



Integrated Systems

TERMS OF REFERENCE

1. INTRODUCTION

WWT Tanzania through its department dealing with Information and Communication Technology aims at procuring a system that will automate different operations ranging from call for proposals, proposal writing & submission, execution (procurement, Finance and HR) and reporting. The system that will cater for activities under contract management, budgeting processes, procurement and finance, assets, fleet management and employee's management.

Specific objectives of the project are not limited to only develop a new system that can meet the needs but mainly to look at systems which are already in place and can only be modified to suit WWF environment.

The project will also involve looking at individual systems which are already in place and looking for a possibility to modify them and come up with an integrated system.

2. PURPOSE OF THE ASSIGNMENT

The main objective of the assignment is to improve service delivery by having all the systems integrated into one and speed up time taken for process to be completed. This will also improve quality of services provided by supporting departments to the conservation team and will as well provide a good audit trail.

2.1 Specific objectives

1. To improve budgeting practices and procedures by focusing on results-oriented approaches to budgeting and management. Making the budget process more responsive to priorities; Management reports will help improve burn rates and when reports provide "real time" integrated Budgets – Actual Spend – information on the Variance between Budgets and Actuals.
2. To increase empowerment to managers by devolution and decentralization of budget spending responsibility Focus on financial arrangements that increase flexibility and performance: to departments (M & E, Communication, Partnership and Fundraising, People and Culture, Risk Management). Improved workforce morale as these departments for many years have been budgeting, but less financial resources were allocated to meet their planned activities.
3. To align the finance and procurement department workforce size and structure in line with the proposed integrated planning and integrated landscape and seascape approach. This is a pro-active approach to integrated planning and implementations.

3. METHODOLOGY

The consultant will be required to visit WWF Tanzania Dar es salaam office (Head Quarters) and get in-depth understanding of all the processes across all the supporting department.

The consultant will get chance to interact with all the individual systems that WWF Tanzania have and come up with a report to analyze the feasibility and cost implication if all the existing systems were to be modified and integrated into one system.

Basing on the understanding obtained on WWF processes, a consultant will be required to explore a suitable system in the market which can cater WWF needs.

4. OUTPUTS AND DELIVERABLES

The consultant(s) selected to undertake this project will be expected to deliver the following;

- i. Demonstration of existing systems prior to engagement
- ii. Feasibility report on integration of existing WWF systems
- iii. Suggested system, installation (in phases), and training to staff
- iv. User manual
- v. After sales services

5. TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL

Technical Proposal

Based upon the scope of the assignment, the Bidder is expected to submit along with the technical proposal, describing the type of systems they can come up with in this project. Bidders should demonstrate professional competency in their tender submissions. Bidders must be able to demonstrate their capability to produce work of the highest quality through the submission of at least three references from their present clients.

The Technical Proposal should clearly and specifically cover but not necessarily be limited to the following criteria and percentages marks in bracket.

- **Interpretation of the Terms of Reference:** Demonstrations of the understanding of the work to be done, a proposed work approach and methodology (15% marks)
- **Creativity and system flexibility:** A proposed design and production approach demonstrating innovation and ingenuity and how flexible can the suggested system be customized in case of special need/requirement (30% Marks)
- **Capacity:** Copies of CVs for the key staff for the proposal should be attached to the application (15% Marks)
- A detailed work plan, which must include clear timetable/ schedule of the work activities that will be performed (20% Marks)
- **Samples:** quality of samples of past work (20% Marks)

Financial Proposal

The financial proposal to be presented in a separate envelope should provide a clear and detailed breakdown of all costs that would be associated with undertaking the entire project, together with the proposed payment schedule.

The budget should be fixed price (incl. VAT), based on estimated time spent on the assignment, and given in Tanzania Shillings (TZS) or USD.

Only bids that have attained a rating above 70% in the technical evaluation will proceed to the financial evaluation stage.

6. REQUIRED EXPERTISE AND QUALIFICATION

Education

Bachelor's Degree in computer and database programming related fields and IT professional certifications

Experience

- At least 5 years in providing database programming services preferably in international organizations
- Proven track records in database designing, programming and database management to at least 3 international/National organization.
- Tangible reference and portfolio of previous similar assignment is a must.
- Knowledge, understanding and experience of working with iNGOs (an added advantage)

7. DURATION OF THE ASSIGNMENT

The assignment is expected to be carried out within **4 weeks** effectively commencing from the date of signing of the contract.

8. INSTRUCTIONS FOR SUBMITTING PROPOSALS

Interested Consultant/Bidder should submit his/her proposal to the email address below;

To:
Secretary Procurement Committee
World Wide Fund- Tanzania Country Office
Off Mwai Kibaki Road, Kiko Street Mikocheni
P.O.Box 63117 Dar Es salaam
Tanzania
Email: tz.procurement@wwf.panda.org