



Request for Proposals (RFP) Re-advertised

Redesign and Development of the MEFMI Private Capital Monitoring System

RFP Release Date: **25 April 2019**

Proposal Submission Deadline: **23 May 2019**

Contract Period: **June -November 2019**

Name of Client: **Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI)**

Project Title: **Redesign and Development of the MEFMI Private Capital Monitoring System**

RFP Number : **MEFMI RFP/001/19/MMP**

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SECTION I. GENERAL GUIDANCE

1. Background

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned capacity building Institute currently with 14 Member Countries namely: Angola, Burundi, Botswana, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe.

Since the late 1990s, private capital flows have continued to be a significant source of investment in the MEFMI region, especially in the context of declining official flows. Consequently, there have been efforts by governments to collect and analyse information on Foreign Private Capital (FPC) flows and stocks in order to design policies that ensure maximum benefits and manage challenges associated with their volatility. However, it was observed that most of the countries in the MEFMI region faced major problems in monitoring and managing private capital flows data due to lack of reliable information systems (software). To this end, MEFMI developed a web-based Private Capital Monitoring System (PCMS) in 2007 to assist member countries to capture and report this data. The PCMS has been regularly reviewed to take into account users' evolving reporting needs.

2. Statement of Intent

As part of ongoing efforts to contribute to the strengthening of intra-regional trade and investment, MEFMI envisages rolling out a more robust system to its member countries and beyond. MEFMI now plans to redesign and develop the PCMS taking into account desired enhancements from current users, as well as the envisaged increased user capacity arising from potential users of the system beyond the MEFMI region. As input to this process, MEFMI conducted a user needs brainstorming workshop in November 2018. The workshop which was attended by representatives from MEFMI member countries provided a platform for evaluation of the current system's compliance with country reporting requirements and consolidation of user needs. In addition, MEFMI received recommendations on the system development, from the Common Market for Eastern and Southern Africa (COMESA) Secretariat to cater for the envisioned wider regional needs.

Against this background, MEFMI is seeking the services of a qualified firm to redesign and develop the Private Capital Monitoring System. Potential bidders should read this document together with the System Requirements document.

3. Proposal Requirements

MEFMI invites eligible and qualified firms to submit their Technical and Financial proposals in two separate sealed envelopes clearly marked “*Technical Proposal*” and “*Financial Proposal*”.

a. Technical Proposal

The technical proposal shall comprise the following parts:

Part 1: Technical Approach, Methodology and Detailed Work Plan

The Technical Proposal should describe in detail, how the firm intends to carry out the requirements described in Section II (Terms of Reference). It should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The firm should include details on personnel, any equipment, and contractors who will be used to carry out the required services.

Part 2: Management, Key Personnel and Staffing Plan

This section should include curriculum vitae (CVs) for key personnel that will be assigned to the implementation of the proposed methodology, clearly defining their roles and responsibilities.

Part 3: Corporate Capabilities, Experience, Past Performance

This section should include a profile of previous work done, which is related to this assignment, including a link to a demo site of this work. In addition, firms must include three (3) references for similar work previously performed including: name of contact person who can speak to the firm's performance, name and address of the company for which the work was performed, and email and phone number of contact person. MEFMI reserves the right to check additional references not provided by a firm.

b. Financial Proposal

The proposal should provide a detailed cost of conducting this assignment, calculated in terms of man-days. The price of the contract to be awarded will be all-inclusive. No profit, fees, taxes or additional costs can be added after the contract has been awarded. The firm must split the cost proposal between the consultant daily/hourly fee and reimbursable expenses, including travel costs. MEFMI reserves the right to request additional information if need arises.

4. Qualifications of the Firm

Should have at least five (5) years of solid and diversified experience in development of systems, including the development of web-based platforms.

5. Qualifications of the Team

The team should together have the following minimum qualifications and experience:

- i. The team leader should hold an advanced degree (Masters Level) in a relevant field (Computer Science, Data/Information Management, Advanced Statistical Analysis, Information Technology, Software Engineering, or Project Management).
- ii. The team leader should possess at least ten (10) years' experience related to database development and data management, including use of web-enabled platforms and common statistical analysis tools.
- iii. The rest of the team members should each have at least five (5) years' experience related to data management/database development.

- iv. Prior experience with management of data sets from developing countries, systems development and management within Africa are highly desirable.
- v. Strong experience in development of web applications.
- vi. Competent knowledge/practise of AGILE methodology and good practices.
- vii. Competent and dedicated staff that can be reached for feedback.
- viii. Excellent communication and writing skills.
- ix. Prior experience with MEFMI or any of its 14 Member States is an added advantage.

6. Evaluation of the Proposals

The purpose of the evaluation is to determine that proposals are technically compliant and the firm's competence levels. The evaluation shall be carried out in two (2) stages as follows:

First Stage - Technical Evaluation, and

Second Stage - Financial Evaluation.

An internal Evaluation Committee shall be formed solely for the purpose of this exercise. The Committee shall not open the financial proposals until the technical evaluation, including any reviews, are concluded.

- i. **Technical proposals** will be evaluated based on the following criteria and respective weights.

Criteria	Weights
Specific experience of the firm relevant to the Assignment	30 points
Adequacy and quality of the proposed methodology, and work plan in responding to the Request For Proposals	50 points
<i>{Notes to the Firms: the Evaluation Committee will assess whether the proposed methodology is clear, responds to the scope of work, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</i>	
Key experts' qualifications, competence and relevant experience for the Assignment:	20 points
Total:	100 points

The minimum qualifying mark on the Technical Proposal shall be 70% to proceed to the next stage of Financial Proposal evaluation.

- ii. The firms that meet the qualifying mark on the technical proposal will have their financials opened and those that do not meet the minimum criteria will be sent back unopened at the end of the evaluation process.

The successful Firm will be selected in accordance with the Selection Criteria Based on the **Quality and Cost Based Selection method (QCBS)**.

7. Submission

Technical and Financial Proposals should be submitted in two (2) separately marked and sealed envelopes or by email, including a cover letter to the addresses below. The Financial Proposals should be expressed in United States Dollars (USD). In case of email submissions, the Financial Proposals should be **secured by a password**, which will be requested by a designated MEFMI official at the time of financial proposals opening. The firm shall submit the following additional documents:

- i. Copies of certificate of registration/incorporation;
- ii. Names and contact details of Directors;
- iii. Company profile;
- iv. Curriculum Vitae (CVs) of key personnel. CVs of the key personnel must be accurate, complete, and signed by an authorised official of the firm;
- v. Tax registration certificates (Income Tax and VAT);
- vi. Full contact details (physical address, telephone and fax numbers and e-mail addresses) of the firm;
- vii. Contact person and contact details of the Lead Consultant and support staff;
- viii. Summaries of previous work/projects completed;
- ix. Certificates of completion of previous work, where available; and
- x. Payment and Billing Terms, including the cancellation clauses.

The proposals should be submitted to the address below on or before **23 May 2019 at 1630 hours, CAT**:

The Executive Director

The Macroeconomic and Financial Management Institute (MEFMI)

9 Earls Road, Alexandra Park

P. O. Box A1419 Avondale

Harare

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OR by email to: [capacity\(at\)mefmi.org](mailto:capacity(at)mefmi.org)

No amendments to the submitted documents shall be accepted after the deadline.

8. Queries/Request for Clarifications

Queries, if any should be directed in writing to: **[capacity\(at\)mefmi.org](mailto:capacity(at)mefmi.org)**

SECTION II. TERMS OF REFERENCE

1. Purpose and Objective of the Assignment

The purpose of this assignment is to provide a regional solution using appropriate data management software to assist countries in capturing, maintenance, processing and reporting of data on private capital flows and positions.

The specific objectives of this assignment are to:

- i. Redesign, develop and reinstall a **comprehensive and secure web-based database system**, for capturing, processing and reporting private capital data according to requirements specified in the **System Requirements Document**;
- ii. Develop **standard procedures and guidelines** for using and maintaining the system; and
- iii. **Impart knowledge and skills** to MEFMI staff and officials in using and maintaining the developed database and standards.

2. Scope of Work

Whereas MEFMI has provided the general scope of work for this assignment below, the consultant is expected to propose a plausible approach for undertaking this assignment, covering the design/customisation of a web enabled database system that should ideally use open source technologies.

- i. Perform a detailed review of existing documentation on system specification, amongst others.
- ii. Familiarise with the existing version of the PCMS.
- iii. Develop a written plan for development of a database system which is specific to the needs of MEFMI. The consultant will work with the MEFMI Macroeconomic Management Programme and Information Technology staff as focal points for this assignment to develop the written plan and ensure that the staff develop the necessary expertise to use the software and hardware for the developed database system. Issues to determine include:
 - a) What database platform will be used?
 - b) What functional and non-functional requirements are necessary?
 - c) What information will be used for the system Dashboard?
 - d) What are the critical processes which can produce the required information products from the system?
 - e) What data and metadata standards will be employed?
 - f) What procedures will be used to ensure quality (accuracy, integrity, and completeness)?
 - g) How will data storage and preservation be handled?
 - h) How will data security management (access, erasure, security, privacy) be ensured?

- i) What technologies should be used to ensure the system can allow configuration and operation as a Local Area Network (LAN) copy if desired by users?
 - j) What considerations will be made to ensure synchronisation between the LAN copy of the system and the internet hosted system?
 - k) What technologies should be used that can enable integration with other databases?
 - l) How will long-term sustainability be ensured given possible growing future capacity requirements?
 - m) What procedures will be used to process, upload, transfer, and share data?
- iv. Upon approval of the plan, carry out development of a web-based system in line with the user requirements.
 - v. Carry out data migration and cleaning from the existing databases into the developed system.
 - vi. Agree to a possible review of the developed system by independent system developers and carry out suggested changes as proposed.
 - vii. Conduct training on the system for MEFMI Staff, MEFMI regional IT experts, and system users from MEFMI Client Institutions as may be needed.
 - viii. Develop and hand over the relevant system documents including:
 - a) System User Guide;
 - b) Technical Reference Manual;
 - c) System Risk Profile; and
 - d) Source Code Documentation.

3. Time Schedule and Deliverables

The duration of the entire assignment will be six (6) months. The Consultant is expected to suggest a specified work plan and schedule of tasks, with corresponding deliverables, in the tender.