



## REQUEST FOR PROPOSAL (RFP)

To All Interested and Qualified Firms	DATE: July 3, 2020
	REFERENCE: RFP/UNDPKEN/006/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Design, Development & Hosting of an Electronic Database Driven Document Management System**.

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

In the course of preparing and submitting your proposal, it shall remain your responsibility to ensure that it is submitted into the system before the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

It shall remain your responsibility to ensure that your quotation is submitted on or before the deadline indicated by UNDP in the eTendering system . Bids must be submitted in the online eTendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

username: event.guest

password: why2change

and follow the registration steps as specified in the system user guide.

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Your proposal must be expressed in English, and valid for a minimum period of 120 days from the bid closing date. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on “Accept Invitation”.

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.

**Queries about this Request for Proposal can be directed to: [undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)**

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 indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-webuy.html>

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/protestandsanctions/>

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: [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf) Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Taye Amssalu  
Deputy Resident  
Representative/ Operations  
7/3/2020*

## Description of Requirements

Context of the Requirement	Establish a data base of all legal instruments which will facilitate the Ministry of Foreign Affairs, Office of Registrar of Treaties to execute its mandate as the depository of all treaties.
Implementing Partner of UNDP	Ministry of Foreign Affairs
Brief Description of the Required Services <sup>1</sup>	<p>The objective of this assignment is to establish a data base of all legal instruments which will facilitate the Ministry of Foreign Affairs, Office of Registrar of Treaties to execute its mandate as the depository of all treaties.</p> <p><b>SCOPE OF ASSIGNMENT</b></p> <p>The full technical system specification of the assignment is attached on the technical description output (Annex I). The text below is a <b>summary scope of assignment</b> and the <b>summary of system specification</b> which will include the following:</p> <ul style="list-style-type: none"> <li>a) Design, develop and establish a database to store and retrieve all legal instruments in clusters as per the catalogue issued by the ministry (including any amendments in the assignment term);</li> <li>b) Scan and develop soft copies of all Legal Instruments above mentioned at the Ministry;</li> <li>c) Categorization of all the Instruments by subject matter, year of signature, ratification/accession and legal regime;</li> <li>d) Training of relevant Ministry staff of the user Department on the use, maintenance and updating of the data base;</li> <li>e) Production of two maintenance guide notebooks;</li> <li>i) Support and maintain the data base for the first 6 weeks after commissioning.</li> </ul> <p>The task is a participatory process which involves designing, developing, and establishing a digital database of all Conventions, Treaties, Memoranda of Understanding, Agreements, Protocols, and other legally binding Instruments to which Kenya is a party or may become party to. The process involves consultation with the user Department on the categorization of the various legal instruments.</p> <p>The database should be web-based, user-friendly, and easy to update on a networked MS Windows environment.</p>
List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none"> <li>a) An inception report including scope of work, needs assessment, proposed design and structure of database, methodology and timeline to develop it. Additional products include; training plan, monitoring plan, piloting plan and report, quality assurance report, user guide and trouble shoot guide.</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.

	b) Established database of all Legal Instruments; c) A well-tested and fully operational web-based statistical document management system; d) Digital soft copies of all Legal Instruments; e) System architecture documentation, security and administration controls documentation and user manuals; f) Physical records well-arranged and indexed; g) Training to the relevant Ministry staff in the use, maintenance, and update of the data base.
Person to Supervise the Work/Performance of the Service Provider	Team Leader, Governance and Inclusive Growth Unit, UNDP, and MoFA
Frequency of Reporting	As needed
Progress Reporting Requirements	Regularly (frequency and format to be agreed upon at the start of services)
Location of work	<input type="checkbox"/> Exact Address/es <i>[pls. specify]</i> <input checked="" type="checkbox"/> At the Ministry of Foreign Affairs offices and Contractor's Location
Expected duration of work	90 working days.
Target start date	01 August 2020
Latest completion date	04 December 2020 for the development and 12 March 2021 for completion of post implementation support.
Travels Expected	No travel is expected out of the duty station (Nairobi)
Special Security Requirements	<b>N/A for this assignment</b> <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 type="checkbox"/> Others <i>[pls. specify]</i>
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 type="checkbox"/> Others <i>[pls. specify]</i> <b>None under this assignment</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> <b>Local Currency (Kenya Shillings)</b>
Value Added Tax on Price Proposal <sup>2</sup>	<input checked="" type="checkbox"/> <b>must be inclusive of VAT and other applicable indirect taxes. A breakdown of all costs should be provided</b>

<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.

	<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"/> <b>120 days</b>  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																				
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>Satisfactory completion of Phase 1 and 2</td><td>30%</td><td>31<sup>st</sup> August 2020</td><td rowspan="5"> Within thirty (30) days from the date of meeting the following conditions:  a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and  b) Receipt of invoice from the Service Provider. </td></tr> <tr> <td>Satisfactory completion of phase 3 and 4</td><td>40%</td><td>15 October 2020</td></tr> <tr> <td>Satisfactory completion of Phase 5 and 20-days post-implementation support</td><td>20%</td><td>30 November 2020</td></tr> <tr> <td>Satisfactory completion of Phase 6: Post-implementation support (62 days)</td><td>10%</td><td>31 March 2021</td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Satisfactory completion of Phase 1 and 2	30%	31 <sup>st</sup> August 2020	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	Satisfactory completion of phase 3 and 4	40%	15 October 2020	Satisfactory completion of Phase 5 and 20-days post-implementation support	20%	30 November 2020	Satisfactory completion of Phase 6: Post-implementation support (62 days)	10%	31 March 2021			
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Technical Task Force of the Ministry of Foreign Affairs and UNDP																				
Type of Contract to be Signed	<input checked="" type="checkbox"/> <b>Purchase Order</b> <input type="checkbox"/> Institutional Contract																				

<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.

	<input checked="" type="checkbox"/> <b>Contract for Professional Services</b> <input type="checkbox"/> Long-Term Agreement <sup>4</sup> <input type="checkbox"/> Other Type of Contract
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> <b>Highest Combined Score (based on the 70% technical offer and 30% price weight distribution)</b> <input checked="" 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	<b>Technical Proposal (70%)</b> <input checked="" type="checkbox"/> Expertise of the Firm 20% <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 40%  <b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers, depending on the following factors:
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  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"/> <b>Form for Submission of Proposal (Annex 2)</b> <input checked="" type="checkbox"/> <b>Detailed TOR</b> <input type="checkbox"/> Others <sup>7</sup> [pls. specify]
Contact Person for Inquiries (Written inquiries only) <sup>8</sup>	<b>undp.kenya.procurement@undp.org</b>  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.
Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> <b>Electronic submission of Bid</b>

<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.

<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.

Conditions and Procedures for electronic submission and opening	<input checked="" type="checkbox"/> Free from virus and corrupted files <input checked="" type="checkbox"/> <b>Format:</b> PDF files only <b>Technical and Financial proposals should be separated. <u>Password protected for the financial proposals ONLY.</u> Technical proposals should NOT be password protected. Password for the financial proposals must not be provided to UNDP until the date and time requested. This request will be to firms that meet the 70% score in the technical evaluation.</b> <input checked="" type="checkbox"/> <b>Digital Certification/Signature:</b> Required
Deadline of Submission	<b>Tuesday, 14 July 2020 at 11: 59 P.M (GMT +3.00)</b>

## Annex 2

### 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>)*

Nairobi  
July 2, 2020

To: The Deputy Country Director (Operations)  
UNDP Kenya UN Complex Gigiri, Block N, Level 3  
P.O. Box 30218-00100, Nairobi,  
Kenya:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP (**Design, Development & Hosting of an Electronic Database Driven Document Management System**) in conformity with the requirements defined in the RFP dated 7/2/2020, 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, contract 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 [list them as referred to in the RFP]</b>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Price (Lump Sum, All Inclusive)</b>
1	Satisfactory completion of Phase 1 and 2	30%	
2	Satisfactory completion of phase 3 and 4	40%	
3	Satisfactory completion of Phase 5 and 20-days post-implementation support	20%	
4	4. Satisfactory completion of Phase 6: Post-implementation support (62 days) -4 <sup>th</sup> Tranche- 10%	10%	
	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 (TOR)**

### **DESIGN, DEVELOPMENT & HOSTING OF AN ELECTRONIC DATABASE DRIVEN DOCUMENT MANAGEMENT SYSTEM.**

#### **BACKGROUND**

The Republic of Kenya, like other States is a legal entity with international rights and obligations. Such rights and obligations are established by an international legal framework which has been developed over the years, bi-laterally between states or multilaterally under the auspices of international organization such as the UN, AU, OIC, EAC, etc. It is of utmost importance that accurate information on the legal regime to which Kenya is subject to is available to ensure compliance with obligations and access to rights and benefits.

The Ministry of Foreign Affairs through the Office of the Registrar of Treaties is mandated by Sections 14 (e) (g) and (h) of the Treaty Making and Ratification Act No.45 of 2012 to maintain a record of; treaties which Kenya is a signatory, proposed for ratification or ratified by Kenya, Kenya's reports to any treaty organization as well as the recommendations and concluding observations from any such treaty/instruments. It is also mandated to monitor the implementation of the treaties ratified by Kenya, inform lead State departments to observe and uphold the obligations of the respective lead state department under the respective treaties; advise any citizen of Kenya on the rights and obligations of Kenya under a treaty, maintain a website of the treaties to which Kenya is a signatory; keep copies of the published reports of proceedings of the negotiations that led to the adoption of the treaties ratified by Kenya facilitate public access to treaties which Kenya has ratified, respond to public inquiries on any treaty ratified by Kenya; and perform such other functions as may be prescribed by the Cabinet Secretary.

However, since the commencement of the Treaty Making and Ratification Act No.45 of 2012 in 2012, the Ministry has not had sufficient funding to set up a treaty database/maintain a website of treaties and records.

It is in light of the above, the Ministry of Foreign Affairs with the support of UNDP under the, 'Accelerating Ratification and Domestication of African Union Treaties Project,' would like to establish a database as mandated, and it is proposed that a firm which can provide a team of experts be engaged to undertake the assignment.

#### **OBJECTIVE OF ASSIGNMENT**

The objective of this assignment is to establish a data base of all legal instruments which will facilitate the Ministry of Foreign Affairs, Office of Registrar of Treaties to execute its mandate as the depository of all treaties.

## SCOPE OF ASSIGNMENT

The full technical system specification of the assignment is attached on the technical description output (Annex I). The text below is a **summary scope of assignment** and the **summary of system specification** which will include the following:

- b) Design, develop and establish a database to store and retrieve all legal instruments in clusters as per the catalogue issued by the ministry (including any amendments in the assignment term);
- b) Scan and develop soft copies of all Legal Instruments above mentioned at the Ministry;
- c) Categorization of all the Instruments by subject matter, year of signature, ratification/accession and legal regime;
- d) Training of relevant Ministry staff of the user Department on the use, maintenance and updating of the data base;
- e) Production of two maintenance guide notebooks;
- i) Support and maintain the data base for the first 6 weeks after commissioning.

The task is a participatory process which involves designing, developing, and establishing a digital database of all Conventions, Treaties, Memoranda of Understanding, Agreements, Protocols, and other legally binding Instruments to which Kenya is a party or may become party to. The process involves consultation with the user Department on the categorization of the various legal instruments.

The database should be web-based, user-friendly, and easy to update on a networked MS Windows environment.

### **Summary of detailed system specification is as follows:**

a) Modularity. The system should be modular and provide the following functionalities during this phase of the assignment:

- Imaging System for digitizing papers and storing the image in a location which emulates physical filing methods;
- Records Management System to keep a full audit trail of physical documents;
- Document Management System (DMS) for digital document repository complete with automated capture, storage, and retrieval processes to complement existing business processes;

b) Storage. The system should use a centralized storage architecture that runs on an open (non-proprietary) SQL engine thus allowing for easy integration with other systems, centralized backup, and for authentication security.

c) Document capture through scanned paper documents, imported electronic files, and direct integration and saving with MS Office documents and PDF. Should also be compatible with MS Exchange Server 2019 and MS Outlook 2019;

d) Indexing. Each document in the system should be comprehensively indexed for ease of retrieval. Examples include description, document date, year of signature, creator, number of pages (if applicable), profile, keywords, subject matter, ratification/accession, and legal regime; country, etc.

e) Retrieval. The main retrieval module should be the searcher module capable of pulling result sets from the document repository based on any of the criteria that form part of the document indexes;

f) Security. The system should support the creation of custom security groups and the level of access customized to suit the structure of Ministry of Foreign Affairs.

g) Reporting. Comprehensive reports should be generated from the system such as index reports, scanning reports, deleted document reports, exception reports, archiving reports, and document access reports.

## DUTY STATION

Nairobi

## DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The assignment is expected to take 90 working days. The database should be fully operational with effect from the last date on end of the last month of the consultancy term.

Another 62 days will be utilised for post implementation support. The firm should carry out, from the date the contract is signed, the assignment based on of the following activities:

Item Activity Duration/ Milestone

<b>PHASE 1: Implementation Plan</b>
Task 1.1: Preparation of Inception Report Within <b>7 days</b> and MUST include a detailed implementation plan for the system including the sequence in which functionalities will be realized and a risk assessment note and operational contingency on high risk assessment.
<b>PHASE 2: Configuration/adaptation of the system (23 days)</b>
Task 2.1: Establish the configuration/development and test environments in the systems infrastructure.
Task 2.2: Install and configuration/adaptation of the e-registry priority functionalities, according to the detailed requirements specification.
Task 2.3: Integrate with other IT systems, according to the specification and identified datasets.
Task 2.4: Configure the public portal component.
Task 2.5: Train users that will be involved in the piloting phase.
<b>PHASE 3: Piloting (20 days)</b>
Task 3.1: Launch the system in the pilot mode for the established priority functionalities and workflows.
Task 3.2: Monitor the piloting phase.
Task 3.3: Prepare and submit the piloting report.
<b>PHASE 4: Final configuration and user training (20 days)</b>
Task 4.1: Analyse the results of the piloting period and take corrective measures, if needed.
Task 4.2: Implement all functionalities established during the preparation of the detailed requirements specification of the system.
Task 4.3: Train users on the system functionalities (both end-users and system administrators).
<b>PHASE 5: Quality assurance (testing) of the System (20 days)</b>
Task 5.1: Prepare test scenarios and detailed testing plan.
Task 5.2: Perform testing (load and stress testing), iterative (including corrective measures).
Task 5.3: Carry out security testing of the entire system software solution.
<b>PHASE 6: Post-implementation support (62 days)</b>
Task 6.1: Provide technical support to correct any shortcomings related to the functioning of the system for a period of 62 days after the acceptance of the delivered system.
Task 6.2: Troubleshoot on problems related to the adaptation/development/configuration of the system functionalities not identified during testing and acceptance phases in the warranty period.
Task 6.3: Transfer additional knowledge, if deemed necessary by Ministry of Foreign Affairs staff during the warranty period.
Task 6.4: Provide post-implementation support according to the requirements and the TOR.
Task 6.5: Provide any available updates and upgrades to the installed IT solution.
Task 6.6: Implementation of the workflows and minor additional functionalities that will be identified by the end-users and administrators during the post-implementation phase and modifications in existing workflow.

## FINAL PRODUCTS

- h) An inception report including scope of work, needs assessment, proposed design and structure of
- i) database, methodology and timeline to develop it. Additional products include; training plan, monitoring plan, piloting plan and report, quality assurance report, user guide and trouble shoot guide.
- j) Established database of all Legal Instruments;
- k) A well-tested and fully operational web-based statistical document management system;
- l) Digital soft copies of all Legal Instruments;
- m) System architecture documentation, security and administration controls documentation and user manuals;
- n) Physical records well-arranged and indexed;
- o) Training to the relevant Ministry staff in the use, maintenance, and update of the data base.

## PROVISION OF MONITORING AND PROGRESS CONTROL

The firm is requested to work as a team to develop final products. The firm and the team leader will have a responsibility to ensure the quality of the products and have the authority to monitor, assign and clear the works for the other members including experts and support staff.

The firm and the team will have reporting requirements to the Permanent Secretary, Ministry of Foreign Affairs through a technical Task Force of the Ministry of Foreign Affairs and UNDP. The firm will receive the supervision of the Team Leader, Governance and Inclusive Growth Unit, UNDP, and MoFA project designated focal points. Each product needs to be cleared by the Ministry of Foreign Affairs before receiving any payments and should incorporate the Ministry's specifications and requests before being finalized.

The Ministry of Foreign Affairs will be responsible for providing the server for hosting the database system, directing the physical records, organizing consultative meetings.

## DEGREE OF EXPERTISE AND QUALIFICATIONS

The task requires an experienced firm with competent personnel to perform both the technical information systems and working ethics as regulated by the laws of Kenya. It will be is required to provide minimum 3 (three) core experts, with the assistance from the necessary support staff, in full-time basis whose qualification are to be detailed. Key tasks and expected contributions from each of the three experts are tabulated as below:

Consulting Firm to Develop/Design Website and maintain online data base

### 1. Lead Consultant

#### **Academic Qualifications:**

Advance university degree in Computer Programming or relevant field

#### **Professional Experience:**

A proven track record of 10 years or more post-degree software development experience within a Microsoft Windows; Expert programmer with demonstrated high level technical skills in C# .NET, ASP.NET and VB.NET. Knowledge of MS SQL, Visual Studio.NET, MS Blend and Microsoft.NET 3.0/3.5/4.5; Proficient in Web Services, XML; Deep knowledge of CSS, HTML, AJAX and JavaScript;

Able to write clear, concise, well-commented code; Understanding of Internet technologies and development of distributed systems; Experience with on-call assignments, preferable with international organizations and government entities in the Republic of Kenya;

**Language Requirements:** Excellent communication skills (written and spoken English).

## 2. Core Experts (2)

**Academic Qualifications:** Professional degree and/or professional training in Web Development, Computer Science, information systems or a degree in a related field.

### **Professional Experience**

5 years of professional experience in data base management/maintenance/ website design including managing and updating websites and other digital platforms; Understanding of Internet technologies and development of distributed systems; Experience with on-call assignments, preferable with international organizations and government entities in the Republic of Kenya

**Language Requirements:** Excellent communication skills (written and spoken English).

The firm must specify the individuals to perform as experts by submitting the CVs, certificates, and other relevant information to show their qualifications, experience of similar assignment as well as proficiency in the following web design concepts

### **PAYMENT**

Payment of fees will be based on receipt of clearly defined deliverables by specific timelines:

1. Satisfactory completion of Phase 1 and 2 – 1 <sup>st</sup> Tranche – 30%
2. Satisfactory completion of phase 3 and 4 – 2 <sup>nd</sup> Tranche -40%
3. Satisfactory completion of Phase 5 and 20-days post-implementation support- 3 <sup>rd</sup> Tranche- 20%
4. Satisfactory completion of Phase 6: Post-implementation support (62 days) -4 <sup>th</sup> Tranche- 10%

### **TECHNICAL PROPOSAL EVALUATION CRITERIA**

#### **Summary**

Summary of Technical Proposal Evaluation Forms		Score Weight	Points	Company/Other entity				
				A	B	C	D	E
1.	Expertise of Firm / Organisation submitting Proposal	20%	200					
2.	Proposed Work Plan and Approach	40%	400					
3.	Personnel	40%	400					
			1000					
Technical Proposal Evaluation Form 1.		Points		Company/Other entity				
				A	B	C	D	E

	Expertise of Firm /Organisation						
	Reputation of Organisation and Staff (Competence / Reliability)	50					
	Quality assurance procedures, and demonstrated use of contingency tools and methodologies and warranty	50					
	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for major multilateral / or bilateral programmes	100					
	<b>TOTAL</b>	<b>200</b>					

Summary of Technical Proposal Evaluation Form 2.		Points	Company/Other entity				
			A	B	C	D	E
	Proposed Work Plan and Approach						
	Extent of comprehension of task?	100					
	Have the important aspects of the task been addressed in sufficient detail?	100					
	Is the proposal based on market data survey? and have these been used as comparative indicators?	50					
	Is the conceptual framework adopted appropriate for the task?	75					

	Are the deliverable milestones well defined against the TOR?	75					
	TOTAL	400					

Summary of Technical Proposal Evaluation Form 3.			Points	Company/Other entity				
				A	B	C	D	E
	Personnel							
	Team Leader	Sub-Points						
	General Qualifications and Suitability	100						
	Adequacy for the assignment in the area of specialization	100						
	Specific Qualifications	50						
	TOTAL		250					
	Team Members	Sub - Points						
	General Qualifications and Suitability	50						
	Adequacy for the assignment in the area of specialization	50						
	Specific Qualifications	50						
	TOTAL		150					
			400					