# Terms of Reference

**Introduction:** Ain o Salish Kendra (ASK), human rights based and legal aid service providing organization in Bangladesh was established in 1986 by a group of Bangladeshi development activists. Initially, ASK has responded to the sustained failure of the state to establish legal rights of the poor, particularly the women, working children, and urban workers. But over the last thirty-one years, the depth and width of ASK’s programme have evolved significantly. In the system of diverse development organizations of Bangladesh, it stands out as a core advocacy institution pursuing rights-based approach to development, which is based on the belief that development is possible, when rights for all are guaranteed. Today, ASK’s agenda encompasses all dimensions of rights-based approach. They include building of people’s awareness and knowledge as rights-holding citizens, their mobilization and institution building under organized forms to emerge as change agents, provision of advocacy skills to organized change agents, undertaking of both advocacy in general and service delivery to working children, and provide conflict resolution services (legal aid and mediation) for its constituents. Together, they characterize ASK’s engagement as a vibrant advocacy organization to promote and protect their legal and Human Rights and prevent their non-compliance. So far, ASK has been implementing a multi-faceted development programme supported by a consortium of donors.

**Vision, Mission, and Values:** ASK envisions “A prosperous Bangladesh that strongly adheres to the values of democracy, equity, fairness and justice. This will foster a society that is non-communal, transparent, accountable and respectful of the rule of law.” This vision has guided ASK to formulate its Mission for the existing planning period “to contribute to the establishment of a non-discriminatory, democratic society in Bangladesh where dignity, fundamental freedoms, and rights of all citizens are guaranteed”.

While pursuing the Mission, ASK will follow and uphold a set of values internally and externally as its institutional behavior. They include: Transparency and accountability, secularism, practice of the culture of free and open thinking, respect to personal confidentiality and dignity, honesty, non-communal, non-sectarian, gender equality, tolerance to others’ opinions, and professionalism.

**Objective: To build a software to automate record keeping process, so that information analysis, visibility, and sharing among team members becomes easy.**

**Purpose of this role:** To provide support in analyzing data associated with human rights violations digital transformation of ASK Action meeting.

**Scope of work:** A web-based application will be developed for preserving case information with detailed information, which will capture online data automatically. The application will enable stakeholders to ease access to the case information. Stakeholders will be able to slice and dice different information to meet their information needs.

1. Create a data base based on news scraping from the leading online/ newspapers.
2. Able to scan news website’s URL to grab information according to given “Keywords”, “Phrases”.
3. Able to manual scan using some filters such as daily basis, weekly, monthly etc.
4. MIS able to assign tasks before specification to the responsible person and track progress.

Application Feature will include Create a new case, associate location information with the new case, update an existing case, see list of existing case, see filter list of cases by case category, see details of a case, export as existing case in pdf format, search a case in multiple filtering options, see case statistics in multiple options, prepare infographics and statistical report, authorization module, responsive user interface, user manual, training, previous data migration, hosting etc. Additional categories will come in future. There should have scope to publish monthly, quarterly, yearly reports to the site directly from this application.

**Task Management:**

1. Prepare Software Requirement Specification.
2. Design System.
3. Development for Proof of Concept.
4. Prepare Wireframe.
5. Web Application Development.
6. User Management Module Development.
7. Deploy the System.
8. Publish Training Content.
9. Onboard Stakeholders.
10. Data Migration.
11. Field Test Support.
12. Final Release and Production Support.

**Specification:**

1. Deliver an online MIS to capture and analyze online and offline newspaper and info.
2. Selective news articles stored in database with meta and output generation.
3. Manual paper cuttings also able to upload to store in system based on (pre-defined) criteria/categories.
4. News articles will be stored based on given (pre-defined) criteria such as “Incidents”, “Categories”, “Custom Tag”,” Age”, “Age limit”, “Gender”, Case filed or Case status, Union Parishad, UpaZilla,/Police Station “District”, ”Division”, “Occupation”, “Nationality”.
5. These criteria will be dynamic, so end user can create/add more criteria according needs.
6. Follow up note/option kept with each article.
7. Official records the marked news articles for further actions.
8. Manual Paper cuttings get stored in keyword based categorized folder.
9. All categories information are kept stored with short description in formatted files
10. Different analytical reports will generated according to some parameters such as “Incidents”, “Categories”, “Custom Tag”,” Age”, “Age limit”, “Gender”, Union Parishad, UpaZilla,/Police Station, “District”, ”Division”, “Occupation”, “Nationality”.
11. Statistical Report would be generating in required format such as PDF, DOCX, GPG etc.
12. Selected News link / News clipping would be stored as subject wise.
13. System should detect duplicate incidents and duplicate articles over all the news link/newspapers and able to capture follow-up news.
14. Duplicate incidents or duplicate articles hold for action from end users.
15. Generation report must be also in tabulated copy according various parameters such as “Incidents”, “Categories”, “Custom Tag”,” Age”, “Age limit”, “Gender”, Union Parishad’ “UpaZilla/Police Station’ “District”, ”Division”, “Occupation”, “Nationality”.
16. Analytical report could be view, print/ share in various sort such as above parameters.

**Input:** The web-based application will capture online data from more than 09 online newspapers/portals. There should also have option to input data manually. Each data should have evidence linked with the specific case.

**Process:** The system will automatically classify data as per specifications. Data should be classified in such a manner that any types of reports can be generated automatically using multiple filtering systems. The reports should be generated in infographic manner using state of the art templates.

**Expected Outputs/Deliverables**

1. Inception Report

4. Dash board

5. User Manual

6. Knowledge transfer through workshop/Training

7. Source code & database including back-up system

8. Project Completion report including upcoming challenges if any

**Output**

Data

Map (Google map)

Graph

Chart

Info graph

**Process**

**Report**

**Implementation period: 3 Months**

**Required Capability of the Team/Company:**The interested team/company must have sufficient knowledge and proven experience in database designing, Automation, artificial intelligence, News scanning, Report generates of digital documentation and/or other software’s. With an existing portfolio of digital documentation software for any country/market will be added advantage.

**Required Company/Team Profile:**The company/team must have the required number of qualified personnel to design, plan, develop and deliver the project as per the agreement.

**Environments/Language:**Interested teams will come up with their own ideas/preferences based on their reasoning to use the respective language and database for the project.

**Child Protection Policy and Gender Policy:** The team/company shall comply with the Child Protection Policy and Gender Policy of ASK. Any violation/deviation is in complying with ASK's child protection policy and Gender Policy will result in termination of the said agreement.

**Terrorism and money laundering issues:** If there any proof of engagement in any terrorism and money laundering issues, ASK reject the proposal without assigning any reason

**General terms and conditions:**

1. Mandatory Documents: The following documents should be submitted with proposal

a. Copy of updated Trade License or registration certificate to legally work in Bangladesh

b. Copy of TIN Certificates

c. Copy of VAT Registration Certificate

d. Bank A/C Details and Bank Solvency Certificate

e. Experience/performance certificate as software developer from reputed organizations, minimum three different organizations along with their contact persons’ telephone numbers & e-mail addresses.

2. Work Experience: Must have minimum 5 (five) years of proven experience

(development, supply, installation and maintenance of software).

3. Eligibility: Legally registered companies/organizations are eligible.

4. Pre-bid conference: Pe-bid conference will be held at virtual platform. Please confirm conference schedule contacting **Rakibul Hasan, Phone No. 01719476647**.

5. Payment Currency: Payment will be made in Bangladeshi Taka (BDT)

6. Last date and time of quotation submission: 30 May 2021 on or before 5.00 pm Bangladesh time.

7. Proposal submission method: Vendors are requested to submit the Technical and Financial proposal separately

8. Selection Process: Price and quality of technical proposal both will be considered for selecting the final vendor.

9. VAT & Tax: VAT & Tax will be deducted from the bill as per Govt. rules & regulations.

10. Mode of Payment: Negotiable

11. Termination: If the vendor intends to terminate this contract before the completion of the service period, or in case of failure to submit the final product at the end of the agreement period, he/she will be under obligation to fully refund to ASK if any payment is received by the vendor.

12. Contact person: **Abu Ahmed Faijul Kabir**, Senior Coordinator of ASK will be the key contact person of the total assignment. Director – Finance & Administration will be the next contact person for operation and any support.

13. Address of quotation submission: **ask@citechco.net** with the subject line ‘Digitization of ASK Documentation’.

14. ASK management reserves the right to change, cancel or modify this tender as deemed appropriate.

**Methodology and Technical Specifications**

Interested IT and Software development companies should submit proposals clearly indicating

1. Company’s past experience of at least 5 (five) years in development of similar products. At least three references to be checked.
2. Draft sketch and workflow of the data
3. Process and flow of information
4. Present the input and output data
5. Provide options of the software to be used for the database, cost for each option, limitation of each option and suggested solution by the company.
6. After the proposal is accepted, the company is required to develop a prototype and upon approval from ASK, will develop the actual database.

**Evaluation Method:**

The evaluation of each proposal will be done according to the following parameter:

Company’s reputation, legal compliance =>**20%**

Technical proposition and specificity of the solutions proposed =>**50%**

Price =>**30%**

**How to apply:** Please attend a pre-bid meeting as mentioned in General Terms and Conditions. After completion of the pre-bid meeting and publication of revised ToR (if required), please submit your technical and financial proposal separately to ask@citechco.net with the subject line ‘Digitization of ASK Documentation’ by 25 May 2021. Please submit other relevant documents as mentioned with your proposal.

For more information, please visit - <http://www.askbd.org>