

**REQUEST FOR TECHNICAL PROPOSALS FOR CONSULTANCY SERVICES - FOR DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS**

**Tender Ref:** **CS/PROC/RMIC/20.09.2022/01KJ**

**Closing Date: 10TH OCTOBER 2022**

1. **The COMESA Secretariat*”*** is inviting to submit your technical and financial proposal for the following **CS/PROC/RMIC/20.09.2022/01KJ - CONTRACT FOR DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS**

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Proposal.

1. **Only Individual Consulting firms are eligible to participate under this assignment if they fulfil the following eligibility criteria:** Documentary evidence for eligibility may include:
	1. Certified or notarized copies of the bidder’s certificate of business registration, certificate of incorporation, business license or similar document;
	2. Certified or notarized copies of the bidder’s tax registration, tax clearance certificates or similar document;
	3. A list of all of the directors of the bidding Company;
	4. The principal shareholders of the bidding Company, or list or partners or the proprietor as may be appropriate,
	5. A document showing number of shares and nationality of the shareholders;
	6. A signed statement that the bidder does not have a conflict of interest in relation to the procurement;
	7. A signed statement that the bidder, or any of its directors or officers, have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings; and
	8. A signed statement that the bidder is solvent and not in receivership, bankrupt or wound up, and that its affairs are not administered by a court or a judicial officer, or its business activities suspended or the subject of legal proceedings for any of the foregoing.
	9. A signed statement that the bidder is not debarred from participating in procurement;
	10. Any other relevant criteria.

**3.** The maximum budget for this Contract is **USD 30,000 *for consultants’ fees.*** Proposals exceeding this budget will not be accepted.

**4**. Your Proposal must be presented in English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

**5.** Your application documents clearly marked and email bearing the subject **“****: CS/PROC/RMIC/20.09.2022/01KJ -CONTRACT FOR DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS*”***, should be emailed to the following address:

***tenders@comesa.int***

**with copy to:*****kjumbe@comesa.int******;*** ***smwesigwa@comesa.int***

**6.** The deadline for submission of your application, to the address indicated in Paragraph 5 above, is:

***10 OCTOBER 2022 AT 15:00 hours***

**7**. ***Physical submission of applications is NOT allowed.***

**8.** Your Proposal will be evaluated against the following criteria.

|  |  |  |
| --- | --- | --- |
|  | **Evaluation Criteria**  | **Maximum points allocated**  |
| 1 | Understanding of the TORs | 10% |
| 2 | Methodology and approach of the assignment | 20% |
| 3 | Experience of the firm in similar or related assignments plus evidence of having carried out similar assignment which should be in the form of copies of contracts, certificate of completion of assignment. | 40% |
| 4 | General qualifications of key staff (CVs) | 30% |
|  | **Total** | **100%** |

**9.**  Your proposal should be submitted as per the following instructions:

(i) PRICES:

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consulting Firm for the performance of the contract.

(ii) EVALUATION AND AWARD OF THE CONTRACT:

Proposals determined to be formally compliant to the requirements will be further evaluated technically.

A Proposal is considered compliant to the requirements if:

* It fulfils the formal requirements (see Paragraphs 2,3,4,5,6 and 7 above),
* The financial proposal does not exceed the maximum available budget for the contract.

The award will be made to the applicant who obtains the highest technical score. Proposal not obtaining a minimum score of 70% will be rejected.

(iii) VALIDITY OF THE PROPOSAL:

Your Proposal should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.

**10.** Your proposal will be subject to negotiation with COMESA Secretariat. The negotiation will be conducted as far as possible in writing. However, should the negotiations require a direct contact between the two parties, a meeting will be agreed as part of the negotiation process. The meeting shall be held at COMESA Secretariat Headquarters at the date agreed by the two parties. Each party shall bear its own costs associated to its participation in such meeting(s).

**11.** You shall be aware that COMESA Secretariat procurement procedures require all contractors to comply with the following eligibility requirements:

1. they are not being bankrupt or wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from a similar procedure provided for in the national legislation or regulations of the COMESA member states;
2. they have not been convicted of offences concerning their professional conduct by a judgment which haves the force of res judicata; (i.e. against which no appeal is possible);
3. they have not been declared guilty of grave professional misconduct proven by any means which COMESA Secretariat can justify;
4. they have not fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;
5. they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the COMESA Secretariat' financial interests; or
6. they are not being currently subject to an administrative penalty.

Additionally you shall be aware that COMESA Secretariat financed contracts may not be awarded to perspective contractor who, during the procurement procedure:

a) are subject to a conflict of interest;

b) are guilty of misrepresentation when submitting the information

 required by the COMESA Secretariat as a condition of participation in

 the contract procedure, or fail to submit this information;

c) find themselves in any situations of exclusion for the procurement

 procedure, after the bid or application was submitted.

**12.** You shall accept that Procuring Entity is not bound to accept your proposal and it may terminate the negotiation at any time if its interest requires so.

**13.** You must be aware that agreements reached during the negotiations are not binding upon any party, until a procurement contract incorporating all these agreements is signed between the two parties.

**14.** The assignment is expected to commence within two (2) weeks from the signature of the contract.

**15.** Additional requests for information and clarifications can be made until 7 working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: ***COMESA Secretariat***

 Contact person: ***Kheliza Jumbe***

E-mail: ***kjumbe@comesa.int******;***  ***smwesigwa@comesa.int******;***

The answers on the questions received will be sent to the Consultant and all questions received as well as the answers to them will be posted on the COMESA Secretariat’s website at the latest 3 working days before the deadline for submission of applications.

**ANNEXES:**

ANNEX 1: **Terms of Reference**

ANNEX 2**: (A) Cover Letter of Proposal of the Assignment**

 **(B) Financial Proposal**

**Sincerely,**

**Name:**  Silver Mwesigwa

**Title:** Head of Procurement

**Date:** 20 September 2022

**ANNEX 1: TERMS OF REFERENCE**

**TERMS OF REFERENCE FOR DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS**



**TERMS OF REFERENCE FOR A SHORT-TERM CONSULTANCY SERVICE**

**FOR**

**DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS**

August 2022

* 1. **Background**

The Common Market for Eastern and Southern Africa (COMESA) is a regional economic community grouping made up of 21 Member States that came together with the aim of promoting regional integration through trade and the development of natural and human resources for the mutual benefit for all people in the region. COMESA was established in 1994 to succeed the Preferential Trade Area (PTA) for Eastern and Southern Africa that had been in existence since 1981. More information can be obtained from the COMESA Website [www.comesa.int](http://www.comesa.int).

COMESA signed MoUs/Agreements with partners since its inception in 1984 (formerly the PTA). The Resource Mobilization and International Cooperation Unit undertook an internal review of the MoUs signed and realized that COMESA had signed over 140 MoUs with various agencies (national, regional and international) and cooperating partners.

To date, RMIC used an Excel file to register the MoUs/Agreements. But the functions of the Excel are very limited. Given the number of the MoUs and Agreements signed and to improve the monitoring of the projects implemented, an online database is necessary for COMESA.

These terms of reference, therefore, defines the objectives, scope and requirements of consultancy services to develop web-based software to maintain records of COMESA agreements; the tasks to be performed and the expected outputs of the consultant.

1. **Objectives**

The main objective of this consultancy is to develop web-based software to maintain records of agreements signed between COMESA and Development/Cooperation Partners.

1. **Overview of the proposed system**

The proposed software will provide an online platform and offer the display of the following information elements below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Partners ID** | **Project ID** | **Agreement ID** | **Division/Unit ID** |
| **Name** |  | **Name/Title** |  | **Title** |  | Name |
| **Contact person** |  | **Manager** |  | **Parties** |  | Purpose |
| **Address (tel, email)** |  | **Budget** |  | **Scope** |  | Head (Name) |
| **Currency** |  | **Period** |  | **Objective** |  | Contact (Phone) |
| **Type** | Donor | **Scope** |  | **Area** |  | Email |
| International Organisation | **Objective** |  | **Date** |  |  |
| Regional Organization | **Area** |  | **Period** |  |  |
| NGO International | **Sector** |  | **Type** | MoU |  |
| NGO national | **Type** | COMESA | Financial Agreement |  |
| Company | Tripartite | Technical Agreement |  |
| Country | RECs | Sub-delegation Agreement |  |
| Other | Other |  |  |
| **Country of implementation** |  | **Currency** |  |  |
| **Amount of disbursement** |  | **Addendum** | Scope |  |
| **Date** | % | Budget |  |
| **Outstanding balance** |  | Period |  |
| **Division/Unit** |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION** | **FIELDS** | **TYPE** | **Remarks** |
| **Partners ID** | **Name** | Textbox |  |
| **Contact person (s)** | List | This should be one or more |
| **Address**  | Tel | Textbox | Email should be verifiable. The Telephone should include telephone code |
| Email |
| **Currency** | Dropdown | The list should be configurable by the administrator |
| **Amount** | Textbox |  |
| **Type** | Dropdown | The list should be configurable by the administrator |
| **Project ID** | **Name/Title** | Textbox |  |
| **Manager** | Textbox |  |
| **Budget** | Textbox |  |
| **Period** | Dates | Start Date and End Date |
| **Scope** | Textbox |  |
| **Objective** | TextArea |  |
| **Area** | Dropdown | The list should be configurable by the administrator |
| **Sector** | Dropdown | The list should be configurable by the administrator |
| **Type** | Dropdown | The list should be configurable by the administrator |
| **Country of implementation** | List | There can be more than one country |
| **Amount of disbursement** | Textbox |  |
| **Date** | Date |  |
| **Outstanding balance** | textbox |  |
| **Division/Unit** | List | The list should be configurable by the administrator, and they should be added from a dropdown. |
| **Agreement ID** | **Title** | Textbox |  |
| **Parties** | List | The list should be configurable by the administrator |
| **Scope** | Textbox |  |
| **Objective** | TextArea |  |
| **Area** | Dropdown | The list should be configurable by the administrator |
| **Date** | Textbox |  |
| **Period** | Dates | Start Date and End Date |
| **Type** | Dropdown | The list should be configurable by the administrator |
| **Currency** | Dropdown | The list should be configurable by the administrator |
| **Addendum** | Scope |  |
|  | Budget |  |
|  | Period |  |

1. **Scope of the work**

The consultant will work closely with the RMIC Unit and IT Division to elicit requirements and manage the software development life cycle including capacity building and knowledge transfer. In particular, the scope of the work will be as follows:

1. **Gather requirements and develop user stories**: in discussion with COMESA/RMIC Unit, gather details of the requirements and develop user stories; prepare a software requirements specification. A tentative requirement and expected features of the software are listed in heading “Functioning principles”.
2. **Develop and test the web-based application**: based on the requirement gathered, develop an application framework that includes user management, access control, security and workflow for publishing information.
3. **Finalize the web-based application**: based on the feedback received from the testing by the real users, finalize the web-based application and prepare technical documentations and user manuals for orienting the users.
4. **Orient the users and COMESA Staff**: Orient the system administrators and end users of COMESA (IT Division, RMIC Unit and one or two representants from other Divisions/Units – approx. 30 persons) on administering and using the system. Finalize the user’s manual based on feedback received from the end users. Make the user manual as help file to online application so that user car refer to the Manual as and when needed.
5. **Hand over the software**: host the online software at COMESA designated web server and hand over the user manuals and training materials to COMESA with a plan of regular maintenance.
6. **Provide troubleshooting support**: provide troubleshooting support for at least 6 months after handing over the software. The support should be in person, over telephone and via email, as and when necessary
7. **Functioning principles of the software**
	1. **Technical features**
* The software will be web-based, responsive and browser & device independent;
* LAMP platform will be used for the application. Therefore, the software must be developed using latest version of PHP and MySQL.
* The system will be able to send email notification, and this should be configurable
* The system will be able to enforce all data validation during entry and at time intervals
* The software source code must have sufficient comment and be delivered without encryption
* The system should allow an administrator user to configure references. References include type of partners, type of projects., type of agreements and departments.
* The system should have the ability to print reports and forms.
* The system should have the ability to upload and download documents.
* The system should have the ability to view audit trail of a saved document
	1. **Users**

The database must support multiple user profiles

* ***Administrator***: profile with access to all functions, including advanced system settings – IT Division
* ***Operator***: profile allowing the use of the system for daily operations, and which can be global or limited according to the criteria - RMIC Unit
* ***Demonstration***: profile allowing only the display of data without possible alteration of continuous information in the system (“read only”)

The system interface must allow user management. This feature will only be available for Administrator type users.

Screen capture and printing tools must be available.

The device must filter the status of the agreements to be displayed according to the following criteria:

* On going
* Closure
* Pipeline
	1. **Data management**

Due to the large number of projects that will potentially be managed, the system must be able to create project groups:

* by selecting manually
* by defining a list of criteria (request)

The system must support project monitoring taking into account the following information: financial situation, technical report, etc.

* 1. **Processing / Production of reports**

The system must be able to produce reports of the following types, but not limited to

* The list of DPs,
* List of Agreement per type
* List of Agreement per Division or Unit
* Etc.

It must be possible to export (in Excel or pdf) or to print the content of a report.

The system must also support the automatic generation and distribution of report by email or according to the supported formats which are at least pdf.

* 1. **Alert Management**

The system must support the configuration and detection of the following alerts

* System alert (e.g. when the system receives unrecognized or erroneous data/information)
* Activity alert (e.g. 6 months and 3 months before end of the Agreement)
* Etc.

The system must support multiple notification types such as broadcast alerts to remote recipients by emails.

* 1. **Access by a module secure**

The system can be accessed remotely but must be secure. The system must be secured using the HTTPS protocol.

Access to data/information must be configurable by the administrator.

* 1. **Implementation**

The system will be implemented at the COMESA Headquarter.

1. **Training / Technical assistance**

The contracting party must offer training sessions dedicated to the use and administration of the proposed system.

*System administrator level training*:

This training, lasting a minimum of one day, will bring together the staff involved in the management of the system at the COMESA. This initial training will be held at the headquarters of the COMESA and will be concomitant with the installation of the system: System configuration - Database - Alarm management - Computer security - Rights management - Failure management (non-exhaustive list)

*System user training - operator*:

A training of two days will be organized: Training in the use of the system's functionalities - Creation and management of alarms - Fault management. (non-exhaustive list).

*Technical Assistance – Troubleshooting support*

The tenderer proposes in his offer remote technical assistance for at least six months.

*Manual and documentation*

* Develop a user Manual/tutorial with screenshots.
* Develop detailed development documentation
1. **Reporting and deliverables**

The consultant will work under the overall guidance of the Head of Resource Mobilization and International Cooperation (RMIC) Unit. As the assignment will be time constrained, the consultant will provide weekly update on the progress and report to the Head of RMIC Unit.

The following deliverables and outputs are expected from the consultant:

1. An inception workplan, showing the understanding of assignment, important processes, and updated project plan;
2. Software developed and deliverer as per technical requirements stated in the scope of work;
3. Conducted orientation training for COMESA Team;
4. Conducted software maintenance training for IT Staff;
5. Delivered final version of the Software;
6. Delivered user’s manual and training materials.
7. **Qualifications / Experience/ Skills**

Developing a database requires a high level technical/professional expertise and proven experiences in LAMP platform development. The Consulting firm interested in this work is required to have at the following:

The firm should provide highly qualified experts, a project manager as Team Leader and another expert/team of experts. Minimum composition of experts should include at least two experts: one Team Leader/Project Manager and one Senior IT/Database Development Expert. Below is the summary of the required experts’ qualifications;

* 1. A minimum of 7 years of professional work experience in any of the following- developing information technology solution, digital platforms, web-based databases, web-based mobile applications, and innovative technology designs.
	2. Previous work demonstrating innovative technological solutions/models developed internationally
	3. Experienced in international and/or regional integration agencies, and donor assistance agencies.

8.1. Team Leader/Project Manager

* 1. At least Masters degree in ICT or Computer Science or Management Information Systems or software development;
	2. At least five years of working experience in the managing software database, building IT application, experience in database management with front-end and back-end applications
	3. At least five years’ experience in LAMP application development and experience of developing web application with PHP framework;
1. Experience in database management platforms required
2. Skills in databases maintenance and visual presentation
3. Experience with HTLM, Java-based language
4. Familiarity with web security protocols
	1. At least two years’ experience in technical writing and training delivery.
	2. Demonstrate international and/or regional work experience especially in Africa countries.

8.2. Senior IT Expert

1. At least Bachelor’s degree in information technology, database management or web-design
2. At least 5 years of experience in building IT application, experience in database management with front-end and back-end applications
3. Experience in database management platforms required
4. Skills in databases maintenance and visual presentation
5. Experience with HTLM, Java-based language
6. Familiarity with web security protocols
7. Experienced in international and/or regional integration agencies, and donor assistance agencies.
8. **Duration of the contract**

The duration for this short-term consultancy work will be for **60** working days commencing from the date of signature of the contract, or as to be agreed with contracting authority and over a six-month period. The actual spread and allocation of the days shall be agreed with RMIC Unit during the inception phase.

1. **Scope of price proposal**

The budget for this consultancy is **USD 30,000 all inclusive**.

**ANNEX 2:**

[**A. COVER LETTER FOR THE TECHNICAL PROPOSAL FOR THE ASSIGNMENT ………. 16**](#_Toc267927845)

**B**[**. FINANCIAL PROPOSAL ……………………………………………………………………………17**](#_Toc267927847)

* **A. COVER LETTER FOR THE “PROPOSAL FOR THE ASSIGNMENT**

**REFERENCE NUMBER:** CS/PROC/RMIC/20.09.2022/01KJ

REQUEST FOR SERVICES TITLE: **CONTRACT FOR DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS**

[*Location, Date*]

To: COMESA Secretariat

Dear Sirs:

I, the undersigned, on behalf of (Name of firm), offer to provide the consulting services for the ***CONTRACT FOR DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS*** in accordance with your Request for Proposal’s number *CS/PROC/RMIC/20.09.2022/01KJ,* dated [*insert date*] for the sum of [*Insert amount(s) in words and figures*]. This amount is inclusive of all expenses deemed necessary for the performance of the contract in accordance with the Terms of Reference requirements.

I hereby declare that all the information and statements made in my CVs are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 9(iii) of this Request for Proposal.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 10 of the Request for Proposal, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature [*In full and initials*]:

Name and Title of Signatory:

* **B. FINANCIAL PROPOSAL**

**REFERENCE NUMBER:** CS/PROC/RMIC/20.09.2022/01KJ - CONTRACT FOR DEVELOPMENT OF ONLINE DATABASE FOR COMESA DEVELOPMENT PARTNERS

Please insert your Total Financial Offer in figures.

|  |  |
| --- | --- |
| **TOTAL FINANCIAL OFFER**  | US Dollars $  |

Signature [*In full and initials*]:

Name and Title of Signatory: