



## REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM	DATE: April 11, 2022
	REFERENCE: RFP/UNDP/RWA/2022/020

Dear Sir / Madam:

We kindly request you to submit your Proposal for Local consulting firm to upgrade Environment and Natural Resources Management Information System (ENR-MIS) and provide technical support.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Monday, April 25, 2022 and **via email**, or fax to the address below:

United Nations Development Program  
KN 67 Street No 4  
P.O Box 445 Kigali, Rwanda, 12 Avenue de l'Armée, Kigali, Rwanda  
Attn: Head of Procurement Unit  
Email: [offers.rw@undp.org](mailto:offers.rw@undp.org)

Your Proposal must be expressed in the ENGLISH, and valid for a minimum period of 90

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*VARSHA REDKAR-PALEPU*  
*DEPUTY RESIDENT REPRESENTATIVE*  
4/11/2022



## Description of Requirements

Context of the Requirement	<p><i>The Environment and Natural Resources Management Information System (ENR-MIS), initially known as the ENR-Result Based Monitoring and Evaluation (ENR-RBME) is a web-based application developed to support data capture, storage, analysis, and reporting of information related to the Environment and Natural Resources Sector. The Environment and Natural Resources Management Information System (ENR-MIS) was designed to keep tabs on the sector's progress against predetermined benchmarks. In 2015, the United Nations Development Program (UNDP) and the Swedish International Development Cooperation Agency (SIDA) funded technical assistance for the system design. NIRAS and a Swedish company designed and built the system of the project]</i></p>
Implementing Partner of UNDP	
Brief Description of the Required Services <sup>1</sup>	<p>The consultant will be tasked with following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>- Conduct stakeholders' consultations to discuss the utilization &amp; expectation from ENR-MIS system</li> <li>- Conduct Feasibility analysis on potential Integrations with ENR-MIS and develop an implementation plan</li> <li>- Perform integrations between ENR-MIS with other identified systems</li> <li>- Provide technical support in elaborating a well-structured M&amp;E framework aligned with the ENR-MIS, Strengthen the data management process and bolstered system security.</li> <li>- Perform Capacity Building on DHIS2 Implementation suited to the ENR-Sector through knowledge transfer, experience sharing and hands-on learning through customization of the ENR-MIS with advanced tools generated by DHIS2.</li> <li>- Develop dynamic, modern dashboards for data visualization to inform decision makers.</li> <li>- Provide other technical support upon the request of system administrators</li> </ul>
List and Description of Expected Outputs to be Delivered	<p>The team of consultants will be expected to provide the following deliverables:</p> <p>Deliverable 1: Inception Report detailing Current status, feasibility of improvement, the methodology and workplan.</p> <p>Deliverable 2: Progress report including:</p> <ul style="list-style-type: none"> <li>☐ Integration feasibility analysis and plan</li> <li>☐ Capacity building Implementation report</li> <li>☐ Assistance provided in M&amp;E, data management, system security and server configuration status report.</li> </ul>

<sup>1</sup> A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>Deliverable 3: Updated ENR-MIS User guide &amp; TOT Materials (ppt) for the advanced tools and dashboard developed</p> <p>Deliverable 4: Consultancy Final report</p>																
Person to Supervise the Work/Performance of the Service Provider	<p>UNDP will contract the Local consultancy firm that fulfills the tasks outlined in these ToRs. It will manage the contract and will execute all payments in accordance with the agreed payment schedule to be stipulated in the contract. In addition, UNDP will cover all workshop related logistic costs including conference room, transport and accommodation for participants where applicable. Furthermore, UNDP will provide technical advice to the Ministry of Environment to ensure the quality of the deliverables.</p> <p>The consultancy firm will receive strong and continuous support from the Ministry of Environment, Chief Digital officer from the Ministry of Environment (MoE) and technical team from affiliated Agencies will participate through providing information on information management and M&amp;E Framework.</p>																
Frequency of Reporting	AS PER ToR																
Progress Reporting Requirements	AS PER THE TOR																
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> At Contractor's Location																
Expected duration of work	The duration of the consultancy will be for 59 days spread in 6 months.																
Target start date	IMMEDIATELY																
Latest completion date	October 2022																
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th> <th>Estimated Duration</th> <th>Brief Description of Purpose of the Travel</th> <th>Target Date/s</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s												
Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s														
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input checked="" type="checkbox"/> Others Not required																
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities <input type="checkbox"/> Land Transportation <input checked="" type="checkbox"/> Others Not required																
Implementation Schedule indicating breakdown and	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																

timing of activities/sub-activities																		
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																	
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes																	
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days  In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																	
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted <i>[pls. provide conditions for partial quotes, and ensure that requirements are properly listed to allow partial quotes (e.g., in lots, etc.)]</i>																	
Payment Terms <sup>3</sup>	<table border="1"> <thead> <tr> <th>Outputs</th> <th>Percentage</th> <th>Timing</th> <th>Condition for Payment Release</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td rowspan="4"> Within thirty (30) days from the date of meeting the following conditions:  a) UNDP's written acceptance (i.e., not mere receipt) of the </td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release				Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the									
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<sup>2</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>3</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

				quality of the outputs; and b) Receipt of invoice from the Service Provider.	
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Focal Point				
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <i>(if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.)</i> <input type="checkbox"/> Other Type of Contract <i>[pls. specify]</i>				
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm 30 <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40 <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30 <p><b><u>Financial Proposal (30%)</u></b>  To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>				
UNDP will award the contract to:	<input type="checkbox"/> One and only one Service Provider				

<sup>4</sup> Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<input type="checkbox"/> One or more Service Providers, depending on the following factors: <i>[Clarify fully how and why will this be achieved. Please do not choose this option without indicating the parameters for awarding to multiple Service Providers]</i>
Contract General Terms and Conditions <sup>5</sup>	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)  Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>6</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <i>[optional if this form has been accomplished comprehensively]</i> <input type="checkbox"/> Others <sup>7</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<i>Mbasa Rugigana</i> <i>Head of Procurement</i> <i><a href="mailto:Mbasa.rugigana@undp.org">Mbasa.rugigana@undp.org</a></i> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information <i>[pls. specify]</i>	

<sup>5</sup> Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>6</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>7</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>8</sup> This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.



## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>9</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>10</sup>)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

### A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

### B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

<sup>9</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>10</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide :*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

*\*This shall be the basis of the payment tranches*

**E. Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*



**TERMS OF REFERENCE:**

**Local consulting firm to upgrade Environment and Natural Resources Management Information System (ENR-MIS) and provide technical support**

<b>Contract Type:</b>	Local Consulting Firm
<b>Location:</b>	Kigali
<b>Languages Required:</b>	English
<b>Duration of Assignment:</b>	59 days spread in 6 months
<b>Expected Starting Date and Timing:</b>	1 <sup>st</sup> June 2022

**1. BACKGROUND**

The Environment and Natural Resources Management Information System (ENR-MIS), initially known as the ENR-Result Based Monitoring and Evaluation (ENR-RBME) is a web-based application developed to support data capture, storage, analysis, and reporting of information related to the Environment and Natural Resources Sector. The Environment and Natural Resources Management Information System (ENR-MIS) was designed to keep tabs on the sector's progress against predetermined benchmarks. In 2015, the United Nations Development Program (UNDP) and the Swedish International Development Cooperation Agency (SIDA) funded technical assistance for the system design. NIRAS and a Swedish company designed and built the system.

The ENR-MIS is designed from the DHIS 2 platform, which is a web-based open source. It serves as a tool for the collection, validation, analysis, and presentation of aggregate-based statistical data and individual records. It is a generic tool rather than a pre-configured database application, with an open meta-data model

and a flexible user interface that allows the user to design the content of a specific information system without the need for programming that makes it more suitable for any kind of monitoring activities.

With the ENR-MIS, managers in the Environment and Natural Resources sector will be able to keep tabs on how well the sector's goals and strategy are being implemented. A secondary goal is to provide insight into why specific levels of performance are being observed, to influence the formulation of strategies and activity plans, and to aid in the process of evidence-based decision-making. At both national and district-level data can be generated using the ENR-MIS system.

It is in this context that the Ministry of Environment received support from the UNDP to regularly operationalize the ENR-MIS, improve its functionality and expand the system use to serve as the main tool in information sharing, planning and decision making. In this regard, NDP is seeking to hire a local consulting firm to upgrade the ENR-MIS and provide technical support.

## **2. OBJECTIVE AND SCOPE OF THE WORK**

The overall objective of the assignment is to harness the Environment and Natural Resources Sector Management Information System (ENR-MIS) through customization, Integration and other IT support and maintenance.

The consultant will be tasked with following duties and responsibilities:

- Conduct stakeholders' consultations to discuss the utilization & expectation from ENR-MIS system
- Conduct Feasibility analysis on potential Integrations with ENR-MIS and develop an implementation plan
- Perform integrations between ENR-MIS with other identified systems
- Provide technical support in elaborating a well-structured M&E framework aligned with the ENR-MIS, Strengthen the data management process and bolstered system security.
- Perform Capacity Building on DHIS2 Implementation suited to the ENR-Sector through knowledge transfer, experience sharing and hands-on learning through customization of the ENR-MIS with advanced tools generated by DHIS2.
- Develop dynamic, modern dashboards for data visualization to inform decision makers.
- Provide other technical support upon the request of system administrators

## **2. DELIVERABLES**

The team of consultants will be expected to provide the following deliverables:

**Deliverable 1:** Inception Report detailing Current status, feasibility of improvement, the methodology and workplan.

**Deliverable 2:** Progress report including:

- ✓ Integration feasibility analysis and plan
- ✓ Capacity building Implementation report
- ✓ Assistance provided in M&E, data management, system security and server configuration status report.

**Deliverable 3:** Updated ENR-MIS User guide & TOT Materials (ppt) for the advanced tools and dashboard developed

**Deliverable 4:** Consultancy Final report

### **3. IMPLEMENTATION ARRANGEMENTS**

UNDP will contract the Local consultancy firm that fulfills the tasks outlined in these ToRs. It will manage the contract and will execute all payments in accordance with the agreed payment schedule to be stipulated in the contract. In addition, UNDP will cover all workshop related logistic costs including conference room, transport and accommodation for participants where applicable. Furthermore, UNDP will provide technical advice to the Ministry of Environment to ensure the quality of the deliverables.

The consultancy firm will receive strong and continuous support from the Ministry of Environment, Chief Digital officer from the Ministry of Environment (MoE) and technical team from affiliated Agencies will participate through providing information on information management and M&E Framework.

### **4. DURATION OF THE CONTRACT**

The duration of the consultancy will be for 59 days spread in 6 months.

### **5. REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANCY TEAM**

The team will be composed of 3 consultants:

- The Team Leader/ the Senior software developer;
- Expert in Business Analysis;
- Dhis2 Customization, Data Use Expert.

#### **6.1. General competencies for the firm**

The Consultancy Firm should have an experience of at least 9 years in information systems and information management consultancies, specifically focusing on the implementation of DHIS2.

Therefore, the consultancy firms should demonstrate the ability to carry out this assignment with sufficient experience in similar consultancy in Rwanda and the firm should be a local firm operating in Rwanda. The firm has to have the proven capability of undertaking consultancy and producing consistent high-quality reports, demonstrated experience in DHIS2 implementation (Customization and maintenance) and, understanding the ENR-MIS Data Management SOP.

## **6.2. Required qualification and experience of firm experts**

### **6.2.1. The Team Leader/ the Senior software developer:**

- At least a Master's degree ICT related field from a recognized university.
- At least 8 years of relevant experience in DHIS2 implementation.
- At least 5 years of relevant experience in Software development field
- Proven understanding of ENR-MIS Data management process
- Experience in supporting and implementing DHIS2 systems national-wide
- Experience in environmental analysis and programming is an advantage
- Having at least conducted 5 similar related consultancy projects
- Previous work experience DHIS2 interoperability related projects in Rwanda will be an asset.

### **6.2.2. Expert in Business Analysis:**

- At least a Master's degree monitoring and evaluation and other related fields from a recognized university.
- At least 8 years of relevant experience in DHIS2 implementation.
- At least 5 years of relevant experience in Software development field
- Proven understanding of ENR-MIS Data management process
- Experience in supporting and implementing DHIS2 systems national wide
- Experience in environmental analysis and programming is an advantage
- Having at least conducted 5 similar related consultancy projects
- Previous work experience DHIS2 interoperability related projects in Rwanda will be an asset.

### **7.2.3. Dhis2 Customization, Data Use Expert:**

- At least Bachelor's degree in IT, Computer Science, Economics, Statistics and Data science or related fields.
- At least 5 years of relevant experience in Data Management

- Having at least conducted 2 similar related works
- Experience in supporting and designing customizing DHIS2
- Experience and understanding of MOE Data management SOP
- Previous work experience in Rwanda will be an asset.

## 8. EVALUATION CRITERIA

Criteria	Max. points
<b>1. General criteria</b>	<b>100</b>
Reputation of Organization and Staff Credibility / Reliability in conducting DHIS2 implementation consultancy	30
General Organizational Capability management structure which is likely to affect the undertaking of the needs assessment	20
Evidence and references of quality performance at 3 completion certificates in similar assignments.	40
<b>Organizational Commitment to Sustainability (mandatory weight)</b>	
Organization has accreditation/ permission to work in Rwanda	10
<b>2. Specification and experience of the company</b>	<b>100</b>
<ul style="list-style-type: none"> <li>▪ 9 years in information systems and information management consultancies, specifically focusing on the implementation of DHIS2.</li> <li>▪ The firm must have the proven capability of undertaking consultancy and producing consistent high-quality reports, demonstrated experience in DHIS2 implementation (Customization and maintenance).</li> </ul>	50
<ul style="list-style-type: none"> <li>▪ Relevance of specialized knowledge and experience on similar engagements done in the country (especially in public institution) and experience in the region could be a value addition</li> </ul>	50

<ul style="list-style-type: none"> <li>▪ Attach company recent previous/3 references and contracts of where similar assignments were done.</li> </ul>	
<b>3. Personnel</b>	<b>300</b>
<b>The Team Leader/ the Senior software developer:</b>	
At least a Master's degree ICT related field from a recognized university and demonstrate capacity to lead the team of consultants and task them to do the required work.	30
At least 8 years of relevant experience in DHIS2 implementation Having experience in supporting and analyzing institutional and public sector reform process, environmental analysis and programming and previous work experience in Rwanda will be an added value.	60
Having at least conducted 3 similar related consultancies	30
<b>Expert in Business Analysis:</b>	
At least a Master's degree monitoring and evaluation and other related field from a recognized university.	20
At least 8 years of relevant experience in DHIS2 implementation	40
Having at least conducted 2 similar related studies or research	30
<b>Dhis2 Customization, Data Use Expert:</b>	
At least Bachelor's degree in IT, Computer Science, Economic or related fields	20
At least 5 years of relevant experience in Data Management	40
Having at least conducted 2 similar related works	30
<b>4. General Competencies of all team members</b>	<b>500</b>
Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail?	150



Proposed methodology for the assignment with strong national context and concrete plan to undertake the assignment and in the given timeline.	300
Strong interpersonal and managerial skills, ability to work with people from different backgrounds and evidence of delivering good quality assessment and consultancy products in a timely manner.	30
Demonstration of ability to plan, integrate and effectively implement sustainability system in the execution of the contract	20
<b>TOTAL</b>	<b>1000</b>

**9. PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

The consultancy fee will be paid as a lump sum (inclusive of all expenses related to the consultancy) and will be fixed regardless of changes in the cost components of the consultancy. The consultancy fee will be paid upon completion of the following milestones:

<b>%</b>	<b>Milestones</b>
10%	Inception Report detailing Current status, feasibility of improvement, the methodology and workplan
40%	Progress report
20%	Updated ENR-MIS User guide & TOT Materials (ppt) for the advanced tools and dashboard developed
30%	Final report

**9. APPLICATION PROCEDURES**

Interested firms should apply by presenting the following documents:

- (i) Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- (ii) Personal CV of trainers, indicating education background/professional qualifications, all past experience, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- (iii) Brief description of why the firm considers itself as the most suitable for the assignment;
- (iv) Financial Proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.

Interested firms are required to submit an expression of interest and relevant Curriculum Vitae that demonstrates the qualifications, skills, experience and track record to deliver the services required and that reflects an understanding of key issues relating to the scope of work. Please also provide three contactable references. Technical enquiries can be directed Immaculee Uwimana at [Immaculee.uwimana@undp.org](mailto:Immaculee.uwimana@undp.org), and enquiries about the procurement process to Mbasa Rugigana at [mbasa.rugigana@undp.org](mailto:mbasa.rugigana@undp.org)

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**