TOR for Expression of Interest (EOI) for Developing DBMS at DASCOH Foundation

Introduction
DASCOH Foundation is a non-government and non-profitable organization. Utilizing local knowledge of the people at grass root and available resources at local level, DASCOH has put forward an alternative participatory development process. It has developed a professional workforce with flexible decision-making capacity. DASCOH is using supportive supervision & coaching method to develop human capital and thus helping to develop the capacity of local government institutions, which is reflected in the project planning and management with local government, private sector, donors and the community. Currently, it operates ten projects, covering the thematic areas of health, water resource management, climate change, women’s rights, primary education, disaster management, livelihood improvement, etc. mainly covering Rajshahi division.

Objectives
DASCOH is inviting proposals from qualified Consultant/Firms to develop a comprehensive database and integrated information management system to support effective processing, storage and sharing of information through their webpage. This will entail the following objectives;

• To assess PHIIR and IWRM projects’ present database management process, application software, reporting mechanism, and submit a situation analysis report on all present data related activities
• Identify and share the gap between the present data-based systems and the available, sustainable, appropriate technology around for adoption
• To outline a development process for a secured, web based comprehensive relational database and integrated information management system to support effective processing, storage and information (report, dashboard) sharing
• To build DASCOH teams inhouse capacity and competency to use and maintain the developed database management system according to standards and protocols
• To provide remote technical support in emergent scenarios as necessitated

Projects in focus
1. Public Health Improvement Initiative Rajshahi (PHIIR - phase III)
2. Integrated Water Resources Management (IWRM - phase II)

Submission Details
Interested parties/bidders should submit the comprehensive technical proposal along with financial proposal by 21 November 2020 before 5:00 pm to the address mentioned below with the subject line:

“Developing DBMS at DASCOH Foundation”
Director, Finance and Administration, DASCOH Foundation
Lutheran Mission Complex, Dingadoba, Rajpara, Rajshahi-6201, Bangladesh

For more information please visit our website: www.dascoh.org

N.B.: DASCOH Foundation reserves the right to reject or cancel any offer.

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Scope of Work

1. Meet with DASCOH management, PHIIR and IWRM project personnel to determine & develop a workplan, which will include the followings.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Timeframe</th>
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</thead>
<tbody>
<tr>
<td>SitRep</td>
<td>5 days</td>
</tr>
<tr>
<td>Situation analysis report on all present data related activities</td>
<td>5 days</td>
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<tr>
<td>Gap between existing and standard DBMS</td>
<td>2 days</td>
</tr>
<tr>
<td>Hosting Data</td>
<td>2 days</td>
</tr>
<tr>
<td>Linux Oracle server, with WebGIS/ ArcGIS online server, SQL database</td>
<td>2 days</td>
</tr>
<tr>
<td>Automation in managing data</td>
<td>5 days</td>
</tr>
<tr>
<td>Data collection level – KOBO templates, Advance XLS Form, android devices, apps</td>
<td>5 days</td>
</tr>
<tr>
<td>Generating data summary – Power BI, SQL &amp; other apps</td>
<td>5 days</td>
</tr>
<tr>
<td>Generating report &amp; Dashboard – Power BI &amp; SQL &amp; other apps</td>
<td>5 days</td>
</tr>
<tr>
<td>Archiving data</td>
<td>2 days</td>
</tr>
<tr>
<td>SOP for standard backup process</td>
<td>2 days</td>
</tr>
<tr>
<td>DASCOH web server</td>
<td>3 days</td>
</tr>
<tr>
<td>Present status, contents, security, administration, management, links to all employees</td>
<td>3 days</td>
</tr>
<tr>
<td>Capacity building</td>
<td>10 days</td>
</tr>
<tr>
<td>Phase I: DB development &amp; deployment, generating reports through SQL queries</td>
<td>10 days</td>
</tr>
<tr>
<td>Phase II: Management of the integrated system which can adequately integrate information from different projects and departments</td>
<td>10 days</td>
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For DASCOH Foundation website

- Develop a plan of action for improvising the existing organization website along with it’s contents, include proper email server, connectivity for all staff through individual login ID for all HRM purposes, DBMS purpose, etc.
- Improve the website to make it more secured, optimized for search engines, user/viewer friendly, responsive to different devices like laptop, mobiles, integrate with analytics to track page and site performance, integrate a digital fundraising system, etc.
- Host a blogging site to share Vlog, field experiences, stories from the field by DASCOH team members, one of the best ways to showcase the work, to all visiting the website.
- Develop a comprehensive application submission system, both for Job and Tenders, along with Form builders, analytics, etc.

For DASCOH M & E team

- Provided orientation and training support regarding required software skills like KOBO, MS Access, Power BI, SPSS, STATA, R, QGIS, ArcGIS, etc.
- Provide skill development guideline in Power BI, SQL queries, generating shapefiles, etc.
- Configure internal data file share from pc to pc and storage to the server

For IWRM project

- Deploying Arc-GIS or QGIS online server and provide online connectivity and compatibility for developing dynamic maps from real-time data in the server
- Time series data showing graph/interface monitoring data of the project e.g. modernized Ground Water Table Monitoring Data of IWRM project
- Develop queries in SQL for generating all types of dynamic map/report/dashboard from projects’ database

For PHIIR project

- System wide application of ODK like KOBO for all data/information collection & reporting
- Deploying MySQL & Power BI to generate reports from data hosted in the free KOBO server and the DASCOH servers databases
- Generating reports and sharing lists through email server to program team of identified and enlisted pregnant and risky mother’s with their expected delivery date (EDD) for follow up & tracking in dashboard
- Develop different admin/user for the different project under a Master Admin ID for management and update the specific task of one’s project.
Hardware deliverables includes four major components

1. Hardware: Preferable brand: HP ProLiant ML350 Gen10 OR Dell PowerEdge T640

<table>
<thead>
<tr>
<th>Features</th>
<th>Technical Specification</th>
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<tbody>
<tr>
<td>Processor</td>
<td>Two 2nd Generation Intel® Xeon® Scalable processors, up to 28 cores per processor</td>
</tr>
<tr>
<td>Memory</td>
<td>24 DDR4 DIMM slots, Supports RDIMMs/ LRDIMMs, speeds up to 2993MT/s, 3TB max, Supports registered ECC DDR4 DIMMs only</td>
</tr>
</tbody>
</table>
| Storage controllers| Internal controllers: PERC H330, H730P, H740P, HBA330, Software RAID (SWRAID) S140  
|                   | Boot Optimized Storage Subsystem: HWRAID 2 x M.2 SSDs 240 GB  
|                   | External PERC (RAID): H840  
|                   | External HBAs (non-RAID): 12 Gbps SAS HBA                  |
| Drive bays        | Up to 8 or 18 x 3.5" SAS/SATA (HDD/SSD) max 288TB or  
|                   | up to 16 x 2.5" SAS/SATA (HDD/SSD) max 61TB or           |
| Power supplies    | Titanium 750W, Platinum 495W, 750W, 1100W, 48VDC 1100W,      
|                   | 240HVDC 750W Hot plug power supplies with full redundancy  
|                   | (Dual supply) Up to 8 fans with N+1 redundancy (6 hot-      
|                   | pluggable internal fans plus 2 external fans)              |

2. Webserver with LAMP combination, Linux, Apache, MySQL, and PHP, to host DASCOH Foundations webpage, with links for all employee’s login to their shared drive spaces, options for postings articles, reports, photos, videos, etc.

3. Mail server for approximately 300 employees

4. Linux Oracle or MySQL Database for hosting all projects data

The deliverables from the consultant/agency shall include the followings; standard operating guidelines (SOPs), applications, software system, programs, codes, etc.

1. Situation analysis report (SitRep) on the existing scenario
2. Brief document on difference and advantages of adoption of appropriate alternatives
3. Outline of rationalized project implementation modality with engagement strategy of key personnel in the project cycle
4. Installing a comprehensive and secure programme database system, with corresponding dashboard which is consistent with DASCOH’s pre-determined and modifiable indicators and reporting requirements
5. Integration of project monitoring and evaluation plan or framework for guidance on activity
6. SQL queries for generation of reports (monthly/weekly/quarterly) from the database
7. Compile & share a technical report covering all aspects of the database development process and definitions of codes, variables and copies of any software programme written.
8. Compile and share standard protocols, procedures (program codes) and guidelines for maintaining the database and the integrated management system
9. Training materials to be used in training staff members and a SOP on the use of the database
10. Complete Risk assessment report along with suggested mitigation measures
11. Project phase-out strategy and sustainability plan

Qualifications, skills, experiences required

The lead consultant should have the following skills and qualifications:

a. Advanced degree (Masters Level) or specialized training in a relevant field (Information Management, Advanced Statistical Analysis, Web hosting).

b. At least 10 years’ experience related to data management using Access, Power BI & Oracle, database development (Linux-Oracle), archiving, including use of web-enabled platforms (webpage dashboards) and common statistical analysis tools, like SPSS, STATA, R, etc.
c. Prior experience with managing data sets from humanitarian or development organizations or NGOs working in the thematic areas of health, WASH, disaster management and familiarity with the context of rural Bangladesh is preferable and will be considered as an asset

d. Competent practice of AGILE methodology that promotes continuous iteration of development and testing throughout the lifecycle of the project

e. Competent and dedicated staff that can be reached for feedback

f. Excellent communication and analytic writing skills

**Reporting**

- Reports directly to the DASCOH CEO on administrative and HFA on financial matters
- Maintain a continued functional linkage with PC & HM from SRC, M&E Manager and Director, Health & Environment from DASCOH and any other key staff for effective implementation.

**Duty station**

It is preferred that the consultant or key personnel from the firm/agency will be able to spend quality time with all relevant staff at DASCOH, but applicants working elsewhere will also be considered as long as they would be able to keep in regular contact with the team based in DASCOH, and be willing to travel to DASCOH, to conduct tasks which require direct presence and contact with the team such as consultations, piloting the database, training of staff, as well as resolving issues relevant to the objectives of this consultancy.

**Duration:** From 25/11/2020 to 30/12/2020

**Evaluation**

The purpose of evaluation is to determine the technically compliant and competent bid from amongst the bids received by DASCOH. DASCOH adopts a systematic evaluation process comprising of the following 3 logical steps:

1. Bidders will be short listed first on the basis of qualifying eligibility criteria and then responsiveness of the Bid in meeting scope, understanding of the concept, competence to meet the functional requirements and others, as detailed in this document i.e. evaluation of the Bids shall be done by DASCOH on technical, functional parameters as well as experience and capability of the Bidder to implement the DBMS & MIS solution, that is described below.

2. Successful consultants/firms will then be invited to make a presentation of the DBMS & MIS solution, demonstrate to the management team or ‘Walk through” the solution, and share the modality of implementation.

3. Based on the presentations, successful bidders will be invited to submit detailed Technical proposals covering both hardware and software system specifications and design, as well as a corresponding Financial proposal for final evaluation.

DASCOH shall evaluate the bidders for their readiness of the product and capabilities to meet the functional, operational and other requirements, and accordingly DASCOH shall take a decision for selecting the successful consultant/firm. Submitted EOIs from potential consultants/agencies will be evaluated for short-listing using the parameters and criteria defined below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Details</th>
<th>Qualifying Marks</th>
<th>Maximum Marks</th>
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Registered Office: Lutheran Mission Complex, Dingadoba, Rajpara, Rajshahi-6201, Bangladesh.
Phone: +880721-771354, 776305; Mobile: +8801714049226; Email: dascoh-sdsd@librabd.net; Web: www.dascoh.org

Dhaka Office: Flat 3C, House 87, Road 3, Block F, Banani, Dhaka-1213, Bangladesh.
### Experience & Financial Stability
- Experience in deployment of web server based analytic solutions with minimum value of 2 million BDT (10 marks)
- Experience in developing integrated RDBMS with minimum value of 2 million BDT (10 marks)
- Number of projects handled
  - 4 projects = 5 marks
  - >4 projects = 10 marks
- Annual turnover in last 3 years
  - Upto 10 million BDT = 5 marks
  - >10 million BDT = 10 marks

### Approach & Methodology
- Understanding the Scope of Work
- Value addition and new ideas

### Key personnel proposed
- Total number of technical staff in organization’s payroll
  - 1 to 10 = 5 marks
  - >11 = 10 marks

### Technical Demo & Presentation
- Detailed features of the proposed solution along with future expandability

### Financial proposal
- Interested applicants should provide an estimate of all cost, hardware cost, associated with these services.

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<thead>
<tr>
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<th>65% of 20</th>
<th>20</th>
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<tbody>
<tr>
<td>Experience &amp; Financial Stability</td>
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<tr>
<td>Approach &amp; Methodology</td>
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<td>Key personnel proposed</td>
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<tr>
<td>Technical Demo &amp; Presentation</td>
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<tr>
<td>Financial proposal</td>
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<tr>
<td><strong>Total 100</strong></td>
<td>65% of 100</td>
<td>100</td>
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