Movement for Ecological Learning and Community Action (MELCA-Ethiopia)

Term of Reference (ToR):

For the Provision of Consultancy Service for the Development and Installation of MELCA-Ethiopia Database Management System

February, 2021

Addis Ababa

Ethiopia

1. Introduction

Movement for Ecological Learning and Community Action (MELCA-Ethiopia) is a non-governmental, non-profit making indigenous organization founded in 2004. The organization recently re-registered with the Agency for Civil Society Organizations on the 14th of November 2019 in accordance with Civil Society Organizations proclamation No. 1113/2019 having a registration number of 0348. MELCA-Ethiopia operates in 7 project offices in 5 regional states (Oromia, SNNPR, Amhara, Benishangul Gumuz and Gembella Peoples Regional States).

The organization has a vision to see healthy and prosperous people, who preserve their bio-cultural diversity, and the mission is focused on working for healthy ecosystems, resilient communities, and critical young generation through developing and institutionalizing innovative approaches and experiences. Its core values include integration of culture and environment, traditional and scientific knowledge system, intergenerational learning and celebrating diversity. To realize its vision, MELCA-Ethiopia focuses on implementing four core programs Environmental Governance, Agro-ecology, Children and Youth Empowerment, and Eco-friendly Livelihoods Improvement Schemes all of which are employing gender as a cross cutting subject.

As part of general support project financed by the David and Lucile Packard Foundation MELCA-Ethiopia is calling for proposal from a competent and interested consulting firm to develop and install an integrated data management system and to recruit staff members on the operationalization of the system.

2. Purpose of the Consultancy

The purpose of the consultancy is to develop database management system that is capable of data storage, file processing, ensure data integrity and security, facilitate data information and report sharing from different project areas and archiving the data. In addition the consultancy services include piloting the database management system and provision of training on operationalization of the system.

3. Tasks of the Consultant

The tasks of the consulting firm include the following among others:

- Review MELCA-Ethiopia's current status of information and data management taking in to account different projects, report and information exchange between and among project offices and head office.

- Review best practices of integrated data management system

- Analyze findings, prepare report and present the results to MELCA's management team regarding recommendation on newly proposed functional integrated data management system.

- Detailed work schedule of for the development of database management system.

- Develop temples, checklist and guideline to support and facilitate data collection, harmonization, archiving and management of all projects and programs (thematic areas) data's type.

- Develop customized software for database management system.

- Provide the technical assistance and support to MELCA-Ethiopia in the areas of multi-user database development, data sharing and data processing system.

- Develop integrated multi-user functional, interoperable database, data, report and information sharing and processing management system.

- Develop an integral information and database cyber security system.

- Provide training to the MELCA-Ethiopia 40 Staff in the development, utilization, and management of database system.

- Prepare database maintenance, administration and use manual to ensure effective and sustainable use of the system.

- Support and advice the procurement of appropriate equipment, software and service for effective operationalization of the system.

- Provide technical support on regular bases and as necessary for the period of one year.

4. Scope of The work

The consultant is required to review MELCA's data management and other best practices, to developed, install pilot, train staff and maintain MELCA-Ethiopia Database Management System with an Online and web based functionality. The database management system have to be interactive platform, archiving system, enabling to sharing data and information and other relevant activities with user interface. The consultant will be required to conduct an initial assessment to determine specific requirements including but not limited to the following:

- Hardware/software requirements
- Network facilities and infrastructure
- Internet connection capacity
- Suitable location for installation

5. Methodology

The consultant is expected to develop the methodology to be used to undertake the assignment. In this connection, the consultant is expected to elaborate the approach and tools to be used including action plan in the inception report.

6. Expected Outputs:

The consultant is expected to deliver the following outputs:

- Integrated a multi-user functional database system.
- Software
- Training materials
- Provision of training
- Database management system user and administrator manual (handbook).
- Descriptive system design manual of the database management system.
- Regular technical support.

7. Tentative Work Schedule

The consultant needs to prepare and submit schedule for development of database management system. Then both parties will have a joint discussion and negotiation to agree on starting and end date of the task. MELCA-Ethiopia proposed the duration for the entire task will be 60 days after signing of the contract agreement with the consultant and client.

8. Qualification Requirement of the consulting firm

- The consulting firm must have a successful track record of handling similar tasks
- Capable of commanding sufficient number of competent experts in the fields of database management system and related subject. Availing of competent female expert has advantage of 10% bounce point in the selection process.

9. Selection Criteria used for the Selection of a Consultant for

The potential consulting firms for development of database management system will be evaluated in three stages: according to minimum qualification criteria; technical and financial evaluation based on the followings even criteria

NO	Technical proposal elements (Weight 70%)	Weight out of 70%	Remark
1	**Deployed Consultants qualification and experience:** Overall capacity experience to develop database management system analysis, manual development and conducting training,	**25%**	
2	**Experience in undertaking similar assignments (engagement at NGOs)**	**10%**	
3	**Understanding of the assignment or task and the time required for the consultancy service** • Understanding of the assignment or task • Reasonable estimated number of man-days • Proposed timing for completion of the consultancy	**10%**	
4	**Proposed implementation plan** • Reasonable estimated number of man-days • Proposed timing for completion of the consultancy	**10%**	
5	**Implementation plan** • Gap analysis and benefits realization • Training plan • Draft financial statements and related attachments	**10%**	

6	Other relevant information extracted from the proposals	5%	
II	Financial proposal elements;		
7	• Total cost of the consultancy • The service fees • VAT(inclusive or exclusive)	30%	
	Total Cost/TOTAL WEIGT	**100%**	

10. Terms of payment

1) The first installment: 30%, upon and submission of inception report, approval of the methodology, training manual and after signing of contract agreement.

2) The second Installment: 40% upon submission of the training of database management system utilization and administration for MELCA-Ethiopia staff.

3) The third installment: 20%, up on the submission of all work on agreed contract, submission of all material (manuals) for use and administrate the system and getting acceptance by MELCA- Ethiopia.

4) The final installment: 10% by the end of terms of technical support provisions.

11. Application process

Interested applicants who meet the required conditions are invited to submit an expression of interest including: financial and technical proposal outlining training methodology, training content and work plan and CV and profile of consultants to be made available for the task. In the financial proposal the applicants are expected to include consultancy service fee. The applicants may submit the financial and technical proposals in sealed and separate envelopes to:

MELCA-Ethiopia head office located at Kidane Beyene building, 1st floor, near main post office, Tel +251-11-550-7172 or +251-11-550-4554 P.O.Box 1519 code 1250, Addis Ababa, Ethiopia

E-mail: melca.ethiopia2004@yahoo.com

Website: www.melcaethiopia.org

MELCA-Ethiopia reserves the right to cancel the bid wholly or partially. Only selected candidate maybe contacted.