REQUEST FOR PROPOSAL

DACAAR Re-Called RFP 01 PRF-67/1713-02/VET5.4/01.2018

Date: April 12, 2018

Consultancy Firm to provide Web based MIS.

DACAAR invites interested parties (National & International Software Development Companies) to submit their sealed proposals for provision of "Web based MIS Service to TAALIM Project" with details specified below.

Please submit your sealed proposals to DACAAR Main Office in (Qala-e-Fathullah, Street No. 12, Kabul Province). The final offer submission deadline shall be April 23, 2018 before 12:00 P.M local time.

For International Bidder please email at jamal@dacaar.org

The offers will be opened on April 24, 2018 at 02:00 PM in DACAAR Main, (Qala-e-Fathullah, Street No. 12, Kabul Province) and the bid winner will be notified shortly after the opening session.

INTRODUCTION:

DACAAR (Danish Committee for Aid to Afghan Refugees) is a non-political, non-governmental, non-profit humanitarian/development organization working to improve the lives of the Afghan people since 1984. DACAAR, is lead for MIS initiative in the TAALIM (TVET Actions for Alternative Livelihood to Irregular Migrants) Project Consortium Lead by DRC (Danish Refugee Council) and partnered with AKF-A (Aga Khan Foundation - Afghanistan) and MC (Mercy Corps). **This project is financially supported by European Union.**

OBJECTIVE:

The Overall Objective of the Project is to promote inclusive (re)integration of returnees, IDPs and potential migrants in communities which are highly susceptible to migration or which experience high return rates. And Specific Objective is that IDPs, returnees and potential migrants, in particular youth, have enhanced market driven skills and knowledge for improved employability, income generation and resilience.

PURPOSE: The TAALIM Consortium is committed to Sustainable Reintegration and Alternatives to Irregular Migration of vulnerable Afghans through TVET (Technical and Vocational Education and Trainings). The deliverables under this assignment will play a catalyst role in linking employable skills to employment and unemployment to self-employment. It is intended that this will provide a unique employer-employee linking platform, with various necessary add-on facilities & services as mentioned below under AVI - Framework Required.

DACAAR is therefore, inviting proposals from qualified ICT Consultant/s to develop a comprehensive interactive Employment Management System (iEMS) to support effective processing, storage, employee/er management, e-learning, e-library, links and sharing of information to wide range of users (All Stakeholders, TVET Graduates and Employers). The details of the job and required deliverables are mentioned below, the broad purposes are...

1. Developing an interactive Web based MIS for TVET Graduates under the project, wherein the system should be capable of the following...
   a. Record all the details of TVET Graduates.
   b. User management facilities.

c. Facilitate TVET Graduates to log-in and restricted updating Bio-data, and applying.

d. Facilitating employers to post employment opportunities and shortlist candidates (with restrictions) and sending information.

e. Facilitate other stakeholders to get key MIS on impact of this system like, hit rate, employer employee linkage report, Report on employment/self-employment etc.

f. Facilitate TVET Graduate with refresher course, e-learning (Static) through e-library of resources.

g. Facilitate Linkage to various informative resources like micro finance, business processes, legal compliances etc.

h. Facilitate TVET Graduate to directly apply for any advertised position.

i. SMS alerts on new jobs updates to users.

j. Alumni section for Graduates.

k. Possibilities of integration with MoLSAMD e-MIS System.

The consultant will be developing, maintaining, and upgrading systems for <u>two years</u> and all the resources and information will be provided by the DACAAR and other Project stakeholders.

<u>**Activities and Deliverables:**</u>

1) **Coordination and Review**
   a. Review of the proposed system of e-MIS and develop a framework of the system.
   b. Share & Present Framework to Consortium & MoLSAMD to get final feedbacks.
   c. Finalize the Framework after incorporating possible feasible feedbacks.
2) **Developing Methodology and Tools.**
   a. Develop a methodology for Input, Process & Output, for various deliverables through system.
   b. Propose and get consensus on Technologies & tools (Soft and Hard) and methodology to use, considering the context of Afghanistan.
3) **Presentation & Training to Consortium & Stakeholders.**
   a. Developing simple user manual (in English).
   b. Developing Technical Manual in detail. (All the codes)
   c. Training to key staff on the system developed.

4) **Finalizing the project (Documentation & Report writing)**
   a. Handing over all the links, database, codes, passwords, links, licenses and signatures.
      **Note: All the legal contracting with internal or external service providers will be done under the name of DACAAR C/o TAALIM Consortium.

<u>**Time Frame:**</u> Up to 100 working days.
Start Date: May 01, 2018**; End date**: Sept, 2018 (for Development of System)
Support services till 2020.

<u>**Tentative Milestones (from 1 May 2018 till Sept 30, 2018 "+/- 15 Days")**</u>
a. By 10 May : Review of Context and Revised Methodology Submission. (point 1 & 2)
b. By 12 May : Collecting feedback from various stakeholders. (as per point 2)
c. By 15 May : Submission of Final Framework for discussion.
d. By 15 June : Development of System & interactive interfaces for Testing, with data.
e. By 10 July : System is ready to handover.
f. By 15 July : Dissemination and Training Workshop for 2-3 days. (as per point 4)
g. Throughout June: System testing under progress and Technical support for updating/ issues.
h. By 15 Sept : Delivery of final reports and systems (as per point 5).
i. Whole year : Support service agreements (included in financial budget)

Consultant will Report to: Head of ICT and Head of Technical Unit, DACAAR and Manager TAALIM Project.

Key selection criteria for consultancy company/individual consultants (applicable for tender only)

a) Selection Criteria is given as Annex 1.

Proposal should be consist of:

a. Technical Bid:

1. Consultant/Organizational Profile.
2. Notes on understanding of assignment.
3. Flow-chart of Proposed System & Framework.
4. Proposed location of external service provider (Web-hosting service provider - WSP).
5. Technical languages proposed for the system development. (Preferable PHP, MySQL)
6. Technical Terms and Conditions.

b. Financial Bidding consisting of:

No	Description	Price (in USD)	Remarks
1	Development and installation		
2	Dedicated web hosting (>1 TB Storage, 5 TB Bandwidth, 02 yrs SSL Certificate, 02 years hosting)		
3	SMS alert packages (200,000)		
4	Support & Maintenance for 02 years.		
5	Upgradation and Integration		
6	Manual Development (Users, Staff and Administration)		
7	Trainer for the software to train the staff - 02 days training to 100 staff.		
8	Travel or any other cost * (Please specify)		
Total		AFN	

Costs:

Costs covering training materials, transportation, food and accommodation will be paid by DACAAR on actual basis.

For International bidder DACAAR can support sponsorship, but cannot provide guarantees for visa.

Payment:

Payment will be made in the following installments at DACAAR Main Office by Cheques/ bank transfers;

-20% on the submission methodology & framework development and approval.

- 50% on approved system after testing.

- 30% on final delivery and handover and Technical Clearance.

How to apply:

DACAAR invites the RFP (Request for Proposal) from relevant qualified and interested National & International Software Development Companies, who are competent & interested to submit their bid.

Interested National & International consultant's firms should submit a proposal to DACAAR briefly outlining:

- **Technical Proposal Containing:**
  - Consultant/Organizational Profile.
  - Notes on understanding of assignment.
  - Flow-chart of Proposed System & Framework.
  - Proposed location of external service provider (Web-hosting service provider - WSP).
  - Technical languages proposed for the system development. (Preferable PHP, MySQL)
  - Technical Terms and Conditions.

- **Financial Proposal Containing:**
  - Development and installation
  - Dedicated web hosting:(>1 TB Storage, 5 TB Bandwidth, 02 yrs SSL Certificate, 02 years hosting)
  - SMS alert packages (200,000)
  - Support & Maintenance for 02 years.
  - Upgradation and Integration
  - Manual Development: (Users, Staff and Administration)
  - Trainer for the software to train the staff - 02 days training to 100 staff.
  - Travel or any other cost * (Please specify)

Submission Procedures:

For National Bidder: Please submit your sealed proposals to DACAAR Main Office in (Qala-e-Fathullah, Street No. 12, Kabul Province).
For National Bidder: Please submit your zip proposals to jamal@dacaar.org.

For questions and clarifications, please contact Head of IT OR Head of Technical Unit, at ziaurahman@dacaar.org, mailto:ravi.kharka@dacaar.org. Applications sent directly to this address will not be entertained.

Taxes:

Please note that withhold tax is deductable for contacts valuing over 1 AFN or (equivalent in USD). This can be 2% for those with a valid business licence or 7% for those without or with invalid business licence, companies/ consultancies from abroad as per the Tax laws of the Islamic Republic of Afghanistan. The payment will be done after TDS.

Child Labour:

DACAAR (Logistics Unit) adheres to National and International laws on child labour. DACAAR makes sure all its suppliers and vendor abide by such laws preventing child labour in all DACAAR activities countrywide.

Humanitarian Organizations:

The Humanitarian Organizations (HO) may conduct on- site visit in the contractor's premises (or may take similar measures) to ensure compliance.

Award of the contract:

Award of contract will be based on the quality, price, capacity & potentiality (as per Annex 1) of the bidders which will be decided after evaluation of the company. DACAAR reserves the right to make the decision of awarding contract.

Penalty:

In case of delay without logical approved reasons in Performance of Contract 0.5% of total cost will be charged as penalty for each official day of delay for undelivered service/product.

For more details, please visit DACAAR Logistics Unit Main Office Kabul, Sunday through Thursday, from 8:00AM to 03:00PM. Or contact on below Email Addresses:
jamal@dacaar.org OR shaker@dacaar.org

Sincerely Yours,

Head of Logistics Unit
Date: April 12, 2018

Attachment: Annex 1.

Annex: 1
DACAAR Re-Called RFP 01 PRF-67/1713-02/VET5.4/01.2018

Bids Evaluation Criteria

There will be the following procedures/steps, as being critical to technology tenders, from Technical perspective: *(Total 100 marks including Financial marks-25)*

1. **Compliance to bidding requirements** – These are the basics. There are typically explicitly stated requirements for a tender before even a technical or financial proposals are reviewed, for example following the tender instruction format, budget format/instructions etc. If some of the bidders are not following the instructions then they may be immediately disqualified meaning that proposal is not even reviewed. We need to give to those following the formats instructions both technical and financial. **05 marks.**

2. **Responsiveness to the terms of reference** –The next step is to elaborate on the proposed technology solution. More often than not, the responsiveness to the terms of reference needs to be as detailed and as accurate as possible. A one line sentence describing how the security of an online system would be guaranteed safe simply will not cut it. The detailed technical information and the framework as per the requested RFQ/RFP must be answered in the technical bid - **50 marks**.

3. **Team credentials, samples and case studies** – Another major factor is the quality and size of the team that will execute the project should it be awarded. The depth in terms of years of experience as well as qualified credentials for similarly scoped work will tip the balance. For this reason, more often than not, larger technology firms simply tend to win all the work because they have the best teams who have the "been there and done that" background with similar kind of tasks. **20 marks**.

4. **Financial proposals** –After the technical proposal evaluation process, and meets the minimum score to qualify, the next step of the tender proposal is to review the financial proposals. This process can be tricky since there can be massive disparities in pricing. Its not uncommon for smaller firms to overprice their offerings whereas larger firms can tend to bid much lower. Whatever the case, the tender will be won by the firm that has a combination of the highest technical score as well as the most competitive financial proposal for the assignment. **25 Marks proportionate to pricings of lowest bid**