Request for Proposal

Development of a New Database Management System for People with Disabilities & Management Information System

About Taawon

Taawon (Welfare Association) is an independent non-profit organization established in 1983. Taawon strives to make a distinguished contribution toward furthering the progress of the Palestinians, preserving their heritage and identity, supporting their living culture, and building civil society in the different working areas it serves: the West Bank (including Jerusalem), the Gaza Strip, the 1948 Areas, and the Palestinian communities in Lebanon.

Taawon works closely with local, grassroots organizations to address the specific needs of the Palestinian refugees living in difficult circumstances throughout the country. We support the implementation of a range of initiatives under three specific programs: Education, Community Development (including health and relief), and Culture. We work in close partnership with more than 40 local partners and touch the lives of more than 100,000 Palestinian refugees annually.

About the Proposal

Taawon recognizes the importance of effectively managing data related to people with disabilities to ensure comprehensive support and services are provided. To address this need, we are developing a new Database Management System (DBMS) tailored specifically for individuals with disabilities. Additionally, we aim to establish a robust Management Information System (MIS) in collaboration with our implementing partner to streamline data management processes and facilitate efficient information exchange.

The DBMS will serve as a centralized repository for storing, organizing, and managing data pertaining to people with disabilities. It will incorporate existing features of our current DB Manager system, enhancing accessibility, usability, and functionality to better meet the needs of our organization and its stakeholders.

Simultaneously, the MIS will provide a platform for our implementing partner to manage and monitor project activities related to people with disabilities. It will enable efficient data exchange and synchronization between our organization and the implementing partner, ensuring real-time access to accurate and relevant information. The project is funded by UNDP and implemented by our implemented partner in collaboration with the Palestinian Disability Forum aims.

Objectives for Data Base management include:

1. Develop a new database management system that incorporates the existing features of the DB Manager.
2. Enhance accessibility features to cater to users with disabilities.
3. Improve user interface design and navigation.
4. Add new functionalities to facilitate data management and organizational workflow.

Objectives of the MIS include:

1. Establish a platform for efficient data exchange and synchronization between the organization and the implementing partner.
2. Improve data management processes by automating data collection, storage, and retrieval.
3. Enhance reporting capabilities to provide stakeholders with timely and accurate information on project activities and outcomes.
4. Facilitate collaboration and communication between the organization and the implementing partner.

Scope of work for DB management include:

1. Analyzing the existing DB Manager features and identifying areas for enhancement, to design and develop a new database management system.
2. Incorporating new features to improve accessibility, user experience, and organizational workflow processes.
3. Ensuring compatibility and adaptability across different devices and browsers.
4. Providing technical support and maintenance post-implementation.

Scope of work for MIS include:

1. Integration with the existing DB Manager system to synchronize data between the two systems.
2. Development of features to capture monthly project data from the implementing partner, including beneficiary information, project activities, achievements, and target groups.
3. Implementation of templates for beneficiary assessments, action plans, and intervention evaluations.

DB Manager Features:

4. Ability to assign privileges to users, including read, write, or update permissions, by the superuser.
5. Implementation of multiple user accounts with unique login credentials.
6. Establishment of an organizational hierarchy to manage user roles effectively.
7. Implementation of roles and permissions to regulate access to specific features and data.
8. Integration of data entry functionality for field and partners' staff to enter and update monitoring data through customizable online forms.
9. Provision of unique login details for staff and partners to access the data entry functionality.
10. Integration of enhanced accessibility features to support users with disabilities, such as screen reader compatibility and keyboard navigation.
11. Addition of advanced data visualization tools for improved analysis and reporting.
12. Implementation of automated data validation and error-checking mechanisms.
13. Integration with external systems or APIs for data synchronization and exchange.
14. Development of customizable dashboards for users to monitor and analyze data effectively.
15. Integrated review/ approval pathways.
16. Automated user notifications (at least by email) for inclusion in groups, tasks, analyses, review & approval
17. Manage reporting and an alert process by sending notification emails for assigned reporting/activities approaching & past deadlines of periodic reports.
18. The system will be designed in a way to allow future expansion to the different management and operational tasks.

MIS Features:

1. Data synchronization with the DB Manager system to ensure consistency and accuracy of information.
2. Data entry forms for capturing monthly project data, including beneficiary details, project activities, achievements, and target groups.
3. Templates for beneficiary assessments, action plans, and intervention evaluations.
4. Reporting tools for generating customized reports and dashboards to monitor project progress and outcomes.
5. User management functionality to control access and permissions for different user roles.
6. Notification system to alert users of important deadlines and updates.

DB MANAGER Data Migration:

1. Transfer existing data from the old DB Manager system to the new database management system.
2. Ensure data integrity and accuracy during the migration process.
3. Develop migration scripts or tools as necessary to facilitate the transition of data.

DB MANAGER & MIS Deliverables:

1. Design and development of the new database management system.
2. Development and implementation of the MIS platform.
3. Integration between the DB Manager system and the Management information system for data synchronization.
4. Documentation of system specifications, including features, functionalities, and technical requirements.
5. Data migration plan and execution.
6. Training materials for users on the use of the new system.
7. Ongoing technical support and maintenance post-implementation.

Timeline:

The project timeline will be determined based on the scope of work and project requirements, with milestones and deliverables specified in the project plan.

Budget:

1. The budget for the project will cover development, testing, implementation, training, and ongoing support costs.
2. Any additional expenses for hardware, software licenses, or external services should be identified and approved in advance.

Selection criteria

1. Experience with practical field implementation of monitoring system and coordinating.
2. international projects
3. Availability to fulfil the work within the required period.
4. Proven experience related to the work required.
5. The cost

Interested companies or consultants are invited to share their proposals **before the 10th of May 2024 (at 3:00 pm).**

Proposals should be submitted in a sealed envelope containing two sealed envelopes one for the Technical Proposal and one for the Financial Proposal. Envelopes should have the title
"Development of a New Database Management System for People with Disabilities & Management information system".
Pages of both proposals should be numbered and signed/stamped by the submitting companies or consultants.

Proposals to be submitted to Taawon offices. Address: Ramlet El Bayda, Al Akhtal el Sagheer Street, Green Project Bldg. – 5th Floor - Telephone: 01.850218/9.

The application shall have the following parts:

1. The consultant can propose one of two options: a web-based system – subscription based or a custom developed system.

2. The Financial part should be submitted in USD and include all anticipated costs and taxes.

3. Examples of previous work done in designing web-based monitoring and evaluation systems and data management systems. This should include a description and reference from the perspective customer.