



REQUEST FOR EXPRESSION OF INTEREST (REOI)

Supply and Installation of a Digital filing System for ASARECA Secretariat

Ref. No: ASAR/CONS/2022/0006

1. The Association for Strengthening Agricultural Research in East and Central Africa (ASARECA) has allocated funds to be used for the acquisition of a Digital Filing System
2. The entity now invites eligible consultants/Companies to submit sealed Expressions of Interest for the supply and installation of the digital filing system.
3. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications and relevant experience to perform the services supported with relevant documentation.
4. The selection will be based on the Quality and Cost Based Selection Method based on the shortlisting criteria outlined below:
 - (a) Previous experience and capability to perform the assignment evidenced by most recent completion certificates/recommendations letters for at least two digital filing systems that were supplied by the consultant over the last five years
 - (b) Availability of appropriate skills/expertise among the consultant's staff including a Team leader and two other experts as outlined in the Terms of Reference
 - (c) Experience of at least 6 years working in Sub Saharan Africa or in countries with similar conditions as ASARECA member countries
 - (d) Applicants should highlight sites where a successful installation was done for a possible site visit.
5. Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
6. Preference schemes shall not apply when evaluating Request for Proposals from the shortlisted consultants.
7. Interested eligible consultants may obtain further information at the address given below from 9:00am to 4pm, Monday to Friday.
8. Sealed Expressions of Interest must be delivered to the address below or by email: procurement@asareca.org before or by 20th Sep 2022 by 4:00pm. **Marked: " Expression of Interest for the Supply and installation of the Digital filing system"**

The Executive Director

Attn: Procurement Consultant

ASARECA

Plot 5, Mpigi Road; P.O. Box 765 Entebbe, Uganda

E-mail: procurement@asareca.org

- (a) The Terms of Reference and this Notice of Expression of Interest are available at the ASARECA website; www.asareca.org

Terms of Reference for the Supply and Installation of a Digital filing System for ASARECA Secretariat

Ref. No: ASAR/CONS/2022/0006

1. Introduction.

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional not-for-profit intergovernmental organization comprising of 14 member countries, namely Burundi, Cameroon, the Central African Republic, the Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Republic of the Congo, Rwanda, South Sudan, Sudan, Tanzania and Uganda. The organization brings together researchers from the national agricultural research, extension and education institutions, the private sector, and other strategic partners including Development partners to generate, share and promote Technologies, Innovations and Management Practices (TIMPs) and knowledge to solve common challenges facing agriculture in the sub-region. ASARECA is strategically positioned to perform higher level facilitative, supportive, coordination and advocacy roles to enhance sustainable agricultural transformation and economic growth in the Eastern and Central Africa (ECA) sub-region.

ASARECA is expected to generate various corporate, knowledge, communication and visibility products, in addition to various products, which have in the recent past been generated for dissemination to various target stakeholders. Besides, ASARECA fiducially, procurement, administration process, entails lots of documentation records and accountability. Volumes of vital information and documents are developed, disseminated and others stored in one way or the other. Most of the documents are filed in manual folders and Compact Disks, books and are in most cases only disposed to individuals' computers.

Following the finalization of the installation of the Electronic file management system, which provided numbers of publications an understanding of how files in the different cabinets are organized, and enabled ease in searching for files in the physical filing cabinets. ASARECA would like to proceed into the full processes of digitizing all the existing hard copies and organizing softcopy reports that are already filed. This will create ease in retrieving organizational documents with ease for both current and historical documents.

2. Overall objective of the assignment

The **overall objective** of this consultancy is to hire services of a consultant to supply **ASARECA a digital filing system and digitize the identified documents**. This will include among other things i) Review of the existing electronic document management system; ii) to highlight the strength and weaknesses, iii) highlight the possibility of integration to the digital filing system, and supply a digital filing system that will integrate with existing hardware to be able to digitize all the organizational information.

The **specific objectives** of this assignment are to:

1. Review ASARECA's current document filing system
2. Review existing IT infrastructure/hardware and assess the possibility of using it to digitize the documents that existing in hardcopy form.
3. Supply and installation of the digital filing system that shall be used across all departments and offices within ASARECA;
4. Digitize selected documents in hard copy and organize softcopy format for the current year as demonstration of concept.

3. Scope of work

Specifically, the firm will:

- 1) Conduct a situational analysis of the current manual and electronic records management system critically examining and identifying the various record repositories within the organization, not excluding digital sources (e-folders, email, databases).
- 2) Review a detailed records inventory of all the files in the organization as arranged in the electronic file management system.
- 3) Review of physical repositories of records inventory of all the files in the organization.
- 4) Analyze all the records listed from exercise (2) and (3) above providing a WHAT, WHY and HOW assessment of the ASARECA records landscape.
- 5) Use assigned file codes, to digitize the files into the digital filing system.
- 6) Scan of all documents in hard copy and organize softcopy format for the current year as demonstration of concept.
- 7) Make sure all the existing softcopy documents captured in the digital filing system are searchable and with Optical Character recognition (OCR);
- 8) Setup of a backup folder structure on the OneDrive as an alternative backup option, synchronizing from the installed system
- 9) Orient the team on how to utilize the system, in order to digitize the documents remaining documentation dating 27yrs back.
- 10) Support the system for 1 year duty free support to ensure that all files are digitized into the system;
- 11) Submit end of consultancy report highlighting of the activity observations, challenges, and areas of improvements.

4. Deliverables/Outputs

The key deliverables are:

1. Detailed **Inception Report**, clearly outlining the roadmap to the implementation of the activity.
2. Supply and installation of the digital filing system;
3. Digitize all documents in hard and softcopy format for 1 year as demonstration of concept.
4. Orientation of the team on how to utilize the digital filing system (Training report);
5. Digitization plan for the last 27 years of ASARECA secretariat and actionable digitization plan going forward.

6. Submission of End of Consultancy Report highlighting the activity observations, challenges, and areas of improvements.

5. 5 Expertise Required

The Team/Consultants/Firm should constitute a minimum of 3 key staff including a Team Leader. The Team Leader should have at least:

1. Master's degree in Computer Science, Information Technology, Software Engineering, or Management Information Systems;
2. Seven (7) years of professional experience in designing and managing Digital Filing Systems/databases and systems development, with proven programming skills;
3. Seven (7) years of relevant work experience in any of the following: Systems Analysis and Design and Systems Support, proven leadership on IT-related software projects. Out of the 7 years, the Consultant should have 5 years' prior experience in designing, developing and supporting implementation of computerized and mobile or web-enabled MIS systems
4. Considerable experience in **design** and **operationalization** of similar automated systems is an added advantage.

The other team members should have at least:

1. Degree in Computer Science, Information Technology, Software Engineering, Management Information Systems, or Records Keeping, Library and Information Science;
2. Four (4) years of professional experience in designing and managing Digital filing systems/databases and systems development, with proven programming skills;
3. Two (2) years of relevant work experience in any of the following: Systems Analysis and Design and Systems Support, proven leadership on IT related software projects. Out of the 4 years, the Consultant should have 2 years' prior experience in designing, developing and supporting implementation of computerized and mobile or web-enabled MIS systems
4. Considerable experience in **design** and **operationalization** of similar automated systems is an added advantage.

4. Selection Procedure

The Consultant will be selected using Quality and Cost Based Selection method, in accordance with the Public Procurement and Disposal of Public Assets Regulations, 2014. The selection will be based on the Consultants qualification, experience and capability to perform the assignment to be assessed based on the criteria presented below:

- a) Academic qualification as per ToRs-10%
- b) Proven working experience in design/supply and installation of digital filling systems-30%
- c) Evidence of currently running digital filling systems that were supplied by the consultant.-30%
- d) Technical responsiveness to the terms of reference -20%
- e) Letters recommendation or completion certificates highlighting satisfied clients where they have worked as per ToR.-10%

The consultant will only be considered for the next level of the selection exercise having attained a total score of 80 points and above:

1. The Payment Arrangements:

Payment will be made in accordance to the following schedule:

1. 20% on approval of the Inception Report
2. 30% on Supply and installation of a functional and usable digital filing system.
3. 30% on submission of the training and digitization plan for the backlog/historical information
4. 20% End of consultancy report.

2. Reporting

The Consultant will report to the Executive Director and will be supported by the Technical Communications Officer as well as the Information Systems Officer. The assignment is expected to last a maximum of **30** working days spread over a period of **75 days**

Detailed Terms of Reference for the assignment can be accessed on ASARECA Website: www.asareca.org

5. ASARECA now invites eligible consultants/Companies to submit sealed proposals for the supply and installation of the digital filing system.

6. Proposal Submission: Proposals must be delivered to the address below or by email: procurement@asareca.org by 20th Sep 2022 by 4:00pm . For physical copies, envelopes should be Marked **“Proposal for the Supply and installation of the Digital filing system”**

The Executive Director
Attn: Procurement Consultant
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E-mail: procurement@asareca.org