



**CALL FOR PROPOSALS**  
by Nonviolent Peaceforce as the **Client**  
related to:

*Financial Services*

- Requested services: Monthly accounting and financial Services
- Contracting organisation: Nonviolent Peaceforce, Inc.
- Deadline for submission of proposals: 30 November 2022
- Expected start of contract: 1 January, 2023

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## I. Introduction

Nonviolent Peaceforce (NP) is a global civilian protection agency, based on humanitarian and international human rights law. Our mission is to protect civilians in violent conflicts through unarmed strategies, build peace side by side with local communities, and advocate for the wider adoption of these approaches to safeguard human lives and dignity. NP envisions a worldwide culture of peace in which conflicts within and between communities and countries are managed through nonviolent means. We are guided by principles of nonviolence, non-partisanship, primacy of local actors, and civilian-to-civilian action.

Programme operations undertaken under two legal entities NP-AISBL and NP International comprise country programme offices in South Sudan based in Juba (NPSS), the Philippines based in Mindanao (NPPH), Iraq based in Erbil (NPIQ), Myanmar based in Yangon (NPMY), Sudan based in El-Fashir and United States based in Minnesota and New York. Operations work planning and preparations are on-going for a programme in Thailand.

The Headquarters of the Group is located in Geneva, Switzerland while the United States office is based in St. Paul, Minnesota. Both offices are responsible for programme management and coordination, fundraising, communication, and administration.

## II. Mandate overview

For its operations in the US, NP is seeking service providers to provide its monthly accounting and financial services.

Organizational Overview:

Registration :	Minnesota 35-2197019
Fiscal Year :	01/01 – 12/31
Accounting System:	QuickBooks Advanced Online
Annual Gross turnover:	USD 3m – 4m
Average monthly transactions:	600 - 800
Unallocated grants:	6
Allocated grants:	12
Salaries employees:	20+

Bank Accounts:	1
Merchant Accounts:	4
Investment Accounts	3
External Audit:	Annually
990 Type:	990 Full

Services required are split in 4 categories

1. Accounting and bookkeeping
  - a. Monthly Revenue and expense data entry – correct entry and allocation for all transactions.
  - b. Allocation of transaction as per budget/coding from NP and with use of NP standard CoA.
  - c. Payroll, including allocation of salaries across grants based on timesheets
  - d. Credit card postings
  - e. Bank transactions
2. Financial control
  - a. Monthly close of accounts within agreed timeline
  - b. Reconciliations and monthly checks as per monthly NP Checklist (attached)
  - c. Prepare donor financial reports according to donor requirements
3. Budget and financial planning
  - a. Set up grants according to budgets and CoA for easy tracking
  - b. Populate Budget vs. Actual report (BVA report) either in Excel or through Salesforce after month close within agreed deadlines
  - c. Review BVA report and provide commentary on financial situation, risk exposure, issues to address.
  - d. Prepare monthly cashflow forecast based on accounts, bank statements and forecasts.
  - e. Support annual budget process
4. Statutory reporting
  - a. Prepare statutory US financial reports
  - b. Annual account close and external audit preparations.

**III. Selection criteria and required qualifications**

- The Provider must display sufficient experience by having successfully completed other similar projects, preferably with non-for- profits.
- The proposal must contain a detailed budget calculation, detailing the hourly costs for services as well as monthly costs.

- The provider needs to be US/Minneapolis based and be available for physical meetings upon request.

Additional selection criteria:

- Record of corporate social responsibility (CSR)
- NP is committed to gender balance and racial equity. Please provide details of your firm’s diversity and equity record.

**IV. Timeframe and procedures**

Prospective providers should submit a full proposal referencing the items above and specifically outlining their capacity to fulfil the Mandate as presented in section II. Deadline for submissions: 30.11.2022.

The following timeline applies to this procedure:

1.	Call for proposals officially announced	7.11.2022
2.	Deadline for receiving proposals	30.11.2022
3.	Final selection of company	15.12.2022

**V. Budget and payment modalities**

The payment modalities will be established upon the start of the contract and shall be in line with NP’s own rules and procedures. Payments will be made against a detailed invoice, within a period of 30 days from the date of invoice submission. The contract is subject to NP’s terms of business.

**VI. Submission of proposals**

Please submit the offer by email to [azaros@nonviolentpeaceforce.org](mailto:azaros@nonviolentpeaceforce.org) by 30.11.2022. Mention the title of this call for proposals ([see first page](#)) in the subject line of your offer email.

It is essential that the proposal includes the following elements:

- Proof of legal registration.
- A short presentation of the company and team, including CVs of senior team.
- A list of similar successful past projects outlining the company’s track record.
- The technical and financial offer in English, with detailed responses to sections II & III of this call for proposals, detailing monthly costs of maintenance and support services, as well as development services, and any additional charges and/or deductions. The monthly costs should be articulated by estimated number of devices.
- References from previous partners (especially if they are NGOs) are welcome and will be required before entering any contractual relationship with NP.