

Service Provider: مقدم العرض		Date \ التاريخ :	06-July-2021
From \ من:	TDH IT Log Department	Purchase Dossier Ref :	LBDEL0037
For \ لأجل :	Negotiated Procedure Data Management Consultancy (Contingent upon successful grant reward)		

1) Background

Terre des hommes Italy – Lebanon Delegation (TDH IT) has developed a comprehensive data management system to collect, analyse, present and store data collected from households and activities that it completes as part of its projects and programmes. The TDH IT Information Management System (IMS) is used for all TDH IT project and programme data as well as by TDH IT consortium partners and other stakeholders.

2) Purpose of the consultancy

The TDH IT IMS is a functional system, which has improved the organisations capacity to manage and process data. However, the system has limited functionality outside of this remit. The Data Management Consultant will, based on the internal review and recommendations of the current IMS, advise, develop and implement an appropriate approach for data management, data visualisation and data reporting.

3) Specific task and deliverables

- Task1: Disseminate the internal report and recommendations for changes and adaptations required to the IMS, including consideration of additional recommendations if identified
- Task2: Support Data Management Manager to implement changes to the IMS
- Task3: Lead the development of reporting, dashboard and visualisation of the IMS
- Task4: Develop Standard Operating Procedures (SOPs)/Guidelines for modules designed and implemented (in Arabic and English)
- Task5: Develop and provide training to TDH IT staff to use system



SOUTH OFFICE HQ

T: + 961 7 343 155
A: 4th Fl. | Farah Halawi Bldg.
Al- Watanieh Str. | Tyre

BEIRUT & ML OFFICE

A: 4th Fl.
Fouad Najem No. 63 Bldg.
Ain Str. | Baabda | ML

ZAHLE OFFICE

A: 3rd Fl. | Dallah Bldg.
Facing Chateau Ksara
Ksara

WEBSITE

www.terredeshommes.it

E-EMAIL

lebanon@tdhitaly.org

4) Timeframe

Below outlines the expected timeline, to be negotiated and agreed with the successful candidate:

Task	Indicative date
Invitation to Negotiated Procedure	7 th July
Deadline for receipt of proposals	6 th August
Supplier appointed / Contract signed	20 th August
Final revised approach agreed between supplier and successful bidder agreed	Bidder to complete
Research and review into current and potential systems	Bidder to complete
Finalisation of module design	Bidder to complete
Implementation and completion of agreed design	Bidder to complete
Completion of SOPs/Guidelines	Bidder to complete
Training of TDH staff	Bidder to complete
Closure of contract	Bidder to complete

5) Financial Offer and Payment Terms.

The payment schedule to propose by the consultancy firm/consultant. This is inclusive of all taxation and other associated costs except of the VAT value.

The offer must include the currency USD, the method of payment, the schedule and the full bank account details, local or external.

The financial offer is to evaluate as gross maximum of the contract to sign when awarding. Any changes to the financial offer may entail a reassessment of all received offers and could lead to awarding the service to a different applicant.

6) Skills and qualification required

- Proven experience in Microsoft Power BI, or equivalent, with considerable experiences in dashboard and reporting approaches
- In-depth understanding of database management systems
- Proven experience in SQL Server, procedures, views and queries
- Knowledge of data protection principles
- Fluency in written and spoken English and Arabic required
- Prior experience working with INGOs and UN Agencies preferred
- Prior experience working in the Education and Child Protection fields preferred
- Both individual consultants and consultancy teams are encouraged to apply

7) Expression of interest

The offer should be submitted via e-mail to John Dean (Country MEAL Manager) j.dean@tdhitaly.org and Wissam Nasr (Supply Chain Manager) w.nasr@tdhitaly.org quoting and should include in the subject line "RFP LBDEL0037, Data Management Consultancy, <Name of Proposer>" or by sealed envelopes marked, with the same subject line, to TDH IT offices in Baabda, Ain Street, najem Residence no. 63, 4th Floor.

SOUTH OFFICE HQ

T: + 961 7 343 155
A: 4th Fl. | Farah Halawi Bldg.
Al- Watanieh Str. | Tyre

BEIRUT & ML OFFICE

A: 4th Fl.
Fouad Najem No. 63 Bldg.
Ain Str. | Baabda | ML

ZAHLE OFFICE

A: 3rd Fl. | Dallah Bldg.
Facing Chateau Ksara
Ksara

WEBSITE

www.terredeshommes.it

E-EMAIL

lebanon@tdhitaly.org

- A cover letter highlighting how the profile fits with the required specification and including three reference contacts
- The consultant/consultant team CVs
- A financial offer, which shall include costs related to: stationary, internet/data/phone costs for collection of information, transportation from/to Lebanon, accommodation and meals, entry visa of the Consultancy Team. Internal movements, relevant to fieldwork, in Lebanon will be provided by the Organization.

8) Criteria for the evaluation of application

The selection will be based on the following criteria:

Qualifications, skills and experience of the evaluator/evaluation team	35%
Proposal – including planned approach and workplan	15%
Financial offer	50%

9) Other

The Consultant shall act in full compliance with TDH IT Child Protection Policy, PSEAH Policy and Code of Conduct, which will form an integral part of the contract.

Bidders shall guarantee that the Evaluation Team is entitled to obtain an entry visa for Lebanon, if required, since TDH IT will not facilitate the process. All data collected and all the reports during this exercise will not be shared with third parties without the express permission of TDH IT. For any questions, please email Wissam Nasr (Supply Chain Manager) w.nasr@tdhitaly.org; John Dean (Country MEAL Manager) j.dean@tdhitaly.org;

SOUTH OFFICE HQ

T: + 961 7 343 155
A: 4th Fl. | Farah Halawi Bldg.
Al- Watanieh Str. | Tyre

BEIRUT & ML OFFICE

A: 4th Fl.
Fouad Najem No. 63 Bldg.
Ain Str. | Baabda | ML

ZAHLE OFFICE

A: 3rd Fl. | Dallah Bldg.
Facing Chateau Ksara
Ksara

WEBSITE

www.terredeshommes.it

E-EMAIL

lebanon@tdhitaly.org