

STATEMENT OF WORK

Capacity Building for Data and Information Management

BACKGROUND:

CFET is a for profit consulting firm created in October 1988 and incorporated in 2007. CFET has less than 16 permanent hires, and contracts with consultants to complement its staffing. The organization has private sector, US and Haitian government clients

In May 2018, an organizational and financial assessment was conducted to identify the strengths and weaknesses of CFET. A Performance Solution Package for CFET's reinforcement was developed as a result. Designing and implementing a "Knowledge management" mechanism was among the proposed solution for CFET reinforcement.

PURPOSE OF THE CONSULTATION:

The purpose of this SOW is to identify a consultant/expert in Data and Information Management to work with CFET in designing and developing a knowledge management system that can grow with the company. The Consultant provide a series of "train-the-trainer" sessions to allow CFET to roll out the new data and information management system.

TASKS TO BE PERFORMED:

The consultant is expected to perform the following tasks:

- Prepare a landscape analysis and inventory of CFET's current data management system.
- Perform interviews with all CFET core staff including its board members to gain an understanding of the data sharing and management system in place also capturing their thoughts on needs going forward.
- Define a nomenclature and file management structure best suited for the organization today and as it grows.
- Propose a Data and Information Management Solution to include: the file management structure, standard naming convention (nomenclature), documented policy -- including regular file backups (user-side and server-side).
- Once solution is approved, work with the IT Specialist in installing and implementing the solution.
- Train CFET staff on how to use new solution and conventions.

DELIVERABLES:

- Weekly status reports
- Presentation on Data and Information management system solution
- Implementation and training calendar
- In-brief and out-brief with Management Team

REQUIRED QUALIFICATIONS:

Functional Competencies:

- Bachelor's degree in computer sciences, ICT or other related field (Computer/Data processing specialization preferred);

- A minimum of 5 years relevant work experience in the area of computer sciences, development of Management Information Systems (MIS) for public and/or business administration;
- Fluency in written and spoken French or English, preferably French
- Ability to manage relationships with a diverse range of stakeholders and incorporate diverse points of view;
- Strong analytical capacities and strong ability to communicate and summarize this analysis in writing.

Core Competencies:

- Strong customer service skills;
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Ability to interact with client board, management and staff;
- Ability to work on multiple tasks at one time;
- Knowledge of usability testing and accessibility issues; and
- Quality assurance skills and ability to troubleshoot problems.

LEVEL OF EFFORT

15 days

- 3 days – Preliminary work to determine solution
- 2 days – Design and propose a solution
- 10 days –Solution Development, Implementation, installation and staff training

REPORTING STRUCTURE

The Consultant will report to the Executive Director of CFET

Interested candidates are invited to send the complete proposal at the following email address:

administration@cfetsa.com.

MATURITY DATE : August 26th , 2019

ANNEXES TO THE CALL FOR TENDER FOR DATA AND INFORMATION MANAGEMENT

A. TECHNICAL OFFER

1. Submission letter

To respond to this tender, the requirement is made to write a submission letter accompanying the technical and financial proposals. The model below is selected as part of this offer:

Port-au-Prince, on

To the attention of.....
.....

Subject: Submission to the call for tenders

(Title),

I, (Name of the tenderer) identified as number....., patented as number, attest that I have read the terms of reference for this consultation and would like to submit hereby my service proposal.

In case of acceptance of my application, I am committed to respecting scrupulously the service proposals in my technical offer and in my accompanying financial offer, proposals made in response to the needs clearly stated in the call for tender, and that, for the whole duration of the mandate.

I remain at your disposal for any further information and please accept, Madam / Sir, my best regards.

----- (Tenderer's name)
.....Email
.....Phone

2. References of the Tenderer

The tenderer must provide relevant professional references relating to other similar mission. This form can be used in multiple copies, to submit references.

Professional Credentials Form	
Mission	
Approximate value in Gourdes of the contract	
Country where mission was conducted, location and duration	
Name and address of the contracting organization	
Name of the main Consultant (if different from the Consultant tenderer, specify)	
Total of professional staff that contributed to the mission, if applicable	
Starting date and completion date of the works	
Description of the characteristics of the mission and tasks executed: All information that can attest the professional expertise which is sought	
<p>Certificate I, the undersigned, Mr. or Mrs. certify, in all conscience, that the above information accurately reflects my situation, my qualifications and my experience. I understand that any willful misstatement may result in my exclusion, or my dismissal if I was hired. Date: Signature of Tenderer Month / Day / Year</p>	

3. Comments and suggestions

In this section, the tenderer is invited to produce their remarks about the terms of reference and to inform the company about their needs in terms of equipment and structures necessary to achieve their tasks.

4. Proposed Methodology

The applicant must submit a detailed proposal of the methodology deemed appropriate for the Data and Information Management.

They must indicate how they intend to achieve the objectives of the research, design of services, the methodology for carrying out the activities and obtaining the detailed deliverables. They must highlight the problems, constraints and or risks, in order of importance and explain the technical design and solutions envisaged.

5. Composition of the team (if applicable) and responsibilities of members

The tenderer must specify the team composition as well as the responsibilities of the members, if they intend to involve third parties in the performance of tasks:

Composition of the team			
	Key-Expert research leader		
	Technical team and support		
	Names and Surnames	Qualifications	Tasks to be performed
1			
2			
3			
4			
5			

The CVs of the other team members must also be annexed to the technical offer.

Here is the CV template selected as part of this submission, it must be respected by both the tenderer and the other members:

1. Position
2. Name of the Tenderer
3. Nationality
4. Education
5. University studies
6. Institutions attended
7. Diplomas obtained and dates
8. Membership in professional associations / groups
9. Other training
10. Country in which the tenderer worked
11. Languages: Level of knowledge, spoken, read and write
12. Tenderer's Professional Experience

Indicate in chronological order: the current position to date, the jobs held, the employer's name and position held (or consultation carried out)

Since (year) _____ until (year) _____

Employer: _____

Position: _____

Please note: The requirement is made to attach to the resume a certified copy of an identity document, a copy of the consultant certificate.

6. Workplan

In the work plan, the Tenderer demonstrates their perfect understanding of the terms of reference and present the different activities related to the research, their nature and duration, highlighting the interrelationships and also mentioning a list of documents to be submitted at the end of the mission. These activities must also be presented chronologically; preference is given to the Gantt chart format, as the following example:

		Day/week									
Activities		1	2	3	4	5	6	7	8	9	10
1	task 1										
3	task 2										
4	task 3										
5	task 4										
6 Task.										

7. Guarantees

The company reserves the right to seek certain guarantees if any; depending on the agreement between the two parties for the service.

B. FINANCIAL OFFER

1. Summary of costs

The financial offer must include all costs that will generate the achievement of the mission, in terms of logistics costs, remuneration, various communication costs etc. The following chart shows a probable range of costs, which can of course be adjusted by the tenderer, depending on the list of activities and the proposed methodology.

Summary of costs			
	Unit price	Amount	Total amount in Gourdes
Breakdown of remuneration per activity	(Honorary per day in gourdes)	To be defined	

Cost breakdown by activity			
Refundable expenses by activity			
Other expenses (Specify list)			
Refundable fees (if applicable)			

Tenderer's signature:

Address:

2. Payment terms

Payment for the execution of this mandate will be based on the following terms:

- 30% upon signing the contract
- 30% upon receipt of the first draft of the research report
- 40% upon acceptance of the final report

If there is a prevision for reimbursable expenses, expense receipts must be attached to the invoice prepared for the company's attention.

Reimbursement shall take place only up to the maximum amount stated in the contract.

3. Contract model

Company.....

Company address.....

Port-au-Prince, HAITI

SERVICE CONTRACT

CONSULTANT

BETWEEN THE UNDERSIGNED:

1.Company Name hereinafter referred to as the, having its registered office and represented for the purposes of this contract by its Executive Director, residing and domiciled in Port-au-Prince, identified as number, on the one hand:

Mr. / Madam -----, residing and domiciled in Port-au-Prince, sex and of Haitian nationality, identified as number. - - Hereinafter referred to as Consultant, on the other hand:

It was adopted and agreed as follows:

INTRODUCTORY PROVISIONS

Article 1.- Mr. / Madam -----, agrees to provide the company his / her professional services as Specialist Consultant in ----- within the file ----- addressing the theme ----- in accordance with the following conditions:

SPECIFIC TERMS

OBLIGATIONS OF THE CONSULTANT

Tasks to be fulfilled

Article 2. As Specialist Consultant in **Mr. / Madam** ----- will be responsible for ----- and in this capacity he / she will be in charge of:

1. -----.

Work Schedule

Article 3.- The schedule and work schedule are based on the schedule set by the client indicating the due dates of the various deliverables annexed to this contract. It is understood that a work schedule will be negotiated with the consultant for the submission of the main products.

Contract length

Article 4. This contract is valid for a period of (- ... -) consecutive which starts to run on - - and will end on

Fees

Article 5. The overall amount of the consultation is **\$ 0000** at the rate of **\$ 000 / day**, covering a total of **days**. The amount is payable in 3 installments at 30% upon the submission and acceptance of the report on the document review for submission to the Client, 30% upon submission and acceptance of the report on the analysis of the collected data for submission to the Client and 40% upon the submission and acceptance of the final report.

Properties of results or outputs

Article 6. The results or outputs produced by the Consultant are the property of company nameThese results cannot be used in any manner and in any form whatsoever by the Consultant for personal, commercial purposes or else.

OBLIGATIONS OF THE PARTIES

Article 7.the company undertakes to provide to the Consultant all the information necessary for perfect execution of the tasks under this contract.

Article 8. Under this contractthe company commits to pay the consultant the fees in accordance with the conditions stipulated in Article 5 of this contract.

Article 9. For all that is not defined by the terms of this contract, the parties agree to refer to the applicable laws of Haiti in the field.

.....
Executive Director
.....Company.....

Mr. -----
Consultant

C. EVALUATION CRITERIA OF TENDERS

The following criteria, according to the specified weights, used to evaluate the tenders received, noting that the grid totals 100 points:

Tender Evaluation Grid			
	Criteria	Range of points [.....]	Points scored out of 100
1	Experience of the tenderer, relevant to the conduct of the research	[0-25]	
2	Compliance of the work plan and the proposed methodology to the terms of reference:	[0-25]	
	a) Technical and methodological approach	[0-10]	
	b) Work plan	[0-10]	
	c) Organization and staff	[0-5]	
	Total points		
3	Qualifications and skills (education - training and experience: position held and number of years):	[0-25]	
	a) Consultant	[0-15]	
	b) Other team members (if applicable)	[0-10]	
	Total points		
4	Assessment of the budget proposals and schedule of activities	[0-25]	
	a) Summary of costs	[0-15]	
	b) Schedule of activities	[0-10]	
	Total points		
	Grand total		