
Request for Proposal for Changes and Additions
to the Gender and Social Inclusion Management
Information System (GSIMIS)

For Procurement of Consulting Services

Issued by:
Micro Enterprise Development Programme
(MEDEP)
Dhobighat, Lalitpur

July 18, 2017

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ii. Section 1. Letter of Invitation

Micro Enterprise Development Programme

Dhobighat,

Lalitpur

Date: 13th July, 2017

Name of Contract: **Additional Module and Knowledge Portal Development on GSIMIS System**

The **Micro Enterprise Development Programme** invites proposals to provide the following consulting services: **A. Additional Module in the existing System** (Company Registration, Graduate Identification, Resilience Identification, Active/ Inactive, Update Module **B. New Module** (Dash Board with Knowledge Management Portal). More details on the services are provided in the attached Terms of Reference (TOR).

1. The consultant shall be selected and engaged on the basis of required experience and qualifications specified in the TOR and the consultants Financial Proposal.
2. You are invited to submit a Proposal (both hard and soft copies) for the services under the TOR to: Micro-Enterprise Development Programme (MEDEP), P.O. Box107, Dhobighat, Lalitpur, Nepal. Tel:977 -1 - 5541949, 5541951
3. Your Proposal should be submitted within a week of proposal requested, the deadline for submission is: 27th July, 2017
4. Clarification on the RFP may be obtained from: medep.org.np
5. Your Proposal must remain valid 90 days after the submission date
6. The assignment is expected to commence on 7th August 2017
7. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Format of Curriculum Vitae (CV) for Proposed Professional Staff
 - Section 3 - Financial Proposal - Standard Forms
 - Section 4 - Terms of Reference
 - Section 5 – Cost Proposal
 - Section 6 - Methodology
8. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal

Yours sincerely,

iii. Section 2. Format of Curriculum Vitae

Key Qualifications:

[Give an outline of your /staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by you / staff member on relevant previous assignments and give dates and locations. Use about half a printed page.]

Education:

[Summarize college/university and other specialized education of your / staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a printed page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names and address of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the consultant] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

Seal / Stamp of the Consultant/Firm: _____

iv. Section 3. Financial Proposal Submission Form

To: Micro-Enterprise Development Programme (MEDEP),
Dhobighat, Lalitpur, Nepal

We, the undersigned, offer to provide the consulting services for developing additional Module and Knowledge Portal of GSIMIS in accordance with your Request for Proposal dated and our Proposal. Our attached Financial Proposal is for the sum ofThis amount is inclusive of all the applicable local taxes (and Value Added Tax).

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address:

v. Section 4. Terms of Reference

4.1 Introduction

The Micro-Enterprise Development Programme (MEDEP), jointly implemented by UNDP and the Government of Nepal, Ministry of Industry and currently funded by Australian Government is creating systems, structures and enabling environment for sustainable development of micro enterprise sector by:

- Supporting the Government of Nepal to implement Micro Enterprise Development for Poverty Alleviation (MEDPA) programme;
- Building the capacity of GoN and the private sector including NGOs (MED service providers) to sustainably deliver Micro Enterprise Development;
- Strengthening the capacity of micro-entrepreneur's associations to sustainably provide members with a number of business development services such as access to markets; access to finance; improved technologies and advocacy.

MEDEP is being implemented since 1998 and has evolved as a model of entrepreneurship development with potential of lifting thousands of people out of poverty. The MEDEP model, targeting the rural poor, women and disadvantaged groups, includes:

- Providing skill and business training and other support, mainly for women and poor and disadvantaged people to set up micro-enterprises;
- Helping establish business support services and representative organizations for micro-entrepreneurs; and
- Working with the government to improve the policy environment.

MEDEP's technical support has led the Government to replicate the MEDEP model in the name of Micro Enterprise Development for Poverty Alleviation (MEDPA). The government is implementing MEDPA since 2010, currently in 69 districts and aims to expand it across Nepal's all 75 districts by 2017/18.

For the sustainable development of micro enterprises in Nepal, MEDEP has been capturing the information and data using software system called GSIMIS desktop based system in MEDEP/MEDPA District since 2010. The system could report data from 1998 to date. Since the system being the distributed system compilation of different district data was tedious and time consuming in the central. So, in 2015 MEDEP decided to develop web based centralized system for managing the Entrepreneurs detail. Integrated Web Based Centralized System been running to maintain the data of Micro-Enterprise.

4.2. Background

4.2.1 Intervention area

MEDEP has been implementing its program for upliftment of the poor through generating employment by developing the needed entrepreneurship skills. So, MEDEP is following the Market Driven approach for Intervention in particular area. 64 District has been covered by MEDEP/MEDPA using following demand driven model

4.2.2 Enterprise Creation and Promotion Cycle

For implementing theoretical demand driven model MEDEP over the time of its implementation has come up with very well tested MEDEP Cycle for creating and uplifting Micro-Enterprise, this cycle has been implemented in the MIS System

4.2.3 Business Logic for GISMIS System

The System's main source of information is from household surveys that support the identification of potential entrepreneurs. The system tracks a series of training and technology support tasks that are conducted for potential entrepreneurs. The system can also track the profit of each enterprise, and maintain records of co-cooperatives, MEG/MEGA details, employment generation etc. The high-level business logic is represented below:

The Existing System

GSIMIS is in production and its server is housed in the Government Computer Centre. The integrity of the production system must be maintained throughout these requested changes, with all development and acceptance taking place in an alternative environment. Specifically, we anticipate that there will continue to be Production and Training (aka Practice) Environments maintained by the customer, and compatible Development and Test Environments supplied by the development Vendor.

The production System was developed using the Visual Studio toolset and using MVC.Net; SQL server 2012 and SSRS, and this technology set should be retained for this task.

4.2.5 0-Level Data Flow Diagram

4.3. Objectives of the Work

The main objective of the work is to deliver the required functions and reports listed below. This will require changes to the database schema, and programmatic changes and additions to programs and screens.

The production System was developed using MVC.Net; SQL server 2012 and SSRS, and this technology set should be maintained for this task.

The additional functions and reports are further described in **attachments** to this document. During the first week of the consultancy the information in these documents can be confirmed.

4.3.1 Additional Functions

- a) Support for the Nepal Federal Government structure; specifically recognising the Local Government Level, Mapping of current address as per new Local Level Structure
- b) Support for a phased transition between organisations; to Local Government and MEDPA, and from MEDEP, CSIDB, DCSI
- c) Edit and Delete Module as per Hierarchy
- d) Minor amendment to Form A, B, C
- e) Enterprise Registration
- f) Graduate Identification
- g) Resilience Identification
- h) Identifying Active/ Inactive MEs
- i) MEG/MEGA details;
- j) Provision of updating members of various events/trainings, updating participants.
- k) Group Technology; assigning Technology to more than an individual ME
- l) Need to work on few identified errors.

4.3.2 Reports and Report Server

Additional Standard Reports, improved performance of some existing standard reports and improved ability to develop custom reports are required.

To allowed improved flexibility in the preparation of customised reports, we propose a virtualised Report Server accessed by MS BI Desktop.

Additional Reports

All current reports are in English. Some of the new and existing reports are required in Nepali

- GESI Wise EDF Report
- GESI Wise MEG/ MEGA participation information
- GESI Wise MEGA Member Information
- GESI Wise Training Participation Information By Training Type
- GESI Wise ME information
- GESI Wise Co-operative and Micro-finance Information
- GESI Wise Employment Information
- GESI Wise MEGA/DMEGA Information
- GESI Wise Loan and Equity Information
- GESI Wise ME Status Information
- GESI Wise Capacity Development Report
- GESI Wise Resilience Report
- GESI Wise Graduate Report
- GESI wise Technology Report
- GESI wise other support Report
- GESI wise move out of poverty Report
- GESI wise income change report
- Yearly PCI Report not cumulative
- Individual Support Received Report
- Report generation as per new structure.
- Centralised and Decentralised both reporting(Nation wise, Province, District, LLU)
- All the reports must contain data for youth as well
- Specific Indicator wise Report
- Summarise report of indicators
- Potential ME Report
- Other as per Identified during development

Query Optimization:

Some reports take long periods to generate. The following Reports should be optimized; Training Schedule Report, EE Report, Income Report, Summary report, move out of Poverty Report.

Knowledge Transfer:

The consulting firm technical person should transfer knowledge and well documented code along with other required documents an all authority/access (including but not limited to the schema diagram, Use case diagram, Data flow diagram) to the technical person authorized by MEDEP.

4.3.3 Organisation Structure Transition

This is recognised as a project risk and will require careful planning. A ‘one schema, alternate screens’ approach is proposed.

4.4 Scope of the Work

- a. A professional IT firm consultant firm is to develop the new functions, make changes to functions and database structure, develop reports and report optimization as described in the objective of work.
- b. The consulting firm must study the structure of the existing database and integrated new functions with the existing system.
- c. The consulting firm must manage delivery of this Scope including mitigating the Risks listed below and any additional Risk that they identify in their Proposal.

4.4.1 Risks

All projects have risks and we seek to work co-operatively with the consultant to mitigate foreseeable risks. We have identified the following risks and propose the following preliminary risk management actions for the consultant's consideration.

Database performance

The Production GSIMIS today delivers adequate performance, and it a requirement that database performance is not degraded by these changes and additions. GSIMIS has many indexes commensurate with its Table structure. The organisational changes required in this consultancy will make significant changes to indexes, and therefore there is a risk of performance issues. It is therefore proposed:

- Before and after benchmarks be performed.
- A person with appropriate database design skill and experience be a member of the consultant's team.
- Early testing of database components be included in the work program.

Organisational Structure Changes

The Federal Structure and the Structure of MEDPA are subject to Government decisions and may change without notice. It is proposed that the first week of the consultancy include a 'confirmation' phase where the Organisations to be represented in GSIMIS will be finalised and 'baselined for development'.

4.5 Time frame for completion of task

The task should be completed within 2 months from the date of contract and the support must be provided till December 2017.

Note: Two months including verification period

4.6 Task Execution Location

The consultant could work on their own premises or MEDEP premises for completing the task. The final accepted database and software must be delivered to an identified MEDEP MIS Specialist.

4.7. MEDEP Support

- Orientation regarding the requirements will be given to the vendors in MEDEP premise prior to the submission of proposal.
- MEDEP will be providing the technical support by installing all the required software on a client laptop
- Will be provide the dataflow structure, and schema
- Any other support for software requirement will be provided to consulting firms
- Full dedicated human resource (IT Expert/Manager) for entire development Period

4.8 Payment Term

The consultant will be paid based on work progress modality

- 10 % of the total amount will be paid after inspection report is received and verified by MEDEP with in the first week of contract date.
- 90 % of the total amount will be paid to consultant after successfully development and demonstration of the deliverables.

4.9 Consultant Firm Experience

- At least Five years of experience in designing and developing web based system with SQL Server database
- Should have related experience in software development
- Should have strong experience in Microsoft Platforms (.net Technologies, SQL Server, Visual Studio)
- Should have successfully performed similar assignments for customers willing to verify

4.10 Final Deliverables

- Revised Database schema
- Required Report generated in the system
- New and changed functions added in the system
- New and changed screens
- Data mapping plan – as per new structure (LLU)
- Work Completion Report
- Knowledge Document
- Verification Report

4.11 Team Composition

The consultant should propose a team capable of performing the total requirement. Although not prescribed, it is anticipated that the team will include:

- System Analyst – Team Leader
- Certified Professional DB Administrator/Designer
- .net programmer/s
- QA/Tester

vi. Section 5: Cost Proposal

Particular	Unit	Quantity	Rate	Total
Additional Functions	Person/Days			
Enterprise Registration	Person/Days			
Report Generation/Update as per new structure	Person/Days			
Query Optimization	Person/Days			
Address Mapping as per LLU	Person/Days			
Overhead	Lump sum			
Sub Total				
Vat@13%				
Grand Total				
Grand Total in Words				

vii. Section 6: Methodology

6.1 Management

- The Consultant's Team Leader and the MEDEP IT Expert/Manage are the designed channel of formal communication during the project.
- The Consultant's Team Leader is also the designated 'Risk Manager'.
- The Consultant's Team Leader will maintain a WBS showing responsibly for all components of deliverables.
- There should be weekly formal reviews of progress, issues, and risk status.

6.2 Engineering

The content of Section 4, TOR relevant to engineering methodology, is highlighted.

Engineering stage of Requirement Analysis, System Design, System Coding, Testing and Verification (including DB performance) and Installation and Go live are to be included in the WBS.

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MISS MEDEP

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MES, MEDEP

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Admin and Finance Manager, MEDEP

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National Programme Manager,
MEDEP

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Nabina Shrestha,
Programme Analyst
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