REFORM

الـمـؤسـسـة الفلسطينية لـلـتـمـكـيـن والـتـنـمـيـة الـمـحـلـيـة
The Palestinian Association for Empowerment and Local Development

Date: 31.03.2024

Request of Quotation: Web Developer- Individuals:
Creating a Web System for Result Based Management of Reflection on Changes
(RBM OF ROC)

REFORM Background:

The Palestinian Association for Empowerment and Local Development—REFORM is a Palestinian NGO that works in the fields of empowerment, local development and social transformation. It seeks to promote inclusion and social solidarity in Palestine through empowering marginalized hard-to-reach groups and structural reform. REFORM aims to boost the social and political engagement of marginalized hard-to-reach groups and community activism. It seeks to promote equal access to public utilities by empowering young men and women while establishing a reliable database for political and administrative decision-makers in Palestine.

We are looking for a web developer with the following qualifications. Kindly check the enclosed TOR.

Interested candidates should submit their offers latest by **Thursday, 04.04.2024, 2:00 PM**.

Objective:

The objective of the consultancy is to digitalize and develop an M&E web system based on REFORM's ROC manual that will be used for collecting and providing data for the project's data needs.
The system is expected to complete the following:

1) Capture all project activities' processes, outputs, targets and achievements.
2) Track the units' implemented activities and provide reports in a summarized format
3) Generate automated reports in formats that are ready to use.
4) Present the data and indicators in a dashboard format-within the system-that can provide timely and regular updates.

Scope of Work of the Assignment:

- Developing a web system to capture and analyze the data and results of the evaluation obtained through the Reflection on Changes (ROC) manual.
- Digitalize the developed M&E tools that are RBM oriented.
- The developed monitoring framework and the indicators explained in the ROC manual are the tools that will be used in the requested web system.
- Tools to be used for measuring the indicators, as per the ROC manual.
- Attached are a few documents below that specify in depth the strategy to be developed through the system within the specified criteria and the required inputs and outputs according to the professional designation.
- Hold consultative meetings with REFORM's staff to clarify the system and data needs.
- Prepare an inception report that explains the consultant's understanding of REFORM's data/information needs, including the framework for the system's design and hardware requirements.
- Prepare and develop a prototype of the system's design and testing it against REFORM's set objectives and specifications. It is expected that the first stage will involve developing a prototype of the system to look at and evaluate before the designing phase.

- Develop a friendly and comprehensive user manual on the developed system and conduct pilot training and coaching for REFORM's employees -using the manual- on the system. The training will target REFORM's staff who will be using the system such as, project coordinators and M&E officer, to improve their user experience.
- Revise and finalize the manual based on the results of the pilot training and coaching.
- Offer at least 12 months of user support for effective functionality of the system and document experience and lessons of developing the system and recommend required adjustments if needed.
- A meeting before the implementation process and signing of the contract will be held with the developer in order to explain all the technicalities from the developer's side, explaining how s/he will implement the project.
- Programming language will be determined after meeting with the developer in order to determine which programming language fits the requirements the most.
- Using an open-source technology stack to avoid licensing costs.
- The provider must offer three levels of support: rapid assistance, intermediate problems and crises issues, i.e., a 12-month support plan.
- The progress of the work plan will be evaluated based on milestones to be achieved.
- The provider shall offer three options of the most suitable security specification based on the requirements and the structure of the web system.

What the system will look like:
- The attached file (RBM of ROC1) presents the ROC methodology needed in the system. This methodology should be the base for the development of the system needed.
- The reporting system must filter the data that is associated with the form attached in ROC methodology.
- The system must deal with project's implementation period according to logical framework.
- The M&E should evaluate the project according to measurement tools as shown in the attached document.
- The reporting system should be aligned with the results and outputs generated by the system as well as to be flexible to accommodate the emerging reporting needs of REFORM.

System Users:
- Up to 6 users should have access to the system.
- The web system will be used by multiple users. Users will have different levels of authorizations based on position and assigned tasks.

Deliverables:
- An inception report must be prepared highlighting understanding of the assignment, including a proposed system structure/prototype and hardware requirements.
- A draft user guideline and video must be prepared of the system for testing.
- A full developed M&E web system that complies with the standards and requirements of REFORM. The system should be able to generate detailed dynamic reports (text, charts, tables) about projects' progress markers, indicators and results, along with detailed inputs about projects. It should also be able to generate activities with categories according to purpose, target groups and locations, along with monitoring tools, indicators, means of verification and other necessary inputs and forms related to the projects.
- Reports made by the system must be easy to download and shared within the Association's internal network. In addition, having the system must provide users with the ability to upload content from employees' devices onto the system when needed to support the evaluation process.

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- An interim progress report about the process of development of the system must be prepared.
- An implementation report must be prepared after deployment and full-rollout of the M&E and MIS and REFORM's staff must be trained on the management and use of the system.
- A cloud-based MIS that is accessible on multiple devices and able to provide data that is compatible with other analysis software, such as MS ACESS, MS Excel, etc.
- Provide a dashboard to display indicators (this will be decided upon by REFORM's project team).

Communications and management of the assignment:

- The consultant will report to the M&E officer for the day-to-day support and for quality assurance and required timely deliverables with direct supervision of the Operations Officer who will approve all of the assignment.

Qualification, Skills and experiences required:

- More than 7 years of proven work experience in similar projects and tasks (similar web systems).
- Proven experience in web development and web application platform experience (Java, React, laravel, etc.)
- Solid knowledge and experience in programming and coding applications, including at least one of the main coding languages, such as JavaScript, HTML, CSS, Oracle and My SQL.
- Proven experience in network and system security.
- Familiarity and knowledge of NGOs' work and monitoring and evaluation process for projects.
- Ability to create innovative and visually appealing designs for web systems.
- Ability to plan, prioritise and produce quality results on time.

Timeline:

The assignment is expected to be completed over a period of 3-4, months including the testing period of the system.

Application Process:

Applicants must send a technical proposal and financial proposal containing full details in English. Nominated companies/consultants are invited to present a presentation on more in-depth details about the system, its inputs and outputs and evaluation criteria for delivering the project correctly.

Validity period: Technical and financial proposals must be valid for a maximum period of 60 days, starting from the date of submission. The financial offer must be submitted in ILS.

For those who meet the needed background, duties, and interested to apply must provide us with the following:

- **Technical offer** must be submitted in English and must include the following: (70%)
- CV reflecting the related experience, including programming and coding applications (10%)
- Samples of similar previous work (10%)
- Previous projects related to monitoring and evaluation web systems for NGOs (20%)
- Detailed action plan and methodology for developing the web system (30%)
- **Financial offer** in ILS including income taxes, which include a financial breakdown table: (30%)

Notes:

- The applicant must register on our procurement system "E-connect" using this link: REFORM (www.econnect.ps) and attach a copy of the registration form with the offer.
- REFORM is not obliged to contract with the lowest price.
- All vendors have to provide a deduction on source certificate, which should be attached with the price offer.
- Confirmation of the vendor's ability to issue separate VAT invoices and ZERO VAT invoices, if needed.
- Payments will be made in ILS and through a check or bank transfer within a month from the date of the invoice or payment request.
- Only individuals are welcome to apply.

The price offer should be drafted in English, signed, stamped and delivered by hand or by email to **procurement.reform.1@gmail.com** to the following address: The Palestinian Association for Empowerment and Local Development—REFORM, Tirawi Building, 2nd floor in Al Masyoun, Ramallah by no later than Thursday 04.04.2024 at 2:00 pm

Attached Documents:

The following documents will serve as a further and more in-depth explanation for the ROC methodology needed in the system. Please refer to the documents for further description.

1. Forms for Roc
2. RBM of ROC1
3. ROC Methodology TOR

For more information, please do not hesitate to contact us on the following contact details: Telefax: 02-2966645, e-mail: mmorrar@reform.ps and for technical details our IT Consultant: Saleh Mansour 059-299-3701.

Thank you for your kind cooperation!

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