



## **TERMS OF REFERENCE FOR QUICKBOOKS' CONSULTANCY SERVICES**

### **1.0. BACKGROUND AND RATIONAL**

First African Bicycle Information Organization (FABIO) is an independent, Non-Governmental Organization (NGO) established in 1997, dedicated to socio-economic transformation among vulnerable communities by using a bicycle as an approach.

FABIO envisages a society enjoying equitable sustainable services and with a mission of empowering vulnerable and poor people/communities in Busoga sub-region through community mobilization, capacity building, provision of bicycles, participatory civic engagements advocacy and networking leading to a sustainable development

FABIO operates in the Busoga sub-region of Eastern Uganda under four (4) thematic areas: - livelihood, sustainable environmental practices, governance and institutional development, hence contributing to National Development Goal IV (NDP IV) 2025/26 – 2029/30 development programs and contributing to the attainment of all the four NDPIV clusters.

#### **1.0.1. Rational of the Consultancy**

FABIO's desktop quick books is the current accounting package coupled with some numerous advantages of making detailed reporting and robust inventory management whose benefit is the ability to run without an internet connection and a one-time purchase price though it requires manual updates and data backups.

However, a system/package known, applied and installed only on one's user desktop, limits access to organizational transactions by organization's Accounting Officer nor a third-party integration for easier checks and balances.

Furthermore, as an NGO that partners with different organizations and donors at the same time, this accounting package will put FABIO at a distinction of being more transparent and efficient with its donor finances and hence in the long-run building funding agencies' confidence and strengthening the agencies -organization relationship, enhancing transparency and accountability.

It's against that background, that FABIO is seeking for an experienced consultant to offer services in training of entire FABIO family in QuickBooks and installation of this online accounting package.

#### **1.0.2. Major objective of the consultancy**



To improve the efficiency and effectiveness of FABIO's financial and accounting management systems.

### **1.0.3. Specific Objectives**

1. To provide timely, accurate and relevant organizational financial data and reports to guide strategic decisions
2. To strengthen a systematic internal control over the organization's financial and accounting procedures.
3. To ensure authenticity of all financial transactions and build credibility with all organizational funding agencies/stakeholders.
4. To improve financial monitoring by the management team and the board for sustainable growth.

### **1.0.4. Main outcome of the Consultancy**

- Timely, accurate and relevant organizational financial data and reports to guide strategic decisions provided through installation of an online QuickBooks' accounting package
- A systematic internal control of the organization's financial and accounting procedures strengthened by trained staff especially the financial team in quick books package.
- Ensured authentic financial transactions and built credibility with all organizational funding agencies/stakeholders.
- Improved financial monitoring by the management team and the board for sustainable growth

## **2.0. SCOPE OF THE ASSIGNMENT**

This assignment will be for a period of one month from 1st December, 2025 to 30<sup>th</sup> December, 2025 at FABIO offices.

## **3.0. APPROACH/PROCESS TO THE ASSIGNMENT**

These consultancy services will consist of the following major activities: -



- Desk reviewing and understanding of the current organizational financial system including the accounting package. The consultant will work closely with FABIO's Accountant to provide him/her with all the necessary accounts records and documents for review.
- Supplying, installing, designing, and customizing QuickBooks with much emphasis on charts of accounts, budget management, reporting systems, monitoring packages that will fit the organization's needs and setting user access privileges.
- Providing hands-on training of FABIO team and board members on the new accounting package. For the non-accounting staff, the consultant will concentrate on the team having knowledge about the package, however, for the accounts team, management team and board will be hands -on. This will help management and board to monitor the organizational financial transactions. In addition, Executive Director will both be in position to make approvals online, regular monitoring of the organization transactions and all projects' budget monitoring.
- Providing on-going technical support and mentoring for a period of three (3) months after the assignment. This will help the team to effectively understand and apply the package during implementation of all transactions. Secondly, in case of any hiccups with package, the team will be supported to address these specific challenges.
- Data Management: Assisting with data cleanup, migration, bank reconciliations, and ensuring robust data backup and recovery protocols are in place.

### **3.1. OUTPUTS AND DELIVERABLES**

- (i) An inception report detailing the proposed approach and methodology for this assignment
- (ii) An inception meeting with FABIO team
- (iii) Installed and fully configured quick book software
- (iv) A verified and approved, reconfigured and reconciled charts of accounts
- (v) Training reports and QuickBooks reference guide/manual (hard and soft copies)
- (vi) Providing ongoing post consultancy support and updates up to the closing of financial statements
- (vii) Final completion report of the assignment

### **3.2. TIMEFRAME**

- Signing of service contract between FABIO and consultant on 5<sup>th</sup> December, 2025.



First African Bicycle  
Information Organisation

**FABIO**

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- Submission of a detailed inception report to FABIO's Executive Director on 8<sup>th</sup> December, 2025
- Conducting an inception meeting with FABIO team and the board on 8<sup>th</sup> December, 2025
- All kinds of trainings should end by 15<sup>th</sup> December, 2025
- Submission of final completion report of the assignment on 30<sup>th</sup>, December, 2025.

#### **4.0. Consultancy's qualifications and experience**

- ✓ **Education:** A degree in Finance or accounting
- ✓ Master's degree or CPA is an added advantage.
- ✓ **Accounting Knowledge:** A deep understanding of core accounting principles (debits, credits, general ledger)
- ✓ **Experience:** A minimum of 10 years of extensive experience in deploying, installing, training, and using various QuickBooks versions (Online, Desktop, etc.)
- ✓ **Soft Skills:** Strong presentation, facilitation, communication, analytical skills and report writing

**5.0. Expression of interest to undertake this consultancy should be submitted to Human Resource [info@fabio.or.ug](mailto:info@fabio.or.ug) or [nanonophiona@gmail.com](mailto:nanonophiona@gmail.com) – FABIO not later than 3<sup>th</sup> December, 2025.**