



Terms of Reference for Provision of Services

1. Purpose

Development Perspectives is migrating its financial accounts to an online platform (<https://surfaccounts.com/>) in Q1 of 24. We are now seeking a consultant to work with the Finance Officer and Chief Executive Officer to design and implement a system suitable for our needs as a small NGO.

2. Timeline, Budget and payment

The consultancy will begin in Feb 2024 and be completed by the end of March 2024 at the latest. There is a budget of 3,000 euro for this work and we envisage approx. 8 working days will be involved. 50% of the payment will be made via Bank transfer once a contract has been signed the remaining 50% payment will be made on successful completion of the consultancy (Late March).

3. Duties and Responsibilities

- Meet with the DP staff team to discuss the terms and details of the consultancy. Meet with the Finance officer in person / online to go through the unique features of the accounts.
- Design and implement our accounts into the Surf accounts package.
- Provide a comprehensive training session to the Finance Officer and CEO upon completion of the design.
- Troubleshoot snags if they arise during the latter part of the consultancy

4. Reporting

The consultant will report to the CEO in a timely manner on two occasions. One is an interim report (after 2-3 weeks) and the 2nd is upon completion of the project. Both reports will be 1-2 pages long.

5. Application process

Please send a CV and a letter of application outlining experience/qualifications and suitability for the consultancy to bobby@developmentperspectives.ie before close of business on Monday the 12th of Feb 2024.

The Letter and CV should address some or all of the following. Accounts / Financial management / Surf accounts / online accounting / SORP and SOFA standards.

Shortlisted candidates will be called for interview either in person or online during the week of the 19th of Feb. 2024. The consultancy will begin during the week of the 26th of Feb and be completed on or before the end of March 2024.

6. Scoring of applications

The following criteria will be used to choose the successful consultant

- Accounts / Financial Management Experience (30)
- Knowledge and understanding of Online Accounting (30)
- Qualifications (10)
- Capacity to meet tight deadlines (10)
- Example of previous work (10)
- Value for money (10)