

Request For Information

Handicap International global budgeting solution

1. The organisation:

HI is an independent and impartial aid organisation working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

a. HI network's figures



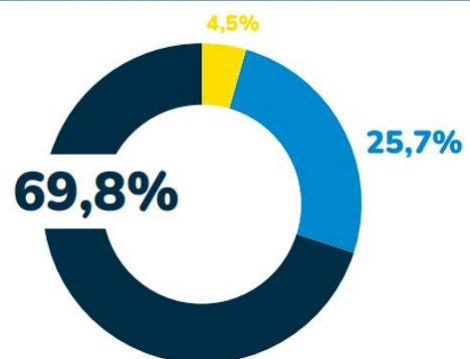
- 4,755 employees, including 3,996 national staff and 290 international staff.
- 452 projects, 3 million direct beneficiaries and 14 million indirect beneficiaries.
- Presence in 60 countries of presence, including 8 National Associations (NA).
- The federal entity, in charge of the organisation steering and the projects implementation, is headquartered in Lyon, France.

b. Financial highlights

The 2021 global budget was € 221 million.

The organisation is mainly financed by public subsidies (European Union, United Nations, France, USA, UK, Germany...) but also relies on public generosity.

Where our resources come from



- Public resources
- Private resources raised from the public generosity
- Other private resources not related to public generosity*

2. The project:

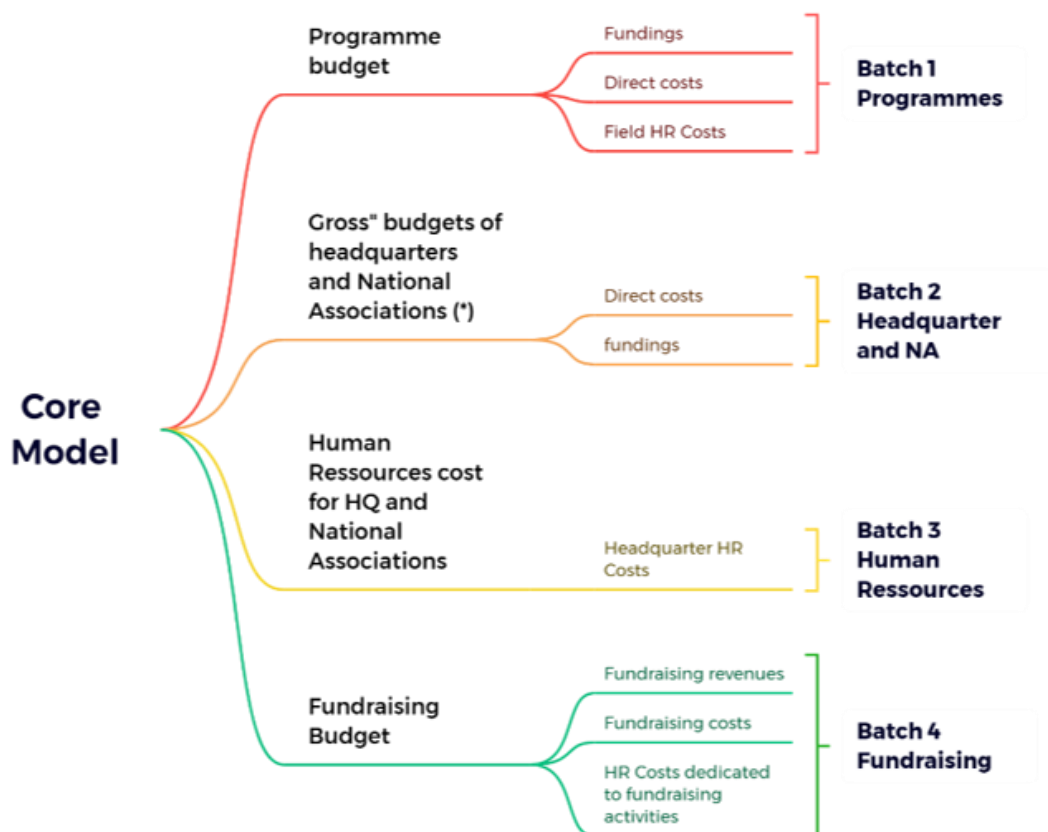
a. Objectives

The project aims to deploy all the budgetary processes implemented within the organisation in a single tool:

- Field budgets, with its component related to our institutional funding.
- Headquarters and National Associations budgets, including human resources and payroll.
- National Associations fundraising budget from public generosity.

Budget data is currently stored in our accountancy solution, Microsoft Navision 2008 on-premise, and mainly managed and shared via Excel. The objective is to store and manage this data in a dedicated budgeting solution, preferably SaaS.

b. Deployment phases (batches)



c. Technical environment

Business solutions:

Accountancy – Microsoft Navision 2088

CRM (Institutional contracts and private funding management) – Efficacy

Human Ressources – Adequasys

Logistics – LINK (provided by “Action Contre la Faim”)

Datawarehouse:

On-premise SQL Server database, data exchange vi Integration Services (SSIS).

d. Key needs

The needs will be further detailed in the specifications. At this stage, they can be summarised as follows:

- Budget baselines initialisation or import,
- Budget follow-up, taking realised expenditures into account,
- Planned budget adjustments,
- Views from different dimensions. For instance, projects and contracts overviews for the field (a project can be financed by different contracts which can finance other projects), consolidated vision for the headquarters,

Ideally, the solution should also:

- Offer an offline (downgraded) mode for users in areas with weak connections,
- Be inclusive, as defined in the Web Content Accessibility Guidelines (WCAG) 2.1,
- Provide single sign-on (SSO) through our Microsoft Azure Active Directory,
- Manage at least 2 languages, English and French.

e. Implementation and maintenance

If you recommend performing implementation and maintenance via a partner, please suggest the most suitable in our context.

f. Next steps and milestones

2022

- Request for proposal, starts end of September
- Deadline to send questions by email, October 7
- Questions collectively answered, October 17
- Deadline to submit proposals, October 28
- Shortlist, November 4

- Shortlisted candidates presentation, before November 14
- Decision, November 18

2023

- Deployment phase 1 (batch 1, programmes), May
- Deployment phase 2 (batch 2, headquarters and National Associations), September
- Deployment phase 3 (batch 3, human resources), November
- Deployment phase 4 (batch 4, fundraising), November

g. Contract

We ask candidates to confirm acceptance of our attached terms and conditions templates.

If your solution is adequate for our project, please send back the application form (2 tabs) completed in English or French to jb.gayet@hi.org and a.lepine@hi.org.

Thank you in advance.

Warm regards,

HI project team