



Request for Consultant Services Proposal

Solicitation Title:	Consultancy for Upgrading and Restoration of the DREAMS-RISE Program DHIS2 System: DATIS
Solicitation Number:	ZHI.RISE.2023.12.505 Submit
Proposal to:	tendersrise@zhi.co.zw
Date of Issue of RFP:	December 11, 2023
Date Proposal Due:	January 07, 2024, by 23:59pm
Approximate Timeframe Consultant Contract Issued to Successful Candidate(s):	By January 15 , 2024

Method of Submittal:

Respond via e-mail with attached document in MS Word / pdf format.

The Consultant agrees to hold the prices in its offer firm for **60 days** from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.

VALIDITY PERIOD OF PROPOSAL Each proposal shall be valid for a minimum period of three (3) months calculated from the closing date.

1. About ZHI

Zimbabwe Health Interventions (ZHI) is a not-for-profit human development organization which is registered as a Private Voluntary Organization PVO Number 17/22. ZHI's mission is to develop and deliver innovative and sustainable high impact integrated health interventions with local communities while working with and strengthening existing institutions. ZHI is currently implementing the Re-Ignite Innovate Sustain and Empower (RISE) program which is a five-year (October 2021 – September 2026) United States Agency for International Development (USAID) funded program. The RISE Program is one of the President's Emergency Plan for AIDS Relief (PEPFAR) funded programs through USAID that aims to disrupt the main drivers of HIV risk for adolescent girls and young women (AGYW) in Zimbabwe using a proven approach called Determined, Resilient, Empowered, AIDS-free, Mentored, and Safe women (DREAMS). The RISE Program is largely a community-based intervention with a lot of demands and expectations.

2. Background

ZHI attaches great value to Monitoring and Evaluation (M&E) and the importance of a solid and functional M&E system to enable the organization to track, collect, and report meaningful, high-quality data. As such, the organization intends to establish an electronic data collection system to enhance the accurate and timely collection and reporting, of data and information to inform decision-making, and documentation of lessons learned and best practices.

3. Current Situation

The RISE program has an internal DHIS2 repository called DATIS, named after the ZHI core, values-Diversity, Accountability, Teamwork, Innovation, and Service. The core purpose of this database is to cater to all custom indicators (donor or internal) that are not captured in the DREAMS and OVC consortium databases, as well as address the need to ensure that data collection, aggregation, and analysis tools can be interoperable with each other. Some work had been done in developing part of the service delivery platforms; however, an upgrade is required as well as uploading legacy data from previous financial years which is already backed up externally.

4. Scope of Work

The overall goal of this consultancy is to upgrade an existing database to ensure that all relevant program data is collected in a timely fashion. Some work had been done in developing part of the service delivery platforms; however, an upgrade is required as well as uploading legacy data from previous financial years already backed up externally. Specifically, the ZHI-led DREAMS-RISE program seeks the services of a qualified consultant to:

1. Diagnose and troubleshoot the already existing DATIS information management system, innovate and offer lasting solutions,
2. Revitalize the infrastructure of the DATIS database,
3. Develop and configure all custom indicators
4. Design and develop an android based mobile interface capable of offline data capture,
5. Create an interoperable system that automatically transfers data between DATIS and DREAMS DHIS2 systems.
6. Develop relevant user manuals, training materials, and SOPs on how to correctly use the DATIS Information Management System (data capture, data pulling, and data analytics),
7. Make determinations and recommendations on server options,
8. Upload Legacy data into DATIS
9. Train ZHI staff on the roll-out of the system
10. Provide a technical backstop for at least 6 months as the program is being rolled out.

5. Expected Deliverables

The service provider is expected to provide a customized evidence-informed package of services that meets the needs of the DREAMS-RISE program to achieve the above-mentioned purpose. The following deliverables are required under this assignment.

Output 1: Inception report on DATIS diagnosis and troubleshooting

Output 2: Functional DATIS with all RISE custom indicators configured including legacy data

Output 3: Pilot of each specific indicator dataset through a test interface

Output 4: Functional DATIS Android Application

Output 5: System documentation developed including user manuals, training materials, and SOPs

Output 6: Final consultant report with recommendations on DATIS interoperability

6. Duration of the Assignment

This consultancy is expected to complete the assignment in **15** full-time working days from the contract signing date.

7. Location of Assignment: Harare

8. Qualifications

- Advanced degree (Masters Level) in a relevant field (Computer Science, Data/Information Management, Information Technology, and Software Engineering).

- At least 5 years of DHIS2 configuration and administration experience - mandatory.
- Consultant to share demo of similar DHIS2 system they developed and exhibit the functionality of the system from data entry up to analytics - mandatory
- Excellent communication and writing skills
- Experience in undertaking at least two similar assignments in the past and working with diverse organizations is an added advantage.
- Good understanding of NGO program implementation

9. Evaluation and Selection

Proposals will be evaluated and ranked according to the conditions described in the evaluation criteria below, with a total overall maximum point value of 100:

9.1 Evaluation Criteria

Criteria #	Evaluation Criteria	Score Weight
1.	Mandatory Requirements for Companies: - Certificate of incorporation - Valid Tax Clearance Certificate - CR14 and CR6	Pass/Fail
2.	A signed Capacity statement/Letter of Interest including a detailed CV of the Lead Consultant and any team members clearly showing relevant qualifications, experience and demonstrated ability to handle the assignment.	20%
3.	Technical proposal , outlining a clear description of the requirements and timelines for consultancy deliverables.	50%
4.	A list of three (3) references where similar services of the consultant have been utilized including contact details and title of the assignment	10%
5.	Cost-effectiveness of Financial Proposal . State preferred payment terms	20%

9.2 Selection of Service Provider

Selection will be based upon “**Best Value**”, identifying the best offer at the lowest possible fee, that meets all the technical specifications and performs the required service as per Scope of Work.

Proposals/bids will first be evaluated and scored from a technical standpoint. Bids that are technically acceptable shall then be evaluated in terms of cost. The award shall be issued to the offeror with the highest combined technical and cost score. Interviews with shortlisted candidates may be held, and references checked.

10. Application and Submission Instructions to Bidders

10.1 Application Procedure

Interested candidates/companies are requested to submit the following documents:

- A Letter of Interest/Capacity Statement** indicating significant relevant work experience including ability/capacity to handle the assignment.
- A Technical Proposal**, responding to the requirements of the Terms of Reference/ Scope of Work and timelines, including three (3) references related to the execution of similar assignments from recent clients.
- A Financial Proposal**, providing a breakdown of daily fees/rates and any other related costs.

d) Mandatory requirements for companies as follows:

- Certificate of incorporation
- Company profile
- Valid Tax Clearance Certificate
- CR14 and CR6

10.2 Submission Instructions and Deadline

Letter of Interest/Capacity Statement, Proposals, including References and other supporting documentation should be emailed to:

- tendersrise@zhi.co.zw with subject: **“Consultancy: Restoration and Upgrading of the DREAMS-RISE Project DHIS2 System (DATIS)”**
- The deadline for submission of proposals is **23:59pm on Sunday, January 07, 2024.**
- Proposals **MUST** be received on or before the **closing date and time**. All bids received after the closing date and time will not be considered.

11. Key Considerations

11.1 By submitting a bid, all vendors certify that the person(s) involved in the preparation and collation of the proposal and/or quotes were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this tender.

11.2 Language - the proposal, as well as all correspondence and documents relating to the offer shall be in **English**.

11.3 The Financial Proposal should include the following:

- a)** Consultancy fees and other costs shall be quoted in **US dollars (USD)** inclusive of all applicable fees and taxes.
- b) Bid Validity Date** - All information submitted in connection with this RFP will be valid for **sixty (60) days** from the RFP due date and not subject to variation on any account during the Bidder's performance of the final Contract unless another time is specified in the addendum of the RFP. This includes, but is not limited to any financial costing, delivery timelines, terms and conditions, service levels, and all other information.
- c)** If your firm is awarded the contract, all information in the RFP and negotiation process is contractually binding. No submission will be considered for any discovered omissions from the Bidder(s).
- d)** Appointment as a successful service provider shall be subject to the parties agreeing to mutually acceptable contractual terms and conditions. In the event of the parties failing to reach such an agreement ZHI reserves the right to appoint an alternative supplier.
- e)** Payments shall be made directly to the vendors' Nostro bank accounts, subject to applicable taxes.

11.4 ZHI does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter negotiations with any party, and/or award multiple contracts.

11.5 All submitted proposals and supporting documentation shall become the property of ZHI and will not be returned.

12. Ethical Behaviour

Zimbabwe Health Interventions (ZHI) adheres to the highest standards of ethics, honesty, and integrity as part of its corporate governance initiatives. ZHI believe that ethics, honesty, and

integrity is essential for healthy business practices and expects its business partners to do the same. ZHI has ZERO tolerance to fraud, theft, corruption, bribery/kickbacks, and undisclosed conflicts of interest. ZHI endeavors to ensure its procurement processes are open, fair and allow for equal opportunity to all service suppliers including small and women-led organizations. Therefore, if you experience or suspect unethical behaviour by a ZHI employee, please report through the Deloitte Tip-offs Anonymous platform on: Toll free cell: 0808 5500/ 4461 (Econet Subscribers Only), Toll free cell: 0716 800 189/ 0716 800 190 (NetOne subscribers only), Toll free cell; 0732 220 220/0732 330 330 (Telecel subscribers only), Whatsapp: 0772 161 1630 or on e-mail: reportszw@tip-offs.com

Any vendor/Consultant who attempts to engage, or engages, in corrupt practices will have their proposal disqualified and will not be contracted for any future work.

13. Terrorism

ZHI shall use its best endeavours to ensure that funds provided under this contract do not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote, or advocate the legalization or practice of prostitution or sex trafficking and assistance to drug traffickers. If, during this tender, ZHI discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the tendering process.

14. Equal Opportunity Notice

Zimbabwe Health Interventions (ZHI) is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

15. Terms and Conditions

- ZHI reserves the right to eliminate bids deemed not to be in the best interest of ZHI and award the contract to the bidder whose submission is in the best interest of the organization.
- ZHI reserves the right to accept or reject any proposals received at any time, without thereby incurring any liability to that affected bidder(s) or any obligation to provide information on the grounds for the action.
- ZHI reserves the right to enter into agreements not specified herein.
- ZHI reserves the right to reject all incomplete proposal submissions that do not comply with all specifications.