



JOHN PAUL II JUSTICE AND PEACE CENTRE

Plot 2468 - Nsereko Road, Nsambya

P.O. Box 31853 Kampala-Uganda

Tel: 0414-267372

Email: jp2justice.director@gmail.com

Website: www.jp2jpc.org

27th August 2019

**TERMS OF REFERENCE FOR
PROVISION OF TECHNICAL SUPPORT IN TRAINING AND RESETTING
QUICKBOOKS SYSTEM**

1. Background

John Paul II Justice and Peace Centre uses QuickBooks accounting system for recording and reporting financial information of the organization. The organization wishes to engage a technical expert to support and train the accountant on how to use and produce financial reports using the Quick Books accounting software.

2. The Technical Resource Person

The resource person should be a professional and experienced accountant with proficient experience in using Quick Books to support in building the capacity of our accountant and resetting the accounting system. The tasks of the Technical Resource Person will include the following:

1. Provide a full package training on using QuickBooks for five days
2. Review QuickBooks settings and adjust according to the organization needs and requirements.
3. Perform monitoring checks on the accountant in regard to use of the system.
4. Offer any other support as deemed necessary including after service support to ensure that the system is working and that the accountant is well oriented/trained to use the system.

3. Term

The engagement of the Technical Resource Person will commence immediately on signing the ToR. Whereas the Resource Person can do preparatory work and offer mentoring support via email or phone, a period of 5 working days will be dedicated to task.

4. Facilitation and Remuneration

John Paul II Justice and Peace Centre will pay the Technical Resource Person a moderate amount in relation to executing the above tasks.

5. Confidentiality

The Technical Resource Person may not disclose any information received during this assignment to a third party without the permission of John Paul II Justice and Peace Centre. Any behaviour, public comments or use of John Paul II Justice and

Peace Centre information considered liable to damage the reputation of the entity will lead to the immediate termination of this contract.

6. Application Procedure

Qualified resource persons should send their applications and supporting documents through the email: jp2justice.director@gmail.com. Or bring hard copy of the application to JPIJPC premises: Plot 2468 Nsereko Road Nsambya not later than Friday 31st August 2019.