

Afghanistan Institute for Civil Society

Terms of Reference

Development of a database for AICS's certification program

Background

The AICS was established in 2014 to support a credible and competent civil society sector in Afghanistan by linking Civil Society Organizations (CSOs), donors, government and capacity building services through culturally appropriate certification scheme at the national level. AICS main objectives are

- 1) to raise credibility of the civil society sector by certifying local organizations against locally defined and international recognized standard;
- 2) to systemize capacity building efforts of local organizations by coordinating initiatives against measurable performance indicators;
- 3) to strengthen the role of civil society in Afghanistan's development through collective efforts of policy dialogue and active management with government, donors, the private sector and the broader civil society sector; and;
- 4) to provide a channel for resources for civil society by strengthening philanthropic and corporate social responsibility efforts.

AICS' certification program is the organization's core program, which raises the effectiveness and credibility of the CSOs by certifying CSOs against locally defined and internationally recognized standards. The certification program is contributing to the growth of a competent, transparent and effective civil society sector.

Objective

The objective of this assignment is to develop a secure, efficient database that allows easy online data entry as well as viewing and sharing of various reports for AICS' certification program.

Main Responsibilities

1. To produce a conceptual data model that reflects the structure of the information to be held in the database. Producing the conceptual data model involves input from the M&E and certification department data collection tools which are already in use.
2. Share the conceptual data model with AICS.

3. Translate the conceptual data model into database formulas and other elements (schema) that implement the relevant data structures within the database.
4. Use an appropriate relational-based application that uses SQL for designing and developing the database.
5. Design database ensuring that security features are included to protect and secure database system.
6. Pre-test the database for data analysis and produce reports for their immediate use.
7. Consult AICS staff on database design, development and maintenance activities.
8. Commission the use of the database.
9. Database features:
 - a. The database should be dynamic and accessible online using secure login and password as well as appropriate access permission.
 - b. The database should include appropriate design elements to restrict data redundancy and ensure consistency.
 - c. The database should include automated reports
 - d. The database should allow customized querying and reporting
 - e. The database should generate reports that include graphs
 - f. The database online forms are user-friendly and allow smooth data entry
 - g. The database is hosted in AICS website

Deliverables

1. Conceptual model Design
2. Physical database design
3. Presentation of model database to AICS
4. Pre-test run of database
5. Presentation of final functional database to AICS
6. Training staff on database utilization and management
7. Roll out of the database

Qualification Required

1. A minimum of 5 years of experience in database design and roll out for development projects
2. Proven experience to lead in the structural design of a database according to various system requirements.
3. Education in IT especially SQL server 2008 database development
4. Analytical and Documentation skills, presentation of reports
5. Excellent command of English

Duration of the Assignment

The assignment is expected to take completed within 1.5 month

Interested applicants should submit the following for their application:

Bidders to send soft copy to below email (technical documents and financial quotation in two separate emails):

- a) Soft copy of their proposal (financial and technical along with work plan).
 - Technical proposal should contain methodology and work plan
 - Financial proposal
- b) Consultant/firm update license and update profile and CV
- c) Supporting documents: Profile of the firm and its past experience

Submission: consultants/firms meeting the above requirements are encouraged to submit their complete applications electronically to procurement@aicsafg.org not later than 27th May 2019 (16:00 Kabul time).

Address:

House #: 58, Street # 12, Golahi Paikop, Qalai Fatullah, District 10, Kabul - Afghanistan