience of working with public sector Institutes/ financial institutions.
- v. Must have the experience of working in areas related to Financials, ICT, Business strategy, change management, Outsourcing and banking applications in order to conduct the assignment in professional way.
- vi. Thorough understanding of the local Universities and Financial Institutions including various service providers will be a plus.
- vii. The quality, intelligence, efficiency, sustainability and viability/feasibility of the proposed approach and methodology to be applied for this assignment shall be evaluated.

## **8 Confidentiality:**

The Consulting/Implementation partner would ensure that all the data/Information collected under this project is kept confidential and will be the sole and exclusive property of IBA Karachi. The consultant(s) will not, acquire any right, title or interest in or to any of the confidential information collected for this consultancy assignment.