**Request for Proposal (RFP)**

**Consulting firm to develop a web database platform for survey data collection and management**

[**WorldFish**](http://www.worldfishcenter.org/welcome-worldfish)is an international, nonprofit research organization that harnesses the potential of fisheries and aquaculture to strengthen livelihoods and improve food and nutrition security. Globally, more than 1 billion people obtain most of their animal protein from fish and 800 million depend on fisheries and aquaculture for their livelihoods. WorldFish is a member of [CGIAR](http://www.cgiar.org/), a global research partnership for a food-secure future. 

1. **BACKGROUND**

WorldFish is an international, non-profit research organization that harnesses the potential of fisheries and aquaculture to reduce hunger and poverty. In the developing world, more than 1 billion poor people obtain most of their animal protein from fish and 250 million depend on fishing and aquaculture for their livelihoods. The WorldFish mission is to strengthen livelihoods and enhance food and nutrition security by improving fisheries and aquaculture. We pursue this through research partnerships focused on helping those who stand to benefit the most—poor producers and consumers, women and children.

Feed the Future Bangladesh Aquaculture and Nutrition Activity, hence after refer to as BANA/Activity, is a five-year award made by USAID to WorldFish in February 2018. Its aim is to sustain positive aquaculture sector growth in south-west Bangladesh along with Cox’s Bazar and Bandarban districts through an inclusive market system approach.

It builds on the achievements of the six-year USAID Aquaculture for Income and Nutrition (AIN) project which saw livelihoods of small-scale fish farmers improve through increased production and quality of tilapia, carp, shrimp and prawn in the Feed the Future Zone of Influence.

The Activity takes a market systems approach where the emphasis is on facilitation rather than direct implementation. A key principle is to encourage capacity building in existing value chain actors rather than establishing unsustainable capacity that will disappear at the end of the Activity.

**Goal:** The goal of the Activity is to achieve inclusive aquaculture sector growth through a market system approach, the specific objectives are:

**Objective 1: Increased productivity of aquaculture production systems**

Aquaculture development in Bangladesh has been constrained by a lack of high quality seed and feed, as well as poor management practices. To address these the Activity, in collaboration private sector actors, aims to i) increase the availability of improved fish seed ii) increase the availability of affordable, high quality fish feed, and iii) increase adoption of best pond management practices.

**Objective 2: Strengthened aquaculture market systems, with particular attention to expanding opportunities for women and youth**

Aquaculture market growth has been driven by increased production. However, despite clearly expressed consumer concerns over the farmed fish safety and quality, post-harvest handling and market supply chains are poorly managed. The result is reduced profitability across many key aquaculture value chains, threatening sustainable growth of the sector. Meanwhile, despite the growing importance of farmed fish in the national economy, the sector has little representation in policy-making bodies or ability to consumer concerns. To address these issues the Activity, in collaboration with private sector actors, will i) increase market linkages, ii) increase engagement of the private sector in aquaculture markets and iii) improve the enabling environment for inclusive aquaculture sector growth.

**Objective 3: Increased awareness and adoption of nutrition-related behaviors, with a particular focus on women and youth**

Despite considerable progress, under-nutrition rates remain high for the poor and vulnerable. Poor dietary quality leads to inadequate consumption rates of key vitamins and minerals, contributing to childhood stunting, cognitive impairment, reduced productivity and lowered earning potential, thereby undermining national development. These issues can be addressed through increased fish consumption hence, the Activity will, in a gender equitable manner, focus on i) increasing nutrition awareness and practices and ii) improving access to diverse and nutritious food.

**Target**

* 400,000 men, women and youth in the Feed the Future Zone of Influence (ZOI) have access to improved access to better quality aquaculture inputs, services, and/or market channels
* 30 percent expansion of investment by the private sector in the Feed the Future ZOI in aquaculture production and market related to inputs and services (seed, feed, production/ market related information, technology, etc.)
* 30 percent increase in productivity from ponds and ghers in the Feed the Future ZOI
* 20 percent increase in the number of households adopting improved nutritional practices (consumption of nutritious food, dietary diversity and hygiene practices)

1. **PURPOSE OF CONSULTANT FIRM**

The main objective of this consultancy is to develop a dynamic web database platform and mobile/tab based applications for survey data collection, management and monitoring activity for BANA. The major considerations should include:

* Web-based platform should be dynamic, effective, and intuitive enough for everyone to conduct survey
* Drag and drop type features for online survey form design with a database at the backend
* Referential integrity of databases
* Workflow management for survey activities.
* A secure password protected login system to allow safe authentication.
* The provision of automated backup of the database.
* Export functionality (Excel, Access, CSV, XML, PDF, Word etc.)
* Live chat options (e.g. survey messenger)
* User-friendly interface compatible to low-bandwidth internet facilities from remote locations

1. **RATIONALE FOR THE CONSULTANT FIRM**

Whereas in the past paper surveys were common, the expanding growth of digital communication channels has led to the increase in the use of the online version.

Administering paper based surveys is a time consuming process. The time taken during the transfer of information from the point of collection to the hub of data assimilation and analysis is unavoidable in paper-based surveys due the manual nature of the process. Paper surveys do have their design limitations. The design capabilities of a web-based survey are more flexible.

This Activity has to carry out number of surveys to collect data. For data collection BANA Monitoring Evaluation and Learning (MEL) team is quite accustomed to use tab based (KoBoCollect) system besides hardcopies data collection also. But due to some limitations, the free platform of Open Data Kits (ODK) never fulfilled MEL Data Quality Assessment (DQA) requirements. Especially lack of referential integrity into database system, insufficient workflow system, difficulties to accumulate the data (or part of data) from ODK server create survey data management system difficult.

To overcome these limitations and urge of some data collection advance features the MEL team of this Activity requires a web-based platform that contain a workflow-enabled, dynamic database-centric survey system to actuate a fully paperless MEL system. Furthermore, a mobile app will enable the offline data collection requirement as well. The survey platform may have more advanced logic features that are not available in ODK or other free survey system. Logic features allow one to customize the experience for the respondent, including routing, randomization, code masking, piping answers into subsequent questions, and code exclusivity.  Additionally, this platform will provide triggered alerts, which are automated email alerts that can be easily inserted into the design of the survey that are designed to notify of issues being raised by a respondent, or to confirm receipt of a completed response.

1. **SCOPE OF WORK**

Whereas MEL has provided the general Scope of Work (SoW) for this assignment below but not limited to:

* **Development of a Web Database platform:** Develop interactive dynamic web database platform using then following technologies:
* Server-side scripting: PHP; framework – Laravel
* Database: MySQL

Client-side: HTML 5; CSS: framework – bootstrap; JavaScript: framework –JQuery/VueJs

* Web-server: Apache/IIS
* Server platform: Linux/Windows
* **Develop Mobile Application:** Customize Tab application: BANA has user friendly android tablet/devices (100 Nos.), the consulting firm will customize its application, so that the end-user will have restriction to other web site browsing. Also the firm will simplify the interface to easy access to data collection templates.
* **Troubleshooting of Web Database platform and Mobile Apps:** Apart from development of web database and mobile apps the consulting firm will provide ongoing backup support and troubleshooting service during the project period.
* **Domain purchase and web hosting of database:** The domain purchase and web hosting will be done by the consulting firm in consultation with Data Management Specialist (DMS) person of BANA. After installation the system they (the consultancy firm) will provide the administer “Key” to DMS for further action. This domain will not give permission to make it as public URL.
* **Documentation and Training:** The firm will develop electronic and hardcopy documentation for all aspects of the system developed and provides appropriate training to relevant MEL team members. This will include formal courses at regular intervals throughout this assignment.

1. **DELIVERABLES**

Selected consultant firm should submit the following deliverables:

* Detailed work plan at the beginning of the work
* Properly functional web database platform system
* User & technical manuals of the system
* Assignment completion report, not more than 10 pages; this will summarize the work performed and results.

1. **EXPECTED ACTIVITIES AND TIME PLAN**

The hired consulting firm will start work from May 2019. The database and mobile applications development will be done simultaneously. It is expected that development and pretesting phase will take place in the first 4 months, and then training and troubleshooting will be continued throughout the implementation period of BANA. The consulting firm is requested to fill the Activity Gantt Chart in below format:

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| **Activities** | **Weeks (Starts from May, 2019)** | | | | | | | | | | | | | | | | **Responsibility** |
| **1st** | **2nd** | **3rd** | **4th** | **5th** | **6th** | **7th** | **8th** | **9th** | **10th** | **11th** | **12th** | **13th** | **14th** | **15th** | **16th** |
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1. **QUALIFICATIONS OF CONSULTANCY FIRM:**

* Proven experience in designing, developing and maintaining of web-based database and mobile/tablet applications for development sector project/program in Bangladesh for its long-term functionality
* Should have capability of installation and maintenance of server system which is prerequisite for establishing web database platform and mobile based data collection system
* Proven success in all stages of web development from conception to execution
* Experience and knowledge of various web programs (PHP, MS SQL, My SQL Server, MS Access, web hosting)
* The consulting firm should have a pool of IT experts who will be capable in designing and development of required system
* Should have a team who have ability and willingness to conduct regular troubleshooting at Dhaka office, field offices and partner NGOs office as per contract
* The firm should be able to maintain deadlines and confidentiality

1. **REQUIRED DOCUMENTS**

**Major elements of technical proposal**

* Qualifications and experience of the contractors’ project/proposed team.
* Quality of proposed methodology and software solutions and modules
* Technical aspects related to the requested activities defined above.

**Major elements of financial proposal**

For the evaluation of the best financial offer the following costs will be considered:

* Total costs for defined and suggested activities
* Additional costs e.g. for higher accuracy
* Costs for optional components of the proposal (e.g. API purchase, Training)
* Suggested payment conditions

**Legal documents**

It is mandatory for bidding organisations to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:

* A certificate of incorporation (for individual companies, a trade license);
* Joint stock registration certificate (if applicable)
* An organisational organogram of key personnel, inclusive of the names of such personnel;
* Tax Identification Number (TIN);
* VAT registration number;
* Proof of a segregated account (providing the name and address of such an account);
* Other valid papers (Provided by Government institutions)
* The service provider must bear all Annual Income Tax (AIT)
* Percentage of VAT and total amount of VAT should be mentioned in the proposal.

**SUBMISSION DETAILS**

**Proposal to be submitted to:**

Interested consulting firm should submit the hard copy of both technical and financial proposal by **15th May *2019*** *before 5:00 pm*to the address mentioned below.

Procurement and Administrative Manager,

WorldFish Bangladesh and South Asia (5th Floor)

House 2/B, Road 4, Block B, Banani, Dhaka.

**Questions and Clarifications**

All questions and/or clarifications regarding this RFP must be submitted via email to **b.shahrier@cgiar.org** no later than  **09th May 2019**. All correspondence and/or inquiries regarding this solicitation shall reference the RFP in the subject line. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in writing.

The bidders must submit two (2) copies of each of the Technical and Financial proposal in 2 (two) separate sealed envelopes clearly marked on the envelope with “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” and the 2(two) envelopes shall then be sealed in an outer envelope bearing RFP Reference, subject, the address of WorldFish Proposer’s name and address. It must be taken care that the technical proposal must not mention any information related to financial proposal; otherwise the submission will be rejected. Upon delivery, applicants may request a stamped receipt confirming timely submission. Please note that incomplete proposals will not be reviewed.

**Validity of Offers**

Offers must remain valid for at least Ninety (90) calendar days after the offer deadline. Failure to submit complete and accurate information requested from the RFP is grounds for disqualification from award