

REQUEST FOR PROPOSALS

REF: UNDP SO-RFP-2017-011

**Development and Implementation of an Aid Information Management
System (AIMS) for Somalia**



United Nations Development Programme
August, 2017

Section 1. Letter of Invitation

Nairobi, Kenya
August 01, 2017

Development and Implementation of an Aid Information System (AIMS) for Somalia

Dear Sir/Madam,

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – Contract for Professional Services, including General Terms and Conditions
- Section 9 – Gender Questionnaire
- Section 10 – Acknowledgement Form
- Section 11 – List of Somali Developers
- Section 12 – Document Checklist

Your offer, comprising of a Technical and Financial Proposal in separate email messages, should be submitted in accordance with Section 2.

You are kindly requested to submit an acknowledgment letter to UNDP to the following address:

United Nations Development Programme (UNDP) Somalia
Nairobi Support Office, Pre-fab Block D5,
United Nations Office at Nairobi (UNON) Compound
UN Avenue, Gigiri,
PO Box 28832-00200, Nairobi, Kenya
Tel : +254 20 51 21324

Attention: Debbie Wandera at
debbie.wandera@undp.org

The letter should be received by UNDP no later than **August 11, 2017**. The same letter should advise whether your company intends to submit a Proposal. If that is not the case, UNDP would appreciate your indicating the reason, for our records.

If you have received this RFP through a direct invitation by UNDP, transferring this invitation to another firm requires your written notification to UNDP of such transfer and the name of the company to whom the invitation was forwarded.

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Iryna Malykh
Procurement Specialist
UNDP Somalia Country Office

Section 2: Instruction to Proposers

Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the UNDP and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* (Section 2 of the RFP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* (Section 1 of the RFP) refers to the Letter of Invitation sent by UNDP to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of UNDP and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by UNDP through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by UNDP for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by UNDP under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by UNDP to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.

- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. UNDP hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by UNDP in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by UNDP. UNDP is under no obligation to award a contract to any Proposer as a result of this RFP.
4. UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)
5. In responding to this RFP, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest,

proposers must disclose the condition to UNDP and seek UNDP's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
 - 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.
8. All Proposers must adhere to the UNDP Supplier Code of Conduct, which may be found at this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

B. CONTENTS OF PROPOSAL

9. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 9.1 Proposal Submission Cover Letter Form (see RFP Section 4);
- 9.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see RFP Section 5);
- 9.3 Technical Proposal (see prescribed form in RFP Section 6);
- 9.4 Financial Proposal (see prescribed form in RFP Section 7);
- 9.5 Proposal Security, if applicable (if required and as stated in the **Data Sheet** (DS nos. 9-11), see prescribed Form in RFP Section 8);
- 9.6 Any attachments and/or appendices to the Proposal.

10. Clarification of Proposal

- 10.1 Proposers may request clarifications of any of the RFP documents no later than the date indicated in the **Data Sheet** (DS no. 16) prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the UNDP address indicated in the **Data Sheet** (DS no. 17). UNDP will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

- 10.2 UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

11. Amendment of Proposals

- 11.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 18).
- 11.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, UNDP may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

1. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

2. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and UNDP, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and UNDP.

3. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

4. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 28), the Proposer shall structure the Technical Proposal as follows:

- 15.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and

experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 18 and DS No. 26 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.

- 15.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 29 and 30).

Proposers must be fully aware that the products or services that UNDP requires may be transferred, immediately or eventually, by UNDP to the Government partners, or to an entity nominated by the latter, in accordance with UNDP’s policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
- b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

- 15.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to UNDP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, UNDP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with UNDP’s acceptance of the justification for substitution, and UNDP’s approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

- 15.4 Where the **Data Sheet** requires the submission of the Proposal Security, the Proposal Security shall be included along with the Technical Proposal. The Proposal Security may be forfeited by UNDP, and reject the Proposal, in the event of any or any combination

of the following conditions:

- a) If the Proposer withdraws its offer during the period of the Proposal Validity specified in the **Data Sheet** (DS no. 11), or;
- b) If the Proposal Security amount is found to be less than what is required by UNDP as indicated in the **Data Sheet** (DS no. 9), or;
- c) In the case the successful Proposer fails:
 - i. to sign the Contract after UNDP has awarded it;
 - ii. to comply with UNDP's variation of requirement, as per RFP clause 35; or
 - iii. to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the effectivity of the contract that may be awarded to the Proposer.

5. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

6. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 15). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 15), then UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s;
or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or

- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

7. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to UNDP's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the UN 1267/1989 List or the UN Ineligibility List, nor in any and all of UNDP's list of suspended and removed vendors.

8. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to UNDP, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of UNDP. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by UNDP.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and

- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by UNDP as the most responsive Proposal that offers the best value for money, UNDP shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

9. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.

10. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 21). A Proposal valid for a shorter period shall be immediately rejected by UNDP and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

11. Proposer's Conference

When appropriate, a proposer's conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the proposer's conference will be either posted on the UNDP website, or disseminated to the individual firms who have registered or expressed interest with the contract, whether or not they attended the conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

D. SUBMISSION AND OPENING OF PROPOSALS

12. Submission

23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of UNDP as specified in the **Data Sheet** (DS no.20) and

shall include the Proposer's name and address, as well as a warning that state "*not to be opened before the time and date for proposal opening*" as specified in the **Data Sheet** (DS no. 24). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labeling by the Proposer.

- 23.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 22 and 23). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with UNDP's deadline for submission. UNDP shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the UNDP premises indicated in the **Data Sheet** (DS no. 20).
- 23.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 19). In the event of any discrepancy between the contents of the "Original Proposal" and the "Copy of Proposal", the contents of the original shall govern. The original version of the Proposal shall be signed or initialed by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 23.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of UNDP as attached hereto as Section 11.

13. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by UNDP at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 20 and 21).

UNDP shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by UNDP after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

14. Withdrawal, Substitution, and Modification of Proposals

- 25.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by UNDP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by UNDP.
- 25.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must

accompany the respective written notice. All notices must be received by UNDP prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

25.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.

25.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

15. Proposal Opening

UNDP will open the Proposals in the presence of an ad-hoc committee formed by UNDP of at least two (2) members. If electronic submission is permitted, any specific electronic proposal opening procedures shall be as specified in the **Data Sheet** (DS no. 23).

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

16. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with UNDP for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to UNDP. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

17. Preliminary Examination of Proposals

UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP may reject any Proposal at this stage.

18. Evaluation of Proposals

29.1 UNDP shall examine the Proposal to confirm that all terms and conditions under the UNDP General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 32). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 25). Absolutely no changes may be made by UNDP in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 32) after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 25).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%)

+ (FP Rating) x (Weight of FP, e.g., 30%)

Total Combined and Final Rating of the Proposal

29.4 UNDP reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No.33), may include, but need not be limited to, all or any combination of the following :

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of UNDP, where available; and
- g) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.

19. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Proposer for a clarification of its Proposal.

UNDP's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP Clause 32.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.

20. Responsiveness of Proposal

UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

21. Nonconformities, Reparable Errors and Omissions

Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, UNDP may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation

requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, UNDP shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by UNDP, its Proposal shall be rejected.

F. AWARD OF CONTRACT

22. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for UNDP's action. Furthermore, UNDP shall not be obliged to award the contract to the lowest price offer.

UNDP shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the UN's Consolidated List of Individuals and Entities with Association to Terrorist Organizations, in the List of Vendors Suspended or Removed from the UN Secretariat Procurement Division Vendor Roster, the UN Ineligibility List, and other such lists that as may be established or recognized by UNDP policy on Vendor Sanctions. (See [http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/for details](http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/for%20details))

23. Award Criteria

Prior to expiration of the period of proposal validity, UNDP shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 25 and 32).

24. Right to Vary Requirements at the Time of Award

At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

25. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to UNDP.

Failure of the successful Proposer to comply with the requirement of RFP Clause 35 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, UNDP may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

26. Performance Security

A performance security, if required, shall be provided in the amount and form provided in Section 9 and by the deadline indicated in the **Data Sheet** (DS no. 14), as applicable. Where a Performance Security will be required, the submission of the said document, and the confirmation of its acceptance by UNDP, shall be a condition for the effectivity of the Contract that will be signed by and between the successful Proposer and UNDP.

27. Bank Guarantee for Advanced Payment

Except when the interests of UNDP so require, it is the UNDP's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by UNDP, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, UNDP shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 10.

28. Vendor Protest

UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

| DS No. | Cross Ref. to Instructions | Data | Specific Instructions / Requirements |
|--------|----------------------------|---|--|
| 1 | | Project Title : | Development and Implementation of an Aid Information Management System (AIMS) for Somalia |
| 2 | | Title of Services/Work: | Aid Information Management System for Somalia |
| 3 | | Country / Region of Work Location: | Somalia |
| 4 | C.13 | Language of the Proposal: | <input checked="" type="checkbox"/> English |
| 5 | C.20 | Conditions for Submitting Proposals for Parts or sub-parts of the TOR | <input checked="" type="checkbox"/> Not allowed |
| 6 | C.20 | Conditions for Submitting Alternative Proposals | <input checked="" type="checkbox"/> N/A |
| 7 | C.22 | A pre-proposal conference will be held on: | <input checked="" type="checkbox"/> Teleconference will be organized on August 15, 2017 at 16:00H Kenya time (GMT+3) Please confirm your participation in the conference at debbie.wandera@undp.org |
| 8 | C.21 | Period of Proposal Validity commencing on the submission date | <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal |
| 9 | B.9.5 C.15.4 b) | Proposal Security | <input checked="" type="checkbox"/> N/A |
| 10 | B.9.5 | Acceptable forms of Proposal Security | <input checked="" type="checkbox"/> N/A |

| | | | |
|----|--------------------------|---|---|
| 11 | B.9.5 C.15.4 a) | Validity of Proposal Security | <input checked="" type="checkbox"/> N/A |
| 12 | | Advanced Payment upon signing of contract | <input checked="" type="checkbox"/> Not allowed |
| 13 | | Liquidated Damages | <input checked="" type="checkbox"/> Will be imposed under the following conditions: Percentage of contract price per week of delay : 0.5% Max. no. of days of delay : 30 days, but total amount of penalty should not exceed 50% of total amount of contract After 30 days delay or penalty amount exceeding 50% of contract value, UNDP may terminate the contract without any right for indemnity for the Contractor |
| 14 | F.37 | Performance Security | <input checked="" type="checkbox"/> Not Required |
| 15 | C.17, C.17 b) | Preferred Currency of Proposal and Method for Currency conversion | <input checked="" type="checkbox"/> United States Dollars (USD) Must be exclusive of VAT and other applicable indirect taxes |
| 16 | B.10.1 | Deadline for submitting requests for clarifications/ questions | <input checked="" type="checkbox"/> 10 days before the submission date. Proposers are required to submit their queries in writing. Telephone enquiries will not be accepted. |
| 17 | B.10.1 | Contact Details for submitting clarifications/questions ¹ | Focal Person in UNDP: Debbie Wandera E-mail address dedicated for this purpose: debbie.wandera@undp.org , cc: benard.korir@undp.org |
| 18 | B.11.1 | Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries | <input checked="" type="checkbox"/> Posting on the UNGM website at https://www.ungm.org and the UNDP corporate website at http://procurement-notices.undp.org Proposers are advised to frequently check the above mentioned websites for any addenda/clarifications that may be posted |
| 19 | D.23.3 | No. of copies of Proposal that must be submitted [if transmitted by courier] | N/A |
| 20 | D.23.1 D.23.2 D.24 | Proposal Submission Address | N/A |
| 21 | C.21 D.24 | Deadline of Submission | Date and Time : September 12 , 2017 at 13:00H Kenya time (GMT+3) |

¹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.

| | | | |
|----|----------------|---|--|
| 22 | D.23.2 | Allowable Manner of Submitting Proposals | <input checked="" type="checkbox"/> Electronic submission of Bid only. |
| 23 | D.23.2 D.26 | Conditions and Procedures for electronic submission and opening, if allowed | <p><input checked="" type="checkbox"/> Mandatory official address for electronic submission: bids.so@undp.org.</p> <p><input checked="" type="checkbox"/> Format: PDF files only. Zip, RAR and JPEG MUST NOT BE USED</p> <p>Proposers are encouraged to check the attachment formats prior to submission as UNDP will not be responsible if attachments are in other formats that cannot be opened without additional software.</p> <p>After preparing the Proposal in paper format as specified in Sections 4, 5, and 6, the entire Technical Proposal must be scanned or converted into one or more electronic.pdf (Adobe Acrobat) format file(s) and attached to one or more e-mails. The same should be done for section 7 – Financial proposal.</p> <p><input checked="" type="checkbox"/> The Technical Proposal MUST BE SUBMITTED SEPARATELY FROM THE FINANCIAL PROPOSAL and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Mandatory subject of e-mail:</p> <p>The subject line of the e-mail(s) for the technical proposal should state “Technical proposal for UNDP SO-RFP-2017-011: For the Development and Implementation of an Aid Information Management System for Somalia. “ - DO NOT OPEN BEFORE September 12, 2017, 13:00H and;</p> <p>Separate email for Financial Proposal: The subject line of e-mail(s) for the Financial Proposal should state “Financial Proposal for UNDP SO-RFP-2017-011: For the Development and Implementation of an Aid Information Management System for Somalia. “ - DO NOT OPEN BEFORE September 12, 2017, 13:00H</p> <p><input checked="" type="checkbox"/> The Financial proposal must be password protected. The password must not be sent to UNDP until officially requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP.</p> <p>Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal will be rejected.</p> <p><input checked="" type="checkbox"/> Max. File Size per transmission: 5MB</p> <p><input checked="" type="checkbox"/> Max. No. of transmission: There is no limit on the number of email messages for each Proposal.</p> |

| | | | |
|----|--------------------------|--|---|
| | | | <p>Proposers may send as many emails as needed but the size of each e-mail should not exceed five megabytes (5MB) and the first and subsequent messages should state the total number of messages comprising the Proposal, e.g. email 1 of 3, 2, of 3, etc.</p> <p><input checked="" type="checkbox"/> No. of copies to be transmitted : (one) 1</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: ANY</p> <p>Proposers are solely responsible for ensuring that any and all files sent to UNDP are readable, i.e. uncorrupted, in the indicated electronic format, and free from viruses and malware. Failure to provide readable files will result in the proposal being rejected.</p> <p><input checked="" type="checkbox"/> Digital Certification/Signature: Signed and stamped copy</p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: Kenya Time (GMT:+3.00)</p> <p>Since delays in email transmission can occur, Proposers are advised to send electronic submissions well in advance of the deadline. Offers emailed to UNDP and received after the submission deadline will be rejected.</p> <p>NB: PROPOSALS SENT TO OR COPIED TO PERSONAL EMAILS OF UNDP STAFF WILL BE DISQUALIFIED.</p> |
| 24 | D.23.1 | Date, time and venue for opening of Proposals | N/A |
| 25 | E.29.2 E.29.3 F.34 | Evaluation method to be used in selecting the most responsive Proposal | <input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70% |
| 26 | C.15.1 | Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only) | <p><input checked="" type="checkbox"/> Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</p> <p><input checked="" type="checkbox"/> Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation</p> <p><input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</p> <p><input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation.</p> <p><input checked="" type="checkbox"/> Certificate of registration as a company</p> <p><input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any</p> |

| | | | |
|----|--------|--|---|
| | | | <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor's Report for the past <i>three (3) years or equivalent as required by national law</i> <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value the past <i>three (3) years</i> <input checked="" type="checkbox"/> Copy of Patent Registration Certificates, if any of technologies submitted in the Proposal is patented by the Proposer <input checked="" type="checkbox"/> An MoU (where applicable) and duly signed by all parties detailing all members, object of the agreement, responsibilities and roles as relevant to this RFP, particularly: <ul style="list-style-type: none"> ▪ The designated lead entity vested with authority to legally bind the members of partnership with whom UNDP would enter into contract with in the event that they are awarded the contract. ▪ Who is/are the partner(s) in the partnership exact area(s) of responsibility or collaboration, specifically distinguishing the main and local partner providing support services (if any). <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details) <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded. |
| 27 | | Other documents that may be Submitted to Establish Eligibility | N/A |
| 28 | C.15 | Structure of the Technical Proposal (<i>only if different from the provision of Section 2</i>) | Must be submitted consisted with Clause C 15 of Section 2 of the RFP (Instructions to Proposers) |
| 29 | C.15.2 | Latest Expected date for commencement of Contract | <i>120 days after submission deadline</i> |
| 30 | C.15.2 | Expected duration of contract (Target Commencement Date and Completion Date) | <input checked="" type="checkbox"/> 12 months after date of signature of contract |
| 31 | | UNDP will award the contract to: | <input checked="" type="checkbox"/> One Proposer only |

| 32 | E.29.2 F.34 | Criteria for the Award of Contract and Evaluation of Proposals | <p>Preliminary Evaluation: Proposers must satisfy the following eligibility criteria to be admitted for technical evaluation;-</p> <table border="1"> <thead> <tr> <th rowspan="2">No</th><th rowspan="2">Basic Criteria (Pass/Fail)</th><th colspan="2">Provided</th></tr> <tr> <th>Y</th><th>N</th></tr> </thead> <tbody> <tr> <td>1</td><td>Proposal sent to the correct email address in accordance with the instructions given for electronic submission</td><td>✓</td><td></td></tr> <tr> <td>2</td><td>Timely receipt of Proposal (date and time).</td><td>✓</td><td></td></tr> <tr> <td>3</td><td colspan="3"> Completeness of proposal: <u>completed, signed, stamped in PDF format and submission of the following;</u> </td></tr> <tr> <td></td><td>Bid sheet (section 4) completed and signed</td><td>✓</td><td></td></tr> <tr> <td></td><td>Eligibility document form (section 5) together with all eligibility documents requested in DS 26</td><td>✓</td><td></td></tr> <tr> <td></td><td>Technical Proposal (Section 6)</td><td>✓</td><td></td></tr> <tr> <td></td><td>Financial Proposal (Section 7)</td><td>✓</td><td></td></tr> <tr> <td></td><td>Gender Questionnaire (Section 10)</td><td>✓</td><td></td></tr> <tr> <td>4</td><td>Language of proposal is English (supporting documents in other languages must be accompanied by a notarized translation)</td><td>✓</td><td></td></tr> <tr> <td>5</td><td>Currency of proposal is USD</td><td>✓</td><td></td></tr> <tr> <td>6</td><td>Acceptance of UNDP General Terms & Conditions</td><td>✓</td><td></td></tr> <tr> <td colspan="2">Passed for Technical Evaluation</td><td>✓</td><td></td></tr> </tbody> </table> <p>Technical and Financial Evaluation:</p> <p>Technical evaluation: The Technical Proposal will be evaluated on the basis of its responsiveness to the Terms of Reference (TOR) and eligibility documents provided (Please refer to below tables).</p> <p>Only proposals that pass stage 1 and, attain a score of 70% and above in stage 2 of the technical evaluation will qualify for financial evaluation.</p> <p>Financial Evaluation: Financial proposals of all short-listed Proposers who will have attained the minimum score of 70% and above in the technical evaluation will be compared.</p> <p>Final Award: The final award will be based on the highest combined score based on 70% technical offer and 30% price weight distribution of technically qualified Proposals.</p> | No | Basic Criteria (Pass/Fail) | Provided | | Y | N | 1 | Proposal sent to the correct email address in accordance with the instructions given for electronic submission | ✓ | | 2 | Timely receipt of Proposal (date and time) . | ✓ | | 3 | Completeness of proposal: <u>completed, signed, stamped in PDF format and submission of the following;</u> | | | | Bid sheet (section 4) completed and signed | ✓ | | | Eligibility document form (section 5) together with all eligibility documents requested in DS 26 | ✓ | | | Technical Proposal (Section 6) | ✓ | | | Financial Proposal (Section 7) | ✓ | | | Gender Questionnaire (Section 10) | ✓ | | 4 | Language of proposal is English (supporting documents in other languages must be accompanied by a notarized translation) | ✓ | | 5 | Currency of proposal is USD | ✓ | | 6 | Acceptance of UNDP General Terms & Conditions | ✓ | | Passed for Technical Evaluation | | ✓ | |
|---------------------------------|--|--|---|----|----------------------------|----------|--|---|---|---|--|---|--|---|---|---|--|---|---|--|--|--|--|---|--|--|--|---|--|--|--------------------------------|---|--|--|--------------------------------|---|--|--|-----------------------------------|---|--|---|--|---|--|---|-----------------------------|---|--|---|---|---|--|---------------------------------|--|---|--|
| No | Basic Criteria (Pass/Fail) | Provided | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Y | N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Proposal sent to the correct email address in accordance with the instructions given for electronic submission | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Timely receipt of Proposal (date and time) . | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Completeness of proposal: <u>completed, signed, stamped in PDF format and submission of the following;</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Bid sheet (section 4) completed and signed | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Eligibility document form (section 5) together with all eligibility documents requested in DS 26 | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Technical Proposal (Section 6) | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Financial Proposal (Section 7) | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Gender Questionnaire (Section 10) | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Language of proposal is English (supporting documents in other languages must be accompanied by a notarized translation) | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Currency of proposal is USD | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Acceptance of UNDP General Terms & Conditions | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Passed for Technical Evaluation | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 33 | E.29.4 | Post-Qualification Actions | <p>☒ Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted;</p> <p>☒ Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>☒ Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | | business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; |
| 34 | | Conditions for Determining Contract Effectivity | <input checked="" type="checkbox"/> A countersigned and duly executed contract |
| 35 | | Other Information Related to the RFP | |

Evaluation Criteria for Assessment of Technical Proposals;

The evaluation of technical proposals will be conducted in a two-stage process;

Stage 1

After a preliminary examination of proposals to determine completeness of proposals received, the Technical Evaluation Committee will first evaluate proposals passed at the preliminary evaluation stage against the criteria specified in the table below, on a pass/fail basis.

| Technical Proposal Evaluation Form 1 (a) | | | |
|---|--|------|------|
| | Expertise of the Firm/Organization | Pass | Fail |
| 1 | Reputation of Organization and Staff / Credibility / Reliability / Industry Standing Proof (company profile, reference letters and No. of years in business) | | |
| (a) | Have completed at least three projects developing data-based websites in the past three years with a value of at least USD 50,000 each (if through consortium: bidding company share) | | |
| (b) | Be in active operation for at least three years (proof by submission of date of registration) | | |
| 2 | Financial stability | | |
| (a) | An average annual turnover of at least USD 200,000 for the past three years (proof to be submitted – audited accounts). | | |
| 3 | General Organizational Capability which is likely to affect implementation | | |
| (a) | Completion of at least two projects in the past three years using open source software components (proof to be submitted – project descriptions) | | |
| (b) | Have at least six staff, including at least four fulltime developers (proof to be submitted – company profile/CVs?) | | |
| (c) | Lead company is based in Somalia and has permanent developers in Somalia or, is based elsewhere in the world and has engaged in consortium / cooperation arrangement with Somalia based company or Somalia based developers (proof to be submitted – MoU agreement). | | |
| (d) | All proposed personnel must also be able to communicate in English | | |

Only proposals that will be found fully compliant with evaluation criteria, i.e., passed all elements mentioned in the table above will be passed for stage two of the technical evaluation.

Stage 2

Proposals that pass stage 1 of the technical evaluation will subsequently be evaluated using the following criteria

| Summary of Technical Proposal Evaluation Forms | Score Weight | Points Obtainable |
|--|--------------|-------------------|
| Expertise of Firm / Organization (Form 1b) | 26.3% | 500 |
| Proposed Methodology, Approach and Implementation Plan | 47.4% | 900 |
| Management Structure and Key Personnel | 26.3% | 500 |
| Total | | 1900 |

| Technical Proposal Evaluation Form 1 (b) | | | Points obtainable |
|---|--|------------------|-------------------|
| Expertise of the Firm/Organization | | | |
| 1.1 | General Organizational Capability which is likely to affect implementation | Sub-score | 100 |
| (a) | No. of developers available (under 5 = 10 points; 5-8 = 25 points; > 8 = 50 points) (proof to be submitted – company profile) | 50 | |
| (b) | At least 5 staff allocated to project, including 1 project manager and 2 Mogadishu-based/Somali speaking developers. (proof - staffing proposal) - 50 | 50 | |
| 1.2 | Relevance of (specialized expertise requirements) | Sub-score | 400 |
| (a) | Past experience of working with aid data (no – 0; once = 30, more than once = 50) (proof – descriptions of previous projects) | 50 | |
| (b) | Past experience of working with IATI data (no – 0; once = 30, more than once = 50) (proof – descriptions of previous projects) | 50 | |
| (c) | Past experience of working Docker/VMware (no – 0; once = 30, more than once = 50) (proof – descriptions of previous projects) | 50 | |
| (d) | Past experience of working with Charting libraries (no – 0; once = 30, more than once = 50) (proof – descriptions of previous projects) | 50 | |
| (e) | Past experience of working with financial data (no – 0; once = 30, more than once = 50) (proof – descriptions of previous projects) | 50 | |
| (f) | Past experience in implementing similar projects in developing countries (no – 0; once = 30, more than once = 50) (proof – descriptions of previous projects) | 50 | |
| (g) | Past experience in Fragile Countries and Somalia (no – 0; once excl. Somalia = 10, once including Somalia =30 more than once excluding Somalia = 40; more than once including Somalia =50) (proof – descriptions of previous projects) | 50 | |
| (h) | Having completed at least two projects in the past three years for a government partner (proof to be submitted – project descriptions, company profile) (one = 25, two or more = 50) (proof – descriptions of previous projects) | 50 | |
| TOTAL PART 1b | | | 500 |

| | Technical Proposal Evaluation Form 2 | | Points obtainable |
|------------|---|------------------|----------------------|
| | Proposed Methodology, Approach and Implementation Plan | | |
| 2.1 | To what degree does the Proposer understand the task? | Sub-score | 40 |
| (a) | Description of the challenges and risks related to hosting a web-application in a Fragile Country (none = 0, some = 5, comprehensive = 10) | 10 | |
| (b) | Description of the challenges and risks related to compiling data from and managing a large number of different users (none = 0, some = 5, comprehensive = 10) | 10 | |
| (c) | Description of the challenges and risks related to capturing data in different currencies and financial years (none = 0, some = 5, comprehensive = 10) | 10 | |
| (d) | Description of the challenges and risks of fluctuating staffing establishment and IT competencies at the Ministry of Planning, Investment and Economic Development (none = 0, some = 5, comprehensive = 10) | 10 | |
| 2.2 | Have the important aspects of the task been addressed in sufficient detail? | Sub-score | 40 |
| (a) | Description of the Project management approach, with specific attention to the roles between the international and national company (if relevant) (none = 0, some = 5, comprehensive = 10) | 10 | |
| (b) | Description of the cooperative arrangements with the Government, other stakeholders, and UNDP (none = 0, some = 5, comprehensive = 10) | 10 | |
| (c) | Description of the project sequencing and associated testing and feedback iterations (none = 0, some = 5, comprehensive = 10) | 10 | |
| (d) | Involvement of the Local developers and MoPIED IT unit in contributing code to the AIMS (none = 0, a little = 10, significantly = 20) | 10 | |
| 2.3 | Are the different components of the project adequately weighted relative to one another? | Sub-score | 40 |
| (a) | Balance between time investment in a) design, b) testing and c) roll-out (sufficient time allocated for all aspects = 10, insufficient time for one aspect = 5, insufficient time for >1 aspect = 0) | 10 | |
| (b) | Are the human resources proposed for each phase in the project sufficient? (sufficient staff allocated for all aspects = 10, insufficient staff for one aspect = 5, insufficient staff for >1 aspect = 0) | 10 | |
| (c) | Does the proposal indicate that there will be regular progress reporting targeted to follow expected project implementation and benchmark realization? | 10 | |
| (d) | Does the proposal have a good balance of detail in description of the different components? | 10 | |
| 2.4 | Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal? | Sub-score | 40 |
| (a) | Does the proposal use information from the 2015 AIMS review? (yes and relevant = 10, yes, not so relevant = 5, no = 0) | 10 | |
| (b) | Does the proposal take into account the likely skills and competencies at MoPIED, other FGS institutions and other stakeholders? (yes/not applicable = 10, no = 0) | 10 | |
| (c) | Does the proposal take into account the likely connectivity arrangements and security challenges in Somalia? (connectivity = 5 points, security = 5 points) | 10 | |
| (d) | Does the proposal allow for user feedback to be regularly reviewed and acted on during implementation? (yes = 10, no = 0) | 10 | |
| 2.5 | Is the conceptual framework adopted appropriate for the task? | Sub-score | 230 |
| 2.5.1 | Is the choice of software appropriate? (Proposer will use a modern and cross platform web framework e.g. ASP.NETCore, Laravel, Rails, Django?- 100 points, proposer has indicated that the development will take place in a single main language (plus html, javascript, and docker/VM scripting etc) – 40 points, Proposer has indicated that they will make use of already available open source components- 50 points) | 180 | |
| (a) | Is the choice of training approach appropriate? (no = 0, somewhat = 5, yes = 10) | 10 | |

| | Technical Proposal Evaluation Form 2 | | Points obtainable |
|--------------|--|------------------|----------------------|
| | Proposed Methodology, Approach and Implementation Plan | | |
| (b) | Is the choice of management support during the test and roll-out phase appropriate? (no = 0, somewhat = 5, yes = 10) | 10 | |
| (c) | Does the overall risk management approach address the main risks in an appropriate manner? (not at all = 0, in some cases = 15, in the majority of cases = 30) | 30 | |
| 2.6 | Is the scope of task well defined and does it correspond to the TOR – Does it meet the requirements set out in the TOR with regard to: | | 510 |
| 2.6.1 | Management | Sub-score | 15 |
| (a) | Does the proposal appropriately describe the roles and functions of the Management Users? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe that all AIMS administration is performed through the single AIMS interface. No separate 'admin' interface should be available and therefore no data or setting should be modified outside of the normal data workflow? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe how users will perform tasks themselves e.g. resetting passwords, and that the task of authorising a new user will be able to be performed by other users of that organisation, and/or the wider management group? (yes = 5, no = 0) | 5 | |
| 2.6.2 | Code | Sub-score | 45 |
| (a) | Does the proposal note that the new AIMS will be released under the Affero General Public License (AGPL)? (yes = 15, no = 0) | 15 | |
| (b) | Does the proposal note that all code will be stored on the 'somaliaims' github account? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal mention how the code will be commented? (yes = 5, no = 0) | 5 | |
| (d) | Has the Proposer suggested a solution to report and track bugs during development that would be usable by the FGS and other end-users? (yes = 5, no = 0) | 5 | |
| (e) | Will test versions of the AIMS be deployed by MoPIED during the development phase? (Yes = 5, no = 0) | 5 | |
| (f) | Does the proposal commit the developer to providing deployment instructions? (Yes = 5, no = 0) | 5 | |
| (g) | Does the proposal indicate that industry standard development tools will be used for development and that further development is possible without cost, using freely available tools? (Yes = 5, no = 0) | 5 | |
| 2.6.3 | Hosting | Sub-score | 55 |
| (a) | Does the proposal appropriately describe that the Government of Somalia will host the AIMS? (yes = 5, no = 0) | 5 | |
| (b) | Will the AIMS run on technology/servers that is already available to the FGS? (yes = 10, no = 0) | 10 | |
| (c) | Will AIMS installation be possible on both remote and local hosts, dedicated and shared servers? (yes = 5, no = 0) | 5 | |
| (d) | Will the AIMS code be independent of server type and host operating system? (yes = 20, no = 0) | 20 | |
| (e) | Will the hosting solution be possible without requiring the FGS to pay license fees? (yes = 15, no = 0) | 15 | |
| 2.6.4 | Deployment | Sub-score | 40 |
| | Does the proposal appropriately describe the following functional requirements for deployment and backup: | | |
| (a) | Latest versions of the AIMS available for download from the repository? (yes = 5, no = 0) | 5 | |
| (b) | A single download to cover all necessary components (server, app, etc.) to deploy the AIMS? (yes = 5, no = 0) | 5 | |

| | Technical Proposal Evaluation Form 2 | | Points obtainable |
|--------------|--|------------------|----------------------|
| | Proposed Methodology, Approach and Implementation Plan | | |
| (c) | Simple installation e.g. run one install script (which also sets up the initial management user), and no requirement to install and configure multiple dependencies, separately configure certificates, etc? (yes = 5, no = 0) | 5 | |
| (d) | All country specific data provided in a single configuration file for upload on deployment (as other countries may use the same AIMS code) to be imported after deployment or, upon initial view of a new installation, a form requesting the initial user to enter all data needed for the configuration file e.g. initial management user email, country name, domain, language choices, storage locations, email service etc? (yes = 5, no = 0) | 5 | |
| (e) | Import of backed-up data from within the AIMS – not via external SQL scripts, etc. also able to pull from a connected storage location? (yes = 5, no = 0) | 5 | |
| (f) | Developers provide instructions and training to install Docker/VMWare to MoPIED on server infrastructure that they are familiar with? (yes = 5, no = 0) | 5 | |
| (g) | Developers provide training, instructions and installation scripts to MoPIED IT unit to download and deploy AIMS code and all necessary components? (yes = 5, no = 0) | 5 | |
| (h) | Feature within the AIMS to alert AIMS managers to availability of updated version on the repository? (yes = 5, no = 0) | 5 | |
| 2.6.5 | Backup and Restoration | Sub-score | 40 |
| 2.6.5.1 | Does the proposal appropriately describe that the data in the AIMS can be backed up for safekeeping off-site? (yes = 10, no = 0) | 10 | |
| 2.6.5.2 | Does the proposal appropriately describe a data backup system should provide the ability to roll back the data to previous point in time by importing a past backup? (yes = 2, no = 0) | 2 | |
| 2.6.5.3 | Does the proposal appropriately describe that the backup system should facilitate easy re-deployment and upgrading through the ability to easily backup the data and restore it: | | |
| (a) | This should be a non-technical process with the AIMS displaying available backups in the storage location for the user to select and import, alternatively allowing upload of an offline backup file? (yes = 2, no = 0) | 2 | |
| (b) | For one-off backups, a button in the AIMS should save a backup which is then available for download? (yes = 2, no = 0) | 2 | |
| (c) | The AIMS should do automated backups on a schedule, and allow the users to limit the storage size used, and which deletes old backups appropriately? (yes = 2, no = 0) | 2 | |
| (d) | There should be a choice (including multiple) of storage locations to include local folders, network storage, emailed backups, and cloud providers e.g. Dropbox? (yes = 2, no = 0) | 2 | |
| (e) | The AIMS should also backup the configuration and other files where necessary? (yes = , no = 0) | 3 | |
| (f) | The AIMS should implement an appropriate backup naming process? (yes = 2, no = 0) | 2 | |
| (g) | The backups should be in IATI XML format? (yes = , no = 0) | 3 | |
| (h) | On restoring backed-up data where there is existing data, the AIMS log should display which rows/fields have changed between backups? (yes = 2, no = 0) | 2 | |
| (i) | Whenever restoring a backup, the AIMS should take a backup of the pre-restore data in case the user wishes to revert the backup? (yes = 3, no = 0) | 3 | |
| (j) | Does the proposal appropriately describe that the backups should not be encrypted? (yes = 2, no = 0) | 2 | |
| 2.6.6 | Security | Sub-score | 20 |
| (a) | Does the proposal appropriately describe that the system will implement multiple levels of security: network level, database level, application level, API level, record level, and field level? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe that the AIMS should take recognised steps | 5 | |

| | Technical Proposal Evaluation Form 2 | | Points obtainable |
|--------------|--|------------------|----------------------|
| | Proposed Methodology, Approach and Implementation Plan | | |
| | to prevent code-injection, cross-site-scripting, SQL injection and similar attacks and should use an established user authentication and authorisation module and all passwords should be hashed. Inputs should be validated and sessions managed using established components. The application should run at the lowest possible level of privilege and all application administration should be done either within the application, or by the setup script. No administrative users, or other management features (e.g. admin consoles, or SQL table management interfaces) should be exposed? (yes = 5, no = 0) | | |
| (c) | Does the proposal appropriately describe that the container/VM holding the AIMS (as stored on the repository) should be regularly updated both manually, and by tracking and making use of regularly updated components/images. It should also be selected and customised to minimise attack vectors e.g. by only opening strictly necessary ports, only running necessary services, running a firewall, etc. By redeploying the application, the FGS should therefore receive the latest and most secure version? (yes = 5, no = 0) | 5 | |
| (d) | Does the proposal appropriately describe that where required, HTTPS should be implemented through a free CA e.g. 'letsencrypt' and the process of obtaining and installing a certificate automated during the install process and when updated certificates are required? (yes = 5, no = 0) | 5 | |
| 2.6.7 | Data Input and Storage | Sub-score | 85 |
| (a) | Does the proposal appropriately describe the requirements for Data Input Permissions? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe the requirements for Language translation? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe the requirements for Validation? (yes = 5, no = 0) | 5 | |
| (d) | Does the proposal appropriately describe the requirements for Saving? (yes = 5, no = 0) | 5 | |
| (e) | Does the proposal appropriately describe the requirements for Mapping? (yes = 5, no = 0) | 5 | |
| (f) | Does the proposal appropriately describe the requirements for Updating Codelists/ Schemas? (yes = 5, no = 0) | 5 | |
| (g) | Does the proposal appropriately describe the requirements for Geocoding? (yes = 5, no = 0) | 5 | |
| (h) | Does the proposal appropriately describe the requirements for Financial Data? (yes = 5, no = 0) | 5 | |
| (i) | Does the proposal appropriately describe the requirements for Exchange Rates? (yes = 5, no = 0) | 5 | |
| (j) | Does the proposal appropriately describe the requirements for Double Counting? (yes = 5, no = 0) | 5 | |
| (k) | Does the proposal appropriately describe the requirements for Merging Projects? (yes = 5, no = 0) | 5 | |
| (l) | Does the proposal appropriately describe the requirements for Data Entry Interface? (yes = 5, no = 0) | 5 | |
| (m) | Does the proposal appropriately describe the requirements for Core Fields? (yes = 5, no = 0) | 5 | |
| (n) | Does the proposal appropriately describe the requirements for Custom Fields? (yes = 5, no = 0) | 5 | |
| (o) | Does the proposal appropriately describe the requirements for Envelope Data? (yes = 5, no = 0) | 5 | |
| (p) | Does the proposal appropriately describe the requirements for Financial Year Rollover? (yes = 5, no = 0) | 5 | |

| | Technical Proposal Evaluation Form 2 | | Points obtainable |
|---------------|---|------------------|----------------------|
| | Proposed Methodology, Approach and Implementation Plan | | |
| (q) | Does the proposal appropriately describe the requirements for IATI Data import? (yes = 5, no = 0) | 5 | |
| 2.6.8 | Data Output | Sub-score | 15 |
| (a) | Does the proposal appropriately describe the requirements for Premade Reports? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe the requirements for likely initial reports? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe the requirements for Report Plugins and Dependencies? (yes = 5, no = 0) | 5 | |
| 2.6.9 | Data Export | Sub-score | 5 |
| | Does the proposal appropriately describe the requirements for Data Export? (yes = 5, no = 0) | 5 | |
| 2.6.10 | Subscriptions | Sub-score | 5 |
| | Does the proposal appropriately describe the requirements for Subscriptions? (yes = 5, no = 0) | 5 | |
| 2.6.11 | Users | Sub-score | 35 |
| (a) | Does the proposal appropriately describe the requirements for Public Access? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe the requirements for Subscribers? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe the requirements for User Registration? (yes = 5, no = 0) | 5 | |
| (d) | Does the proposal appropriately describe the requirements for User Organisations? (yes = 5, no = 0) | 5 | |
| (e) | Does the proposal appropriately describe the requirements for Permissions including for joining projects? (yes = 5, no = 0) | 5 | |
| (f) | Does the proposal appropriately describe the requirements for Notifications? (yes = 5, no = 0) | 5 | |
| (g) | Does the proposal appropriately describe the requirements for Logging? (yes = 5, no = 0) | 5 | |
| 2.6.12 | Design | Sub-score | 40 |
| (a) | Does the proposal appropriately describe the requirements for the modular nature of the AIMS and internal use of documented APIs? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe the requirements for use of multiple languages? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe the requirements for usability? (yes = 5, no = 0) | 5 | |
| (d) | Does the proposal appropriately describe the requirements for Scale? (yes = 5, no = 0) | 5 | |
| (e) | Does the proposal appropriately describe the requirements for Concurrent users? (yes = 5, no = 0) | 5 | |
| (f) | Does the proposal appropriately describe the requirements for User Help and Guidance? (yes = 5, no = 0) | 5 | |
| (g) | Does the proposal appropriately describe the requirements for Contact Page? (yes = 5, no = 0) | 5 | |
| 2.6.13 | Site Structure | Sub-score | 35 |
| (a) | Does the proposal appropriately describe the requirements for Core Page: Main Template? (yes = 5, no = 0) | 5 | |

| | Technical Proposal Evaluation Form 2 | | Points obtainable |
|---------------------|--|------------------|----------------------|
| | Proposed Methodology, Approach and Implementation Plan | | |
| (b) | Does the proposal appropriately describe the requirements for Core Page: Login? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe the requirements for Core Page: Homepage? (yes = 5, no = 0) | 5 | |
| (d) | Does the proposal appropriately describe the requirements for Core Page: Contact Page? (yes = 5, no = 0) | 5 | |
| (e) | Does the proposal appropriately describe the requirements for Reports Menu? (yes = 5, no = 0) | 5 | |
| (f) | Does the proposal appropriately describe the requirements for Data Entry Menu Filter and match pre-entry page? (yes = 5, no = 0) | 5 | |
| (g) | Does the proposal appropriately describe the requirements for Data Entry Menu – Project data entry page? (yes = 5, no = 0) | 5 | |
| 2.6.14 | User Pages | Sub-score | 25 |
| (a) | Does the proposal appropriately describe the requirements for Registration page? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe the requirements for Subscription Page? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe the requirements for Password Reset Page? (yes = 5, no = 0) | 5 | |
| (d) | Does the proposal appropriately describe the requirements for Notification and approval page? (yes = 5, no = 0) | 5 | |
| (e) | Does the proposal appropriately describe the requirements for Envelope Data Entry Page? (yes = 5, no = 0) | 5 | |
| 2.6.15 | Management Pages | Sub-score | 50 |
| (a) | Does the proposal appropriately describe the requirements for Reports Management Page? (yes = 5, no = 0) | 5 | |
| (b) | Does the proposal appropriately describe the requirements for Mailout page? (yes = 5, no = 0) | 5 | |
| (c) | Does the proposal appropriately describe the requirements for Email settings management page? (yes = 5, no = 0) | 5 | |
| (d) | Does the proposal appropriately describe the requirements for IATI settings management page | 5 | |
| (e) | Does the proposal appropriately describe the requirements for Storage management page? (yes = 5, no = 0) | 5 | |
| (f) | Does the proposal appropriately describe the requirements for Custom fields management page? (yes = 5, no = 0) | 5 | |
| (g) | Does the proposal appropriately describe the requirements for Organisation management page? (yes = 5, no = 0) | 5 | |
| (h) | Does the proposal appropriately describe the requirements for Exchange rates management page? (yes = 5, no = 0) | 5 | |
| (i) | Does the proposal appropriately describe the requirements for Codelist/Mapping rates management page? (yes = 5, no = 0) | 5 | |
| (j) | Does the proposal appropriately describe the requirements for Language management page? (yes = 5, no = 0) | 5 | |
| Total Part 2 | | | 900 |

| Technical Proposal Evaluation Form 3 | | | Points obtainable |
|---|---|-----------|----------------------|
| Management Structure and Key Personnel | | | |
| 3.1 | Project Manager | | |
| | | Sub-Score | |
| | Suitability for the Project | | |
| | - Number of years of relevant experience (i.e. project manager /team leader experience on similar projects) of the proposed project manager (no experience = 0 points; 1- 3 years = 100 points, 3-5 years = 150 points, > 5 years = 200 points) (Proof -staff CV) | 200 | |
| 3.2 | Developers | | |
| | | Sub-Score | |
| | Suitability for the Project | | |
| | - Average number of years of relevant experience on similar projects (no experience = 0 points; 1- 3 years = 100 points, 3-5 years = 200 points, > 5 years = 300 points) (Proof -staff CV) | 300 | |
| | Total Part 3 | 500 | |

Section 3: Terms of Reference (TOR)

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1. INTRODUCTION

The UNDP is supporting the Federal Government of Somalia to develop and implement a new Aid Information Management System (AIMS). The successful applicant will, under an UNDP contract, develop and support the implementation of the new AIMS. The AIMS will be managed by the Ministry of Planning, Investment and Economic Development of the Federal Government of Somalia.

Somalia receives large volumes of aid from foreign donors. It is useful to track these flows so that the Government of Somalia, donors and civil society can coordinate and share information. Data users need to know how much money flows, to which regions, for what purpose, from who, implemented by who, and between what dates.

This tracking is currently being done by exchanging and compiling data in MS Excel sheets but a review of the needs and processes in Somalia and experience from other countries shows that while core processes and stakeholders will remain the same, a web app would make the collection simpler and enable more people to access the data.

This tracking is done by the Federal Government of Somalia (FGS) with data provided by the various donors. Involved stakeholders include:

- MoPIED - the Ministry of Planning, Investment and Economic Development, (especially the units for Project Management, M&E, Statistics and IT), ACU - the Aid Coordination Unit of Office of the Prime Minister, the Ministry of Finance, and the Ministry of Foreign Affairs and International Cooperation
- The Federal Member States, their respective Ministries, and the FGS Line Ministries, as well as the Region of Banadir
- Multilateral and Bilateral Donors, Pooled Funds, Pillar and Sector Working Groups, the New Deal Architecture, covering development, humanitarian and peacebuilding support, as well as the implementing organisations
- Civil Society including NGOs/CSOs, researchers and academia, and the public.

An AIMS (Aid Information Management System) is a tool which collects data on aid projects, both the financial amounts, and associated data such as descriptions of the purpose, the location, and the organisations giving and receiving the funds. This information is typically provided by the organisation funding the project (the donor). By collecting all this information in one place, and making it available, an AIMS allows different stakeholders to track what funds are flowing where, from who/to who, at what time, and for what purpose. Without an AIMS, this process of compiling information so that a full picture can be seen in one place is typically done by circulating and compiling MS Excel/Word templates. An AIMS is therefore a comparatively simple system. A database holds data entered by users through a form, and presents it on request. The main goals of an AIMS are therefore to:

- Simplify data entry and data management
- Allow more complex data relationships e.g multi-year data, or multi-funder projects
- Allow greater public access to data

Somalia has previously had an expensive commercial AIMS system which failed. Despite not being very technically complex, if not appropriately designed and implemented, an AIMS will not work. Many of these issues are documented in the Somali AIMS Review Report carried out in 2015 [http://somaliam.github.io/files/Somali%20AIMS%20Review%20Report%20\(19Aug\).pdf](http://somaliam.github.io/files/Somali%20AIMS%20Review%20Report%20(19Aug).pdf) which, for example, identifies that:

- Tailoring - the AIMS must collect the data needed and available in Somalia, and store it in the data formats that are specific to Somalia.
- Sustainability – the AIMS must be designed and developed to be Somali owned, operated, adjusted and hosted.
- Ease of use – accessing data in the AIMS must be possible for users who have not received training.

The rest of this document lays out specifications and a development approach for an online AIMS for Somalia, designed to respond to these specific requirements and therefore to overcome those problems.

The functional specifications are grouped around several key (and heavily interlinked) issues:

- Management
- Control
- Data input and storage
- Data output
- Users
- Design
- Site structure

The expected outcome of this Request for Proposals is:

- Setup of open source software project
- Development of software
- Involvement of Somali developers
- Periods of testing and adjustments
- Support for GoS deployment
- Entry of initial data and launch
- Training
- Further periods of adjustment and redeployment

1.1 TIMINGS

While the respondents to this Request for Proposals are encouraged to develop a more detailed time-planning and are free to propose a faster track, the initially estimated time planning is as follows:

- Months 1 to 6 after start of contract: The development and testing. Development will take place through a series of sprints, each with testing and adjustment phases with the stakeholders;
- Months 7 and 8 after start of contract: At the end of the development phase, the system is expected to go live for selected users;
- Months 8 and 9 after start of contract: Further testing, feedback, training and refinement of the system once live and tested by a limited group;
- Month 10 after start of contract: The system will go publicly live;
- Months 11 and 12 after the start of contract: Final period of testing, feedback, training and refinement of the system.

Fixing bugs and supporting the users and the IT unit in MoPIED will be an ongoing process.

1.2 MANAGEMENT AND RESPONSIBILITY

The entire process will be managed by the successful bidder (the lead company) who will carry out the work in partnership/consortia or subcontracting arrangements with locally-based developers (if the lead company is not based in Somalia, or does not employ relevant staff based in Somalia and speaking

Somali). The lead company will be responsible for all aspects of the contract to UNDP who is the signoff client. UNDP, however, will closely cooperate with the Ministry of Planning, Investment and Economic Development.

1.3 LOCALLY-BASED/SOMALIA-BASED DEVELOPERS

If the successful bidders are a Somali company with staff based in Mogadishu and/or able to provide continuous and timely support as required by the ToR, there is no requirement for the sub-contracting of or arranging a joint venture with further local developers. In all other cases, the successful bidders must arrange (including presenting an MoU with potential Somali developers as a part of the bidding documents) for a permanent Somali speaking, Mogadishu based presence during the period of the contract. The staff of the locally based company must be involved in software development, not just in deployment, training and client relations.

While it is up to the bidders to arrange establishing contract arrangements with any locally based developers, for assistance, a list of Somalia based ICT companies compiled by UNDP is attached as a further annex.

1.4 DEVELOPMENT REQUIREMENTS

- The lead developer will be responsible for supplying their own staging, testing, build servers and similar, during the development process.
- The FGS will be responsible for sourcing either a server or renting a cloud-based virtual server, a domain, and connectivity for the final deployment.
- The resulting AIMS code will be licensed under the Affero General Public License (AGPL, see <https://www.gnu.org/licenses/agpl-3.0.en.html>).
- All tools, languages and components required to develop, deploy and run the resulting AIMS must be available under similar copyleft licenses. The FGS, UNDP or any other interested party must be able to fork, adjust and run the code without further restriction.
- The AIMS code will be managed on a public Github repository of the user 'somaliaims' (<https://github.com/somaliaims/>) to which the winning bidder will be added.
- All code must be developed on the Somaliaims public Github repository from the contract signing onwards. Use of a private repository with periodic releases is not acceptable.
- All code must be published in commented form to the Somaliaims Github repository before a deliverable will be regarded as completed.
- Contributions made to the code by external developers (if any) should be strongly considered for inclusion. This may also include contributions from the MoPIED IT unit. The developers will have control of the repository necessary to accept or reject these contributions during the contract period; however, reasons for rejection will be required.
- All code will be extensively commented in English.
- Developer documentation should be provided for each major portion of code.
- Complete and functioning deployment instructions must be provided.
- The system should be created using industry-standard development tools and programming languages available without cost under similarly permissive licenses.
- All components needed to run the AIMS must be 'cross-platform' i.e. able to run under a minimum of both Windows and Linux server operating systems.
- The development should endeavour to reuse existing AIMS/IATI components where possible to place the AIMS within an already tested and functioning ecosystem.

1.5 DEVELOPMENT AND TESTING PROCESS

- This document contains functional and some technical specifications developed during the review of the previous AIMS and aid data processes in Somalia.
- It is not expected for the functional requirements to change significantly. However, should adjustments to the functional specification be required during the development process, the developers agree to incorporate these adjustments at no additional cost, provided that the overall workload does not increase.
- The developer will need to take decisions on how best to achieve these requirements in consultation with the users, and based on the outcomes and feasibility of different approaches and tools available.

1.6 SPRINTS

The developers are required to develop the AIMS through an iterative process of developing a feature, showing the stakeholders, receiving feedback, and tweaking the feature, etc. Previous experience developing AIMS suggests that a series of two week sprints gives the best results in cases where neither the clients nor the developers have developed an AIMS before, and therefore both require the opportunity to provide and receive regular feedback so that decisions on e.g. the data structure, and its impact on e.g. the types of reports that can be produced, can be given at the earliest opportunity. Delivering a finished product without evidence of systematic user acceptance will not be deemed acceptable. The feedback will be provided by the stakeholders group, accessible via the google group email: 'somali-aims-stakeholders@googlegroups.com'.

A suggested set/order of sprints is given below, focusing on delivering the core functionality first, before extending each aspect to have the full features. Several sprints may take place in parallel:

1. Deployment system including config file, data dump, new instance and data restore and 'hello world' site
2. Data structure, fake data, storage of Somali specific fields in IATI format
3. Basic frontend with basic data output table
4. Manual data entry including mapping of data from other coding systems
5. Initial reports including charts
6. User registration, link to organisations, permissions and requests to join projects
7. Introduction of edge-case test data and data from 2015-17 Interim Aid Mappings
8. Finalisation of reporting system including upload of externally developed reports and approx. 7 basic pre-made reports, export to excel, and pdf, embedded links, etc.
9. Data entry from data in IATI format including humanitarian data published by OCHA
10. Dynamic IATI data entry
11. Project management e.g. merging projects, notification of changes
12. User/organisation management and other management pages
13. Custom fields
14. Management of financial year rollover including additional data entry assistance pages

DEPLOYMENT AND LAUNCH PROCESS

- During the development process, the MoPIED IT Unit should be trained to learn how to backup and redeploy the AIMS, and contribute code to the development process.
- Where possible, all user testing should be done on releases deployed to the MoPIED server to ensure that MoPIED IT unit (with initial support from the locally based company/partner responsible for warranty/after-sales support and management) can sustainably deploy the AIMS.

- Before launch, data from the 2015, 2016 and 2017 Interim Aid Mappings should be entered into the system by the developers so that the system is launched with live data. This data will be supplied by the FGS/UNDP in a series of Excel sheets.
- The developers will support the AIMS through the launch process.
- UNDP Somalia will give final acceptance once all features have been satisfactorily completed, once the FGS have successfully deployed and setup a working AIMS instance without outside assistance, and once all source code has been published to Github.

1.7 POST DEVELOPMENT/LAUNCH PROCESS

- The successful bidder must arrange for local presence who must be able to physically arrive the MoPIED building in Mogadishu within 1 working day from the request and ensure email response within half a day, and answer a phone call immediately. The locally based developers should also visit the MoPIED IT office several times a month in the period between the initial testing deployments and the end of the contract to carry out proactive support e.g. checking that all the features are being used, and carry out training so that MoPIED staff are able to contribute code to the AIMS, and e.g. create/adjust new reports, etc.
- One month after the end of development/limited launch the developers will need to collect written/verbal feedback from the main user groups including the FGS, donors, and a selection of other users and then implement a round of adjustments, testing and redeployment. The process is likely to take approximately 20 working days spread over two months.
- Four months after the end of development, one month after the public launch, a second round of feedback, adjustment, testing and redeployment will be needed. The process is likely to take approximately 20 working days spread over 2 months.

1.8 APPROVAL AND REPORTING

- The Proposer is expected to send brief updates to the stakeholders email group on a weekly basis, identifying progress during the week, the status and an updated schedule for delivery, and identifying where input is required from the stakeholders.
- The development process, meeting of specifications, and achievement of deliverables will be overseen by UNDP Somalia.
- The contract will end after the completion of the second round of adjustment. At this stage, the lead company will pass any passwords required to operate the AIMS software/image repositories to UNDP. The FGS will remain responsible for their own installation, data, and contracting any further support they require. The FGS and any other potential user countries, will remain able to download copies of the latest (and previous) AIMS images from the software and image repositories.

1.9 TRAVEL

The following travel is likely to be required:

- The lead developers and locally based developers must meet together, in person during the initiation of the project to discuss how they plan to work together
- The lead developers and locally based developers must meet the stakeholders (primarily the FGS) during the initiation of the project (may include meeting at Mogadishu International Airport - MIA).
- The locally based developers must meet the FGS stakeholders at the MoPIED offices several times a month during the development stage (the six months following the start of development) of the project to provide updates, demonstrate the latest developments and to garner feedback.

- Developers (either lead or locally based) must meet at least 5 of the donor (data input) stakeholders for at least 2 hours, at least twice, during the development stage of the project and at least one of these meetings must be in Nairobi (the base for many donor data input staff).

All security arrangements are the responsibility of the contractor. UNDP will provide assistance where possible with arranging (but not paying for) flights to Mogadishu and meeting space/accommodation in MIA where possible, but this cannot be guaranteed. UN flights will prioritise UN staff and thus might not be available. There are a number of commercial flights to Mogadishu and it will be up to the contractor to decide on travel arrangements. Regarding accommodation, the contractor is not bound by the UN security system and is therefore free to select and budget for accommodation in Mogadishu, MIA and elsewhere.

1.10 DEVELOPER AND PROPOSAL REQUIREMENTS

The majority of developer requirements are outlined in the separate evaluation grid and will be adhered to strictly. In addition, there are a number of mandatory requirements that will be checked before a proposal is evaluated:

- The lead firm must have been established at for at least 3 years and provide 3 years of audited income statements with an average annual turnover of at least USD 150,000 for each year in the past three years.
- The proposer must provide information on, and letters of satisfactory completion for, the 3 highest value contracts completed in the last 3 years
- The proposer must provide information on the 3 most relevant projects completed in the last 3 years
- The proposer must have completed at least three projects developing data-based websites in the past three years with an individual value of at least USD 50,000
- The proposer must have completed at least two projects in the past three years using open source software components
- The proposer must have completed at least two projects in the past three years for a government or developing country partner
- Either the Proposer is Somali-based, or must present an MoU with a firm which will provide a Mogadishu based and Somali speaking presence throughout the contract.
- The proposer must have at least six staff, including at least four fulltime developers and the proposal must include at least 5 personnel, including 1 project manager and 2 Mogadishu-based/Somali speaking staff.
- All proposed personnel must also be able to communicate in English
- Relevant staff must have documented experience in the programming languages being proposed for development.

1.11 FUNCTIONAL SPECIFICATIONS

The remainder of this document sets out the functional, and some technical specifications for the AIMS. The proposal should indicate how each one will be achieved, and if there are likely to be any deviations.

2. MANAGEMENT

In order to develop the AIMS it is important to understand how it will be managed. The AIMS responds to the needs of a wide group of stakeholders, including multiple Ministries and departments of the Federal Government of Somalia, the Federal Member States' governments, donor agencies, implementing organisations, CSOs and the public. Of these, the donor and implementing agencies involved in each project will provide the data, and the FGS, Ministry of Planning, Investment and Economic Development will manage the AIMS system. This diverse set of users is necessary to ensure maximum benefit, best data quality and sustainability of the AIMS. This is not unique to Somalia. However, unlike many other AIMS systems, the management of the AIMS in Somalia will reflect the diverse group of stakeholders and therefore be responsive to all of their needs.

There will be a management committee which should represent most stakeholders of the AIMS, the members of which will have the greatest level of permissions (management users). Between these management users, they will administer the AIMS, e.g. keeping the schemas up to date, approving new organisations, etc. This is a deliberate move away from a model where a single government unit has one or two staff who are 'admin users'. In other countries, this has caused the AIMS to collapse as it becomes responsive only to the needs of one stakeholder and therefore cooperation from other stakeholders falls away. There is also a significant risk that the loss of one or two key staff eliminates most of the administrative capacity and institutional knowledge.

It is also important that all AIMS administration is therefore performed through the single AIMS interface. No separate 'admin' interface should be available and therefore no data or setting should be modified outside of the normal data workflow.

Users will also perform many tasks previously requiring an administrative response themselves e.g. resetting passwords. The task of authorising a new user will be able to be performed by other users of that organisation, and the wider management group. This will reduce the reliance of the AIMS on a single admin user.

3. CONTROL

The FGS needs to have full control and ownership over the functioning of the AIMS. With the previous system, they were not able to independently host it, back it up, or redeploy it, nor to independently hire developers to fix bugs or add features. The software was owned and controlled by the supplier whose business model meant that regular adjustments to the specific needs of Somalia were not cost effective or possible.

3.1 OPEN SOURCE

The new AIMS will be released under the Affero General Public License (AGPL, see <https://www.gnu.org/licenses/agpl-3.0.en.html>).

This means that all code used in developing the AIMS must be available for license under the AGPL. There are a range of code pieces relevant to an AIMS that are available to use under various permissive licenses and these are identified in the specifications below.

Releasing the code under the AGPL license means that it will be available for other countries to use. They will be able to download the AIMS images, install them and by entering their own data in the initial config file, run their own AIMS. It is expected that as other countries use the AIMS, they may develop and contribute additional features to the software that Somalia can also therefore benefit from.

The aim is to develop the AIMS as a project, where the current contractor provides the initial development, but which in future may be built on and extended by a wider community.

3.2 HOSTING

The Government of Somalia wish to host the AIMS themselves. The options for hosting the AIMS therefore need to be designed according to the skills and capacities already available. The hosting will

be managed by the Ministry of Planning, Investment and Economic Development (MoPIED) IT unit which has the following skills and capacities:

- 6 staff including a Head of Division, IT advisors, Web editors and IT officers.
- The IT Unit currently manage the MoPIED database management system, ministry website & social media, Electronic Document Management system, National Data Archive system, Somali financial information management system, and Employee Information Management system.
- The IT Unit currently use PHP, MySQL, .NET, HTML, CSS, MS Server, GIS, Python and C++ technologies.
- The IT Unit staff all have a Bachelor's degree in IT, some have Master's degrees. Several also have certificates for Cisco and Oracle certificates.
- The IT Unit is familiar with basic remote server management

The hosting requirements are therefore:

- The AIMS must run on technology/servers that is already available to the FGS
- The AIMS installation must be possible on both remote and local destinations, dedicated and shared servers
- The AIMS code must be independent of server type and host operating system
- The hosting solution must be possible without requiring the FGS to pay license fees.

3.3 DEPLOYMENT

The Somali AIMS Review Report identified that many AIMS fail because their data structure/features cannot easily be updated to keep with changes. In the case of Somalia, the AIMS data structure included many fields that had fallen out of use e.g. old National Priority Sectors. These increased the data entry workload for no benefit, and the lack of the most recent National Plan Pillars meant that the data could not be output using a relevant breakdown. Therefore, the ability to easily redeploy the AIMS with an updated version of the software (whilst keeping the existing data and configuration) is essential to being able to keep it valid. This leads to the following functional requirements for deployment and backup:

- Release of new versions of the AIMS available for download from the/a repository
- A single download to cover all necessary components (server, app, etc.) to deploy the AIMS
- Minimal installation e.g. run one install script (which also sets up the initial management user), and no requirement to install and configure multiple dependencies, separately configure certificates, etc.
- All country specific data provided in a single configuration file for upload on deployment (as other countries may use the same AIMS code) to be imported after deployment or, upon initial view of a new installation, a form requesting the initial user to enter all data needed for the configuration file e.g. initial management user email, country name, language choices, storage locations, email service etc.
- Import of backed-up data from within the AIMS – not via external SQL scripts, etc. Pulling from connected storage location where available.

The proposed approach is therefore:

- Developers provide instructions and training to install Docker/VMWare to MoPIED
- MoPIED IT install Docker/VMWare on existing server infrastructure that they are familiar with

- Developers make Docker and VMware images/instances available for download over internet (noting that the internet connection in Mogadishu may be slow and more prone to disconnection)
- Developers provide training, instructions and installation scripts to MoPIED IT unit to download and deploy AIMS code and all necessary components
- On initial connection to the server with a new instance, the AIMS should then present a form asking for the configurations needed e.g. title/domain, admin email, language, etc. Alternatively, the backed-up configuration file can be uploaded, or the AIMS pointed to a storage space (could be a local folder, network folder, USB stick, FTP or other internet folder, or a cloud storage server e.g. Dropbox) holding the backup files to restore. New setting required for new features will still require user input
- Feature within the AIMS to alert AIMS managers to availability of updated version on the repository

Suggested items to be included in the (text editable) configuration file are:

- Domain
- Title
- Backup storage location (type, address, username, password)
- Languages in use (will download from repo)
- Plugins in use (will download from repo)
- Repository to check for updates
- External data sources
- Email server/service to use for mailouts including any logins
- Initial manager email address
- Custom field details
- Users and associated fields incl. passwords, emails, organisations, etc.

3.4 BACKUP AND RESTORATION

It is important that the data in the AIMS can be backed up for safekeeping offsite. A data backup system should also provide the ability to roll back the data to previous point in time by importing a past backup. The backup system should facilitate easy re-deployment and upgrading through the ability to easily backup the data and restore it. Data backup:

- This should be a non-technical process with the AIMS displaying available backups in the storage location for the user to select and import, alternatively allowing upload of an offline backup file
- For one-off backups, a button in the AIMS should save a backup which is then available for download
- The AIMS should do automated backups on a schedule, and allow the users to limit the storage size used, and which deletes old backups appropriately.
- There should be a choice (including multiple) of storage locations to include local folders, network storage, emailed backups, and cloud providers e.g. Dropbox
- The AIMS should also backup the configuration file where necessary
- The AIMS should implement an appropriate naming process
- The backups should be in IATI XML format
- On restoring backed-up data where there is existing newer data, the AIMS log should display which rows/fields have changed between backups.
- Whenever restoring a backup, the AIMS should take a backup of the pre-restore data in case the user wishes to revert the backup.

3.5 SECURITY

The security of the AIMS is important and concerns both security of the host container/VM, of the application, and of the data. The largest risks are expected to be attacks aiming to misuse of the host. The MOPIED IT unit can be expected to maintain the security of the host upon which they install the container/virtualisation software. However, they cannot be expected to maintain the application server, particularly if it uses technologies that they are not familiar with. The data security is probably low risk, especially as it is also being made available publicly.

The following should apply:

- The system must take steps to implement multiple levels of security: network level, database level, application level, API level, record level, and field level.
- The AIMS should take recognised steps to prevent code-injection, cross-site-scripting, SQL injection and similar attacks and should use an established user authentication and authorisation modules and all passwords should be hashed. Inputs should be validated and sessions managed using established components. The application should run at the lowest possible level of privilege and all application administration should be done either within the application, or by the setup script. No administrative users, or other management features (e.g. admin consoles, or SQL table management interfaces) should be exposed.
- The container/VM holding the AIMS (as stored on the repository) should be regularly updated either manually, or by tracking and making use of regularly updated components/images. It should also be selected and customised to minimise attack vectors e.g. by only opening strictly necessary ports, only running necessary services, running a firewall, etc. By redeploying the application, the FGS should therefore receive the latest and most secure version.
- Where required, HTTPS should be implemented through a free CA e.g. 'letsencrypt' and the process of obtaining and installing a certificate automated during the install process and when updated certificates are required.
- Backups should not be encrypted.

4. DATA INPUT AND STORAGE

An overview of the user experience and flow of data entry is given in section 8.3 below and should be read in conjunction with this section which mainly details additional functional requirements.

Data input is at the heart of the AIMS. The specifications below are the result of several consultations covering the key fields, data availability and each of data entry and embody many compromises and trade-off's e.g. reducing the number/complexity of fields to bring the time taken to enter a project to a minimum. The Somali AIMS has some specific needs that will make it vary from most other AIMS data entry forms:

4.1 DATA INPUT PERMISSIONS

Not all users should be able to edit project data. Only registered users can log in and add data on aid projects. Projects will be editable by any user associated with any organisation that is added to the project as either an implementer or a funder. Projects should not be editable by any management or administrative user accounts, who should instead contact the donor responsible for the project to request an edit.

4.2 LANGUAGE TRANSLATION

The AIMS should set a default language, and this language is the one the interface should be in when new users connect. The data entry form must offer a field for the translation of each text input field to the other language. The default language must always be filled if there is text entered in a secondary

language.

4.3 MANDATORY FIELDS

The mandatory fields required for a project to be saved should be minimised to include only those necessary for the functioning of the data structure e.g. this is likely to be limited to an organisation (and this can be auto-filled based on how the contributor is organised) and a project name.

4.4 VALIDATION

The system must have methods of validating data entry. As well as standard approaches such as validating input characters, this should include checking the logic against other fields e.g. spend to date should not be greater than project value, start dates should not be after end dates. The validation should also use searchable dropdowns where possible from the embedded codelists, and also cover validation for e.g. email addresses, urls and similar as well as providing widgets for dates, and limits for character length, etc.

4.5 SAVING

The quality of internet connections in Somalia can be poor. The AIMS requires users to fill out multiple 'tabs' with multiple fields. In the previous AIMS this caused data loss as connections broke before the user clicked a 'save' button. The new AIMS should not have a 'save/publish' button and therefore everything should be written to the database as soon as it is typed into the form. If the save is unsuccessful (e.g. because the connection dropped), then the AIMS should keep attempting to save again.

4.6 MAPPING

In many cases, the coding scheme of data in the donor database that is the source of the data to be entered into the AIMS is not the same as is needed in Somalia. For example, many donors use the OECD CRS purpose-codes, or Humanitarian cluster names/codes to define sectors, whereas the scheme relevant for Somalia is the Somali Chart of Accounts i.e. the PSG (Peacebuilding & Statebuilding Goals) codes, or by the time of launch, NDP (National Development Plan) Pillars/sub-pillars. Manually translating from one scheme to another takes a lot of time (especially if the contributor is not familiar with the Somali schema) and is a barrier to data entry. The AIMS therefore needs to allow automatic mapping from one schema to another. The mapping between schemas can be added in advance (a mapping management page accessible to management users will be needed) and therefore, for a given field, the contributor can be offered different schemas (the destination scheme, plus all mapped schemas) for data entry. Not all mappings will be perfect, for example there will be some 1-n relationships, or cases where the user disagrees with the automatic mapping. In this case, the user must be able to manually select the option (perhaps filtered down to likely options where there are several choices) required from the destination schema. At all times, the entry selection, and the result of the mapping should be visible to the contributor.

These mappings and other codelists/schemas will need to be stored in the configuration file, not hardcoded into the AIMS. The IATI data format can store data in multiple schema for some fields, and for the Somali specific codelists these will need setting up as vocabularies, with appropriate publishing of the codelist.

4.7 UPDATING CODELISTS/SCHEMAS

A frequent problem affecting AIMS is that the codelists are subject to variation. For example, a new Ministry may be created, or a new sub-national region made. The AIMS needs to be able to handle these cases. There needs to be a management page within the AIMS to manage the current codelists. This should be linked to/integrated with the screen for managing the mappings (as the codelists change, the mappings will need updating). When a codelist is changed, the owners of projects need

to be notified and it should be highlighted to them which fields have changed (and which need to be re-entered if there is not an automatic 1-1 mapping) as a result of the codelist change.

4.8 GEOCODING

Geodata (adding the locations of projects) will benefit from a different interface as entering multiple locations via a dropdown menu can be time consuming and lead to errors. Examples from other AIMS include:

- <https://github.com/devgateway/open-aid-geocoder>
- <https://github.com/markbrough/maedi-projects>

4.9 FINANCIAL DATA

The Somali AIMS deliberately collects a very restricted set of financial data compared to most AIMS. This is based on the demand for financial data not requiring more detail, and financial data being particularly burdensome to enter e.g. if adding and converting each individual disbursement.

Each project has a 'project value' given in the project currency, encompassing all financial contributions to the project from all funders. When combined with the project start and end date, as well as the disbursements to date, this should be used by the AIMS to estimate and prefill (allowing user modification, which must still total 100%) disbursements for future years. The prefill should be based on equal expected disbursements of the remaining funds across all future years.

A major difficulty many donors have with entering financial data is that their own data systems use a different financial year. The AIMS needs to allow a donor to select their own financial year when entering data, and the AIMS then converts this to Somali financial years for the donor e.g. if the donor and Somali financial years are 6 months apart, to get Somali FY2016 actual disbursements, the AIMS could take 50% of donor 2015/16 data and 50% of donor 2016/17 data.

4.10 EXCHANGE RATES

In several places, the data entry form will require exchange rates to convert the currency of data entry into a common currency (USD/SOM) for reporting. The form should allow the contributor to enter an exchange rate (also showing the result to prevent errors). However, in many cases, the contributor is either not sure of the exchange rate, or is happy to be provided with an exchange rate for speed. In these cases, the AIMS system should provide an exchange rate. The AIMS should pull exchange rates, based on the currency pair/date from various online sources and present them to the user to select from. Possibilities include:

- <https://github.com/markbrough/exchangerates>
- <https://openexchangerates.org/>
- <https://data.oecd.org/conversion/exchange-rates.htm>
- <http://databank.worldbank.org/data/reports.aspx?source=2&series=PA.NUS.FCRF&country=#advancedDownloadOptions> and <https://datahelpdesk.worldbank.org/knowledgebase/articles/902049-data-catalog-api>

There will need to be a management page to manage the exchange rate sources (these should not be hardcoded but allow plugins enabling various sources to be added) and set a default. The exchange rate options should be developed as an API within the AIMS system as it will be called by several different AIMS components e.g. data entry, reporting, backup, etc.

In addition, the FGS also has official exchange rates as used in the FMIS (Financial Management Information System). The exchange rate management page should allow management users to enter the official FMIS exchange rates for data entry users to choose from alongside the other options.

4.11 DOUBLE COUNTING

One of the key advantages of an AIMS over manually collated excel sheets (the common alternative) is to avoid double counting, where the same project (or different projects, but the same financial flows) are entered twice (normally by different users/organisations who are both participating on a project together). To minimise the likelihood of this occurring, when a user clicks 'add a new project', the initial screen should ask the user to fill out a few basic fields (for example, project name, funding organisations, implementing organisations, and sector). From these initial data points, the AIMS should be filtering (dynamically, realtime, with fuzzy logic on the project name, etc.) and show users the similar existing projects already in the system, to reduce the likelihood that a project is entered twice. If the list of similar projects does show a project already entered, the user may click to 'edit' the existing project. Alternatively, the user may click to 'add a new project' and then be transported to the manual data entry form, with the data already entered pre-filled. Below, the specifications will discuss filtering projects from IATI data as well as those found to suggest similar projects – and if one of those is selected to edit, the AIMS will import the data to make a local project.

4.12 MERGING PROJECTS

When a double counted project is identified, the AIMS users need a way to merge projects. It is likely that they will want to keep some parts of each project, and discard others so this option must exist. If the user's organisation is not a member of one or either of the projects, then they will first need to request to be added to one/both projects to perform the merge, so this should also be an option. Once added, they will then have sufficient permissions to perform the merge.

This may be best implemented as a button available on each project data entry page titled 'merge with another project' which would then present a (filterable) list of other projects before switching the user into the data import interface (discussed later) with the duplicate project as the data source. After completing the merge, the user should be required to delete the two source projects. It should not be possible to remove organisations during the merge of a project. Note (also discussed later) that as IATI is the data storage format in all cases, merging two projects, is just a special case of importing external data to fill out a project, with the data from one project to be merged pre-entered into the data entry form, and the other made available for import on a field by field basis.

When merging two or more projects, the interface should remove all duplicate data where possible e.g. if there are 3 source projects, and all have the same sector, only one option should be shown.

A second likely situation is where several projects have been entered (without double counting) but a decision is taken to combine them into a single project. The interface should allow more than one project to be combined at the same time, i.e. allow multiple external sources to be presented at once. One approach is seen here: <http://bd-iati.github.io/documentation/merging-updating-cofinanced-projects/>.

4.13 DATA ENTRY INTERFACE

The specifications above suggest a data entry interface that also does the following:

- Presents the data entry fields in as simple a way as possible and following good design practice e.g. lining up and sizing entry boxes accordingly, selecting appropriate entry widgets
- Use grouping of similar fields where necessary to guide the user
- Minimise vertical scrolling where possible. No horizontal scrolling.
- Pre-fills any data passed by previous pages e.g. title, organisations, sector from the page which checks for duplicates, or data from an existing project if a merge operation is being performed
- Next to this, the interface should present potential data from the various sources:
 - Merge candidate projects

- Data being pulled from IATI
- For each field, allow the user either to manually enter data, or to insert the data from one of the internal/external sources
- Where the external source is IATI, to provide an option to have the field follow that data source (automatically, or notify – discussed further below)
- Where multiple sources are available, aggregate or sort the options e.g. if there are 5 source projects, but all have the same sector, only present each sector once. Or if there are multiple financial amounts, also offer to aggregate several amounts.
- There should also be an option to ‘take all’ e.g. a shortcut to accept all the external source data i.e. when importing an external project onto an otherwise blank form.
- Provide ‘help’ text where possible

4.14 CORE FIELDS

The core fields (those visible to contributors) are:

| Data need | Detail | Fields | Comment |
|-----------|---|---|---|
| Who | Who is providing funding? Who is involved in implementation? | <ul style="list-style-type: none"> • Funder(s) • Implementer(s) | Organisations drawn from list of organisations already in AIMS, or ‘add new organisation’. At least one organisation is mandatory, but can be drawn from organisation of the contributor user. Translation of organisation names to be provided by management users, or user when ‘adding a new organisation’. |
| What | What is the project name? What is its objective? Which sectors does it target? | <ul style="list-style-type: none"> • Project title • Project objectives/purpose • Sector(s) i.e. PSG, or NDP Pillar | Title and objectives are translatable text fields. Sectors involves mapping between OECD DAC sectors, Humanitarian sectors and the Somali CoA codes (i.e. those for PSG or by the time of launch, NDP Pillar, the current Somali interpretation of Sector). Allow multiple sectors. Sectors translated by management users. |
| Where | Which projects are active in Somalia? Which projects target a specific state or region? | <ul style="list-style-type: none"> • Location(s) (federal state or similarly sized entity) • Shares of project value by location(s) | Allow multiple, assist users e.g. by offering a button to enter equal splits of project value across locations, and allowing entering either percentages of values. |
| When | When will the project be implemented? | <ul style="list-style-type: none"> • Start date • End date | Validation prevents end date before start date, etc. |
| How Much | What is the overall budget of the project? How much has been spent to date? How much was spent last year? | <ul style="list-style-type: none"> • Funder, • Funder amount, • Amount currency, Amount exchange rate to USD, Amount grant/loan status | See notes on financial data entry, and assistance provided by the AIMS i.e. Financial Years, different currencies. |

| Data need | Detail | Fields | Comment |
|------------------------|--|---|---|
| | How much will likely be spent next year? | <ul style="list-style-type: none"> Project total spend to end of last Somali FY Amount/share of project total value expected to spend in each future Somali FY covered by project | |
| Additional information | Where can I find out more information? | <ul style="list-style-type: none"> Document uploads or links Project contact details | Project contact details involve name, organisation, email, phone number, location. Documents involve document title only. |

Management users should be able to provide alternative ‘visible names’ for these core fields via the custom fields page. For example, to rename ‘sector’ to ‘NDP pillar’.

Each project will necessarily have a unique ID (probably a hash, non-sequential) - not exposed anywhere publicly, except being visible in the URL when producing project profile reports e.g.: <http://somaliaims.so/reports/project-profile/28d6928ef62/pdf/>. Project names should not be used for URLs as they are not unique.

4.15 CUSTOM FIELDS

As well as the core fields, it is likely that the Somali data users will need a few other fields to collect data for special purposes e.g. surveys. These fields will also operate on a ‘per project basis’. The AIMS managers will need an interface to add/remove/adjust these fields based on a predefined set of field types to choose from (checkbox, dropdown, text, etc.). Any custom field codelists should appear in the normal codelist management interface, and the fields should be available in the reports. These custom fields should appear on their own group in the data entry interface. These fields should be able to interact with the core fields. The number of custom fields should be limited to 5.

When adding a custom field it should be possible to set a condition (e.g. selected sector is ‘Education’) which controls whether the field appears. For custom fields to be able to import data from IATI, the management interface will need a field (ideally pulling from a dropdown of all elements) to allow management users to identify the specific IATI xml element of interest.

4.16 ENVELOPE DATA

A key use of the AIMS is to predict what aid is coming in the future therefore the expected disbursements in the upcoming financial year (FY) for each project is a key field. However, aggregating the project level expected disbursement fields will not give the full answer. Donors have not always decided the projects for 100% of their support in advance, i.e. at the time of data collection therefore they have no project names and descriptions to enter those funds against. The AIMS therefore also needs to collect the ‘Envelope’ data. This is data that represents each donor’s expected spending per sector, per Somali FY. This will be an amount larger or equal to the combined total of the individual projects’ expected spending for that FY, with the difference representing unprogrammed amounts. Collecting envelope data will therefore require a separate data entry interface from the project level data (although with the ability to pull from the IATI data ‘recipient country budget’ data field in IATI Organisation files (select IATI source, select organisation, preset to Somalia, import data, then allocate across sectors). This interface should allow a user to identify the amount their organisation will provide, broken down by the Somali sectors, and translated into Somali FY (should allow entry in donor

FY and suggest conversion – this implies envelope data can be entered for unlimited future years – but the interface should default to show the upcoming 3 years). Once entered, this data should be dynamically added to the project level data as ‘un-programmed funds’. When additional projects are then entered, the AIMS will need to adjust the amount of the ‘unprogrammed funds’ project so that the sum of the expected spending of the projects is equal to that of the envelope data. In this way, the envelope data will be available for use in all reports. Users should not be able to edit these special ‘unprogrammed funds’ projects through the data entry interfaces.

4.17 FINANCIAL YEAR (FY) ROLLOVER

The AIMS (like most budgetary processes) operates on an annual cycle. Each year, it is important to confirm the spending from the most recently completed FY, update the spending in the current FY, and collect data on the expected spending in the upcoming FY (plus potentially the two after that). This presents a moving target of three (or five) years. Whilst the project data entry will not be affected (start and end dates will naturally track this cycle, and be set any number of years into the future), it is useful to be able to set some defaults for the rest of the interface. These will affect the default year shown for reports, data entry tables, defaults for dropdowns and similar. There will need to be a management interface to control the default FY.

4.18 IATI (INTERNATIONAL AID TRANSPARENCY INITIATIVE)

IATI is a global aid transparency standard and it makes information about aid spending easier to access, re-use and understand the underlying data using a unified open standard. You can find more about the IATI XML standard at: www.iatistandard.org

The AIMS will make use of IATI formats and data for importing data, accessing dynamically updated data, storing data, and publishing data. See Codelists: 2.01 example:

<http://iatistandard.org/201/codelists/downloads/clv1/codelist/> and <https://github.com/IATI/IATI-Codelists-NonEmbedded/tree/master/xml>

Datastore: <http://datastore.iatistandard.org/docs/> and the datastore API <http://datastore.iatistandard.org/docs/api/>

4.19 ACCESS DATA FROM IATI

The IATI Standard is a common data format for machine readable data. As this format is used by many donors who register the location of their datafiles on the IATI registry (who in turn make it available through the IATI Datastore). IATI is therefore an important source of data for the AIMS. This has the potential to save considerable time for contributors as they can import existing data rather than manually typing it out.

To do so, a number of steps need to take place:

1. The AIMS needs to know the location(s) of IATI data and access that data. It then needs to download all potentially relevant data and store it locally, before making it available as an API. This should be the same API as is used to access manually entered AIMS project (as they will also be stored in IATI format).

This will require a management interface to enter the appropriate address. This is likely to include the IATI registry, but also the IATI Datastore (<http://bd-iati.github.io/documentation/retrieving-data/> and <http://datastore.iatistandard.org/docs/api/>) and potentially other web accessible locations for specific IATI files not included in the registry. Here is the official datastore query builder: <http://datastore.iatistandard.org/query/> and known issues: [https://github.com/IATI/IATI-Query-Builder](https://github.com/IATI/IATI-Query-Builder/issues) and how it works: <https://github.com/IATI/IATI-Query-Builder>. Forward looking project data will come from activity files, but forward looking envelope data may be sourced from the Organisation files: <https://discuss.iatistandard.org/t/using-forward-data/783/10>.

Accessing IATI data will require a thorough understanding of the IATI standard. For example, the IATI standard specifies that when a single sector is given, and not percentage allocation is given, that the sector defaults to 100%. The parser needs to follow these various logics to supply accurate data to the interface.

Plugins will need writing to parse the different versions of the IATI standard that are in use. See e.g. <http://bd-iati.github.io/development/sprint-1/> although it would be preferable to have one plugin for each IATI version (noting: <http://bd-iati.github.io/documentation/versions/>) so that future IATI versions can be handled by uploading a new plugin (not requiring a redeployment, and ideally with the option to download directly from the repository as well as manually upload) by a management user via the IATI data interface. This interface should alert management users that there is IATI format data available in a version of the standard for which they do not have the plugin installed.

An IATI compatible project unique ID scheme should be used, in the knowledge that the Somali AIMS will republish the projects to IATI and therefore the project ID should follow the relevant rules for both organisation and activity identifiers: <http://iatistandard.org/202/activity-standard/overview/iati-identifier/>.

2. When a user is adding a new project (or editing an existing project), as well as showing similar projects already in the AIMS, the pre-entry interface also needs to display potentially matching projects from IATI sourced data.

If the user finds that their HQ has published the project that they would like to add in IATI, they should be able to select that project (or group of projects) and be taken to the data entry interface with the data on offer/ prefilled.

Care will be needed to help the user to manage this import process. For example, automatically importing all the organisations listed in the IATI data as implementing organisations will lead to a huge list of organisations which may contain many duplicates. Instead the interface should require some minor manual input to match the organisation names given in the IATI data with those organisations that are already setup in the AIMS. In this case, for those that are not already setup, they must be added as a part of the process in the same way a user doing manual data entry would select 'my organisation is not listed'.

IATI projects that are already linked to an AIMS project should be identified differently. By screening these out, and by selecting their organisation, it should be possible for a contributor to search for and identify IATI projects from their organisation which are not currently in the AIMS to add them. This might involve a checkbox on the pre-entry interface to only show IATI projects that are not already linked to an AIMS project. Entering the user organisation should therefore display all unmatched projects available in IATI data.

It is also worth noting that due to the large volume (and short duration) of humanitarian projects, it is likely that entering them manually will not happen and that IATI import will be the main source. For most humanitarian data, this will happen by importing humanitarian data published by UN OCHA from their FTS database to IATI. It should therefore be possible to import multiple projects at once from IATI source data without having to access the detailed project data entry page. This would be on a restricted basis i.e. that all the required fields can be imported, or mapped automatically, that these are fresh imports, rather than merges between and AIMS project and an IATI project. The 'direct import' button should appear accordingly.

4.20 DYNAMIC IATI DATA

One significant advantage of IATI data, is that it is not static. This gives the possibility that when contributor links (by selecting it in the filtering/matching interface) an AIMS project to a set of IATI activities (activity codes) then they can also set certain fields to dynamically follow the IATI data and be continuously updated in the AIMS whenever they are updated in the IATI data. For the approach in Bangladesh, see: <http://bd-iati.github.io/development/sprint-6/> . An example would be setting the AIMS project to track the financial data in IATI so that the IATI disbursement transactions keep the AIMS figure up to date.

4.21 STORING DATA IN IATI FORMAT

Given the potential to make use of, and the requirement to be able to publish IATI format data, it seems easiest to store the data in a compatible structure e.g. noting how the standard is structured and making use of IATI codelists internally.

Several of the fields in use in the AIMS are not available in the IATI standard. Whilst they may be in future, until they are, the data in these fields should be published in IATI compatible format through the use of IATI extensions e.g. <https://discuss.iatistandard.org/t/examples-of-well-implemented-iati-extensions/770/4> as well as 'user defined vocabularies' <https://discuss.iatistandard.org/t/specification-of-user-defined-vocabularies/788>.

IATI xml should be the flat file backup format as this will be easiest to import, and possible to read outside the AIMS by users without SQL tools, with the various IATI xml to spreadsheet tools.

4.22 PUBLISH DATA TO IATI REGISTRY

The AIMS should also publish data to IATI so that the Somali AIMS data becomes available in the many tools being developed to use IATI data and to support general transparency. This same file will also be the backup file format. In order to do this, the FGS needs to be registered as a publisher on the IATI registry and make an IATI xml format file available (again, using the same plugins). The IATI file should be generated live from the database when users request the data. This also means that all data entered by users is public and this should be clear to users in the relevant interfaces.

When filtering and matching projects, there will therefore be a choice whether to include local AIMS projects separately, or import them from IATI (when the Somali AIMS publishes, they will be visible in the registry and Datastore) along with all other IATI data (they will be identifiable by the publisher (Somali AIMS, secondary publisher)). However, because users may want/expect to see their projects reflected immediately in the filtering/matching interface, it seems likely that the data used will be a mix of local data, and IATI data (filtering out the Somali AIMS as a publisher).

4.23 FURTHER IATI LINKS

Several other AIMS and similar applications make heavy use of the IATI standard, and IATI data:

- IATI data import module for Bangladesh: <https://github.com/BD-IATI/edi>
- Mohinga, the Myanmar AIMS with significant IATI use: <https://github.com/catalpainternational/MohingaV1>
- Development Gateway IATI importer: <https://github.com/devgateway/iatiimport>
- OPIA – <https://www.oipa.nl/home> - but note that this IATI parser implements choices that may not be preferable for the Somali AIMS e.g. if there are three sectors in IATI data, but percentage splits are not given, it assumes equal splits or disbursements. This introduces made up data that is not authorised by the user importing the data. The AIMS parser could import the sectors, but would then need to request the user to provide the percentage splits (of which one option may well be a 'take equal splits button'. See also OPIA Parser:

<http://docs.oipa.nl/en/latest/parser/> and <https://github.com/zimmerman-zimmerman/OIPA/tree/master/OIPA/iatl/parser>

- The IATI Secretariat has recently introduced an IATI python module, although it is unclear how/if this will be supported in the longer term. See <http://discuss.iatistandard.org/t/iatl-systems-design-architecture-proposal/709> and <http://discuss.iatistandard.org/t/introducing-the-iatl-python-library/720>
- ODCS have provided an IATI flatten tool. See <https://discuss.iatistandard.org/t/flatten-tool-new-approach-for-spreadsheet-to-iatl-conversion/777> and <https://github.com/OpenDataServices/flatten-tool>
- Aidstream is a web application to convert spreadsheets to IATI xml: <https://github.com/younginnovations/aidstream> and there are discussions around other spreadsheet to IATI tools: <https://discuss.iatistandard.org/t/challenge-create-super-simple-conversion-from-excel-to-iatl-xml/630/13>
- There are some more advanced (e.g. with live preview) IATI data filter and select interfaces: <https://discuss.iatistandard.org/t/show-iatl-client-side-only-datastore-query-builder/778> and <http://please.treadsoft.ly/query/> which would also share some of the live filter features that the AIMS will require.
- SQL to IATI: <https://discuss.iatistandard.org/t/dfid-sql-to-iatl-tool-easy-to-integrate/822/2>

5. DATA OUTPUT

Achieving simple data output is vital to the AIMS' success as without data output, there is no incentive for donors to input data. In addition, data output and subsequent use, is the most effective means of verifying and improving the data quality.

5.1 PREMADE REPORTS

Very few users can make use of the seemingly simple (but in reality, complex) table and chart construction interfaces built into most AIMS. There are too many options, it takes too long, it is never quite configurable enough, and it requires too much technical knowledge. The Somali AIMS review identified that the previous systems took a minimum of 16 clicks, and probably around 20 minutes to make a single table or chart. The Somali AIMS Review also identified that most data requests could be handled by around 7 premade reports (see list below).

Premade reports are those where the data to include, tables and charts required are all predefined, leaving the user just to do some basic filtering e.g. by date, by sector, state or organisation. Very basic examples can be seen here: http://www.southsudanaaims.org/reports/sector_report/. In this way, a user without any technical knowledge can produce a report that is likely to answer the majority of their queries within about 60 seconds and just a few 'clicks'. Requirements for the premade reports include:

- Export in MS Word and PDF formats – fully printable
- Export of tables, and data used for charts in MS Excel format
- Embedded url link to the report (with the latest data) on the AIMS
- 'Subscribe to this report' link to subscription page with report (and email if logged in) preselected
- Embed the date the report was produced
- Have full titles including the title of the AIMS, and the report as well as showing the report name and what filters were applied
- Filters to include
 - Organisation(s)
 - Sector(s)

- Dates
- Location(s)
- Value
- Potentially others as discussed with FGS
- Financial data in Somali Shillings (SOS), EUR or USD

5.2 LIKELY INITIAL REPORTS

- Filterable list of all projects
- Individual project profile – e.g. <http://devtracker.dfid.gov.uk/projects/GB-1-203742/>
- Sector report - <https://mohinga.info/en/dashboard/donor/>
- Location report – e.g. http://www.southsudanaaims.org/reports/location_report/ but including maps
- Organisation report - showing projects involved in and funding provided
- Aid overview/dashboard – e.g. <http://amis.mof.gov.np/TEMPLATE/ampTemplate/dashboard/build/index.html>
- Aid over time report
- Export for budget process including relevant CoA coding and filtered by on/off-treasury

5.3 REPORT PLUGINS AND DEPENDENCIES

Over time, the premade reports will need to change. There will be new data needs, and new fields in the AIMS. This means that the reports will need to be adjusted regularly. The AIMS will therefore need a system where different reports can be developed and then added/removed without redeploying the AIMS. This suggests an architecture where the core technologies of export/import, and industry standard charting and table libraries are built into the main application and then the specific reports describe the fields and tables/charts which makes use of those libraries, and which can be added/removed via a management page. These should be (text, xml files) editable by technical (but not programmer) users e.g. they would follow a set format including the dependencies required, and then describe the 'view' in terms of tables, charts, styles and fields that the AIMS would supply to the charting and table libraries (likely JavaScript) needed to produce the output. Upon upload of a new report, the AIMS should check and reject it when the fields it requires are not available in the AIMS e.g. if written to use a custom field. In this way, it should be very simple for non-programmers to add new reports to the AIMS.

5.4 DATA EXPORT

Although most queries are expected to be catered for by the premade reports, not all will be. To assist in these cases, the AIMS needs to offer the ability for users to download raw data. Whilst to some extent this is catered for by the IATI xml format data, this will not be useable by many users and so an MS Excel file download where the user can select which fields they would like to include, should be available. This export will be based on one project per row e.g. as in <http://spreadsheets.aidonbudget.org/> and code: <https://github.com/markbrough/flatiati>. This will provide advanced users the possibility to download basic project data, extend it with their own fields, and produce complex reports in MS Excel.

5.5 SUBSCRIPTIONS

There should be a page for users to provide an email address and then select which premade reports they would like to subscribe to, and with what frequency. The AIMS should then email them pdf exports of the relevant reports when required. Users wishing to adjust their subscription should return to the subscription page, re-enter the same email address, and provide different responses, including 'unsubscribe from all'. Users should also be able to subscribe to be notified of any change in a report e.g. new data. The same subscription page should also allow users to unsubscribe from any updates.

6. USERS

The Somali AIMS will have several types of users. These will need registering, giving appropriate and differential permissions, notifying of events, and their activities logging. There will be four user types: the public, subscribers, data entry users (contributors) and managers.

6.1 PUBLIC ACCESS

There will be full public access to all areas except the data entry, and management pages. No login or registration will be required to view data, make reports, etc.

6.2 SUBSCRIBERS

Subscribers can subscribe to regular reports (in addition to receiving specific mailings sent by management users).

6.3 USER REGISTRATION

All users will self-register (name, email address, password organisation – incl. adding new organisations when not already setup), and selecting the options that they require (contributor, manager) and this will be sent for approval. When registering as a contributor, the request will be sent to all other registered users of that organisation (as well as to the managers group), allowing one of them to approve the registration. If they are the first user for that organisation, the registration request will just be sent to the managers group. Users requesting manager privileges will have their request sent to the managers group and need approval from an existing manager. Registered users wishing to change their privileges should access a page to delete their accounts, or to add/remove privileges and/or organisations. This page should also show a user all the other registered users in their organisation, and if a manager, all other managers. If no management users remain, the AIMS should revert to the initial setup/walkthrough screen requesting the email of the initial management user.

All users not active for more than 2 years should be emailed three reminders to log in, otherwise their account will be deleted. If there is no login within 3 further months, the account should be deleted and the user emailed. These emails should be copied to the other users in the same organisation. The log will still record the original user details.

6.4 ORGANISATIONS

Management users will need to be able to manage the organisations in the AIMS, for example, merging several organisations together (e.g. for naming differences), and seeing which organisations have no users (e.g. when added to a project by another organisation) to go and find users.

6.5 PERMISSIONS

Anyone who belongs to one of the organisations associated with a project (funder, implementer) can add new projects, and edit existing projects where that organisation is involved. This principle is designed to minimise the chance of orphaned projects due to high turnover of contributor, and allow several organisations to collaborate on reporting joint projects to reduce double entry. To edit a project, a user will have to request their organisation to be added by a user of an organisation already part of the project.

Management users have no special rights to edit projects apart from those of their organisation.

6.6 NOTIFICATION

At several stages, the AIMS will need to notify data entry and management users of events and changes. This notification should take place by email, and by an indicator visible when logged into the AIMS. Where there are multiple notifications, emails should be limited to one per day. Notifications

should not resend. Examples of notifications will include:

- A user would like to add their organisation to a project your organisation is involved in
- Availability of new external IATI data in one of your organisation's projects
- A user from your organisation has joined the AIMS
- A user from your organisation is inactive and will be deleted shortly
- A change in a mapping has affected one of your organisation's projects

The user will need to login to the AIMS to perform any relevant actions. The email should contain a link directly to the appropriate page and to the general notifications page. Where possible (e.g. not requiring a specific user input, e.g. just an approval, this action should be possible on the notifications page). The notification should remain until the user marks it complete.

Users who are logged in should also have a notifications indicator visible in the AIMS which leads to a page listing outstanding notifications. These should be removed when actioned. As some notifications will go to multiple users, once actioned, a notification will need to disappear for all users who received it. Notifications will need to be backed up alongside the data and configuration files but this can also be as plain text.

6.7 LOGGING

The AIMS will have no approval process when users edit project data. The model is that users (organisations) are responsible for what they have entered. Any users who are unhappy with a data change should either edit it themselves if they have permission, or contact the relevant organisations. However, to be able to resolve disputes, or to track changes, the AIMS will need to have a log of all changes to project data visible to all data entry and management users. This should specify the user involved (including changes because of a change in remappings), give a timestamp, a link to the project, and the before/after values. The AIMS does not need to log non-project data changes e.g. actions of management users, production of reports etc.

7. DESIGN

Several aspects of the design are worth comment.

7.1 MODULAR NATURE

To ease upgrading and adding additional features in the future, the AIMS application should be modular. Different components should interact using standard APIs.

For example, the AIMS should expose an API with the raw data. This can be used by the data entry module to show the current projects, by the backup module to make a backup and by the reporting module to generate reports. All the different data entry/edit options should use the same API to write data. This (and other) APIs should be made as futureproof as possible e.g. by allowing for the various fields to change. Specific documentation for the various APIs should be provided on the repository. Likely APIs include:

- Database reading and writing
- Requesting exchange rates
- User authorisation and authentication
- Writing to storage locations (e.g. local, Dropbox, Google Drive, OneDrive, FTP)
- Emailing users – and plugins (e.g. Mailchimp, Gmail, local server)
- Notifications system

7.2 MULTI LANGUAGE

The AIMS should be useable in both Somali and English with the option to select one language as default. This should be achieved through a standard internationalisation libraries rather than the

creation of a system hardcoded to just two languages. The AIMS text, all field names etc. should all be translated (or translatable on entry e.g. for data entry schemas). This also applies to the user interface which should not hardcode the links to swap languages.

7.3 USEABILITY

There are a number of usability requirements:

- It is rare that decimal places are required, all instances should be checked if necessary and removed where possible to clean up the page.
- Currency should not use symbols e.g. '\$', instead using e.g. 'USD' or 'SOS' as the currency codes - and for all other currencies, follow ISO codes: <https://www.oanda.com/currency/iso-currency-codes/>
- Links should be clearly defined i.e. not clickable images, no animations.
- The style should be as simple as possible e.g. white background, standard fonts, minimal graphics e.g. <http://www.southsudanaaims.org>
- Use of the screen should be maximised e.g. avoiding multiple layers of titles, borders, etc. Similarly, there is unlikely to be need for a visible footer.
- The need for scrolling should be minimised.
- User Interface elements performing similar functions should maintain their approximate positions across multiple pages e.g. filters should always be in the same place.
- The AIMS should be optimised to work on screen sizes of 1024*768 and upwards, including a responsive to adjust for viewing the AIMS (but not data entry) on mobile devices.
- The AIMS should scale for use on mobile devices with a reduction in functionality e.g. showing the reporting views only.
- The minimum data required should be requested. For example, a typical user registration form will include: title, separate first and last names, role, organisation, street address, telephone number(s), fax numbers, email address, etc. Many of these are not possible or relevant in Somalia and the AIMS requires a single name field, and email, and perhaps a phone number.
- Many users will have very low bandwidth connections. Reducing the number of images, and the number of data exchanges and browser dependencies will be key, as will be steps to improve the resilience of connections to interruptions.
- The main menu should always be visible, including the option for return to the home screen.
- No 'hover' menu's, rather 'click' which must persist for a period i.e. not disappear as soon as the user's mouse moves away.
- The AIMS must have a consistent/single user interface for all components
- The AIMS must be compliant with the appropriate web standards e.g. w3c and function on multiple modern browsers both on MS Windows and on other platforms. The AIMS should not require browser plugins such as Flash and Java.
- The AIMS must have a consistent and meaningful set of well-documented error codes and facilities for error analysis and reporting.

7.4 SCALE AND CONCURRENT USERS

The AIMS should be scalable to add up to 1,000 projects a year for 10 years (averaging 500 per year), allowing up to 10 concurrent users (5 entering data, 5 getting reports). Space should be allowed for attachments averaging 2 per project.

7.5 USER HELP AND GUIDANCE

Manuals for AIMS systems are rarely a success. By the time a user has found and accessed the manual, they have lost interest. Therefore, all necessary user support text should be built into the interface. A consistent way of indicating help text (e.g. an icon) should be developed and in each case located

directly by the relevant field or button.

7.6 CONTACT PAGE

This page should present a form (requesting a name and email address) that will email all managers detailing the user issue. With Captcha to prevent spamming.

8. SITE STRUCTURE

This section contains some additional guidance about key components of the various AIMS pages discussed above. While these items are expected to be included, it is understood that the development process may reveal alternative and improved approaches that may call for a different structure and design.

8.1 CORE PAGES

8.11 Main template

The main template should maintain the same layout for all pages. It should define content blocks for the title, menubar, filters, and content. The menu-bar should:

- Highlight the selected option - no on-hover, on-click to show submenu's where necessary. The submenu's should persist until another click is made.
 - a. 'Menu' which returns user to homepage
 - b. 'Reports' which presents the list of premade and other reports
 - c. 'Data entry' which takes the user to the filtering/matching page after a login
 - d. 'User management' which allows the user to select registration, subscription, etc.
 - e. 'Management' which allows access to management pages
- The menu bar should only have two levels, the initially visible top headings, and then sub headings linking directly to the specific pages.
- On far right of the title/menubar – username/logout (no need for login), notifications indicator, option to click to another language (e.g. 'اف سومالی' or 'Somali', if in English).

8.12 Login

Users will need to login to access management and data input pages. This should not be a popup as many users have popup blockers, ideally a 'mini form' that expands from the menu to take username and password if not already logged in. Users should be auto-logged out after a period of 1 day.

8.13 Homepage

- A brief description of the purpose of the AIMS, including:
 - a. that all data is public and free to access, description and links to premade reports
 - b. that it is managed by the Ministry of Planning, Investment and Economic Development, FGS, and that the data is entered by donors and implementers
 - c. some key data e.g. welcome to new organisations/users W, there were X new projects, projects Y and Z closed.
- Options/links to subscribe, and to register to add data
- Link to contact page for further enquiries

8.14 Contact page

The contact page will have a form to contact managers – emailed to all email addresses in the management group.

8.2 REPORTS MENU

The reports sub-menu will list the various custom reports available starting with the list of projects.

8.21 List of projects

This page should show a table containing all the projects and showing basic data. The table columns should be appropriately filterable e.g. time, sector, location, text search, value, funder/implementer, etc. Each project name should be a link to the relevant project profile page. The filters should be persisted in the URL, so that the page with filtered results can easily be shared with others.

8.22 Example report page

- Report title
- All necessary filters including currency
- Options to export to MS Word, pdf, or export data to excel (xlsx, not csv)
- Report area showing live report content, typically a table, and some charts
- Link to report query e.g. <http://somaliam.org/reports/sector/pdf/?sector=education-startdate=xyz>

8.3 DATA ENTRY MENU

There are two pages concerned with data entry. Users will initially access a pre-filtering page which is designed to guide the user to making use of and checking against data available through IATI, and data already available in the AIMS, before starting manual data entry. The second stage is to manually enter any further data required.

8.31 Filter and match pre-entry page

Selecting 'data entry' will trigger a login and if authenticated, will lead users to the initial data entry page which requests basic information in order to present a filtered list of projects from both the AIMS and from IATI data. From there, users will either choose to enter a new project, edit an existing AIMS project, or import IATI data into a new project:

- Can pre-fill/filter for organisation. This can be unselected to show projects from all/other organisations where the user's organisation is not a member.
- Has data entry fields for project Name, Sector, Organisations involved (and others if necessary to get sufficient filtering). These should be dropdowns or text search / autocomplete / autosuggest as appropriate. For fields with multiple schema, the user should choose schema first. Care (and some manual input) may be needed to help link the user organisation to the right IATI Organisations/publishers
- As basic data is entered, the table below filters (on-the-fly) and a method for ordering (ranking) the projects shown by likelihood of matching needs to be applied.
- AIMS projects and IATI source projects need to be differentiated e.g. by background colour. IATI projects already linked to other projects should be differentiated and grouped under the AIMS project that they are already linked to.
- Filtered projects need checkboxes or similar, to allow the user to select them (including multiple).
- The user can then choose to continue with the selected projects (i.e. edit or import depending on the source) or alternatively enter new project based on blank data entry form.
- Continuing with the selected projects transfers the user to the project data entry page with as much information prefilled as possible, either by containing the details of the existing project, or of the IATI activities selected. Where there are multiple pieces of data, or fields that require user input, the AIMS will highlight the areas where attention is needed.
- For groups of projects which include AIMS projects where the user's organisation is not a member, instead of 'continue with these project(s)' the button should instead say 'request to

add my organisation to this project'. This will notify the users of the organisations who are already involved in the project to approve (or not) the adding of a new organisation.

8.32 Project data entry page

This is the main page for entering project data.

- Group 1 should contain the basic project data e.g. name, description, dates, organisations, sectors
 - a. Start and end date, and project name are mandatory
 - b. Users cannot remove all organisations, one must remain. Users cannot remove their own organisation.
- Group 2 should contain the financial data
 - a. Users can select from the listed funders and add the amount provided (and exchange rate to allow conversion to USD) and grant/loan status of the amount. The total project value should calculate from the amounts accorded to different funders (multiple amounts from the same funder should be possible e.g. a grant and a loan).
 - b. As described, this page should allow the update by Somali Financial Year of actual disbursement totals, and the calculation and adjustment of annual expected disbursement amounts by Somali Financial Year. This should be achieved through offering the user tools to enter data in other Financial Year's and then have the AIMS make a conversion, as well as calculating remaining funds, and remaining years based on the project total value, disbursements to date, and years passed/remaining. In all cases, the user should be able to adjust the amounts/percentages, and the AIMS to compensate fields based on expected disbursements to keep the total of actual and expected disbursements equal to the project value.
- Group 3 should contain the geographic/location data
 - a. The AIMS will record data at two levels, Federal Member State/Region level, and a sub-level for districts.
 - b. This needs to be done via a more user friendly method than repeatedly clicking and selecting from a dropdown as users will often have to add multiple regions. A suggested (equal) split of the project value should be calculated by the AIMS on the fly, but with the ability for users to adjust the split across locations and the AIMS to maintain the total across locations as equal to the total value by adjusting any fields that the user has not individually adjusted.
- Group 4 should contain the custom data fields
 - a. Custom fields should be visible when appropriate triggers in the core (or other custom) fields are triggered.

In addition, the following features should be available:

- Autosave - no need for a save button, auto publish
- Button to 'work on another project' which returns user to the pre-entry page
- A button to delete the project
- A button to take the user to the log prefiltered for the specific project
- For all user entered text fields, the option to supply a translation in other AIMS languages should be offered.

8.4 USER PAGES

8.41 Registration page

This page will allow users to register as contributor or management users. Users should also be able to add a new organisation on this page if their organisation is not already in the AIMS.

8.42 Subscription page

This page will allow users to subscribe to (and receive via an email address they submit) various reports, according to a schedule and frequency they select. It will also allow users to unsubscribe.

8.43 Password reset page

All users need to be able to access a page to enter their email address to reset their password. This should not require any management input.

8.44 Notifications and approval page

This page should display all notifications, grouped appropriately. Giving options to silence them (in which case they are hidden – with a checkbox to unhide, or mark them as done – with another checkbox to unhide). Notifications will include notification of a new user joining the user's organisation, the need to approve a new user to join the user's organisation, a request to add an organisation to a project that the user's organisation is a part of, and changes to project data stemming from new data from linked IATI activities, or changes do to a remapping of an automapping.

8.45 Envelope data entry page

This page should allow data entry users to update the funding envelope data for their organisation.

8.5 MANAGEMENT PAGES

These pages allow management users to manage the AIMS.

8.51 Reports management page

This page will allow management users to upload new reports, and remove unused reports. It should also show how many times each report has been accessed in various time periods.

8.52 Mailout page

The mailout page allows management users to send emails to all the users. This page should have text boxes for the email subject, content, attachments, and checkboxes for the different user groups e.g. subscribers, contributors, and managers.

8.53 Email settings management page

This page should allow managers to manage the settings necessary for the AIMS to send emails e.g. entering mailserver connection details, or details of a mailchimp or gmail account.

8.54 IATI settings management page

This page should allow management users to enter settings for connecting to and publishing IATI data e.g. the publisher details, the location of the registry and any other IATI data sources. This page should also remind users of the location of the public IATI data file.

8.55 Storage management page

This page should allow management users to enter details of and select the storage options (including duplication) for the AIMS e.g. local folders, or cloud storage accounts. This storage will cover the backup files (appropriately named) and any uploaded documents, sorted into a folder for each project.

8.56 Custom fields management page

This page should allow management users to edit the custom fields available, and change their order.

8.57 Organisation management page

This page should show a list of organisations and their users, allow grouping similarly named organisations and combining under one name, as well as showing organisations without users.

8.58 Exchange rates management page

This page should allow management users to manage the plugins which provide exchange rates for data entry, enter data for the official FGS FMIS exchange rates, and set a default exchange rate source.

8.59 Codelist/Mapping rates management page

This page should allow management users to manage the codelists and associated mappings. Changing a mapping should not affect already entered projects. Codelists of the input side of an automapping will also need to be possible to edit e.g. to add new donor classifications, or adjust to a change in IATI data e.g. <https://discuss.iatistandard.org/t/align-sector-codelist-with-the-latest-version-published-the-dac/771>.

8.510 Language management page

This page should allow management users to manage the languages available.

9. MINIMUM QUALIFICATIONS OF PROPOSERS:

(a) Qualification of Company/Organisation

The successful contractor shall have the following qualifications:

- Legally registered and must have been in active operation for at least three years
- Excellent reputation and proven experience in the subject area with various partners demonstrated by at least three letters of recommendation from different clients.
- An average annual turnover of at least USD 300,000 for the past three years
- Completion of at least three projects developing data-based websites in the past three years with a value of at least USD 50,000 each (if through consortium; bidding company share)
- Completion of at least two projects in the past three years using open source software components
- Past experience in fragile countries and in Somalia is a strong advantage
- Have at least six staff including at least four full time developers
- The lead company is based in Somalia and has permanent developers in Somalia; or, is based elsewhere in the world and has engaged in partnership/cooperation arrangement with a Somalia based company; or is a Somalia based developer

(b) Qualification of Personnel

Proposer is required to allocate a minimum of five staff to the Project including one Project manager and, two Mogadishu-based Somali speaking developers

- All staff must have at least three years working experience in the proposed development languages in the proposal evidenced through CVs
- A combined total (for all staff allocated to the project) of at least 3 years of experience in training local counterparts to use/maintain/host web application evidenced through CVs
- All staff must be fluent in spoken and written English Language

***For detailed technical evaluation criteria, please refer to full evaluation matrix pp. 24-32.**

Section 4: Proposal Submission Form²

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] [insert: title of services] [insert: title of services] [insert: title of services] [insert: title of services] [insert: title of services] [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for [insert: period of validity as indicated in Data Sheet].

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

² No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

Name of Firm: _____
Contact Details: _____

[please mark this letter with your corporate seal, if available]

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form³

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

| | | |
|--|---------------------------------|---------------------------------------|
| 1. Proposer's Legal Name <i>[insert Proposer's legal name]</i> | | |
| 2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i> | | |
| 3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i> | | |
| 4. Year of Registration: <i>[insert Proposer's year of registration]</i> | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Proposer's legal address in country of registration]</i> | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 12. Proposer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's name]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's name]</i> Email Address: <i>[insert Authorized Representative's name]</i> | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List? <input type="checkbox"/> YES or <input type="checkbox"/> NO | | |
| 14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

³ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if Registered)⁴

Date: *[insert date (as day, month and year) of Proposal Submission]*
RFP No.: *[insert number]*

Page _____ of _____ pages

| | | |
|--|---------------------------------|---------------------------------------|
| 1. Proposer's Legal Name: <i>[insert Proposer's legal name]</i> | | |
| 2. JV's Party legal name: <i>[insert JV's Party legal name]</i> | | |
| 3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i> | | |
| 4. Year of Registration: <i>[insert Party's year of registration]</i> | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party's legal address in country of registration]</i> | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 13. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i> | | |
| 14. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. | | |

⁴ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

| |
|--|
| TECHNICAL PROPOSAL FORMAT FOR DEVELOPMENT AND IMPLEMENTATION OF AN AID INFORMATION MANAGEMENT SYSTEM (AIMS) FOR SOMALIA |
|--|

Note: Technical Proposals not submitted in this format may be rejected. Any data related to the Financial Proposal should not be included in the Technical Proposal.

| | |
|--|--|
| Name of Proposing Organization / Firm: | |
| Country of Registration: | |
| Name of Contact Person for this Proposal: | |
| Address: | |
| Phone / Fax: | |
| Email: | |

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Proposer as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

| Name of project | Client | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details (Name, Phone, Email) |
|-----------------|--------|----------------|--------------------|--------------------------------|--------------------------|---|
| | | | | | | |
| | | | | | | |

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3. Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9. Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

2.10. Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1. Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2. Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: *This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the UNDP. If substitution is unavoidable it will be with a person who, in the opinion of the UNDP project manager, is at least as experienced as the person being replaced, and subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution.*)

3.3. Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

| | | |
|---|--|--|
| Name: | | |
| Position for this Contract: | | |
| Nationality: | | |
| Contact information: | | |
| Countries of Work Experience: | | |
| Language Skills: | | |
| Educational and other Qualifications: | | |
| Summary of Experience: <i>Highlight experience in the region and on similar projects.</i> | | |
| Relevant Experience (From most recent): | | |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: |
| <i>e.g. June 2004-January 2005</i> | | |
| <i>Etc.</i> | | |
| <i>Etc.</i> | | |
| References no.1 (minimum of 3): | <i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i> | |
| Reference no.2 | <i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i> | |
| Reference no.3 | <i>Name</i> <i>Designation</i> <i>Organization</i> <i>Contact Information – Address; Phone; Email; etc.</i> | |
| Declaration: | | |
| I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement. | | |

| | |
|---|-------------|
| <hr/> | |
| <hr/> | |
| Signature of the Nominated Team Leader/Member | Date Signed |
| <hr/> | |

Section 7: Financial Proposal Form⁵

Note: *Proposers are required to prepare the Financial Proposal separate from the Technical Proposal and submit it in a separate email message as stipulated in the Instruction to Proposers in consistent with the Conditions and Procedures for electronic submission specified in the Data Sheet (DS Nos. 22 and 23).*

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

In case of an equipment component to the service provider, the Price Schedule should include figures for both purchase and lease/rent options. UNDP reserves the option to either lease/rent or purchase outright the equipment through the Contractor.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. **Cost Breakdown per Deliverables***

| SN | Deliverables <i>[list them as referred to in the TOR]</i> | Percentage of Total Price (Weight for payment) | Price (Lump Sum, All Inclusive) |
|----|---|---|------------------------------------|
| 1 | Signing of contract with sub-contractor, face to face meeting with subcontractor and initial contact with FGS and other stakeholders, and initial commit to code repository | 10% | |
| 2 | AIMS with basic functionality in data entry (incl IATI), reporting, and user/organisation management/notification, deployed by MoPIED IT unit for testing by stakeholders | 20% | |
| 3 | Deployment of finished AIMS by MoPIED IT unit for use by the public | 30% | |
| 4 | Completion of first period of testing, feedback and adjustment | 20% | |
| 5 | Completion of second period of testing, feedback and adjustment | 20% | |
| | Total | 100% | USD |

**Basis for payment tranches*

⁵ No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Proposal.

B. Cost Breakdown by Cost Component:

The Proposers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

| Description of Activity | Remuneration per Unit of Measure | Total Period of Engagement (number of days) | No. of Personnel | Unit Rate (USD) | Total Rate for the Period (USD) |
|--|----------------------------------|---|------------------|-----------------|---------------------------------|
| I. Personnel Services | | | | | |
| Team Leader | Day | | | | |
| Developer 1 | Day | | | | |
| Developer 2 | Day | | | | |
| Sub-Total | | | | | |
| II. Expenses | | | | | |
| <i>Where not indicated, please specify relevant unit of measure on each budget line and add rows if required. (please refer to Note 4 below)</i> | | | | | |
| Cost Description | Unit of Measure | Quantity | No. of Personnel | Unit Rate (USD) | Total Rate for the Period (USD) |
| Air travel costs | Return trip | | | | |
| Local transport costs | Day | | | | |
| Per diem (field staff) | Day | | | | |
| Communications | month | | | | |
| Reproduction and reports | Report | | | | |
| Sub-Total | | | | | |
| III. Other Related Costs | | | | | |
| <i>Please identify cost components and itemized in separate lines. Please specify relevant unit of measure and add rows if needed.</i> | | | | | |
| Cost Description | Unit of Measure | Quantity | | Unit Rate (USD) | Total Rate for the Period (USD) |
| | | | | | |
| | | | | | |
| Sub-Total | | | | | |
| GRAND TOTAL | | | | | |

Notes

1. If flights are required, please specify routing on the most direct route on an economy class ticket
2. Please delineate international and local flights in separate lines if required
3. Proof of travel to be provided
4. Per diems, local transport relate only to the number of field work undertaken and will be paid based on actual spend
5. Where unit of measure is not specified, please state.

Name and signature of the Service Provider's authorized person

Designation

Date

Section 8: Contract for Professional Services

THIS IS UNDP'S TEMPLATE FOR CONTRACT FOR THE PROPOSER'S REFERENCE. ADHERENCE TO ALL TERMS AND CONDITIONS IS MANDATORY.

Date _____

Dear Sir/Madam,

Ref.: _____/ _____/ _____ **[INSERT PROJECT NUMBER AND TITLE OR OTHER REFERENCE]**

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your **[company/organization/institution]**, duly incorporated under the Laws of _____ **[INSERT NAME OF THE COUNTRY]** (hereinafter referred to as the "Contractor") in order to perform services in respect of _____ **[INSERT SUMMARY DESCRIPTION OF THE SERVICES]** (hereinafter referred to as the "Services"), in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - a) this Letter;
 - b) the Terms of Reference [ref.dated.....], attached hereto as Annex II;
 - c) the Contractor's Proposal [ref....., dated]
 - d) The UNDP Request for Proposal [ref....., dated.....]
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

| Name | Specialization | Nationality | Period of service |
|------|----------------|-------------|-------------------|
| | | | |
| | | | |

- 2.3 Any changes in the above key personnel shall require prior written approval of _____ **[NAME and TITLE]**, UNDP.

- 2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.

- 2.5 The Contractor shall submit to UNDP the deliverables specified hereunder according to the following schedule:

[LIST DELIVERABLES]

[INDICATE DELIVERY DATES]

e.g.

| | |
|-----------------|-----------|
| Progress report | .././.... |
| | .././.... |
| Final report | .././.... |

- 2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by _____ **[MAIL, COURIER AND/OR FAX]** to the address specified in 9.1 below.
- 2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

OPTION 1 (FIXED PRICE)

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a fixed contract price of _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.
- 3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.
- 3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.4 UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the Contractor to the address specified in 9.1 below, upon achievement of the corresponding milestones and for the following amounts:

| <u>MILESTONE</u> | <u>AMOUNT</u> | <u>TARGET DATE</u> |
|------------------|---------------|--------------------|
| Upon..... | | ./../.... |
| | | ../../.... |

Invoices shall indicate the milestones achieved and corresponding amount payable.

OPTION 2 (COST REIMBURSEMENT)

3. Price and payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a price not to exceed _____ **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]**.
- 3.2 The amount contained in 3.1 above is the maximum total amount of reimbursable costs under this Contract. The Breakdown of Costs in Annex _____ **[INSERT ANNEX NUMBER]** contains the maximum amounts per cost category that are reimbursable under this Contract. The Contractor shall reflect in his invoices the amount of the actual reimbursable costs incurred in the performance of the Services.
- 3.3 The Contractor shall not do any work, provide any equipment, materials and supplies, or perform any other services which may result in any costs in excess of the amount under 3.1 or of any of the amounts specified in the Breakdown of Costs for each cost category without the prior written agreement of _____ **[NAME and TITLE]**, UNDP.
- 3.4 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.5 The Contractor shall submit invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.

OR

- 3.5. The Contractor shall submit an invoice for _____ **[INSERT AMOUNT AND CURRENCY OF THE ADVANCE PAYMENT IN FIGURES & WORDS]** upon signature of this Contract by both parties and invoices for the work done every _____ **[INSERT PERIOD OF TIME OR MILESTONES]**.
- 3.6 Progress and final payments shall be effected by UNDP to the Contractor after acceptance of the invoices submitted by the Contractor to the address specified in 9.1 below, together with whatever supporting documentation of the actual costs incurred is required in the Breakdown of Costs or may be required by UNDP. Such payments shall be subject to any specific conditions for reimbursement contained in the Breakdown of Costs.
4. **Special conditions**
- 4.1 The responsibility for the safety and security of the Contractor and its personnel and property,

and of UNDP's property in the Contractor's custody, rests with the Contractor.

4.2 The advance payment to be made upon signature of the contract by both parties is contingent upon receipt and acceptance by UNDP of a bank guarantee for the full amount of the advance payment issued by a Bank and in a form acceptable to UNDP.

4.3 The amounts of the payments referred to under section 3.6 above shall be subject to a deduction of _____ **[INSERT PERCENTAGE THAT THE ADVANCE REPRESENTS OVER THE TOTAL PRICE OF THE CONTRACT]** % (... percent) of the amount accepted for payment until the cumulative amount of the deductions so effected shall equal the amount of the advance payment.

4.4 Owing to [...], Article(s) [...] of the General Conditions in Annex I shall be amended to read/be deleted.

5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

.....

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

_____ **[NAME OF THE BANK]**

_____ **[ACCOUNT NUMBER]**

_____ **[ADDRESS OF THE BANK]**

7. Entry into force. Time limits.

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services not later than _____ **[INSERT DATE]** and shall complete the Services within _____ **[INSERT NUMBER OF DAYS OR MONTHS]** of such commencement.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

- 8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and _____ **[NAME AND TITLE]** UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

For the UNDP:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

For the Contractor:

Name
Designation
Address
Tel. No.
Fax. No.
Email address:

If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,

[INSERT NAME AND DESIGNATION]

For **[INSERT NAME OF THE COMPANY/ORGANIZATION]**

Agreed and Accepted:

Signature _____
Name: _____
Title: _____
Date: _____



UNDP
GENERAL CONDITIONS OF CONTRACT FOR SERVICES

1.0 LEGAL STATUS:

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

2.0 SOURCE OF INSTRUCTIONS:

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4.0 ASSIGNMENT:

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

5.0 SUB-CONTRACTING:

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6.0 OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7.0 INDEMNIFICATION:

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:

8.1 The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

8.2 The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

8.3 The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

8.4 Except for the workmen's compensation insurance, the insurance policies under this Article shall:

8.4.1 Name UNDP as additional insured;

8.4.2 Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

8.4.3 Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

8.5 The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

9.0 ENCUMBRANCES/LIENS:

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10.0 TITLE TO EQUIPMENT: Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall

be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:

11.1 Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

11.2 To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

11.3 At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

11.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:

Information and data that is considered proprietary by either Party, and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

13.1 The recipient ("Recipient") of such information shall:

13.1.1 use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

13.1.2 use the Discloser's Information solely for the purpose for which it was disclosed.

13.2 Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

13.2.1 any other party with the Discloser's prior written consent; and,

13.2.2 the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

13.2.2.1 a corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

13.2.2.2 any entity over which the Party exercises effective managerial control; or,

13.2.2.3 for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

13.3 The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

13.4 The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

13.5 The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

13.6 These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

14.1 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

14.2 If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

14.3 Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

14.4 The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

15.0 TERMINATION

15.1 Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

15.2 UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

15.3 In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

15.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

16.0 SETTLEMENT OF DISPUTES

16.1 Amicable Settlement: The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

16.2 Arbitration: Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in

International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

17.0 PRIVILEGES AND IMMUNITIES:

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

18.0 TAX EXEMPTION

18.1 Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

18.2 Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

19.0 CHILD LABOUR

19.1 The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

19.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

20.0 MINES:

20.1 The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines.

The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

20.2 Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

21.0 OBSERVANCE OF THE LAW:

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

22.0 SEXUAL EXPLOITATION:

22.1 The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

22.2 The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

23.0 SECURITY:

23.1 The Contractor shall:

- (a) Put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) Assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

23.2 UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNDP's property in its custody as set forth in paragraph 4.1 above.

24.0 AUDITS AND INVESTIGATIONS:

24.1 Each invoice paid by UNDP shall be subject to a post-payment audit by auditors, whether

internal or external, of UNDP or the authorized agents of the UNDP at any time during the term of the Contract and for a period of three (3) years following the expiration or prior termination of the Contract. The UNDP shall be entitled to a refund from the Contractor for any amounts shown by such audits to have been paid by the UNDP other than in accordance with the terms and conditions of the Contract. Should the audit determine that any funds paid by UNDP have not been used as per contract clauses, the company shall reimburse such funds forthwith. Where the company fails to reimburse such funds, UNDP reserves the right to seek recovery and/or to take any other action as it deems necessary.

24.2 The Contractor acknowledges and agrees that, at anytime, UNDP may conduct investigations relating to any aspect of the Contract, the obligations performed under the Contract, and the operations of the Contractor generally. The right of UNDP to conduct an investigation and the Contractor's obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the Contract. The Contractor shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Contractor's obligation to make available its personnel and any documentation for such purposes and to grant to UNDP access to the Contractor's premises. The Contractor shall require its agents, including, but not limited to, the Contractor's attorneys, accountants or other advisers, to reasonably cooperate with any inspections, post-payment audits or investigations carried out by UNDP hereunder.

25.0 ANTI-TERRORISM:

25.1 The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received under this Contract are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

26.0 AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.

Section 9: Gender Questionnaire



Questionnaire for UNDP vendors in Somalia

Gender Equality and Women's Empowerment

Gender equality and women empowerment are at the heart of UNDP's development mandate. We recognize that equal rights of men and women are fundamental to a just society. Our mandate includes advocating for women's and girls' equal rights, combatting discriminatory practices and challenging the roles and stereotypes that effect inequalities and exclusion. In Somalia, the Country Office continues to explore ways to make the integration of Gender a practical reality in our everyday work, including into our procurement processes. Proposers are therefore required to complete this questionnaire and submit it together with their proposals.

1 SECTION A - DEMOGRAPHIC INFORMATION

1.1 Vendor details

| | | |
|-------|---|--|
| 1.1.1 | Date | |
| 1.1.2 | Position of the person completing the questionnaire | |
| 1.1.3 | Name of the company | |
| 1.1.4 | Physical address | |
| 1.1.5 | Postal address | |
| 1.1.6 | Telephone | |
| 1.1.7 | Fax | |
| 1.1.8 | E-mail | |
| 1.1.9 | Website | |

1.2 Please indicate your core business first and insert other followed by others (if any) by percentage

| | |
|-------|--|
| 1.2.1 | |
| 1.2.2 | |
| 1.2.3 | |
| 1.2.4 | |
| 1.2.5 | |

2 SECTION B - GENDER EQUALITY AND WOMEN EMPOWERMENT PRACTICES

2.1 [Introduction](#)

2.1.1 The promotion of gender equality and empowerment of women is one of the Sustainable Development Goals (SDGs) Do you think progress has been made in Somalia on this front?

| | |
|-------------|--|
| 2.1.1.1 Yes | |
| 2.1.1.2 No | |

2.1.1.3 Please elaborate or explain.

.....

.....

2.1.2 Where does gender equality and empowerment of women rate in the list of priorities of your company? Please indicate by inserting an **X** at the appropriate option.

| | |
|--|--|
| 2.1.2.1 It's the top priority | |
| 2.1.2.2 It's one of the top three priorities | |
| 2.1.2.3 It's among our top ten priorities | |
| 2.1.2.4 It's important but not a management priority | |

2.2 [Gender related policies and other practices](#)

2.2.1 Which of the following gender related **policies** exist in your company? (Please tick)

| | | |
|---|-----|----|
| 2.2.1.1 Maternity leave Policy | Yes | No |
| 2.2.1.2 Breastfeeding Policy | | |
| 2.2.1.3 Sexual Harassment Policy | | |
| 2.2.1.4 Equal Pay Policy | | |
| 2.2.1.5 Paternity Policy | | |
| 2.2.1.6 HIV/AIDS Work Place Policy | | |
| 2.2.1.7 Affirmative Action Policies | | |
| 2.2.1.8 Work Life Balance Policy | | |
| 2.2.1.9 Wellness Policy | | |
| 2.2.1.10 Recruitment and Selection Policy, which encourages qualified women candidates to apply | | |
| 2.2.1.11 Other | | |

2.2.2 In line with the above policies, also stated below, please **indicate** the number of employees who have benefitted over the past two years?

| | |
|--------------------------------|--|
| 2.2.2.1 Maternity leave Policy | |
|--------------------------------|--|

| | | |
|---------|----------------------|--|
| 2.2.2.2 | Breastfeeding Policy | |
| 2.2.2.3 | Paternity Policy | |

2.2.3 Do you have procedures to prosecute or handle sexual harassment cases?

| | | |
|---------|-----|--|
| 2.2.3.1 | Yes | |
| 2.2.3.2 | No | |

2.2.4 Please elaborate or explain.

.....

.....

.....

2.2.5 Please elaborate or explain procedures undertaken to guarantee work-life balance in your company?

.....

.....

.....

2.2.6 Please elaborate or explain practices or activities undertaken in pursuit of work-life balance arrangements?

.....

.....

.....

2.2.7 In line with the above policies and procedures, also stated above, please **indicate** the number of employees disaggregated by sex who have benefitted over the past two years?

| | | |
|---------|--------------------------------|--|
| 2.2.7.1 | Work-life balance arrangements | |
|---------|--------------------------------|--|

2.2.8 Please give specific acts of affirmative action and /or actions in favour` of gender parity?

.....

.....

.....

2.3 [Company shareholding](#)

2.3.1 How many of your company shareholders are men and women? Insert the numbers in the table below:

| | Insert the number |
|---------------|-------------------|
| 2.3.1.1 Men | |
| 2.3.1.2 Women | |

2.3.2 Please indicate by marking an X, the number of shares that women hold

| | |
|------------------|--|
| 2.3.2.1 1-10% | |
| 2.3.2.2 11-20% | |
| 2.3.2.3 21-30% | |
| 2.3.2.4 31-40% | |
| 2.3.2.5 41-50% | |
| 2.3.2.6 51-60% | |
| 2.3.2.7 61-70% | |
| 2.3.2.8 71-80% | |
| 2.3.2.9 81-90% | |
| 2.3.2.10 91-100% | |

2.4 [Composition of Board of Directors](#)

2.4.1 How many of your board members are men or women? Insert the numbers in the table below:

| | Insert the number |
|---------------|-------------------|
| 2.4.1.1 Men | |
| 2.4.1.2 Women | |

2.4.2 Mark by inserting an X the positions that women hold in your Board

| | |
|--------------------------------|--|
| 2.4.2.1 Chairperson | |
| 2.4.2.2 Vice Chairperson | |
| 2.4.2.3 Treasurer | |
| 2.4.2.4 Vice Treasurer | |
| 2.4.2.5 Secretary | |
| 2.4.2.6 Vice Secretary | |
| 2.4.2.7 Other (please specify) | |

2.5 [Composition of Employees](#)

2.5.1 How many people are employed full-time at your company?

| | Insert the number |
|---------------|-------------------|
| 2.5.1.1 Men | |
| 2.5.1.2 Women | |

2.5.2 How many people are employed part-time at your company?

| | Insert the number |
|---------------|-------------------|
| 2.5.2.1 Men | |
| 2.5.2.2 Women | |

2.5.3 How many men and women are employed **full-time** under the following categories in your company?

| | Management | Male | Female |
|---------|---------------------------------|------|--------|
| 2.5.3.1 | Executive Officers | | |
| 2.5.3.2 | Finance Managers | | |
| 2.5.3.3 | Personnel / HR Managers | | |
| 2.5.3.4 | Industrial Managers | | |
| 2.5.3.5 | Marketing / Retail Managers | | |
| 2.5.3.6 | Research & Development Managers | | |
| 2.5.3.7 | Purchasing Managers | | |
| 2.5.3.8 | Consultants | | |
| 2.5.3.9 | Others (please explain) | | |

2.5.4 How many men and women are employed **part-time** under the following categories in your company?

| | Management | Male | Female |
|---------|---------------------------------|------|--------|
| 2.5.4.1 | Executive Officers | | |
| 2.5.4.2 | Finance Managers | | |
| 2.5.4.3 | Personnel / HR Managers | | |
| 2.5.4.4 | Industrial Managers | | |
| 2.5.4.5 | Marketing / Retail Managers | | |
| 2.5.4.6 | Research & Development Managers | | |
| 2.5.4.7 | Purchasing Managers | | |
| 2.5.4.8 | Consultants | | |
| 2.5.4.9 | Others (please explain) | | |

2.5.5 [External Projections of the Company](#)

2.5.5.1 Do you think that the language that a company uses may promote or demote the question of gender equality?

2.5.5.2

| | | |
|-----------|-----|--|
| 2.5.5.2.1 | Yes | |
| 2.5.5.2.2 | No | |

2.5.5.3 Do you have a policy that discourages the use of gender-biased terms?

| | | |
|-----------|-----|--|
| 2.5.5.3.1 | Yes | |
| 2.5.5.3.2 | No | |

2.5.5.4 If yes, please elaborate or explain your company's practices or activities undertaken in pursuit thereof?

.....
.....

[Also note that your reports will be reviewed in order to ascertain the extent to which your company uses gender-biased and bias-free terms]

2.5.6 Mechanisms for Continuous Improvement, Learning and Evaluation

2.5.6.1 Do you have gender specific trainings or courses for your staff?

| | | |
|-----------|-----|--|
| 2.5.6.1.1 | Yes | |
| 2.5.6.1.2 | No | |

2.5.6.2 Give the number of staff members who benefitted during the last two years?

| | | |
|-----------|--------|--|
| 2.5.6.2.1 | Male | |
| 2.5.6.2.2 | Female | |

2.5.6.3 Do you assess performance of your staff based on how well they promote or practice gender equality?

| | | |
|-----------|-----|--|
| 2.5.6.3.1 | Yes | |
| 2.5.6.3.2 | No | |

3 SECTION C - CONCLUSION

3.1 Are you in agreement with UNDP that gender equality and empowerment of women should be one of the key criterion for the selection of vendors who provide UNDP with goods and services for development?

| | | |
|-------|-----|--|
| 3.1.1 | Yes | |
| 3.1.2 | No | |

Please elaborate or explain your choice of answer

In order to ensure the effectiveness of this exercise UNDP needs to have your annual **reports for the last three years** and all policies mentioned in the questionnaire

THANK YOU

Section 10: Acknowledgement Form

Please type or print legibly and return via email to debbie.wandera@undp.org cc benard.korir@undp.org

REF: UNDP-PSO-RFP-2017-011

For Development and Implementation of an Aid Information Management System for Somalia

Date: -----

Dear Ms. Malykh,

Subject: Participation in Request for Proposal Reference No. UNDP-PSO-RFP-2017-011

We, the undersigned, acknowledge receipt of your above referenced Request for Proposal dated **August 01, 2017** and hereby confirm that:

a) ☐ we intend

☐ we do not intend

to submit a proposal to the United Nations Development Programme by the deadline of **September 12, 2017, 13:00H Kenya time (GMT+3)**.

| | | | | | |
|--|--|-------------------------|--|-----------------|--|
| Names of our representative(s) designated for this engagement | | 1.; and 2. | | | |
| Firm/Company's name (Proposer): | | | | | |
| Address: | | | | | |
| City: | | State: | | Zip: | |
| Signature of Authorized Representative: | | | | | |
| Name: | | Title: | | | |
| Telephone No.: | | Ext.: | | Fax No.: | |
| Email address: | | | | | |

Section 11: List of Somali Developers

The following is a list of Somali developers provided by the Federal Government of Somalia. Nevertheless, identification of Somali developers is not limited to this list and, it remains the responsibility of the Proposer to identify a Somali developer of their choice either from this list or any other source as long as they meet the criteria specified in this RFP.

| Companies |
|--|
| TABARAK ICT Contact: Hodan Tel: +2621854888 Address: W Taleex, Mogadishu Email: info@tabaarakict.com Website: http://www.tabaarakict.com |
| SOSTEC http://www.sostec.so/ Mobile: +252-618-812510 / +252-699-982933 Email: info@sostec.so |
| Asal Solutions, Ltd. Address : Taleh Rd, Hodon District, Mogadishu - Somalia Tell: (+252) 852929 or (+252) 616965458 Email: info@asalsolutions.com Website : www.asalsolutions.com/ |
| Somhost Lasanod Somalia (Somaliland) Tel: +252-634900565 E-mail: info@somhost.so Website: http://somhost.so |
| Somsite Hargeisa Somalia (Somaliland) Tel : +252 63 425600 E-mail : sales@somsite.com Website www.somsite.com/ |
| Ileysinc Hargeisa , Somalia (Somaliland) Tel: +252-2-540808 E-mail : info@ileys.so Website : http://ileysinc.com/ |
| Ramaas 50C Coldharbour Lane, Hayes UB3 3EP London, U Mobile: +44 7961811373 Garowe, Somalia Tel: +252 907 79 9074 E-mail : Email: info@ramaas.com Website : http://www.ramaas.com |

Section 12: Document Check List

NOTE TO PROPOSERS - EXAMPLES OF PROPOSAL REJECTION

Offers have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow proposal instructions. Below are some common examples of why offers are rejected by UNDP. **Proposers are urged to read this before submission and to check that their Offer conforms to each of these points and the instructions as specified in the RFP document.**

- **The Proposal is submitted after the deadline for submission (Date and time).** Note that offers received after the deadline will be rejected.
- **Proposals not submitted to the correct electronic address. The mandatory official email address for electronic submission is bids.so@undp.org.** Please note that this email address is different from the email address given for request for clarification on the RFP. **PROPOSALS SENT TO OR COPIED TO ANY OTHER UNDP ADDRESSES WILL BE REJECTED.**
- The Proposal is not signed as per the instructions of the RFP. **All forms in sections 4, 5, 6, 7, 9 and 10 must be completed, signed, stamped and submitted (Please refer to Clause B.9 of Instructions to Proposers: Contents of the Proposal) of the RFP document).**
- **Financial proposal is not password protected:** Financial Proposals must be sent in a separate email from the rest of the Technical Proposal and **must be password protected. FINANCIAL PROPOSALS THAT ARE NOT PASSWORD PROTECTED WILL BE REJECTED.**
- Failure to submit all the required eligibility and supporting documents.
- Documents provided are not translated in English (**translated legal documents must be notarized**).
- Documents provided do not directly address each point of the mandatory evaluation criteria
- Proposal is more like a brochure for the Company without specifically addressing the specific criteria of the RFP
- Proposals that do not offer services which have been specifically requested by UNDP in the Terms of Reference (see section 3 TOR).
- **Proposals emailed just before the deadline may arrive after the deadline and be rejected. Therefore, ensure to submit your Proposal well in advance of the submission deadline**
- Failure to regularly check the UNDP website for possible changes to the RFP listed therein prior to the submission deadline which need to be incorporated in the RFP.
- Proposal contains viruses and/or corrupted files. Proposers should ensure that submitted Proposals DO NOT contain viruses and/or corrupted files. Such Proposals will be rejected.

The above are partial and illustrate some errors that may be made by Proposers. **The RFP document contains the full list of instructions and must be followed carefully.** In order to be considered for evaluation, your offer must include all the documents requested for in the RFP. The checklist in DS 32 can be used to ensure that your Proposal is complete,

Note: If a Proposer declines or offers major deviations to the General Conditions of Contract in (see Section 9), the offer(s) might be declined at any stage (either at the proposals evaluation stage or contract negotiation).