



Request For Proposals: Comprehensive Digital Solution for Grant Management, Data Analysis, and Stakeholder Communication

BACKGROUND

CRVPF is a child rights and social justice regional intermediary organization partnering with Community Organizations to prevent violence including sexual violence against children and young people, building their power to make the right choices and decisions, and providing dignified employment opportunities. CRVPF's approach is around learning with its partners and leveraging on insights and the growing evidence base to influence policy and practice on violence prevention and investments to support children, young people, and families.

CRVPF works in four countries including Uganda, Kenya, Tanzania, and Ethiopia. Visit <http://www.crvpf.org/> for more information. In the past 7 years, CRVPF in partnership with various international development organizations has worked with 210 implementing partners through 4 key grant-making programs namely, Preventing Violence against Children & Adolescents, Adolescent Girls Power Building Program, Emergency Program, and Youth Capacity Development Program which is a Covid-19 Response and Resilience Program in partnership with the Mastercard Foundation.

Most recently in partnership with the Mastercard Foundation and gnuGrid CRB, CRVPF is implementing a program in Uganda called Empowering Youth Through Data and Community Development (EYDCD). The primary objective of this program is to equip young people and their enterprises with market-relevant skills, business development resources, and digital financial literacy, particularly through their own-established Village Savings and Loan Associations (VSLAs), thus facilitating greater access to dignified & fulfilling work as well as an expanded range of financial products and services from local financial institutions. Over a five-years, EYDCD aims to reach 400,000 young people and enable the creation of 250,000 new and sustained dignified and fulfilling work opportunities (70% young women) while strengthening & digitizing 3,000 youth-led VSLAs.

To accomplish these objectives, CRVPF will coordinate with a network of 200 grassroots Community-Based Organizations (CBOs) to reach and provide support to vulnerable young men and women with an objective of creating a conducive environment for their development of skills, integration into the marketplace, and increased access to financial services and employment opportunities. These CBOs will undergo capacity-building measures to enhance their ability to deliver effective technical training and enterprise development skills to the target participants.

OBJECTIVES OF THE CONSULTANCY

Introduction

CRVPF seeks to engage a reputable firm with a strong track record in developing comprehensive digital solutions for managing grant cycles, analyzing data for insights, and communicating program outcomes to external stakeholders. The integrated digital solution should encompass a

Management Information System (MIS) to enable us to have comprehensive oversight and management of grant-related activities across the 200 CBOs; with **Business Intelligence (BI) capabilities** that will enable us to analyze the outcomes and impacts of those grants by analyzing the data from various CBO reports, activities, and metrics to provide insightful summaries and visualizations and lastly, **an externally facing landing webpage** to communicate program progress and outcomes to all our stakeholders.

Detailed Scope of Work

The selected firm will be tasked with delivering a comprehensive digital solution that satisfies the following requirements:

1. An MIS that efficiently manages the entire lifecycle of grants awarded to Community-Based Organizations (CBOs).
 - Grant Lifecycle Management: A module to manage the entire lifecycle of grants/projects, from planning and approval to implementation, evaluation, and completion.
 - Document Management: Secure storage, organization, and retrieval system for all grant-related documents, including proposals, reports, photos, and videos.
 - Task Management: Features for creating, assigning, tracking, and reporting on tasks related to the management of grants and projects.
 - Financial Management: Tools for tracking financial data, including budgets, expenditures, adjustments, and financial reporting.
 - Automated Workflows: Automation of applications, reporting, and template management to streamline administrative tasks.
 - Integration Capabilities: Ability to integrate with existing systems and databases for seamless data aggregation and operation.
 - Data Migration: Ability to transfer existing grant-related data from legacy systems or databases to the new MIS. It should encompass assessing data compatibility, cleansing and formatting data where necessary, ensuring data integrity throughout the migration process.
2. Integrated BI component within the MIS for extracting, analyzing, and visualizing data from operational reports for internal strategic use.
 - Data Analysis Tools: Advanced tools for analyzing grant-related data to measure impact, effectiveness, and identify trends.
 - Dashboard and Reporting: Customizable internal dashboard for real-time monitoring of key performance indicators (KPIs), with capabilities for generating comprehensive reports.
 - Visualization: Data visualization features, including charts, graphs, and maps, to support data-driven decision-making.
 - Security and Access Control: Robust security protocols to protect sensitive data with role-based access controls for different user levels.
3. An engaging, informative, and user-friendly external webpage that communicates program progress, outcomes, and impacts to a wider audience.
 - Public Engagement: Development of a user-friendly, engaging landing page to

communicate program progress, outcomes, and impact stories to the public.

- Content Management System (CMS): An easy-to-use CMS for updating and managing webpage content without extensive technical knowledge.
 - SEO and Accessibility: Optimization for search engines and accessibility standards to ensure broad reach and usability.
 - Integration with MIS and BI: Capability to showcase selected data and insights from the internal BI tool in a public-friendly manner.
4. Security, Privacy, and Compliance
 - Implement security measures to protect both internal and external platforms against unauthorized access, data breaches, and ensure compliance with Uganda data protection laws.
 5. Training, Support, and Documentation
 - Provide comprehensive training for CRVPF staff on using both the MIS and BI tools, as well as managing the external landing webpage.
 - Detail documentation for system administration, user guides, and troubleshooting.
 - Ongoing technical support and maintenance services to ensure system reliability and performance.

Deliverables

1. A fully functional MIS with BI integration, tailored to the needs of managing grant cycles and analyzing related data.
2. An accessible, user-friendly external webpage for stakeholder engagement.
3. Comprehensive documentation, including user manuals and system maintenance guides.
4. Training materials and sessions for staff to ensure effective system use and management.
5. A plan for ongoing technical support.

PROPOSAL SUBMISSION

Note: We encourage bidders to propose the most effective approach to achieve this, whether through the development of a custom system, the integration of off-the-shelf software solutions, or a hybrid approach. Proposals should clearly outline the recommended solution, including:

1. Solution Overview: A detailed description of the proposed solution, including whether the approach involves custom development, off-the-shelf software integration, or a combination of both.
2. Rationale: Justification for the proposed approach, including an analysis of cost-effectiveness, scalability, time to implementation, and how it meets the project objectives.
3. Integration Strategy: For proposals recommending off-the-shelf solutions, a clear plan for how these systems will be integrated to ensure seamless operation and data coherence across the MIS, BI, and webpage components.
4. Customization and Scalability: An explanation of how the proposed solution can be

customized to meet our specific requirements and scaled to accommodate future needs.

5. **Compatibility and Interoperability:** Details on how the proposed solution will ensure compatibility and interoperability with existing systems and data sources.

Interested firms are invited to submit both a technical and a financial proposal. Submissions should include the following components:

- **Technical Proposal:**

- An overview of the proposed solution, specifying whether it involves custom development, integration of off-the-shelf products, or a combination thereof.
- A detailed project plan outlining the approach, methodologies, timelines, milestones, and specific deliverables.
- Profiles and CVs of key personnel who will be involved in the project, highlighting their relevant experience and roles in delivering similar projects.
- Case studies or examples of similar projects successfully completed by the firm, demonstrating capability and expertise in MIS, BI systems, and web development.
- A strategy for training and ongoing support post-implementation.

- **Financial Proposal:**

- A comprehensive budget breakdown, detailing the costs associated with the development, implementation, training, and maintenance of the system.
- Any assumptions made in the financial proposal's preparation should be clearly stated.
- Please note: Payment is subject to verification of works at every agreed phase. The consultant is to propose the payment plan to be agreed on during the negotiation with the selected bidder.

QUALIFICATIONS

Prospective vendors must meet the following criteria to be considered:

- The firm must have presence and or experience working in Uganda or within the East African region. Preference will be given to firms with a strong local presence and understanding of the local context and market conditions.
- Prospective vendors are required to provide a demo of a Management Information System (MIS) they have previously developed. This demonstration should showcase the functionality, usability, and effectiveness of the MIS in either or managing grant cycles and data analysis.
- Demonstrated experience in developing and implementing Management Information Systems (MIS) and Business Intelligence (BI) platforms, with a portfolio of successful projects, preferably within the non-profit, development, or public sectors.
- Experience in creating externally facing webpages for public engagement, with expertise in modern web development practices, including responsive design, user experience (UX) optimization, and search engine optimization (SEO).
- The proposed digital solution should be specifically tailored for CRVPP's unique requirements and not be an existing Enterprise Resource Planning (ERP) system adapted for general use. CRVPP requires a solution that is built from scratch or heavily customized to address its

specific challenges, workflows, and objectives related to grant management, data analysis, and stakeholder communication.

- A proven track record of working with organizations of similar size and scope, particularly in managing grant cycles, data analysis, and stakeholder communication. Documentation of past projects that includes challenges, solutions, and outcomes is required.
- References or testimonials from previous clients, highlighting the firm's ability to deliver projects on time, within budget, and in accordance with the specified requirements.
- Access to a team of professionals with expertise in software development, data analysis, web design, and project management. The proposal must include CVs of key personnel, detailing their qualifications, experience, and the roles they will play in the project.
- Evidence of financial stability and the capacity to undertake projects of this scale without compromising on quality or timelines. This may include financial statements or bank references.
- The firm must be in good legal standing, with compliance in all regulatory requirements, including tax obligations, in Uganda and/or the East African region.
- Strong communication skills, with proficiency in English (or other specified languages), ensuring clear and effective collaboration throughout the project.
- Ability to provide comprehensive training, ongoing technical support, and system maintenance post-implementation, demonstrating a commitment to long-term partnership and system sustainability.

APPLICATION INFORMATION

Proposals must be prepared in English and submitted via email to kenneth.mugabi@crvpf.org and edith.tendo@crvpf.org , on or before **27th April 2024**. Please state “**Consultancy for MIS development**” in the email subject line. Proposals must remain valid for 60 days after the submission date. Use the same email addresses for any clarifications on the proposals.

The proposals will be evaluated based on their responsiveness to the specified requirements, the overall cost, the experience and capability of the bidding firm, and the proposed approach and methodology.

Disclaimer:

All software, applications, systems, and related work developed shall be the exclusive property of CRVPPF and its Partners. This includes source code, algorithms, databases, documentation, and any other intellectual property created during the contract. By participating in the development of such systems or works, the consultant agrees to assign, transfer, and convey all rights, title, and interest in the intellectual property to CRVPPF.

Children’s Rights and Violence Prevention Fund (CRVPPF) works with NGOs and CBOs towards safeguarding the rights of children. We need to keep children safe, so our selection process reflects our commitment to ensuring that only those who are suitable to work with children are considered for the assignment.