



**Terms of Reference (ToR)  
For  
Sourcing Financial Software QuickBooks**


**June 2024**

**1. About UCEP Bangladesh**

The Underprivileged Children's Educational Programs (UCEP) Bangladesh is a registered as non-government and non-profit organization providing basic education and training for children and youth from poor marginalized communities mainly urban and peri-urban areas of Bangladesh. It is registered under the department of Social Welfare as a voluntary social development organization in the year of 1990. UCEP Bangladesh also registered in NGO Affairs Bureau under Office of the Prime Minister (Registration No : 34) dated 22 April 1981 and renewed on 04 May 2020, effective from 15 May 2020 to 14 May 2030.

UCEP Bangladesh was founded by Mr. Lindsay Allan Cheyne, a New Zealander who came to Bangladesh on a British relief mission after a tornado devastated the country in 1970. In 1971, the Liberation War broke out. The plight of the affected children, specially working children, had a significant impact on him so he decided to quit his job to stay in Bangladesh. He developed the project "Underprivileged Children's Educational Programs (UCEP) Bangladesh" in 1972 aiming to address the issue of child labour and provide basic education and training of working children but could not find donors for the project. Nevertheless, he was determined, so he initiated the project with his own savings, involving 60 urban working children. He reached out to Social Welfare Department, University of Dhaka and used the corridor and three of its classrooms in the evening. He continued to approach various donors and travelled to different countries with some of his students for raising funds. He was able to develop a successful education and training model provided working children opportunities for better jobs. By the end of 1974, he was able to mobilize external support and set up one hostel and several schools in Dhaka. But the organization fell into crisis after his death in 1986. Several local elites including government came forward during that time and provided necessary funds, land, infrastructure, equipment and strategic guidance for its continuity. They formed the UCEP Bangladesh Association which took the initiative to nationalize the organization and take over its governance and management responsibilities. Several donors and patrons have supported it to grow and develop.

At present UCEP has an enrollment of over 35,000 children in its 36 Technical Schools in Dhaka, Chattogram, Khulna, Rajshahi, Barishal, Sylhet, Rangpur and Gazipur. The Technical Schools of UCEP operates 37 trade courses correspond to the demand of the employment markets. Besides, UCEP also operates SSC Vocational courses through its five

  
**Md. Mostaffzur Rahman**  
Deputy Manager (F & A)  
UCEP Bangladesh

  
**Md. Anisuzzaman**  
Manager (FA)  
UCEP-Bangladesh

Page 1 of 3

technical schools. UCEP is acknowledged as a leader and innovator of educational and training approaches and recognized nationally and internationally as a center of excellence of human resource development. The success of UCEP programs make it unique in the Technical and Vocational Education and Training (TVET) sector of Bangladesh.

## 2. Objective of the Assignment

UCEP Bangladesh has been using QuickBooks Non-profit for financial information management.

The tenure for the existing QuickBooks software will be ending on June 30, 2024. For the smooth financial transaction UCEP Bangladesh is required to procure subscription for the period from July 01, 2024 to June 30, 2026 (for 2 years).

## 3. Scope of work

Install all necessary software, issue license. Support to any kind of difficulties arising during implementation and after implementation.

Documentation – To prepare the necessary documentation for master data management, configuration, and maintenance.

## 4. Skills required

UCEP Bangladesh is seeking an authorized **service provider** with **proven records of previous experiences in similar tasks**. Service provider must need to submit client list for this type of software.

## 5. Deliverable


QuickBooks enterprise solution 2024 including following requirements:

1. Financial statements as per QB features
2. 40 user mood QuickBooks license and 50 user for Remote desktop license
3. Ensure warranty to functioning the software during subscription period and ensure user support for Financial and ICT parts based on agreed SLA.
4. Full backup support.

## 6. Intellectual property rights

The documents and servers' data would be the intellectual property of UCEP Bangladesh and shall remain sole and exclusive property of UCEP Bangladesh.

  
Md. Mostafizur Rahman  
Deputy Manager (F & A)  
UCEP Bangladesh

  
Md. Anisuzzaman  
Manager (FA)  
UCEP-Bangladesh

## 7. Payment

1<sup>st</sup> instalment will be made on March 2025.

2<sup>nd</sup> instalment will be made on March 2026.

Bill will be paid 15 working days after submission of correct invoice and final acceptance from the user department.

VAT & AIT will be deducted as per Govt. rules. No other benefits shall be admissible beyond what is stipulated in the agreement, nor does it guarantee a regular position in UCEP Bangladesh

## 8. Confidentiality

The credential and data use by this assignment will be treated as exclusive property of UCEP Bangladesh and consequently confidential. So the credential and data and/or information forwarded by either party to the other in connection with the preparation of inspection, audit and overseeing would be confidential and the assigned firm cannot be disclosed any information to the third party even after the termination of the assignment/ToT/agreement.

## 9. Duration and Working Schedule

The duration of this task/assignment will not more than 10 calendar days. UCEP Bangladesh can set internal deadlines, keeping space for comments and incorporation before final delivery. The bidder must complete the assignment within the speculated time.

## 10. Contact information


For bill submission and payment issue: You are requested to communicate with Mr. Md. Bapparaz, Mobile: 01783733617.

QuickBooks software features related clarification: You are requested to communicate with Md. Anisuzzaman, Mobile: 01684962154 or Md. Mostafizur Rahman, Mobile: 01712337624

ICT-related clarification: You are requested to communicate with Mohammad Shohal Bhuiyan, Mobile: 01914217543.

## 11. Reserve the Rights

UCEP Bangladesh reserves the right to reject any proposal or cancel the proposed activity without showing reasons.

  
Md. Mostafizur Rahman  
Deputy Manager (F & A)  
UCEP Bangladesh

  
Md. Anisuzzaman  
Manager (FA)  
UCEP-Bangladesh