

**Instruction and Template for
PROPOSAL Submission**
Consultancy Title: Online NTP Laboratory Report System
PR No. PR288491

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; GXMIS and application in DHIS2 framework:

Date (From & To)	Web Based GXMIS 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.

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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="363 909 1082 1261"> <tr> <td>Terms & Conditions of Bidding</td> <td> 1. Terms & Conditions of Bidding</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 Bidding	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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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?							

Online NTP Laboratory Report System

PR288491

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.

DRTB Patient Tracking and TB Laboratory System is a Web-Based Management Information System developed using DHIS2 platform for effective management and monitoring of Multi Drug Resistant (MDR) Tuberculosis (TB) Patient by taking their treatment stage and generate reports for MDR TB management program.

This system also features the complete laboratory information system, including Microscopy, Culture/DST, GeneXpert (GX), and LPA and provides SMS notifications to the patients/DR Focal person of their test results and notification.

Objective

Objective of the consultancy is to develop API Web app that generates online NTP Laboratory reports and send SMS notification to patients after reports (GeneXpert, Microscopy and Culture LPA) are ready. Patients can login to provided web portal and view and download digital copy of lab reports (GeneXpert, Microscopy and Culture LPA)

Scope of Work

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

- i- Update existing DHIS2 laboratory system to take name, designation and digital signature of focal person that performs lab test.
- ii- Update RIF enrolment report to incorporate XDR test and its results.
- iii- Developing dashboard, APIs for NTPMIS and other analytics
- iv- Regular backup at multiple levels (DR site and NTCC Backup server)
- v- Handling critical changes during the time of system support period
- vi- Develop an API that sends notification to patients once test reports are uploaded in system.
- vii- Develop a reports portal where user can login and view and download digital copy of laboratory report.
- viii- Sputum Collection / Referral should be able to view patient report and DR Centre should also needs access to view Lab results of patients registered within the OU. Need to create new module to show reports to respective users.
- ix- Add new data element "Sample collection Method" with options – Patient and Sample Transportation – SR and others.
- x- LAQS Generation Module: take lab number from microscopy and create module to generate LAQS numbers in NTCC approved format in printable form.
- xi- Update the VMs to latest OS and apply latest security patch.
- xii- 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.
- xiii- 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.
- xiv- The consultant will have to deploy and demonstrate software for NTCC's final approval.
- xv- 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.

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; GXMIS 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

Intellectual Property Rights

The Developer acknowledge and agree that the NTCC will hold all intellectual property rights in the Software including, but not limited to, copyright and trademark rights. The Developer agrees not to claim any such ownership in the Software’s intellectual property at any time prior to or after the completion and delivery of the Software to NTCC.

Confidentiality

The Developer shall not disclose to any third party the business of NTCC, details regarding the Software, including, without limitation any information regarding the Software’s code, the Specifications, System Credentials or the Client’s business (the “Confidential Information”), (ii) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by NTCC, or (iii) use Confidential Information other than solely for the benefit of the NTCC.

Expected Deliverables

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Description	Format and style
1	Update DHIS2 system	Update existing DHIS2 system to support online report viewer module. Develop module to take name, designation and digital signature of lab focal person.	

2	Send Username and Password to users via Login Url	Create a system to generate username and password	
		Create such the user will get expired after a week	
		Send the sms to user with username and password	
3	Create a system to generate report	Create a place to upload signature of authorized personal	
		Create a module to generate report	
4	Create an interface for user to login	Create a login interface	
	and view the report	Module where user is displayed with the report	
		Security test to see if user can access other reports or not	
5	Develop contact investigation form similar to ACF and Presumptive form.	Develop contact investigation form similar to ACF and Presumptive form.	
6	Update RIF enrolment report to incorporate XDR test and its results.	Update RIF enrolment report to incorporate XDR test and its results.	
7	Testing the system	Manual testing to see if there are any errors in the system.	
8	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.	Present the developed dashboard at NTCC and incorporate changes requested by NTCC team	
9	Deployment of development in Live Server	Deploy the final development system in NTP Live server	
10	Submission of Final Report	Provide final consultancy completion report	

Timeline

Estimated Commencement Date: 26 June 2023

Estimated End Date: 30 November 2023

Deliverable number	Deliverable title	Submit to	Delivery date
1	Update DHIS2 system	NTCC M&E Team	
2	Send Username and Password to users via Login Url	NTCC M&E Team	
3	Create a system to generate report	NTCC M&E Team	
4	Create an interface for user to login	NTCC M&E Team	

	and view the report		
5	Develop contact investigation form similar to ACF and Presumptive form.	NTCC M&E Team	
6	Update RIF enrolment report to incorporate XDR test and its results.	NTCC Team	
7	Testing the system	NTCC Team	
8	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 Team	
9	Deployment of development in Live Server	NTCC Team	
10	Submission of Final Report	NTCC Team	

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
	Relevant Experience in development of web-based applications like; GXMIS 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

Capability (60)	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 bidders only)	10

How to apply for the services

Proposal Submission Guideline/Required Documents

- **Proposal Submission Deadline- 11th 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