



UNIVERSITY RESEARCH Co., LLC
CENTER FOR HUMAN SERVICES



REQUEST FOR APPLICATIONS

CONTRACT NUMBER: 72061718C00001

RFA SOLICITATION NUMBER: 0073 RHITES-N ACHOLI

Developing an online standardized Monitoring and Evaluation(M&E) system for the USAID Regional Health Integration to Enhance Services in the Acholi Region of Northern Uganda (RHITES-N-Acholi Activity).

Date of Issue: December 6, 2018

Proposals can be emailed to: RhitesAcholiProcurement@URC-CHS.com

by 20th December 2018

or

Hard copies of proposals can be delivered to USAID's Regional Health Integration

Enhance Services in Northern Uganda, Acholi (USAID RHITES-N, Acholi)

Plot 2 Elizabeth road- senior quarters-Lwani House Gulu, Uganda

P.O. BOX 28745 Uganda

will be accepted

Issuance of this RFA does not constitute a contractual commitment on the part of URC (the "Client") nor does it commit URC or the US Government to pay for costs incurred in the submission of a proposal. All costs of the Offeror in the preparation and submission of an offer shall be borne by that Offeror. URC reserves the right to reject any and all proposals and to make no award at all, or to make an award without further discussion or negotiations if it is considered to be in the best interests of the project and URC.

Background

The Regional Health Integration to Enhance Services - North, Acholi (RHITES-N, Acholi) is a 5-year USAID funded Activity implemented by University Research Company LLC in 8 districts of Acholi sub region i.e. Gulu, Omoro, Nwoya, Amuru, Lamwo, Kitgum, Agago and Pader. The overall goal of this Activity is to increase the effective use of integrated health services that contribute to measurable and lasting improvements in the Acholi sub-region of Northern Uganda and develop health systems to sustain these gains. The project will focus on three result areas

- Increased Availability and Accessibility of Health Services.
- Improved Health Systems for Quality Services.
- Increased Adoption of Healthy Behaviors.

RHITES N Acholi would like to develop an online standardized Monitoring and Evaluation(M&E) system. The online system will be designed to support program monitoring, evaluation, learning and information sharing about the periodic implementation status as well as outputs and outcomes of the program in relation to the Results Framework. RHITES N Acholi is therefore seeking a firm that will develop an automated monitoring and evaluation system supporting both facility and community information needs.

Purpose and objectives of the assignment

The overall purpose of this assignment is to develop and implement an online M&E system that is supported by IT programs, tools and systems. Specific objectives include the following

- Define the requirements for an integrated online (web-based) Performance Management Information System accessible to different stakeholders.
- Set up a web-based M&E system that includes the project's results framework, and relevant indicators for all technical areas. The system should have
 - Data validation checks during entry e.g. positives shouldn't be more than tested
 - Data quality dashboard
 - Template for report generation
 - Notification emails for approaching or past deadlines
 - Data visualization platform for relevant stakeholders including GIS, dashboards and other forms of visualization
 - Ensure data retrieval/exchange capability with other national and regional systems and databases as agreed upon
 - Have relevant import / export capabilities to pre-designed templates or databases
 - Provide a database administration module, allowing for advanced user management, with a staggered set of privileges for different users as well as user authorization, tracking/authorizing changes to results hierarchy, database download, online backup and other necessary features.
- Develop mobile data collection tools from both facility and community

- Build capacity of the relevant staff to manage the system on a sustainable basis through specific training to relevant staff, and development of how to guides. This also includes training in the mobile data collection app and upload of this data into the system.
- Set up a system in Gulu to host the project data, including improvement data from the rest of the country.

Deliverables

- Prototype for the system widely shared and agreed;
- MEL system and individual modules on it developed and operational
- Knowledge Management platform developed and operational
- Staff training, training modules, and handover completed.

Terms of implementation

- Type of contract: Consulting Firm / Institution
- Duration of contract: November 2018 - April 2019: 90 days spread over a period of six months, with about 70% of the consulting days anticipated during the Dec 2018-Feb 2019 period.
- The firm will ensure data integrity during and after implementation.
- Provide a high security and cost effective online portal.
- Provide at least one-year post implementation support

Payment schedule

- Prototype with proposed system agreed 25%
- Deployment of MEL system and mobile data collection tools 40%
- Training and related support materials 20%
- System support 15%.

Budget

- Proposed budget is not more than \$20,000.

Reporting

- Inception Report – the consultant should produce an Inception Report within 7 days after the contract is signed. The report should provide a clear picture of how the consultant understands the ToRs and intends to achieve the expected tasks. It should identify those that will be consulted and should propose methodology for the assignment, work plan with timelines for all the tasks that the consultant will undertake during the assignment.
- Prototype report – the consultant should present a report determining the requirements to the system and a prototype model within 15 work-days after commencement of the assignment. The report will be presented for validation by a RHITES N Acholi and incorporate feedback and comments from the discussion.
- Completion Report – upon completion of the assignment, the consultant should submit a completion report. The report should outline all work undertaken, including characteristics of the system developed. Any follow-ups and/or recommendations should also be included in the report.

Management and Supervision

RHITES N Acholi will oversee the process and be responsible for accountability and guidance throughout all phases of execution, and approval of all deliverables. The consultant will receive direct guidance from Monitoring, Evaluation and Learning team. All deliverables will be approved by the Chief of Party.

Firm and team requirements

Interested individual consultants or lead developer for consulting firms should hold

- At least a Master's degree in IT, Information management, or another related discipline
- At least seven years' experience in developing IT solutions and providing IT support and maintenance services
- Proven professional experience in developing and managing databases for USAID projects
- Proven professional experience in web technologies, including their development and deployment, and development of web-based information systems;
- Good understanding of development results and Results Based Management Concepts

Evaluation criteria

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

- Technical criteria weight – 70 %
- Financial criteria weight – 30 %

Only candidates obtaining a minimum of 70 points and above would be considered for the financial evaluation.

Submission of Applications

Interested firms must submit the following documents/information to demonstrate their suitability for the assignment:

- Up-to-date Curricula Vitae (CV) for each of the expert(s) proposed to work on this assignment including experience in similar projects and 3 (three) references
- Technical Proposal presenting methodology of work and approach;
- Financial proposal expressed as a Lump sum for 60 working days.