

**Instruction and Template for
PROPOSAL Submission**
 Consultancy Title: Sub Recipient Reporting in DHIS2
 PR No. PR288507

Date of Proposal Submission: <Insert date>

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

Section A: Instruction for Proposal Development

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
 - It is received after the deadline
 - It is not sealed properly (**NA in case of email proposals**)
 - There are any missing documents mentioned in the ToR
 - Information submitted by the company is found to be false
 - It is incomplete

2. A proposal should have three (3) separate envelops (**NA in case of email proposals**):
 - 1st for CVs of Proposed Consultants listed in Section B, Part 2 below.
 - 2nd for technical proposal
 - 3rd for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax** (*laha chhap*).

4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.

5. Shortlisted bidder/s will be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

Section B: Proposal Development Form

I. Organization Information (NA in case of individual consultant)

Name of the organization :

Address :

District/State :

Country :

Phone number :

E-mail :

Website :

II. Details of contact person

Name :

Position :
 Phone Number : (Landline) (Mobile)
 E-mail :

III. Major topics and sub-topics for proposal development

1. Organization Background (NA in case of individual consultant)

- 1.1 Work experience.
- 1.2 Existing and current human resource and organization organogram.

2. Signatory and Proposed Consultants Information:

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification

Add rows as required

3. Please provide your Relevant Experience in development of web-based applications like; SR-Reporting and application in DHIS2 framework:

Date (From & To)	Web Based SR-Reporting and application in DHIS2 framework.	Client Name	Link

Add rows as required

4. Please provide your experience in API integration with DHIS2 platform like creation of custom application to enter data in tracker capture and data entry application of DHIS2:

Date (From & To)	Details of API integration with DHIS2 platform like creation of custom application to enter data in tracker capture and data entry application of DHIS2	Client Name	Link

Add rows as required

5. Please provide your experience in establishing and maintaining server virtualization management platforms: Proxmox and load balancing, Reverse Proxy, HAProxy and security protocols.

Date (From & To)	Details of establishing and maintaining server virtualization management platform: Proxmox and load balancing, Reverse Proxy, HAProxy and security protocols	Client Name	Link



Add rows as required

6. Do you have Experience in Django, React and Angular framework.

Date (From & To)	Experience details in Django, React and Angular framework.	Client Name	Link

Add rows as required

7. Please provide your understanding of ToR and proposed modality / approach to conduct this assignment.

.....







8. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)



Section C: Essential Evaluation Questions

ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="360 945 1082 1294"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Bidder</td> </tr> <tr> <td>Terms & Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td>Click Here to Access</td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Bidder	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidder							
Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access							
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting							
f)	Do you have academic qualifications and experience as mentioned in ToR?							

Sub Recipient (SR) Reporting in DHIS2

PR 288507

Terms of Reference (ToR)

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

The strategic objectives of the Global Fund to Fight AIDS, TB and malaria for 2017-2022 include supporting countries that apply for grants to develop and scale up programs to remove human rights-related barriers to health services. In fulfilment of this objective, the Global Fund has undertaken a special initiative, "*Breaking Down Barriers*" in which 20 countries, including Nepal, have received catalytic funding to reduce human rights and gender-related barriers to services for HIV and TB. Human rights-related barriers remain major obstacles to the uptake of prevention, treatment and care for HIV, TB and malaria. Based on a baseline assessment of human rights-related barriers to HIV and TB the project "*Reducing Human Rights and Gender related barriers accessing HIV and TB services in Nepal*" is developed and implemented in 60 districts across all 7 Provinces of Nepal.

National Tuberculosis Control Centre (NTCC) is the lead organization of Tuberculosis Control Program in Nepal. As being the focal point, it is responsible for overall data management, monitoring and evaluation of tuberculosis control program. For this purpose, NTCC has already developed many systems which are up and running. Likewise, among those many systems NTCC has a Sub Recipient's system also know as SR reporting which falls under DHIS2 system which was developed to replace the OPMIS system. It has been almost a year since the system was

developed and now it requires changes as per the feedback received from user. Furthermore, along with the required changes NTCC is also planning to upgrade the system which includes, improvement in UI/UX, upgrading database, new features addition and a lot more which are explained in detail under scope of work section of this document.

Objective

To improve and upgrade the system as per the change required, its infrastructure and adapting to changing technologies.

Scope of Work

The Consulting firm will work closely with M&E Specialist (PMU section) at NTCC, along with NTCC M&E team

- i. UI/UX upgradation better and attractive layout
- ii. Upgrading application and databases
- Load balancing and physical server capacity upgradation
- iii. Develop module to enter DR SR indicator, validation rules, data lock and develop respective reports.
- iv. Design new reports that show target vs achievement monthly
- v. Develop a new module for ACF data entry and reporting.
- vi. Develop mechanism to add target by provincial level user and bock target entry as per requirements.
- vii. Show data review approved time-stamp at each level and in national level report show time stamp and digital signature of SR manager and Provincial Coordinator user
- viii. Providing continuous maintenance support as DHIS2 being an international software keeps on upgrading itself and the consulting team should be able to handle it and adhere all the changes.
- ix. Handling critical changes during the time of system support period
- x. Enhancement in report generation which includes generating new set of report, optimizing existing report and availing new features whenever required in coordination with M&E team
- xi. Developing dashboard, APIs for NTPMIS and other analytics
- xii. Regular backup at multiple levels (DR site and NTCC Backup server)
- xiii. Update the VMs to latest OS and apply latest security patch.
- xiv. Implementing GIS mapping and improve dashboard
- xv. The consultant will develop electronic and hardcopy documentation for all aspects of the software developed and provides appropriate training to relevant users. This will include on-the-job support and handholding (including in-person, telephone, and on-line support), as well as formal courses at regular intervals throughout this assignment.
- xvi. Provide one-year free support from the end date of the consultancy for system support and debug any issues that may arise during final implementation
- xvii. The consultant will have to deploy and demonstrate software for NTCC's final approval
- xviii. Consultant will have to incorporate all the suggestions and changes in this assignment that are received during testing and training session and recommended by NTCC

Location and official travel involved

The logistic arrangements, including transportation cost will be managed by the consultant firm.

Services the Supplier will provide

Services the supplier/consultant or consulting firm will provide as just as “Scope of work” mentioned above.

Experience and skill set required

Essential:

- At least 3 years of experience in development and maintenance of DHIS2 platform software.

Preferred:

- Relevant Past Experience in development of web-based applications like; SR-Reporting and application in DHIS2 framework.
- Extensive experience in API integration with DHIS2 platform like creation of custom application to enter data in tracker capture and data entry application of DHIS2
- Experience in establishing and maintaining server virtualization management platform: Proxmox
- Experience and good knowledge on load balancing, Reverse Proxy, HAProxy and security protocols
- Experience and good knowledge in Django, React and Angular framework
- Past record of completion of consultancy

Expected Deliverables

SCI expects the following deliverables to be provided within 90 days of consultancy:

Deliverable number	Deliverable title	Description
1	UI/UX upgradation	Modifying existing user interface as required for better user experience
2	Upgrading application and databases	Upgrading overall server capacity to load balance database and application to handle concurrent user and traffic flow.
3	Develop module to enter DR SR indicator, validation rules, data lock and develop respective reports.	Develop a new module for DR SR indicator, validation rules, data lock and develop respective reports.
4	Design new reports that show target vs achievement monthly	Develop new custom report show target vs achievement monthly

5	Develop mechanism to add target by specified user level and block target entry as per requirements	Develop new module to add target by requested level and block target entry as per need
6	Show data review approved time-stamp at each level and in national level report show time stamp and digital signature of SR manager and Provincial Coordinator user	Show data review approved time-stamp at each level and in national level report show time stamp and digital signature of SR manager and Provincial Coordinator user
7	Providing continuous maintenance support as DHIS2 being an international software keeps on upgrading itself and the consulting team should be able to handle it and adhere all the changes.	DHIS2 being an international platform and a globally used health information system it keeps on upgrading itself. Thus, the system needs to reshape itself to adjust new changes implemented by DHIS2. Additionally, it also includes any support required by M&E team based on urgencies and tasks that needs to be addressed on priority basis
8	Handling critical changes during the time of system support period	Handling critical changes during the time of system support period
9	Enhancement in report generation which includes generating new set of report, optimizing existing report and availing new features whenever required in coordination with M&E team	Enhancement in report generation which includes generating new set of report, optimizing existing report and availing new features whenever required in coordination with M&E team
10	Developing dashboard, APIs for NTPMIS and other analytics	Developing dashboard, APIs for NTPMIS and other analytics
11	Regular backup at multiple levels (DR site and NTCC Backup server)	Regular backup at multiple levels (DR site and NTCC Backup server)
12	Implementing GIS mapping and improve dashboard	Implementing GIS mapping and improve dashboard
13	The consultant will develop electronic and hardcopy documentation for all aspects of the software developed and provides appropriate training to relevant users. This will include	The consultant will develop electronic and hardcopy documentation for all aspects of the software developed and provides appropriate training to relevant users. This will include on-the-job support and handholding (including in-person,

	on-the-job support and handholding (including in-person, telephone, and on-line support), as well as formal courses at regular intervals throughout this assignment.	telephone, and on-line support), as well as formal courses at regular intervals throughout this assignment.
14	Provide one-year free support from the end date of the consultancy for system support and debug any issues that may arise during final implementation	Provide one-year free support from the end date of the consultancy for system support and debug any issues that may arise during final implementation
15	Consultant will have to incorporate all the suggestions and changes in this assignment that are received during testing and training session and recommended by NTCC	Consultant will have to incorporate all the suggestions and changes in this assignment that are received during testing and training session and recommended by NTCC
16	The consultant will have to deploy and demonstrate software for NTCC's final approval	The consultant will have to deploy and demonstrate software for NTCC's final approval

Timeline

Estimated Commencement Date: 3rd July 2023

Estimated End Date: 31st December 2023

Deliverable number	Deliverable title	Submit to
1	UI/UX upgradation	NTCC
2	Upgrading application and databases	NTCC
3	Develop module to enter DR SR indicator, validation rules, data lock and develop respective reports.	NTCC
4	Design new reports that show target vs achievement monthly	NTCC
5	Develop mechanism to add target by specified user level and bock target entry as per requirements	NTCC
6	Show data review approved time-stamp at each level and in national level report show time stamp and digital signature of SR manager and Provincial Coordinator user	NTCC

7	Providing continuous maintenance support as DHIS2 being an international software keeps on upgrading itself and the consulting team should be able to handle it and adhere all the changes.	NTCC
8	Handling critical changes during the time of system support period	NTCC
9	Enhancement in report generation which includes generating new set of report, optimizing existing report and availing new features whenever required in coordination with M&E team	NTCC
10	Developing dashboard, APIs for NTPMIS and other analytics	NTCC
11	Regular backup at multiple levels (DR site and NTCC Backup server)	NTCC
12	Implementing GIS mapping and improve dashboard	NTCC
13	The consultant will develop electronic and hardcopy documentation for all aspects of the software developed and provides appropriate training to relevant users. This will include on-the-job support and handholding (including in-person, telephone, and on-line support), as well as formal courses at regular intervals throughout this assignment.	NTCC
14	Provide one-year free support from the end date of the consultancy for system support and debug any issues that may arise during final implementation	NTCC
15	Consultant will have to incorporate all the suggestions and changes in this assignment that are received during testing and training session and recommended by NTCC	NTCC
16	The consultant will have to deploy and demonstrate software for NTCC's final approval	NTCC

Status updates/reporting

The Consultant/consulting firm shall provide the below status updates for the duration of the services to M&E Specialist (PMU section):

- Weekly progress update
- Final report on completion of consultancy

Acceptance

All Deliverables are to be accepted by M&E Specialist (PMU section) and steering committee task force members within 5 working days of delivery date.

General assumptions and dependencies

NTCC will provide access to test server, live server and required data sets.

Payment information

Detail the payment arrangement for the services. To better control costs the SCI preference is that payment is made on a milestone basis, on specific dates or all on satisfactory completion of the work.

The Fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation.

Evaluation Criteria:

Criteria	Sub-criteria	Weightage %
Commercial (40)	Budget	40
Capability (60)	Relevant Experience in development of web-based applications like; SR-Reporting and application in DHIS2 framework.	10
	Experience in API integration with DHIS2 platform like creation of custom application to enter data in tracker capture and data entry application of DHIS2.	10
	Experience in establishing and maintaining server virtualization management platform: Proxmox and load balancing, Reverse Proxy, HAProxy and security protocols.	10
	Experience in Django, React and Angular framework.	10
	Understanding of ToR and proposed modality / approach to conduct this assignment.	10
	Presentation (For shortlisted bidder/s only)	10

How to apply for the services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **25th June 2023**
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, PAN / VAT registration certificate, Latest tax clearance certificate.
 - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to eoiconsultant.nepal@savethechildren.org