



*Que les cris de nos martyrs empêchent le silence et l'oubli*

## « AVEGA-AGAHOZO »

### ASSOCIATION DES VEUVES DU GENOCIDE- AGAHOZO

#### TERMS OF REFERENCE FOR CONSULTANCY SERVICES TO DEVELOP A WEB-BASED AND MOBILE SYSTEM TO TRACK, COLLECT AND RECORD FIELD OPERATIONS FOR AVEGA

Ref: 1217

Organization	<p>AVEGA AGAHOZO</p> <p>Main Office: Kigali, Rwanda Remera, KG 201 ST</p> <p>Tel : (+250)722209785/0722209198 Email:avegaagahozo@gmail.com Website: www.avega.org.rw</p>
Reference	N/A
Assignment	Developing a web-based and mobile system to track, collect and record field operations for AVEGA-Agahozo.
Contact clarification	for Contact person: DAF

#### I. BACKGROUND

L'Association des Veuves du Génocide Agahozo, en abrégé "AVEGA" is a non-profit making organization(asbl) created on 15th January 1995 by 50 Genocide Widows who were based in Kigali and survived the 1994 Genocide, Legal personality was given by a Ministerial order No 156/05 of 30th October 1995, as modified by a Ministerial order No 89/11 of 05th May 2006. L'Association des Veuves du Génocide Agahozo (AVEGA) is an organization which operates throughout the country since 1995. The head office is located at Kigali nearby Chez Lando Hotel

The creation of AVEGA took also root from the awareness that "unity makes strength", and that only by combining their efforts and organizing themselves, these widows could successfully deal with their common problems and handle them.

In line with its Procurement policy/procedure manual , AVEGA intends to develop a web-based and mobile system to track, collect and record field operations for

AVEGA-Agahozo field counsellors, AVEGA is inviting qualified, experienced reputable suppliers and service providers to submit their proposals for supply and delivery of the above mentioned services/materials.

### **Confidentiality**

AVEGA will treat the content of all submissions as strictly confidential and information provided in the proposals will be used solely for the purpose of developing a supplier list as described in this document.

## **II. CONSULTANT'S TASKS**

The consultants' main task will consist of developing a web-based and mobile system to track, collect and record field operations for AVEGA field officers.

Taking into consideration the diversity of AVEGA members, it is expected that the consultant will perform the following:

- Make an exhaustive inventory of different stakeholders and categorize them as per hierarchical concept model. This categorization will be done in such a way to reflect the different segments of its members as well as their interaction.
- Make an inventory of information that characterize individual members within each category, and make arrangement so that the information in uploaded to the database are relative to the field status;
- Arrange for future and regular update of information on different categories of data in the software
- Create an environment that allows an interactive exploitation of information from various stakeholders and documentary resources in the database
- Supply 33 android phones for the field officers
- Organize training session for AVEGA field officers and staff regarding usage and maintenance and exploitation of created database

## **III. EXPECTED OUTPUT**

This system is expected to be an interactive and user-friendly database that provides basic and high level detailed information on various participants.

It is therefore expected that the consultant will generate the following outputs during and at the end of such assignment:

1. A data flow chart showing how data from different stakeholders/users will be collected and channeled to the system, with clear roles for each stakeholder;
2. Dashboard report descriptions (e.g. graphs, charts, tables, etc.) that will automatically be generated by the platform (Analysis of data must be updated in real time, including GPS (location), graphs and charts

automatically include recently added data, the system will need to accommodate data errors and quality checks.

3. A comprehensive web based platform to collect (Both manually and electronically), store, process, and analyze data to effectively monitor and communicate. This will include developing an operational framework showing users, administrator and build different access options
4. Adaptable Platform as needs to programming changes
5. A fully functional and tested system in place and existing data imported
6. Functional handheld devices (smartphones with Android) with installed application ready to be used by the AVEGA-Agahozo officers
7. To train AVEGA-Agahozo team on how to use and support operationalization of the MIS system
8. To provide follow-up technical support to ensure the effective operation of the System (ensure the system is completely performing the key functions it was designed for).
9. System handover including a user manual and documentation and source codes
10. Produce a final report of the action

#### **IV. REQUIRED SKILLS/COMPETENCIES FOR CONSULTANT COMPANY ASSIGNED TO THIS WORK**

The consultant company should have the following qualification:

- Company profile
- Trade license in that field
- Proof of experience (5 years minimum in ICT related field) and evidence of financial capability
- Trade references from two companies/ completion letters
- Advanced software development and coding skills in web based information management systems and mobile applications.
- Ability to support and advice on system security, stability and integrity
- Excellent profile in coordinating information management systems
- Good understanding of the data collection processes
- Demonstrated ability to meet deadlines;
- Strong training (skills transfer) and facilitation skills

## **V. WORK CALENDAR**

We expect this assignment to be completed in 45 days from the date of the contract signing including 1 month to assess and build the system and 1 month to populate the database, test and train concerned staff and stakeholders.

## **VI. Intellectual property**

All information and database system pertaining to this project (database , etc.) will be belonging to AVEGA and shall remain the property of AVEGA who shall have exclusive rights over their use.

## **VII. General Terms and Conditions**

AVEGA reserves the right to reject any and all bids documents not fulfilling requirements associated with this request. AVEGA will in no case be responsible or liable for any and all costs associated with the preparation and submission of bid documents/ Expressions of Interest.

- AVEGA does not bind itself to accept the lowest priced tender;
- AVEGA reserves the right to engage other companies / consultants if required

## **VIII. APPLICATION procedure**

Applicants are required to submit the following:

1. A Technical Proposal: Letter of Interest, stating why you consider your firm suitable for the assignment.
2. Brief methodology on the approach and implementation of the assignment.
3. Personal CV of technical personnel proposed for this project if any, highlighting qualifications and experience in similar projects.
4. Related projects in the last 5 years (Name of project/clients, Project size/amount, Project Duration or contract duration (start to end).
5. Work references - contact details (e-mail addresses) of referees (firms for whom you have produced similar assignments).
6. Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with other expenses) related to the assignment.

Interested candidates are requested to submit their application files not later than 20<sup>th</sup>December, 2017 at 5:00 pm in a sealed envelope at AVEGA Main Office, in the office of Director of Finance and Administration. The applications will be addressed to the Executive Secretary of AVEGA.

Done at Kigali, on 1<sup>st</sup> December, 2017

Etienne KALISA  
Executive Secretary  
Of AVEGA AGAHOZO