



**AFRICAN ASSOCIATION OF ACCOUNTANTS - GENERAL
ASSOCIATION AFRICANE DESOMPTABLES - GÉNÉRAUX
ASSOCIAÇÃO AFRICANA DE CONTADORES GERAIS**

Collaborating for Prosperity

REQUEST FOR PROPOSAL FOR ACCOUNTING/ERP SERVICES

August 2025

1.0 Background Information

The African Association of Accountants General (AAAG), launched in 2023, evolved from the East and Southern African Association of Accountants General (ESAAG), which was founded in 1995. The AAAG provides a platform for collaboration and knowledge sharing among Accountants General across the African continent. AAAG was established to enhance public financial management (PFM) by promoting transparency, accountability, and efficiency in financial governance.

The Association serves as a unified voice for Accountants General from African Union member countries, offering a robust platform for professional development, policy dialogue, and the exchange of best practices. Through its initiatives, AAAG strengthens PFM frameworks, fostering sustainable financial management systems across Africa.

To enhance efficiency and standardization across its operations, AAAG seeks to implement a comprehensive, integrated ERP system covering financial management, procurement, and human resource management, with three dedicated licenses for the Accounting module and 11 for human resources, procurement, and other general operational functions.

This Request for Proposal (RFP) invites qualified vendors to submit proposals for solutions that meet our specific needs outlined below and in line with the objectives of the ERP procurement.

2.0 Objectives of the Assignment

The objective of this engagement is to procure and implement an ERP solution that:

- Streamlines financial, procurement, and HR processes.
- Enhances transparency, accountability, and compliance with IPSAS/IFRS and relevant regulations.
- Provides timely, accurate reporting and analytics for informed decision-making.
- Ensures interoperability with existing and external platforms.

3.0 Scope of Requirements

The ERP system must include, at minimum, the following modules and functionalities:

3.1 Accounting & Finance Module

The accounting module will serve as the financial backbone of the ERP.

Core Features

- General Ledger (GL): Multi-segment chart of accounts (IPSAS aligned), multiple accounting bases (accrual), real-time posting, automated reconciliations.
- Accounts Payable (AP): Vendor management, invoice capture/validation, three-way matching, electronic payments, and ageing analysis.
- Accounts Receivable (AR): Customer billing, automated invoicing, receipting (bank, mobile money), credit control, receivables reporting.
- Cash & Bank Management: Multi-currency handling, bank reconciliations, cash forecasting, liquidity management.
- Fixed Assets: Asset register, acquisition/depreciation, revaluation/disposals, integration with procurement and projects.
- Budgeting & Commitments: Budget formulation/monitoring, commitment control, variance analysis, multi-year budgeting.
- Expense Management: Employee expense claims, approval workflows, travel/subsistence tracking.
- Revenue & Income Recognition: IPSAS compliance, grant/contribution accounting, deferred revenue management.
- Reporting & Analytics: Financial statements (IPSAS-compliant), dashboards with drill-down, consolidated/segment reporting, export to Excel/PDF/XBRL/Word.
- Controls & Compliance: Role-based access control, segregation of duties, full audit trails, internal/external audit integration.

3.2 Project & Grants Accounting

- Tracking of project budgets, commitments, and expenditures.
- Multi-funding source management (donor, government, internal).
- Allocation of costs across projects, departments, and funding lines.
- Real-time reporting on project financial performance.
- Donor-specific reporting templates and compliance.
- Integration with procurement, payroll, and fixed assets to ensure accurate project costing.

Additional Requirements

- Petty cash management.
- Comparative financial analysis.
- Integration with external platforms (e.g., conference portal, HR system,

tax systems).

3.3 Procurement Module

A comprehensive procurement lifecycle system with end-to-end transparency.

Core Features

- Planning & Requisition: Workflow-based approvals, budget checks, requisition consolidation.
- Sourcing & Tendering: RFQ/RFP/tender management, electronic submissions, bid evaluation, framework agreements.
- Purchase Order (PO) Management: Auto-generation from requisitions, electronic issuance, PO change management.
- Contracts & Supplier Management: Supplier profiles, performance evaluation, contract lifecycle management, expiry alerts.
- Goods & Services Receiving: Three-way matching, electronic GRNs, service acceptance workflow.
- Invoice & Payment Processing: Integration with AP, invoice matching, tracking outstanding disputes.
- Compliance & Audit: Audit trails, enforced approval hierarchies, procurement thresholds, donor/national regulations compliance.
- Reporting & Analytics: Dashboards for cycle time, vendor performance, spend analysis, KPIs.

3.4 Human Resources (HR) Module

The HR module should automate HR and payroll management.

Core Features

- Payroll processing compliant with ZRA (or relevant tax authority).
- Automated payslip generation and electronic distribution.
- Leave management, accumulated earnings tracking, benefits administration.
- Performance management functionality.
- Comprehensive HR reporting.
- Role-based audit trails.

3.5 Integration Requirements

The ERP must seamlessly integrate with:

- Procurement & Inventory.
- HR & Payroll.
- Projects/Grants Management.
- Banking systems.
- Tax & compliance systems.
- External portals (conference, supplier registration, etc.).

4.0 Deliverables

The vendor shall provide:

- a) ERP solution meeting all functional and integration requirements.
- b) System documentation and user manuals.
- c) Training for end-users and administrators.
- d) Data migration support.
- e) Post-implementation support and maintenance.

5.0 Proposal Submission Requirements

Vendors must submit:

- Company profile and relevant ERP implementation experience.
- Proposed system architecture and functional features.
- Detailed implementation plan and timeline.
- Pricing structure (licenses, implementation, support).
- 3 Client references.

6.0 Evaluation Criteria

Proposals will be evaluated on:

- Functional fit to requirements.
- Integration capabilities.
- Implementation plan and timelines.
- Cost-effectiveness.
- Vendor experience and track record.

7.0 Submission Guidelines

- **Submission Deadline: Friday, 19th September 2025.**
- **Submission Format:** Proposals must be submitted electronically in **PDF format** to:
Email: info@aaag.org.zm
CC: Rhoda.nkulukusa@aaag.org.zm , gandy.mulemba@aaag.org.zm
- **Clarifications & Enquiries:**
For any questions or further information, please contact:
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8.0 Disclaimer

AAAG reserves the right to reject any or all proposals, request additional information, or negotiate terms before making a final selection. Submission of a proposal does not constitute an award or a legally binding agreement. We appreciate your interest in partnering with AAAG to enhance African public financial management.