REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: October 5, 2020
	REFERENCE: RFP-BD-2020-029

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Hiring a Firm for Design, Development and Implementation of COVID– 19 National Dashboard for Bangladesh-a2i.**

Proposals shall be submitted on or before 4.30 p.m. (local time) on Monday, October 19, 2020

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

Proposals may be submitted on or before the deadline indicated by UNDP in the e-Tendering system. Bids must be submitted in the online e-Tendering 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.

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days.
You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on "Accept Invitation" in the system.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure attaching the required supporting documents (*with file name less than 60 characters*) in pdf format which must be free from any virus or corrupted files. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

The Financial Proposal and the Technical Proposal files <u>MUST BE COMPLETELY SEPARATE</u> and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address**. <u>The file with the "FINANCIAL PROPOSAL" must be encrypted with a password</u>** <u>so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request via email the Proposer to submit the password to open the Financial Proposal.</u> The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE 'LINE ITEMS' IN THE SYSTEM. INSTEAD PUT 1 AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE.

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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Krishna Raj Adhikari
Senior Operations Manager
05 October 2020

Description of Requirements

Context of the Requirement	Aspire to Innovate (a2i), a whole-of-government programme of ICT Division, supported by Cabinet Division and UNDP, that catalyses citizen-friendly public service innovations, simplifying government and bringing it closer to people. It supports the government to be on the forefront of integrating new, whole-of-society approaches to achieve the society. The objective of the project is to increase transparency, improve governance, and reduce the time, difficulty and costs of obtaining government services for under-served communities of Bangladesh. This is to be achieved by the following major 3 components of the project: Component 1: Institutionalizing Public Service Innovation and Improving Accountability Component 2: Catalyzing Digital Financial Services and Fintech Innovations Component 3: Incubating Private Sector-enabled Public Service Innovation
Implementing Partner of UNDP	ICT division
Brief Description of the Required Services	1. **Background of the work:** Since the initial outbreak of COVID-19 the impacts of the pandemic are visible worldwide and the situation in Bangladesh is no different. The virus was confirmed to have spread to Bangladesh in March 2020. The first three known cases were reported on 8 March 2020 by the Ministry of Health, Institute of Epidemiology, Disease Control and Research, IEDCR. Since then, the pandemic has spread day by day over the whole nation and the number of affected people has been increasing in a progressive rate. The data driven intelligence decision making has made the firm way for the ministries and departments related to COVID-19 response to take decisions in a timely manner. 2. **Main Objectives of the assignment:** There have been so many fragmented technological solutions developed by a2i in collaboration with DGHS and IEDCR to monitor nationwide COVID-19 scenario and take timely policy response & decisions by the policy makers. Main objective of the project is to compile the solutions in a single platform which will ease the accessibility for policy makers resulting timely decision making. The platform framework needs to disseminate different information through the platforms towards a number of target audiences: • Prime Minister Office, • Members of Cabinet Division, • Ministry of Health & Family Welfare, • Directorate General of Health Services (DGHS), • Institute of Epidemiology Disease Control and Research IEDCR

	• Divisional Administration, • District Administration, • Upazilla Administration • National and International epidemiologists and researchers. (for detail scope refer to annex 3)	
List and Description of Expected Outputs to be Delivered	**Completed Products Under Each Area and Activity**	**Delivery Timeline**
	Inception Report with detailed design, Delivery of SRS of the system	1 month after signing the contact
	Customized dashboard Data analytics and visualization Data Acquisition Management User management Module Change Management and Version Control **Post-Hosting and Sizing Support**	2.5 months after signing contact
	Customized reporting Data Import/Export **Security** Maintenance and Support Capacity Management and Knowledge Transfer	4 months after signing contact
Person to Supervise the Work/Performance of the Service Provider	The work will be closely overseen by Chief Technology Officer (Technology), a2i.	
Frequency of Reporting	As indicated in the TOR	
Progress Reporting Requirements	As indicated in the TOR	
Location of work	☐ Exact Address/es *[pls. specify]* As indicated in the TOR.	
Expected duration of work	03 Months	
Target start date	October 2020	
Latest completion date	February 2021	
Travels Expected	As indicated in the TOR.	
Special Security Requirements	☐ Security Clearance from UN prior to travelling ☐ Completion of UN's Basic and Advanced Security Training ☐ Comprehensive Travel Insurance ☐ Others *[pls. specify]* ☒ N/A	

Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	☐ Office space and facilities ☐ Land Transportation ☒ Others as per TOR.
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required ☐ Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required ☐ Not Required
Currency of Proposal	☒ United States Dollars ☐ Euro ☒ Local Currency (BDT)
Value Added Tax on Price Proposal	☒ must be inclusive of VAT and other applicable indirect taxes
Validity Period of Proposals *(Counting for the last day of submission of quotes)*	☒ 90 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	☒ Not permitted

Payment Terms	Deliverables	% of payment
	Inception Report with detailed design, delivery of SRS of the system (1 month after signing the contact)	10%
	Development of customized dashboard, data analytics and visualization, data acquisition management, user management module, change, management and version control, post-hosting and sizing support	40%
	Development of customized reporting, data import/export, security, maintenance and support, capacity management and knowledge transfer	50%

Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Policy Advisor, a2i
Type of Contract to be Signed	☒ Contract for Institutional Services
Criteria for Contract Award	☒ Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) ☒ 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	Bidder must have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria: **Minimum Eligibility Criteria for the Firm:** • Business Licenses – valid trade license, TIN Certificate, VAT Registration Certificate, Certificate of Incorporation (if applicable) and latest income tax return certificate; • Company Profile, which should not exceed fifteen (15) pages including any printed brochure relevant to the services being procured; • Minimum 6 years of experience with Government of Bangladesh or any development partner. (Please provide work completion certificate to prove the experiences). • Must have practical experience of successful deployment of **Data Driven System Development (Data Warehouse, ETL, Data Acquisition, Data Visualization)**. Please provide work completion certificate and technical document (minimum 3 practical experience). **Minimum Eligibility Criteria for the Key personnel:** CVs of the Team leader and key team members containing their experiences on relevant issues must be submitted with detailed proposal. Beside that the evaluation team is expected to fulfil the following qualifications:

Key Position	No.	Required Minimum Qualification
Project Manager	01	• Minimum Bachelor's in CS/CSE/EEE/BBA or any relevant discipline from university.

			• Minimum 8 years professional experience in IT Industry. • Minimum 3 years' working experience in Data Driven System Development (Data Warehouse, ETL, Data Acquisition, Data Visualization).
	Sr.Software Engineer	02	• Minimum 5 years' experience in Solution Analysis, design, development and implementation for Web system using PHP, Python, RDBMS & NoSql. • Minimum B.Sc. in Computer Science/ICT or any relevant field.
	Software Engineer	02	• Minimum graduate in Computer Science and Engineering/ICT. • Must have minimum 03 years' experience in developing web applications.
	Data Visualization Expert	01	• Minimum B.Sc. in computer engineering/science/ mathematics /statistics or any relevant field. • Must have minimum 5 years' experience in Data Visualization.
	UI Designer:	01	• Minimum B.Sc. in computer engineering/science/ mathematics /statistics or any relevant field. • Must have minimum 5 years' experience in designing web applications.
	Data Science Engineer	01	• Minimum graduate in Computer Science and Engineering/ICT or any relevant field. • Must have minimum 5 years of experience in data science or related field.
	Documentation Expert	01	• Minimum graduate in Computer Science and Engineering/ICT or any relevant field. • Minimum 3 years' experience of working with enterprise software development team with the role of documenting requirements, SRS, DFD, ERD etc.
	Database Expert	01	• Minimum BSc in computer engineering or any relevant field. • Minimum 5 years' experience in Database design, development and administration using multiple Database including MySql/ ORACLE/ SQL Server.
	QA Engineer's	01	• Minimum graduate in Computer Science and Engineering or relevant subjects. • Minimum 3 years of experience in the sector of software testing and quality assurance
	ETL (Extract Transform and Load) Expert	01	• Minimum graduate in Computer Science and Engineering or relevant subjects.

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		• Minimum 3 years of experience in design, develop, test and implement ETL (Extract Transform and Load) packages
Infrastructure Engineer	01	• Minimum graduate in Computer Science and Engineering or relevant subjects. • Minimum 3 years of experience Develop and maintain infrastructure in cloud environments to power different standard networks ensuring the highest security standards and best-practices.
System Analyst and Designer	01	• Minimum graduate in Computer Science and Engineering or relevant subjects. • Minimum 5 years of experience in analysing complex business problems to be solved with automated systems
Security Engineer	01	• Minimum graduate in Computer Science and Engineering or relevant subjects. • Minimum 3 years of experience in the related field. • Minimum 1 experience in development and implementation of strategic improvements to security controls • Minimum 1 experience in Assessments of technology implementations against published standards • Minimum 1 experience in Identification and Reporting of security vulnerabilities in associated technologies

Note: Necessary document must be submitted to substantiate the above eligibility criteria. Consultancy firm that do not meet the above eligibility criteria shall not be considerate for further evaluation. The firm must provide CV's of all proposed personnel for the assignment, stating name, highest academic qualification, professional certification, length of experience, role/function or other related information.

Technical Proposal (70%)
☒ Expertise of the Firm
☒ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan
☒ Qualification of Key Personnel

Basis of Technical evaluation:

Criteria	Max. Points
Technical	

	1. Overall experience and Expertise of the organization/Firm	**15**
	1.1: Experience of developing Data Driven System Development (Data Warehouse, ETL, Data Acquisition, Data Visualization)	8
	1.2: Experience of working with similar technology mentioned in the ToR. - PHP 7.x (Open Source Development Framework Like Laravel) - Python3.x - R programme - Apache Spark - Apache pandas - RDBMS (MySQL/ PostgreSQL) - NoSql (Mongo/ neo4j) - Visualization tool Like Apache Superset, Arcgis	7
	2. Expertise of Key personnel	**20**
	2.1 Project Manager	3
	2.2 Sr.Software Engineer	2
	2.3 Software Engineer	2
	2.4 Data Visualization Expert	2
	2.5 UI Designer	1
	2.6 Data Science Engineer	2
	2.7 Documentation Expert	1
	2.8 Relevant experience of Database Expert	2
	2.9 QA Engineer's	1
	2.10 ETL (Extract Transform and Load) Expert	1
	2.11 Infrastructure Engineer	1
	2.12 System Analyst and Designer	1
	2.2 Security Engineer	1
	3. Methodology proposed in the technical proposal	**35**
	3.1: Overall understanding of the assignment & proposed solution-architecture	12
	3.2: Proposed work plan and timeline relevant to the assignment as per the Terms of Reference	10
	3.3: Technology Specification and Methodologies to be followed	6
	3.4: Handover of the total system procedure	4
	3.5: Risk Management & Overall flexibility	3

	Financial Proposal (30%) 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:	☒ One and only one Service Provider
Contract General Terms and Conditions	☒ General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP	☒ Form for Submission of Proposal (Annex 2) ☒ Detailed TOR (Annex-3) ☒ Written Self Declaration (Annex-4)
Contact Person for Inquiries (Written inquiries only)	bd.procurement@undp.org ***Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 12 October 2020.*** ***"Queries on RFP-BD-2020-032"*** 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.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL[1]

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery[2])

[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.*

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[1] *This serves as a guide to the Service Provider in preparing the Proposal.*

[2] *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***

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

*This shall be the basis of the payment tranches

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
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				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

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

<div align="right">**Annex-3**</div>

<div align="center">

Terms of Reference
For
Hiring a Firm for Design, Development and Implementation of COVID– 19 National Dashboard for Bangladesh

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A.   **Project Title: Aspire to Innovate (a2i)**

B.   **Project Description**

Aspire to Innovate (a2i), a whole-of-government programme of ICT Division, supported by Cabinet Division and UNDP, that catalyses citizen-friendly public service innovations, simplifying government and bringing it closer to people. It supports the government to be on the forefront of integrating new, whole-of-society approaches to achieve the society. The objective of the project is to increase transparency, improve governance, and reduce the time, difficulty and costs of obtaining government services for under-served communities of Bangladesh. This is to be achieved by the following major 3 components of the project:
Component 1: Institutionalizing Public Service Innovation and Improving Accountability
Component 2: Catalyzing Digital Financial Services and Fintech Innovations
Component 3: Incubating Private Sector-enabled Public Service Innovation

C.   **Scope of Services, Expected Outputs and Target Completion**

1. **Background of the work:**

Since the initial outbreak of COVID-19 the impacts of the pandemic are visible worldwide and the situation in Bangladesh is no different. The virus was confirmed to have spread to Bangladesh in March 2020. The first three known cases were reported on 8 March 2020 by the Ministry of Health, Institute of Epidemiology, Disease Control and Research, IEDCR. Since then, the pandemic has spread day by day over the whole nation and the number of affected people has been increasing in a progressive rate. The data driven intelligence decision making has made the firm way for the ministries and departments related to COVID-19 response to take decisions in a timely manner.

2. **Main Objectives of the assignment:**
There have been so many fragmented technological solutions developed by a2i in collaboration with DGHS and IEDCR to monitor nationwide COVID-19 scenario and take timely policy response & decisions by the policy makers. Main objective of the project is to compile the solutions in a single platform which will ease the accessibility for policy makers resulting timely decision making.

The platform framework needs to disseminate different information through the platforms towards a number of target audiences:
- •   Prime Minister Office,
- •   Members of Cabinet Division,
- •   Ministry of Health & Family Welfare,
- •   Directorate General of Health Services (DGHS),
- •   Institute of Epidemiology Disease Control and Research IEDCR

- • Divisional Administration,
- • District Administration,
- • Upazilla Administration
- • National and International epidemiologists and researchers.

3. **Scope of Work:** The scope of work is mentioned below:

Customized dashboard

Design and develop both operational and monitoring dashboards for different layers of users with configurable presentation and configurable layer definition. The systems shall have a role base dashboard, report modules, custom reporting, trending, data searching. Using this Dashboard, users can monitor the Data flow, current status of Datasets, analysis on current demand, analysis on available dataset etc.

Customized reporting

Design and develop functional and analytical reports based on due study on the user requirements. System should have a customized user reporting tool. By using this tool, user can prepare report according to their need based on available dataset at integrated monitoring platform.

Data analytics and visualization

The system must have capability to integrate with data visualization Tools and Business Analysis Tools that turns data into decision. Platform should provide predictive and prescriptive analytics support for relevant datasets so that visitors like academicians, researchers can take decision by applying Data Analysis using dataset.

Data Acquisition Management

The systems should have a data acquisition process management. Different data source needs to integrate in the dashboard platform from a single point of access.

User management Module

In user management module, system administrator can assign or give access to permission to respective user on particular activities.

Data Import/Export

Provide Data Import/Export facility by UI and ensure data portability if necessary. Easy downloading of charts and graphs in different formats.

Maintenance and Support:

Some important maintenance and support services are listed below:

- • Continuous health check of Database, tuning database, tuning codes & queries and mitigating the issues.
- • Recording, managing reporting issues and user level application related technical problems received through the method prescribed by a2i, develop and deploy necessary solutions.
- • Updating training manual, adjusting the changes in the system.
- • Fixing all bugs in the system irrespective of its nature and complexities.
- • Fixing Authentic Data entered into system following structured authorization system
- • Continuous support in data exchange to the system by the various user groups.

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Change Management and Version Control:

Some important change management and version Control services are listed below :

- Vendor must ensure that all sources are maintained through market leading source repository solution (Ex: Bit Bucket, GitHUB etc).
- The source repository must be regularly used for controlling file and history changes.
- Solution must be upgraded to a new version by fixing bugs, optimizing algorithms and adding extra functions.
- Production instances should get updates, should get source directly from repository instead of regular file copy source upload.
- Adjust and update system in compliance with any Security test, Load Test or IT Audit conducted by the client.
- Incorporating and streamlining the system in compliance with updated versions of development tools/language/Database and ensure availability of APIs as required for integration with other services.
- Ensure all levels of testing prior to execute changes in production environment.

Post-Hosting and Sizing Support:

Some important post-hosting and sizing support are listed below :

- Regular database tuning and application configuration support to hosted environment.
- On-demand accountable consultancy support to Data Center in terms of Data Backup Scheduling, Back-end service execution, Server Configuration for Database/Application/Load Balancing.
- Providing active and operation support to Data Center in application/Database.
- Regular database tuning and application configuration support to hosted environment.
- On-demand accountable consultancy support to Data Center in terms of Data Backup Scheduling, Back-end service execution, Server Configuration for Database/Application

Capacity Management and Knowledge Transfer:

Some important capacity management and knowledge transfer are listed below :

- Facilitating monthly workshops with client team for knowledge transfer.
- Provide technical consultancy to the client for operational management during implementation.
- On-demand facilitation of system update information to client as mini-training session (Quarterly and/or in case of major changes executed)
- Provide continuous authentic access to client experts to source code and documents. Share source code, data structure, technical documents and all other design documents with a2i.
- Vendor Company will provide Technical Training to 5 Technical/Semi-Technical Persons nominated by a2i for configuring and managing the technology, another training for 20 users will also have be conducted by the vendor covering operational use of the system.
- Vendor company will develop Technical Training Manual, User Training Manual, Hosting Specification Document, Implementation Plan, SRS, Data Dictionary, Class Diagram, Process Flow Diagram and other necessary documents and will open those to a2i during the

contracted period and will finally handover all those along with accepted version of source code to a2i after before expiree of the contract.

Security:

The vendor should follow any of the industry standard secure development methodology such as Comprehensive Lightweight Application Security Process (CLASP) by OWASP etc.

The vendor should consider common vulnerabilities such as SQL Injection, Cross Site Scripting (XSS) etc.

Vendor will undertake responsibility for Input Validation Controls, Authorization/Authentication Control and other security controls in place in both test and production environment of application.

The following vulnerabilities must be checked and ensured security from the beginning:

a) Cross Site Request Forgery (CRSF)
b) Cross Site Scripting (XSS)
c) Session hi-jacking
d) Session Fixation
e) SQL Injection
f) Input Validation/Filtering
g) Output Escaping
h) Code Injection
i) Secure File Access

4. **Technology Requirements**
   - PHP 7.x (Open Source Development Framework Like Laravel)
   - Python3.x
   - R programme
   - Apache Spark
   - Apache pandas
   - RDBMS (MySQL/ PostgreSQL)
   - NoSql (Mongo/ neo4j)
   - Visualization tool Like Apache Superset, Arcgis

5. **Institutional Arrangement**
   The work will be closely overseen by Chief Technology Officer (Technology), a2i.

6. **Duration of the Work**
   Total Duration of the assignment is 4 Months.

7. **Deliverables:**
   As per RFP Document

8. **Supervision and Performance Evaluation:**
   The vendor will be working closely with the Technology Team of Aspire to Innovate (a2i) Project. The Team Leader of Technology Team will be responsible to review and approve the performance/activities.

9. **Location of Work:** Bangladesh.

10. Minimum Eligibility Criteria and Team Composition:

This is a national project with utmost importance towards the digital Bangladesh goal so the bidder must prove that they have solid technical background and operational strength to undertake and take this work forward without any hindrances. Bidder must also have adequate technical ability, resources, human resources and processes. As such, following are defined as minimum eligibility criteria:

<div align="center">As per RFP Document</div>

11. Evaluation Criteria:

The evaluation process of selecting a firm will be based on technical (70) and financial (30) points. The technical criteria are as follows;

<div align="center">As per RFP Document</div>

12. Payment Schedule:

<div align="center">As per RFP Document</div>

Annex-4

Declaration

Date:

United Nations Development Programme
UNDP Registry, IDB Bhaban, Agargaon
Sher-E-Bangla Nagar, Dhaka, Bangladesh

Assignment **_____**

Reference: RFP-BD-2020-032

Dear Sir,
I declare that …………………………………………………………………. is not in the UN Security Council 1267/1989
List, UN Procurement Division List or Other UN Ineligibility List.

Yours Sincerely,