	UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference for a Firm/Organization on Asset Management System for GSA, Ministries,

Background:

As part of the COVID-19 response in Liberia, UNDP has been supporting the National Response, including through providing essential PPEs and conducting public awareness relating to the COVID-19 and funding for the End-to End Solution Tech used by the Ministry of Health on Pandemic . This assignment is to support the design and implement systems for full compliance of administrative management and inventory ensuring that proper asset management is performed in adherence to Government of Liberia Management rules, regulations, policies and strategies and that inventory procedures are complied with at all Government institutions in Liberia.

Objectives of the assignment will be as follows:
- Review of current system in place for asset management
- Designing of Asset Management system
- Conduct training for GSA, Ministries, Agencies and Commissions on the user of the software.
- Conduct hands on training for key staff on the maintenance and upgrading of the system

Scope of work and tasks
Under the overall guidance and management of the Deputy Resident Representative for Programme and the Inclusive Governance team of UNDP, the selected Firm will perform the following tasks:

Designing of Asset Management system:

- Design and built a software that will be user friendly and used by all Government entities
- Conduct an internal review of GSA's assets management tracking system and
- Build an asset management system that will be user friendly and aligned to the Government of Liberia Asset management, procedures, rules, regulations, policies and strategies.
- Support GSA set up and introduce thresholds for assets and inventory, building up from existing structures.
- Training all key staff of GSA, Ministries, Agencies and Commission and other relevant staff-on Management, tracking and reporting of asset management and inventory systems control in the leeward counties

- Ensure tracking of all equipment and materials provided to GSA from Donors and Partners are fully tracked.
- Assets in the Counties and other offices are controlled and tracked from a central system at GSA.
- Design, implement, and monitor assets management procedures at GSA and in the 15 Counties
- Develop a system that will manage the process of receiving, inspecting and verification of all incoming equipment, furniture and supplies and scheduling deliveries to users.
- Manage process of Tagging. barcoding of all furniture/equipment upon receipt from the supplier. Update non- expendable property inventory record and track movement.
- Manage entering of records in the asset control database (system)
- The system should be a web-based application
- The system should have mobile platform specifically Android App that will be on playstore

Asset Disposal Management
- Manage process of physical assets disposal, in keeping with international standards and Government rules on asset disposal
- Review of assets and recommendation of physical assets for disposal.
- Provide training and insight on asset disposal

Inventory Management & Control

- Build a strong inventory management system at the GSA provide training to key staff
- Introduce an inventory count and provide training on the inventory management and accounting system
- Ensure and provide capacity building on the annual physical inventory verification exercise to ensure accuracy of records and location of property.
- Ensure that managers sign off on the physical count and correctness of the inventory system database.
- Oversee the preparation, certification, and timely submission of inventory reports to the GSA on a bi-annual basis.
- Identification of problem areas in the inventory system, input and conversion of data entered the system and maintenance of the system and corrective actions taken to ensure reliability of information retrieved from the system.
- Ensure an Inventory disposal process in instituted and action taken to dispose all damaged and inventory beyond their useful lifespan.
- Review and make recommendations for streamlining and improving asset & inventory management ensuring that improvements are implemented and evaluating the effectiveness of such changes.

Task 1: Designing of Asset Management system:

Review of current system in place on asset management

Carryout a thorough desk review of existing and past system used by GSA in asset management.

Designing of Asset Management system

This system should be user friendly and used by GSA, Ministries, Agencies and Commissions and GOL's offices in the leeward counties. The Trademark/ownership of this software will be the property of GSA/ Government of Liberia.

Conduct training for GSA, Ministries, Agencies and Commissions on the user of the software

A complete roll-out of this software will be done as part the capacity development for all Asset focal persons in the Leeward counties in order to have the skills in navigating the software.

Conduct hands on training for key staff on the maintenance and upgrading of the system

Hands-on training that will be conducted for three persons from GSA and MACs that will lead on all |Asset related activities at these institutions.

Deliverables:

1. Expected Results		
S/N	Key Milestones/Deliverables	Indicative Deadline
1.	Requirement Gathering and Business Process Analysis	To be determined
2.	Application & Database Design and Development	To be determined
3.	Hosting - Server/Cloud-based Application Development	To be determined
4.	Training and Capacity Development	To be determined
5.	Roll out and Deployment	To be determined

Selection, Qualification, and functional requirements:
The Firms must be registered, based in Liberia and already doing similar work.

Selected organization/company MUST have at least 10 years of experience in developing National Systems. The firm MUST have developed at least one system that is being used at the National Level in Liberia or being implemented in Africa, including epidemiological intervention etc. Firm must have the minimum of 10 employees with experience in supporting the key staff in implementing the project

Team Composition:

Detail requirements per position:
Team Leader:

- Master's degree in computer science/Engineering
- Advanced Diploma in system design/application.
- Background in Web-based management System/System Architect
- Experience in Software/system design for other Institutions in Liberia and/or abroad;
- Experience in IT Solutions and Architectural design [IT related]
- 15 Years year work experience software application.
- Experience in leading the deployment of National Systems

Technical Lead:

- BSc Computer Science.
- Advanced Diploma in system design/application.
- Experience in system design and analysis;
- Experience in system application Design and Development
- Experience in Mobile Application Development
- Experience System Development/UX/UI;
- 10 years of work experience.

Software Developer:

- BSc Computer Science.
- Experience in development system in php, asp.net, mysql, MSSQL
- Experience with using latest software development stack
- Experience in system application Design and Development
- Experience in Mobile Application Development
- Experience System Development/UX/UI;
- 10 years of work experience.

Submission of package:

- Cover letter.
- Technical proposal detailing the following
    1. Understanding of the TOR
    2. Methodology in implementation
    3. Project Management Plan
    4. Data Migration Approach

5. System Architecture
6. Hardware Specifications
7. Data Specifications
8. Security and Controls
9. User Interface
10. System Operations and Maintenance

- CVs of key personnel that will be working on the project
- Must have developed system that requires more than 10,000 concurrent users
- MUST have developed and deployed system accessible in the 15 counties
- Attach proof of previous work in Liberia or West Africa
- Financial proposal. The financial proposal shall specify a total lump sum amount per each deliverable, including professional fees and any other cost associated with the implementation of the activity and other competencies of the Firm/Organization.
- Audited financial statement for last three years

Performance evaluation:

The firm's performance will be evaluated based on: i) timeliness; ii) responsibility; iii) initiatives; iv) Communication; v) accuracy; and vi) quality of the products delivered.

The assignment is expected to cover a period of 2 MONTHS

Staff	Comment
Team Leader	Direct presence during the design and implementation stages.
Technical Lead	Direct sight supervisor other assigned for this assignment
Software Developer	