



Partnerships for a healthy Africa

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**TERMS OF REFERENCE FOR THE DEVELOPMENT OF THE PR  
GLOBAL FUND PROJECT DHIS II DATABASE**

**TENDER NO: ACHAP/PRGMS/GLOBAL FUND/VOL 1/2(11)**

## **1.0 PURPOSE**

The main objective of the assignment is to develop an ACHAP integrated web based database operating on an open source DHIS II platform. The web based data base will consolidate all data that ACHAP has collected over time, improve management of Data and synchronize all project data

## **2.0 BACKGROUND**

ACHAP has provided technical assistance and health-focused capacity building for close to two decades as a public-private community development partnership established in 2000. Using a comprehensive approach, ACHAP has successfully supported HIV and TB prevention, care and treatment with remarkable results. ACHAP's main strengths include flexibility and innovation in program design and implementation, evidence based programming and commitment to culturally relevant approaches. While ACHAP's initial mandate was focused on HIV prevention care in treatment, the organization has expanded its activities across the public/population health space providing technical support, training, capacity building and grant management services through grants, consultancies and training activities in the African Region. Headquartered in Gaborone, Botswana, ACHAP is a hybrid organization with a local NGO ACHAP Botswana registered as a limited liability company in accordance with Botswana's legal statutes as well as a US 501(c) 3 registration. To date ACHAP is implementing Botswana Global fund project, TB in the mines regional project and CDC VMMC project. The three projects are generating huge amounts of program performance data that needs to be stored and managed properly so as to retain and maintain all the historical data generated to date safely.

## **3.0 SCOPE OF PROJECT**

ACHAP seeks to engage a consultant to act as a Database Developer to provide the technical human resources necessary for the development and deployment of the ACHAP projects consolidated database in DHIS 2 platform. The database will cover all the Global Fund project modules namely: VMMC, Community Systems Strengthening, TB Care and Prevention, Adolescents and Youth Services, TB/HIV Treatment, Care and Support. ACHAP requires the database to capture all the historical monthly data currently managed through excel. ACHAP further requires that the database be merged with the existing CDC VMMC database. The Developer should also design the database with a provision for expanding it to include forms for future projects. Furthermore, ACHAP requires that the previously configured

phase 1 & 2 database be re-configured and archived for retrieval of archived data. ACHAP, will provide the developer with a computer, internet access and other resources required to complete the assignment while working in the ACHAP offices. The work will be conducted in the ACHAP offices and as ACHAP requires, the consultant engaged will build capacity at ACHAP by training specified personnel on the system for maintenance purposes.

**The specific objectives of this exercise are to:**

1. To develop a database on DHIS 2 platform for all the Global Fund projects
2. To build capacity at ACHAP by training specified personnel on the system for support and maintenance purposes
3. To integrate the database with the existing databases
4. To reconfigure the previously configured ACHAP phase 1&2 programs database for retrieval of archived data

#### **4.0 KEY DELIVERABLES**

The consultant(s) selected to undertake this project would be expected to deliver the following:

1. A fully functional hosted solution that is linked to all the said databases
2. A step by step user manual and a detailed configuration manual
3. An online hosting solution for DHISII application and the database

#### **5.0 TASKS TO BE PERFORMED**

1. Requirements gathering, Analysis and Documentation
2. Installation and Configuration of DHIS 2
3. Development, Testing , Bug Fixing and Corrections
4. Deployment of the system on the online production server
5. Link the database to existing databases
6. Reconfiguration of the old databases with the DHISII application to enable retrieval of archived data
7. Demo Testing, User Training, User Acceptance Testing and Bug Fixing
8. Training and Capacity Building for specified staff

## **6.0 REPORTING**

The successful bidder will work closely with the Senior Monitoring and Evaluation Officer and IT officers.

## **7.0 COMPETENCES AND EXPERIENCE**

The consultant should have:

1. Demonstrable experience in programming and database development.
2. Experience in DHIS2 application.
3. Training experience.
4. Preferably; A good understanding of the Health Sector.

## **8.0 DURATION AND QUALIFICATION**

The duration of the project will be for a period of two months, from the date of accepting the offer.

## **9.0 TECHNICAL PROPOSAL**

9.1 Based upon the scope of the assignment, the agency is expected to submit a proposal no more than 6 pages and include:

- A description of proposed activities (Methodology and work approach towards the project)
- A capacity statement providing evidence of ability to complete the task
- A one-page project work plan /timeline
- Budget - demonstrating full cost of development services

9.2 Bidders must be able to demonstrate their capability to produce work of the highest quality and professional competency. They should submit of two references from their previous/present clients.

The Technical Proposal should clearly and specifically cover but not necessarily be limited to;

Criterion	Percentage
Interpretation of the Terms of Reference: Demonstration of the understanding of the work to be done, a proposed work approach and methodology	20%
Capacity: Copies of CVs for the key staff for the proposal should be attached to the application.	35%
A detailed work plan, which must include clear timetable/ schedule of the work activities that will be performed	30%
References on past work	15%

## 10.0 FINANCIAL PROPOSAL

The financial proposal to be provided in a **separate envelope** and should have a clear and detailed breakdown of all costs that would be associated with undertaking the entire project, together with the proposed payment schedule. The fees for the assignment will be charged on an hourly rate for the actual number of hours spent on the engagement by the Developer. The Invoice should be made out on completion of the work and the actual amount invoiced to ACHAP will be charged on the actual number of hours worked.

Only bids that have attained a rating above 70% in the technical evaluation will proceed to the financial evaluation stage.

## 11.0 ELIGIBILITY

Upon the opening of the tenders, the documents will be inspected to ensure that they are in agreement with the guidelines. The following checklist will be applied;

- Signed and completed cover sheet (Applicant Information & Project Information)
- Proposal - Detailed project narrative,
- Budget summary and a detailed budget narrative (separate program costs from management fee)

- Registration certificate/ Certificate of Incorporation
- Tax Clearance Certificate
- Detailed Company Profile
- Audited Financial Report
- List of Directors and Company secretary (Form 1/2)
- Organizational Chart & CVs for project staff
- Reference letters from similar projects
- Presentation of Past work

The duly certified copies of the prescribed, documents as specified above shall be included as an annex to the bid package. **Non- Compliance to the above will render the submission invalid and therefore disqualified.**

## **12.0 CONSULTANCY ARRANGEMENTS**

It is the responsibility of the appointed consultant to ensure that work is done diligently and to the highest possible standard.

## **13.0 PAYMENTS**

ACHAP shall pay the consultant an agreed fee.

## **14.0 SCHEDULE OF PAYMENT**

Payments will be done as will be agreed by the consultant and ACHAP.

## COVER SHEET

### Applicant Information

*Name of applicant organization:*

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*Type of organization:*

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*Date of registration:*

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*Organization registration number:*

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*Physical address:*

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*Contact information:*

Name of contact person:

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Title:

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Mailing address:

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Physical address:

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Telephone (Office) & Mobile:

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## 15.0 COST OF PREPARING

The bid shall be prepared and submitted entirely at the expense of the tenderer/supplier

## 16.0 VALIDITY OF PROPOSAL

The quotation shall remain valid for a period of 90 days from the submission date stipulated in this document

Any tender incomplete is liable for disqualification.

## 17.0 TENDER CLARIFICATION

18.0 For any clarification send an email to [procurement@achap.org](mailto:procurement@achap.org)

## 19.0 AWARD

The successful bidder will receive written notification and will then be asked to sign a contract agreement with ACHAP after negotiations.

ACHAP shall notify the approved bidder (if any) of such acceptance by letter of submission during which the Tender will remain valid as per the provision of the tender conditions.

ACHAP does not bind itself to accept the lowest tender proposal, or any proposal, but reserves the right to accept or reject any proposal in whole or in part.

## 20.0 DEADLINE FOR SUBMISSION OF PROPOSAL

20.1 The closing date for the proposal submission is **07/08/2018** at 15:00hrs

20.2 Both the Technical and Financial Proposals (1 original and 4 copies) must be submitted in plain sealed envelopes bearing inscription: **DEVELOPMENT OF ACHAP INTERGRATED DATABASE IN DHIS PLATFORM: TENDER NO: ACHAP/PRGMS/GLOBAL FUND/VOL 1/2(11)**

20.3 Bidders should submit to:

**The Compliance Office (305)**

**ACHAP Plot 64511, Block 5, Unit 1**

**Fairgrounds, Gaborone, Botswana**

20.4 The organisation has no obligation to accept any proposal submitted after deadline and reserves the right to take any decision it deems fit.

20.5 Electronic copies will not be accepted