



## **REQUEST FOR PROPOSAL (RFP)**

**Reference No: RACIDA**

**Consultancy for RACIDA DATABASE DEVELOPMENT**

**Rural Agency for Community Development and Assistance (RACIDA)**

**Document Release Date: 10<sup>th</sup> March, 2023**

**Deadline for Submission of Bids: 24<sup>th</sup> March, 2023**

**Time: 5:00 PM EAT**

**Submission Method: Email**

**Disclaimer:** RACIDA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

**Synopsis of the Request for Proposal (Individual Consultant / Registered firm)**

Solicitation Reference No.	<b>RACIDA</b>
Title of Solicitation	<b>Consultancy for RACIDA DATABASE DEVELOPMENT</b>
Issuing Office & Address	Rural Agency for Community Development Assistance Website: <a href="http://www.racida.org">www.racida.org</a>
Point of contact for clarifications, questions and amendments	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Email Address for submission of Proposals/ Quotes	RACIDA General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Solicitation Issue Date	10 <sup>th</sup> March, 2023
Initial Deadline for Submission of Proposals	24 <sup>th</sup> March, 2023
Anticipated Award Type	<b>Consultancy Agreement</b>
Submission and Evaluation Criteria	<p>Bidder must provide the below listed information:</p> <p><b>Mandatory Eligibility Requirement</b></p> <ul style="list-style-type: none"><li>• Must be an Individual Consultant/ Registered Consultancy Firm</li><li>• Must submit CV of Key Personnel</li><li>• Must submit a certificate of Incorporation/ Business Registration</li><li>• Must submit a certificate of Tax Compliance</li><li>• Must Submit Business KRA PIN</li><li>• The firm shall not be sanctioned or blacklisted by any government or institution</li></ul> <p><b>Technical Evaluation Criteria</b></p> <ol style="list-style-type: none"><li>i. Consultant Academic and Professional Qualification-20%</li><li>ii. Consultant's Prior Work Experience- 35%.</li><li>iii. Methodology/Approach- 35%</li><li>iv. Language and analytical skills -10%</li></ol> <p><b>NB. The minimum technical score shall be 75%. Only the best candidate shall be engaged for financial negotiations.</b></p>

## **1. BACKGROUND**

**Rural Agency for Community Development and Assistance (RACIDA)** was registered as a local non-governmental organization in Kenya in the year 2005. The organization, then, was the brainchild of local professionals and local leaders from the communities of Northern Kenya in the counties of Mandera and Wajir. RACIDA is founded on the need to address poverty and public distress in Kenya, with specific reference to pastoralist communities in the Arid and Semi-Arid Lands (ASALs) in the Horn of Africa. These are attained through the development and implementation of community-based programs for self-reliance and sustainable development. RACIDA has now gone regional working in Northern Kenya, Southern Ethiopia and Gedo Region of Somalia.

Its RACIDA's desire to nature a culture that favors proactive and innovative developmental action. We work in a participative, consultative and collaborative ways with our stakeholders, development partners, governments and civil society organizations through sharing of information, best practices and continue learning. We ensure that the presence of women and their views is in an equal part of the RACIDA organization at all levels. We hold ourselves individually and collectively accountable for the promotion of this internal culture.

RACIDA's programmes revolve around drought mitigation and strengthening the capacities of local people, communities and Community Based Organizations to enable them effectively manage and prepare for rehabilitation and development. RACIDA uses unique participatory approaches to empower communities to control and manage their local (natural) resources relevant to the region's harsh climate & remoteness.

### **DATABASE DEVELOPMENT JUSTIFICATION**

RACIDA undertakes lifesaving activities in its 3 regions of operations (countries) aimed at reduction of poverty in these countries to agro pastoralist. To enable effective Monitoring and Evaluation (M&E) of the Programmes, RACIDA collects and analyses data on individuals that participate in its activities.

The current practice is able to capture and report on the key performance indicators, the full potential of a robust results-based M&E system have not been fully exploited. The Institute has a number of databases but these are all stand alone and not synchronized. The existing M&E processes are largely manual, tedious and time consuming in terms of generating and using the information for decision making. M&E skills and competencies of RACIDA staff are fairly adequate, but require further training and technical support, especially as RACIDA seeks to adopt a robust and automated M&E system. Data is currently collected and stored using several software including MS Access, MS Word, and MS Excel, which makes it difficult to manage and analyze, in real time. While most of the activity and programme data is stored in the activity database, more information on financial and human resources, amongst others, is stored in other systems which are not linked, and readily available.

This has resulted in difficulties of accessing the necessary data and information, processing and analysis, comparing performance across departments and projects, as well as responding adequately, and timely to the information needs of member states and other key stakeholders.

RACIDA therefore, is inviting proposals from qualified Consultants/Firms to develop a comprehensive programme database and Integrated Management Information System (IMIS) to support effective processing, storage and sharing of information. The consultant will also be

required to build capacity within RACIDA to use and maintain the developed database and system. The assignment may therefore be divided into 2 broad phases covering Phase I: Database development and deployment, and Phase II: Integrated System development and deployment.

## **2.0 Objectives**

The objectives of this consultancy are to:

- 1) Develop and install a **comprehensive and secure programme database system**, with corresponding dashboard which is consistent with RACIDA pre-determined and modifiable indicators and reporting requirements;
- 2) Develop **standard procedures and guidelines for maintaining the database, and the integrated system**;
- 3) **Improve the competence (application of knowledge and skills) of RACIDA staff** in using and maintaining the developed database and standards.
- 4) Develop and install a secure and web based **Integrated Management Information System (IMIS)**, which can adequately integrate information from different systems across departments and projects. Strengthen the processing, management and sharing of RACIDA information internally and externally with stakeholders.

## **3.0 Duty Station**

It is preferred that the consultant be based in Kenya but applicants working elsewhere will be considered as long as they would be able to keep in regular contact with the team based in Nairobi Kenya, and be willing to travel to Kenya to conduct tasks which require direct contact with the team such as consultations, piloting the database, training of staff, as well as resolving issues relevant to the objectives of this consultancy.

## **4.0 Scope of Work**

Whereas RACIDA has provided the general scope of work for this assignment below, the consultant is expected to propose a plausible approach for undertaking this assignment, covering the design/customisation of a web enabled programme activity database system, and subsequently the linking and integration of the programme activity database system with existing databases and systems to produce a web enabled Integrated Management Information System (IMIS). The activity database and Integrated Management Information System must be web-based and should ideally use open source technologies.

### **Phase I: Programme Database**

- i. Perform a detailed review of existing documentation on system assessment, amongst others.
- ii. Familiarise with existing databases and systems (refer to annexure).
- iii. Develop a written plan for development of a database system which is specific to the needs of RACIDA, as well as uploading and cleaning procedures. The consultant will work with the Programme Managers, Monitoring and Evaluation, and Information

Technology of RACIDA as focal points for this assignment to develop the written plan and ensure that the Managers develop the necessary expertise to use the software and hardware for the developed database system. Issues to determine include:

- a. What database platform will be used?
  - b. What functional and non-functional requirements are necessary?
  - c. What information will be used for the Management Dashboard?
  - d. What are the critical processes which can produce the required information products from the IMIS?
  - e. What data and metadata standards will be employed?
  - f. What procedures will be used to ensure quality (accuracy, integrity, and completeness)?
  - g. How will data storage and preservation be handled?
  - h. How will data security management (access, erasure, security, privacy) be ensured?
  - i. How will long-term access be ensured?
  - j. What procedures will be used to process, upload, transfer, and share data?
- iv. A major portion of the data is currently in the MS Excel database. The assignment will entail data cleaning, editing and capturing of existing data in the MS Access database as well as other databases, then uploading. The consultant will write the program for cleaning and uploading data and will test these procedures. It will be necessary to pilot them, make modifications and conduct trainings. During the course of this consultancy the consultant will ensure that all necessary data is uploaded and cleaned. Data and information will be reported periodically to partners; hence the consultant will design a Management Dashboard to report critical information, and make this information accessible online. Depending on the future requirements, the number of both the IMIS Reports, Fields, Where and What Data, Information should be captured, may increase. Hence shall be discussed with the Departments and decided after conducting the system review, familiarization and document review specified in this RFP during the course of implementation of the database system Solution.
- v. Develop a Standard Operating Procedures Manual. The consultant will develop a standard operating procedures manual that will include an explanation on how:
  - a. data are entered
  - b. to use the data cleaning program
  - c. to aggregate data from different time periods such as phases, across Departments and countries/member states
  - d. to transfer data to member states and partners
  - e. to store and freeze data
  - f. to secure and protect data.
- vi. Data entry and use. As needed, the consultant will train RACIDA staff on the various procedures for the activity database, including data extraction, analysis, visualisation, reporting/transfer and management.

- vii. Using learnings from this consultancy, the Consultant will provide the Management with recommendations for the development of an overarching RACIDA Integrated Information Management System (IMIS) which is secure and web-enabled, linking all databases (including, activity, Trainings, beneficiary registration, amongst others) and systems across Departments and projects. Issues to determine include:
- a. Which web-enabled platform should be used? What are the pros and cons of different platforms?
  - b. What equipment and infrastructure are required?
  - c. How should data storage and preservation be handled?
  - d. How should data security management (access, erasure, security, privacy) be ensured?
  - e. How should long-term access be ensured?
  - f. What procedures should be used to enable integration of data across databases and systems?
  - g. How should interactive querying be handled?
  - h. How should interactive visualization be handled?
  - i. Information procedures should enable transfer/sharing of data and systems (e.g. via web, mobile devices and SMS).
  - j. The web-based on-screen user interface should be through an information portal, with standard features such as a search engine, input screens and option to generate reports / output in various formats by the Users. The system should also support generation of reports centrally at scheduled intervals and printouts distributable in various File Formats viz. Text, Excel; PDF etc.
  - k. The application should be capable of scaling up and hardware configuration as per the sizing document should be capable of catering to the requirements of RACIDA for at least the next five years.
  - l. The Solution should also enable sharing/publication of visualizations.
  - m. The Solution should preferably be based on the Hardware Platforms/Databases/System Software in line with the ones already in use at RACIDA.
  - n. The Consultant shall provide the detailed Solution Architecture showing all the internal components of transaction workflow.
  - o. The Solution should meet all system related requirements elaborated in this RFP, covered in scope, functional and other requirements in totality.

## **Phase II: Integrated Management Information System**

1. Design the Integrated System based on the Phase I recommendations and system requirements.
2. Link and Integrate the Programme Activity database system with existing databases and systems.
3. Perform unit tests and functional tests.
4. Produce complete technical documentation.
5. Configure all settings.

6. Perform system deployment on the server.
7. Produce training material.
8. Train system administrators and users on the Integrated System operations.
9. Provide technical and user support services

## **5.0 Tasks and Deliverables**

The Consultant is expected to develop a proposal for the recommended systems, work plan and schedule of tasks, with corresponding deliverables.

## **6.0 Duration**

The Consultant is expected to propose a plausible duration, aligned to the scope and methodology for undertaking this assignment.

## **7.0 Skills and Experience Required**

The lead consultant should have the following skills and qualifications:

- i. Advanced degree (Masters Level) in a relevant field (Computer Science, Data/Information Management, Advanced Statistical Analysis, Information Technology, and Software Engineering).
- ii. At least 10 years' experience related to data management/database development and archiving, including use of web-enabled platforms and common statistical analysis tools.
- iii. At least 7 years' experience in M&E or M&E systems design.
- iv. Prior experience with data management of data sets from developing countries, systems development and management within East Africa are highly desirable.
- v. Existence of an M&E system/Database/Information web-based solution.
- vi. Strong experience in development of web applications.
- vii. Competent knowledge/practise of AGILE methodology and good practices.
- viii. Competent and dedicated staff that can be reached for feedback.
- ix. Staff having at least 5 years of related work experience.
- x. Excellent communication and writing skills.

## **8.0 Evaluation**

The purpose of evaluation is to determine the technically compliant and competent bid from amongst the substantially responsive bids received by RACIDA. In order to determine the lowest evaluated proposal, RACIDA shall adopt a systematic evaluation process comprising of the following 3 logical steps:

1. Bidders will be short listed first on the basis of qualifying eligibility criteria and then responsiveness of the Bid in meeting scope, understanding of the concept, competence to meet the Functional Requirements and others, as detailed in this RFP Document i.e. evaluation of the Bids shall be done by RACIDA on Technical, Functional Parameters as well as experience and capability of the Bidder to implement the Database and IMIS Solution.

2. Successful consultants/firms will then be invited to make a presentation of the Database and IMIS Solution/Product, demonstrate the Product ‘Walk through’ and if required, RACIDA will visit the organisation(s) where the Product is successfully implemented by them.
3. Based on the presentations, successful bidders will be invited to submit detailed Technical proposals covering system specifications and design, as well as a corresponding Financial proposal for a Commercial evaluation. RACIDA shall evaluate the bidders for their readiness of the product and capabilities to meet the functional, operational and other requirements, and accordingly RACIDA shall take a decision for selecting the successful consultant/firm.

Evaluations shall be performed as per the criterion determined by RACIDA.

### **8.1 Technical Evaluation**

RACIDA will evaluate technical bids on the following broad criteria:

Technical Completeness of the bid containing details of:

- a. Clear Process Flow/Functionality of the entire solution for the database and Management Information System.
- b. Platform proposed.
- c. Compliance with scope of work,
- d. Compliance with Functional Requirements and Technical Requirements.
- e. Qualifications of the Consultant and staff proposed for the assignment.
- f. Consultant/Firm’s experience and competency with data management and development of Management Information Systems within Eastern and Southern Africa.
- g. Experience in the Macroeconomic and Financial Management Sector and ability to provide a complete solution.
- h. Evaluation of functional capabilities of the IMIS Solution offered, through product presentation, product walk through

### **9.0 Submission of Proposals**

RACIDA is now inviting qualified firms and consultants to submit their Technical Proposals including Financial proposal to Email: [Procurement@racida.org](mailto:Procurement@racida.org) with subject: ***“Technical Proposal to develop RACIDA Database and IMIS”***. The proposals should arrive by **27<sup>th</sup> March, 2023 at 17:00 hours**. For any enquiries regarding this RFP, send an email to [Procurement@racida.org](mailto:Procurement@racida.org).

The submissions should include the following documents:

- a. Copies of certificate of registration / incorporation (for firms).
- b. Company profile (for firms).
- c. Curriculum Vitae of proposed project team members.
- d. Tax registration certificates (Income Tax and VAT in case of firms) as well as tax compliance certificate.
- e. Full contact details (physical address, telephone and fax numbers and e-mail addresses).



- f. Contact person and contact details of Project Lead/Manager (for firms).
- g. Profile of previous work done which is related to this assignment.
- h. Three references and contacts of three referees.
- i. Payment and Billing Terms, including the cancellation clauses