



## **TERMS OF REFERENCE DEVELOPMENT OF A MANAGEMENT INFORMATION SYSTEM (M.I.S) FOR AMANI INITIATIVE (RFP N<sup>o</sup> AMANI/UNW/WPHF/SERV/2021/0001)**

### **BACKGROUND**

Amani Initiative would like to establish a customized and functional Management Information System (MIS) to enable the organization have a central system for all data, including programme/project specific data and finance & administration. The system is expected to meet the multifaceted data needs of Amani Initiative, and its key stakeholders.

The system is expected to correlate multiple data points in order to strategize ways to improve operations of Amani Initiative under the key departments of **Finance/Administration** (personnel data, asset management, budget performance, stores management, requisitions and procurement), **Programmes** (activity reports, monitoring and evaluation performance indicators, project specific data,) and **Business Development & Partnership** (proposal tracker and data base, status of current partnerships)

Amani Initiative is therefore seeking the services of a supplier to facilitate the development of the MIS based on its specific information and data needs.

### **SPECIFICATION OF THE DESIRED PERFORMANCE MANAGEMENT INFORMATION SYSTEM**

The supplier will proactively engage all relevant staff to develop a comprehensive and integrated management information system (MIS) based on the identified needs of Amani Initiative with users roles and access authorized through the administrator. The system should;

#### **Finance/Administration**

1. Record staff bio data and use it to generate a unique staff ID that is to be used for reference across the system.
2. Record and track asset records as guided by the staff asset management register.
3. Track project and organizational budget performance and provide real time reports and reminders in case of over or under expenditure.
4. Record and track items within the stores.
5. Facilitate a requisition process from the user department till authorization level. The process should be printable for filing purposes.
6. Enable personnel management (timesheet, appraisal form and leave roaster)
7. Enable and update the procurement process with provision for uploading quotations and delivery from suppliers.

## **Business Development & Partnership**

1. Recording and real time update on fundraising opportunities, status and deadlines.
2. Profiles of current partnerships and period of partnership.
3. Update on fundraising targets and performance (both traditional and non-traditional funding)

## **Programmes/Monitoring & Evaluation and Learning**

1. Enable real time update of monthly and activity reports. The reports should be able to be downloaded as a pdf file.
2. Enable tracking of performance of specific projects and programmes against set objectives and targets and their contribution to the achievement of the project and organization targets. In other words, the system should also provide performance of individual projects including rating of individual project performance and initiate alerts when projects are behind schedule.
3. Provide an option for documenting details about projects to enable easy access when needed.
4. Monitor donor reporting dates and initiate alerts when the due dates are approaching or when a report is submitted.
5. Integrate Planning Monitoring Evaluation & Learning (PMEL) framework of the strategic plan (2020- 2025) to track performance against the strategic plan (including implementation of annual work plans and performance against indicators). Therefore, the system should keep track of the implementation of the institutional operational plan and indicator performance tracking throughout the life of the strategic plan and provide reports according to specific reporting needs and periods.
6. Enable uploading of training data through uploading excel entry screens.

## **OTHER FEATURES:**

1. Internally controlled by Amani Initiative.
2. Be hosted on Amani Initiative application server.
3. Have an automated backup feature.
4. Be able to run on different platforms such as Android, iOS and Windows.
5. Support offline data/information entry with automatic synchronizing.
6. Allow connectivity off Amani Initiative local area network.
7. Make effective use of the storage space and execute commands as per desired timing requirements.
8. Ensure security and should not have ill effects to the data entered.

## **SCOPE OF WORK**

The assignment will be undertaken in three major phases as described below:

### **PHASE 1: Planning and Initiation**

Conduct an assessment of information and data needs of Amani Initiative to inform the design of the MIS. This will cover programmatic, finance/administration and Business Development & Partnership.

## **PHASE 2: System development**

This will involve development of the system prototype and presenting it to staff for validation. The supplier will be required to incorporate the feedback from the validation into the final system. The supplier will provide regular updates on the progress of the assignment virtually through appropriate online communication software. This will enable Amani Initiative to provide real time feedback on the progress assignment.

Working with the staff, review Amani 'S results framework and guide on appropriate custom indicators and targets for the strategic objectives of the organization. These will inform the data/ information needs of the system.

## **PHASE 3: Deployment, system user training, reporting and closeout**

The suppliers will install the developed system including the hardware components with Amani Initiative's premises. The supplier will provide system setup, software code and passwords to Amani Initiative. At this phase, Amani Initiative will require the supplier to provide 30 working days of the testing period for the system.

## **TIME FRAME**

The assignment is expected to be executed from 19<sup>th</sup> April to 21<sup>st</sup> June 2021 including testing and operationalization.

## **DELIVERABLES OF THE ASSIGNMENT**

The deliverables for this system will be as defined under the earlier defined phases of these TORs. For each phase of the assignment, the specific deliverables are outlined below:

### **PHASE 1: Initiation and planning**

- A report of Amani Initiative's information and operation needs that is reviewed and approved by Amani Initiative.

### **PHASE 2: Systems development System prototype**

- Systems setup incorporating feedback from staff.

### **PHASE 3: Deployment, System user training, reporting and Closeout**

- MIS Source Code for each module in one central development environment, front and back end documentation.
- Passwords provided to relevant staff.
- User guides, manuals and any other reference materials for the system.
- Train Amani Initiative staff on how to use the system including maintenance, access and privilege controls.

- Staff oriented on the user guides and manuals and the whole system.
- Final report of the assignment, clearly highlighting;
  - The tasks undertaken under the different phases of assignment.
  - Systems maintenance, management, data backup, security control, system upgrade and other technical support that will be offered by the supplier.
  - Describe potential risks for the system and mitigation measures.
  - The challenges experienced in undertaking the assignment and how they were addressed.

Amani Initiative will maintain the MIS and the supplier will support Amani Initiative to upgrade as necessary, including providing troubleshooting services. This will include modifying the existing components of the management systems and their reporting modules. This service will be required on an on-going basis in the first year (12 months) after installation of the system, every time the flaws are detected. Please take note that, this will be part of terms of reference and no new arrangements are expected.

#### **KEY CONTACTS**

All proposals should be submitted by 15<sup>th</sup> April, 2021 at 5:00pm digitally through [procurement@amaniwestnile.org](mailto:procurement@amaniwestnile.org) together with the following:-

- A technical proposal how you plan to execute the assignment. This should also include CV's of the people you will be working with to execute the assignment and ability to complete the task in the provided period.
- Financial proposal for the assignment
- References from at least 2 organizations preferably CSO's for whom you have done a related assignment.

**Note:-**

**Fraud and Corruption**

Amani Initiative is committed to preventing, identifying, and addressing all acts of fraud against Amani Initiative, as well as against third parties involved in Amani Initiative activities. Amani Initiative's Policy regarding fraud and corruption policy. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Head of Finance/Administration of Amani Initiative as well as with any other oversight entity authorized by the Team Leader of Amani Initiative.

Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow Amani Initiative to repudiate and terminate the contract, and to debar and remove the supplier from Amani Initiative's list of registered suppliers. Any fraud needs to be immediately reported to [whistleblowing@amaniwestnile.org](mailto:whistleblowing@amaniwestnile.org)

**Child protection and Safeguarding**

Amani Initiative stands against any forms of violence against children and a supplier will be automatically terminated at any stage of the procurement process incase found to not to comply to our child protection and safeguarding standards.