REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: November 12, 2020
	REFERENCE: UNDP-SYR-RFP-093-20

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Provision of Design, develop and publish Charity Resource Planning System (CRPS).**

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

If you are interested in submitting a Bid in response to this RFP, please prepare your Bid in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Bids set out in the system.

In case your company is not registered in the E-Tendering Module, please use the following temporary username and password to register your company/firm:
Username: event.guest
Password: why2change

Bidders who will be registered on the e-tendering will be able to download the complete bidding documents from the e-tendering website at: https://etendering.partneragencies.org

"Bidders can download the complete tender documentation from the e-Tendering upon registration".
You may acknowledge receipt of this RFP utilize the "Accept Invitation" function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

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 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-we-buy.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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,
Hanan Al Ali
Head of Procurement Unit
11/12/2020

Description of Requirements

Context of the Requirement	Provision of design, develop and publish Charity Resource Planning System (CRPS)
Implementing Partner of UNDP	Beneficiaries: Civil Organization in Damascus Union of Charities and its member NGOs as well as supporting integration and service-orientation among those NGOs.
Brief Description of the Required Services	To provide analyzing, designing and developing a web-based and mobile application for Charity Resource Planning System.
Person to Supervise the Work/Performance of the Service Provider	UNDP Syria Co- NGOs Capacity Development & Liaison Team.
Frequency of Reporting	As mentioned in the TOR
Progress Reporting Requirements	As mentioned in the TOR
Location of work	As mentioned in the TOR
Expected duration of work	7 months
Start date	Date of signature of the contract with the selected qualified service provider.
Duration of Contract	7 months
Travels Expected	N/A
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	☒ Required
Names and curriculum vitae of individuals who will be involved in completing the services	☒ Required as in the TOR
Currency of Proposal	☒ United States Dollars or Syrian Pounds.
Value Added Tax on Price Proposal	☒ must be exclusive 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	The payments shall be in one installment upon completion of the requirement service: Payment will be released when 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.
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP, NGO Capacity Development & Liaison Analyst
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	**Technical Proposal (70%)** ☒ Expertise of Institute/Organization Submitting Proposal: 30% ☒ Proposed Methodology, Approach and Implementation Plan: 40% ☒ Management Structure, Key Personnel, and the CVs: 30% Kindly refer to below detailed evaluation tables in the TOR. **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.
Type of Contract to be Signed	☒ Contract Face Sheet for Services - UNDP.
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 1) ☒ Detailed TOR (Annex 2) ☒ Financial Proposal Form (Annex 3)
Contact Person for Inquiries (Written inquiries only)	*Walid Okla* *Procurement Associate* walid.okla@undp.org 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.
Deadline for the Submission of proposals	**Thursday; 26 November 2020, on or before 15:00 PM Damascus time**. **Notes:** 1. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system. 2. Submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
Required documents to be attached	☒ Company Profile, which should not exceed fifteen (15) pages. ☒ Certificate of Registration of the business in Syria or valid license, for performing the consultancy service in the software development work in Syria. ☒ List of qualified and specialized key personal who are working in the entity/company and will be involved during the executing of the contract. ☒ List and value of similar contracts performed with similar nature and complexity, plus client's contact details who may be contacted for further information on those contracts. ☒ CVs of Project Manager, System Analysts, Developers and other key personnel to be engaged in contract implementation. ☒ A proof letter confirms to provide free support for a period of 1 year from the time of acceptance of the software (Warranty support), and availability to make minor changes as well as to fix the bugs, if any During the warranty period.

Annex 1

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.Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
> d) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
> e) *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.*
> f) *Performance evaluation with satisfactory record from sponsor of previous workshops or technical reports from these workshops; materials and samples from previous activities.*
> g) *Copy of previous contracts or letters of recommendation.*

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.*
> *A detailed Work Plan and Approach shall be submitted as part of the proposed methodology.*

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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

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.*

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

<u>Terms of Reference (TOR)</u>

Provision of Design, develop and publish Charity Resource Planning System (CRPS)

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1- Background Introduction

In the framework of UNDP's strategy for developing capacities of civil organizations, a dedicated project with main objective of supporting capacities of Damascus Union of Charities and its member NGOs as well as supporting integration and service-orientation among those NGOs.

As a result of capacity needs assessment convened during the first phase of the project, it was noted that there are many NGOs working with similar mandates, yet there is no standard operations nor integration or proper deployment of ICT, which proven to increase effectiveness and efficiency of the NGOs operation, which ends up in serving more beneficiaries with less duplications and more meaningful coordination.

Against this background, UNDP is seeking services of a specialized ICT company to be contracted to design, develop, and deploy a CRPS (Charity Resources Planning System) as follows.

The Charity Resource Planning System (CRPS)

In order to improve the NGOs communication with the beneficiaries and to enhance their performance, UNDP Syria is planning to develop an online system to empower the beneficiaries and allow them to submit their requests online. A request by beneficiary is an expression of a needed service or item, according to the type of the request the system will forward it to the available service providers (whether

the service provider will be the NGO itself or contracted organizations or individuals such as hospital, doctors, laboratories, products providers, pharmacies, etc..).

Why the Charity Resource Planning System is required?

According to a big demand required by the beneficiaries against a limited available resources at the NGOs, as well as, the poor communication between the NGOs between each other and with the service providers, it is very helpful to have a shared place to manage fairly the providing of available resources between the beneficiaries.

- An effective system draws attention to the huge demand of service/items that needed more support
- An information system will save resources by preventing of getting the same service/item from many NGOs or service providers
- The system will allow to hear from the beneficiaries their dissatisfaction about the provided services or items, which will be used to improve the performance of the civic sector organizations

1. **Overall Objectives**

Analyzing, designing and developing a web-based and mobile application for Charity Resource Planning System

2. **Scope of services (Deliverables)**

In order to achieve the stated objective, the winning vendor will have the following responsibilities:

- Analyze the full business requirements of the CRPS, prepare a comprehensive analysis document and prototype
- Design the web pages and mobile application interfaces of the CRPS web-based in a full compatibility with the new design trend standards, as well as, the corporate identity of UNDP
- Develop the CRPS web-based system and the Android and iphone mobile applications according to the specifications stated in the approved business analysis document
- Deploy the CRPS system on the agreed servers, domain name and mobile application stores
- Provide all needed technical and operational guide related to the developed system and three months operational and technical training for the union and the membered NGOs staff
- Provide test plan, detailed test cases, and final test report upon delivering the system
- Provide the needed training with supporting user guides to master trainers or users of the system

- Provide the source code of the developed system and all used libraries with a full technical developer guide
- Provide one year maintenance and upgrade service to the published system

Functional Requirements

FR1: allow new users to register on the system

FR2: the system performs a user validation by sending out automated SMS code to be interred in the registration session to validated users

FR3: allow all registered users to fill a request of service or item

FR4: the sign-up form must use captcha human checking

FR5: allow the system admin to manage the following:

- NGOs and service providers
- Submitted requests by users
- Administration of the system lists, data fields of request form
- Administration of the system content pages (about, FAQ, contacts, news, ..)
- Managing the submitted complain and filtering by a specific service provider or service/item, with the ability to write a response to the user
- Dynamic dashboard charts and reports

FR6: the system must allow for automated SMSs for requests status updates, delivery the service/item, news and announcements

FR7: the system must allow the users to search on their requests by request_number

FR8: Allow the user to rate a NGO / service provider

FR9: the registered users should be able to edit their profile details

FR10: the system must allow the registered users to reset their password

FR11: the system should have an automated workflow for requests management

FR12: the system must have the following features:

- Mobile application works on Android and iPhone devices, for the beneficiaries by which they can do all the functionalities from the web (browse the available service providers' services and items, submit a request, follow the status of the request, rating, and edit profile)
- Ability to track each request with a unique identification tag (Request#)
- Ability to track request history and resolutions in one request

- Ability to assign a request to NGO, service provider organiztion or individual in a defined workflow with multi levels approval
- Ability to track status and assignment changes for a request
- Ability to track time associated with work on a specific request
- Ability to import data from 3rd party source
- Ability to export data in a variety formats data files and csv excel

FR13: the system should allow the service provider admin to manage the following:

- The provided services/items
- Edit the profile of the account
- Edit the content of the service provider's page on the system

FR14: the system should allow the NGO admin to manage the following

- The provided services/items
- The beneficiary's details with the ability to import these data from csv files, or 3rd party system
- The financial and accounting data of the NGO
- Edit the content of the NGO page on the system as well as the contact details

FR15: allow the users to submit a complain that will appear on a specific page at the system admin

FR16: the system shouldn't include any library that needs a license renew in the future

FR17: the system should be fully integrated

FR18: the system should use the UTF-8 coding system

Non-Functional Requirements:

NFR1: Performance:

- Support advance cashing for navigation
- Support page cashing
- Since, bandwidth of the network through which the application is going to be used is low; the system developed must run optimally (page load time below 30 seconds) on a PC connected to a network with minimum network bandwidth of 56 kbps. The system including the database must provide at least 100 concurrent accesses.

NFR2: Security:

The software must have standard security features inbuilt so that the software has all the checks and balances to ensure integrity of data and the software does not have any flaws or bugs which

inadvertently or by design, permit the users to tamper, alter or modify any data without the appropriate permissions. The software should provide highest degree of security in the architecture. The vendor must suggest a suitable security component required in software. In case of any failure, vendor shall be liable for penalty. The following are some of the security issues, but not limited to, which must be addressed in the proposal.

- The system should comply information security standards adopted in the Syria, the information security, integrity and confidentiality are the major concerns of the system
- The system would ensure that the users follow login procedures, support the Captcha and mobile verification
- The system would ensure the granular privileges of the different types of users and support login history
- The access to the database should be based on the user roles of the organization.
- SSL Certificate should be installed.

NF3: Browser Compatibility:

- The system developed must be compatible with and well rendered in Microsoft Internet Explorer 11 and above, Mozilla Firefox 50.0 and above, Google Chrome 55.0 and above, and safari.
- The system must run on any screen sizes. Using modern UI frameworks for responsive design is high requested.

NF4: user friendly interfaces, scalability, reliability, recoverability, maintainability, usability

Technical Specifications:

- Commitment to comply with international standards in web and native mobile application development
- Using latest web and mobile application features and technics
- Support web-oriented architecture
- Good and attractive visual design
- A preliminary prototype should be provided for approval or updating
- Provide simple and flexible administration panel
- The reporting will have to be done graphically as well as in text/tabular form. The system will have a customized Query Builder feature. In every report there must be facility to generate the report as MS Excel Sheet, or as HTML format

- Using the opensource technology for Database engine and web programming language is recommended

Hosting Requirements

The vendor should provide the needed technical support to deploy the web-based system on the servers of NANS (National Agency for Network Services) or other professional and reliable hosting company in Syria, as well as, the publishing of mobile application on App store and Google Play store, in full cooperation with the technical responsible from UNDP.

Training of Master Trainers/ Users

The vendor must provide comprehensive training to Master Trainers in the operation of the developed information system and applications and provide them with all needed user guides of the developed system.

3. Methodology

The vendor must implement the system using the Agile methodology and will work directly with NGOs Capacity Development team at UNDP, and the Union of charities will secure access and facilitate all needed meetings and brainstorming sessions with concerned NGOs staff.

Modular based approach based on prototyping model must be used for the design and development of the system.

I. The Vendor will initially carry out a detailed requirement study including Process Re-engineering wherever possible, which will result in formulation of a Software Requirement Specification (SRS) document, Software Design document and associated AS-IS and TO-BE workflows.

II. On acceptance of SRS, workflows and Design document by the UNDP, the vendor will develop and present a nonfunctional prototype (HTML, CSS prototype) of the system to the UNDP and Union and obtain approval for each module. This will help in better user acceptance of the system.

III. The vendor should propose a suitable method for transfer of knowledge to the ICT personnel of the Union for the sustainability of the system.

IV. After the development is over, the developed software will be first tested in the premises of the vendor by the testers from vendor's side. Any bugs reported will be asked to fix.

V. The bugs are classified into two categories: Critical and NonCritical.

    a. The Critical bugs are those which freeze the system and the normal functioning of procuring agency or any other Agency is affected by the system's malfunction. Otherwise,

it will be NonCritical. The vendor must give immediate attention to the Critical bugs and attend to them within 24 hours of receiving the complaint from the user in any form of media. The critical bugs must be fixed within 5 working days. However, in some exceptional cases, the vendor may negotiate for time extension if acceptable to the UNDP.

  b. The Non-critical bugs should be fixed within two weeks.

VI. The final testing of the software package with sample test data will be done at the premises of UNDP and Union. After the user acceptance test succeeds, the software will be deployed for live operation.

4. Warranty, Support, Maintenance & Change Management

- The vendor must provide free support for a period of 1 year from the time of acceptance of the software by UNDP (Warranty support).
- During the above-mentioned warranty period, the vendor will be responsible for making minor changes as well as to fix the bugs, if any.
- For the major changes, a separate change management contract will be agreed and signed between the UNDP and the vendor.

5. Backup and Recovery

The vendor is requested to coordinate with the hosting company to schedule a hot backup of database on a daily basis.

The problems other than hardware failure will be addressed by the vendor under warranty support for first 1 year from the user acceptance.

The vendor will also provide adequate training to the System Administrator from the Union so that routine checks and basic recovery can be handled inhouse. In addition, the vendor must address the following during the warranty period:

I. The backup of the database should be taken on daily and/or weekly incremental basis.

II. Full back up of relational database and source code files should be taken on monthly basis whenever changes take place.

III. A full (cold) backup should always be kept in a safe location.

6. Duration of the contract and milestones

The duration of the contract will last for 7 months, according to the following milestones:

Stage	Duration
System Analysis and Prototype	1 month
Development of the web-based system and the mobile applications	5 months
Acceptance test	1 week
Prepare final versions	1 week
Deployment, publishing, operation test and delivering the source code with technical and users guides	2 weeks
Warranty	1 year

7. Minimum Requirements Form Bidder:

The bidder desirous of quoting for the work should satisfy the following minimum requirements:

I. The bidder should have the valid license for performing the consultancy service in the software development work in Syria.

II. The bidder should have adequate technical manpower to carry out the project and complete it on time. All the professionals should be employed on full time basis and their responsibilities delegated based on the standard software development team

III. The bidder can collaborate and partner with the foreign firms, but presence of local manpower is necessary to build up the capacity and competitiveness of the local firm to provide Maintenance support to the system as and when required.

IV. There must be at least 1 full time National Project Manager with sound technical knowledge of IT Project Management, 1 National Senior System Analysts with sound knowledge of System and Database Architecture and Design and 2 National Senior Developers having thorough knowledge on recent IT technologies. UNDP will monitor and verify them through CV and in person.

V. The Project Manager, System Analysts, Developers or any other technical member of the team must be involved in the project full time and shouldn't leave until the system is accepted by UNDP, unless under unavoidable circumstances whereby permission to replace a particular resource may be sought in written form, from UNDP on a condition that there would not be a major impact on the project. Thus, it is advisable for the bidder to have a bond signed with the personnel involved in the project at least for the period of the execution of the project.

The proposals which do not meet above conditions will not be evaluated. The verification of these minimum requirements may involve visits of the UN

8- Technical Evaluation Scoring:

	Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable
1.	Expertise of Firm / Organization	30%	300
2.	Proposed Methodology, Approach and Implementation Plan	40%	400
3.	Management Structure and Key Personnel	30%	300
	Total		**1000**

Technical Proposal Evaluation Form 1		**Points obtainable**
Expertise of the Firm/Organization		
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - project management controls	70
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.)	30
1.4	Quality assurance procedures, warranty	25
1.5	Relevance of: - Specialised Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	125
Total Part 1		**300**

Technical Proposal Evaluation Form 2		Points Obtainable
	Proposed Methodology, Approach and Implementation Plan	
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	10
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	130
	Total Part 2	**400**

Technical Proposal Evaluation Form 3				Points Obtainable
Management Structure and Key Personnel				
3.1	Project manager			70
			Sub-Score	
	General Qualification		50	
	Suitability for the Project			
	At least 3 years of Hands on experience in similar projects	15		
	- Certified in MSP or Prince II or alike	10		
	- at least 5 years of Professional Experience in Information Technology domains	15		
	- Relevance of at least 2 previously managed projects to this project to the satisfaction of the requesting agency (2 reference letters and contacts are required)	10		
	- Language Qualifications		20	
			70	
3.2	**Senior System Analyst**			70
			Sub-Score	
	General Qualification		60	
	Suitability for the Project			
	- Bachelor's degree in information Technology or relevant specialties	10		
	- At least 5 Years relevant experience in the Data base architecture and Design	35		
	- 3 years of proven relevant experience in similar projects (2 references are requested)	15		
	- Language Qualifications		10	
			70	
3.3	**2 Senior Developers:**			160
			Sub-Score	
	General Qualification		140	
	Suitability for the Project			
	Bachelor's degree in information management technology or relevant	20		
		20		
	5 years of relevant experience in the field of the project	30		
		30		

Previous experience in working with NGOs	(20+20)		
- Language Qualification		20	
		160	
Total Part 3			**300**

Annex (3):

Financial Proposal Form

The Proposer is required to prepare the Financial Proposal in an envelope separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

a) Price Schedule:

Training	# of Units A	Unit Cost B	Total C = A * B
Design, develop and publish Charity Resource Planning System (CRPS)	1		

b) Cost Breakdown of Unit cost mentioned in above table in (B):

Details of costs	Unit	# of Units	Unit Cost	Total
cost of one National Project Manager per day	Day			
Cost of one National Senior System Analysts per day	Day			
Cost of 2 National Senior Developers per day	Lump Sum			
Admin cost	Lump Sum			
Other costs if needed, please specify	Lump Sum			