

## Letter of Invitation Request for Proposals

<b>RFP N°:</b>	<b>PR-17/001/SCI-GF/RFP</b>
<b>RFP Title:</b>	<b>Enhanced Outreach Software Application</b>
<b>Procurement Entity:</b>	<b>Save the Children Federation, Inc.</b>
<b>Date:</b>	<b>16<sup>th</sup> January 2017</b>

a) Background

Myanmar has a population of 52 million people with a national HIV prevalence of 0.6% (Draft HIV Estimates & Projections Report, 2015). As of 2015, there were an estimated 224,794 people living with HIV (AEM spectrum, April 2016). A concentrated epidemic, Myanmar's key populations are significantly affected by HIV in Myanmar, particularly female sex workers (FSW), men who have sex with men (MSM), transgender (TG), and people who inject drugs (PWID).

The National Strategic Plan (NSP) on HIV and AIDS (2016-2020) stipulates a series of new HIV service delivery approaches targeted to high, medium and low burden townships as critical to fast-track the HIV response. These new approaches will be implemented in a phased manner with the resources from the government and external sources. In particular, these approaches have been fully incorporated into the 2017 - 2020 Global Fund Concept Note and are further elaborated in the 2017 Global Fund work plan.

The first objective of the NSP is to reduce incidence among priority populations and their partners. In support of the achievement of the strategy, strategic milestones have also been identified and key implementation approaches developed. Specifics on the services to be provided are summarized below; full details are provided in the Terms of Reference which are part of the present document.

Bidders are expected to have the capability to design and provide "fit for purpose" solutions to achieve the two main key objectives of the assignment

As this will be the first project of its kind in Myanmar, bidders are expected to bring their own expertise, creativity, innovation, and resources to the process.

Specification for the tender will be based on performance focusing on achieving the following 2 key activities:

1. To design an enhanced outreach software solution to support case finding and linkage to care. This data will be accessible and useable for authorized users connected to the system at anytime and anywhere. The real-time programme monitoring solution will be required to provide and support the following:
  - 1.1. Enable issuing of a Unique Identifier Code (UIC) in outreach across service providers
  - 1.2. Support tracking of client service usage
  - 1.3. Monitor referral completion, including automated reminders
  - 1.4. Issue/redeem coupons to promote partner and buddy referral and enable monitoring of social network penetration
  - 1.5. Link client to preferred communication channel for phone and online follow up
  - 1.6. Automate flow of information in near real-time to teams at township, state/region and national level for review and analysis
  - 1.7. Ensure data base compatibility with the national Health or HIV information system
  - 1.8. The IT solution will be flexible enough to allow for scaling up, easy duplication and roll out to new programme service delivery sites.
  
2. To provide real time programmatic data to decision-makers and managers to improving program oversight. The system will be expected to provide the following IT solutions:



- 2.1. Capture of real time data at service delivery points on the ground using mobile/smartphones, tablets, desktops.
- 2.2. Support additional data gathering from different sources including social media, public data, offline data and any other mechanisms available
- 2.3. Integrate collected data with township and national databases and reports
- 2.4. Establish an interactive GIS-based system providing ability to monitor outreach and facilities site performance.
- 2.5. Provide a real time dashboard to track program performance against targets, providing performance and progress updates against targets for key indicators in real time using mobile solutions.
- 2.6. Facilitate programme monitoring and activity planning on Daily / Weekly / Monthly basis for outreach workers, volunteers, counsellors and programme coordinators
- 2.7. Ensure access to application modules data anytime, anywhere to authorized users (according to specific roles) at project sites, townships, state/regional level, and national level using multiple devices (tablet/mobile/smartphones/ computers) even in areas with low bandwidth
- 2.8. Provide selected users with different roles and responsibilities for accessibility and administration of site
- 2.9. Provide extensive safeguards for the protection of client information

This Request for Proposals (RFP) is open to qualified Software Development Firms or Institutions who wish to respond to this Letter of Invitation. Software Development Firms or Institution may associate with other Software Development Firms or Institution by forming a joint venture or in a sub-consultancy arrangement, to enhance its expertise for the successful implementation of the assignment (if awarded with a contract).

Proposal will be review following two stages (i) Technical Review (ii) Financial review. Financial proposal of supplier will be open only for those that achieved sixty-five (65) points for the Technical proposal.

The Software Development Firm or Institution will be selected under an Open, two stage Proposal (Technical and Financial),) Quality Cost Based Selection (QCBS) procedure described in the Instruction to Software Development Firm or Institution (ITSD) and in accordance with SC and Global Fund applicable standards as detailed in the Section 6: Term of Reference (TOR) of the RFP.

**Detailed requirements and specifications are included within the RFP documents. If you are interested in submitting a bid and would like to receive the RFP, please contact:**

To: [khaingsapal.htway@savethechildren.org](mailto:khaingsapal.htway@savethechildren.org)

Cc: [lionel.duinat@savethechildren.org](mailto:lionel.duinat@savethechildren.org)

Cc: [cesar.russo@savethechildren.org](mailto:cesar.russo@savethechildren.org)

Tender documents will be sent to you by return email. It is recommended to request the tender documents as soon as possible. Details on the proposal's submission date, time and address are provided in the tender document. The table below is a summary of those key dates.

**Completed tender documents are due to be submitted by Friday 10<sup>th</sup> February 2017, 16:00 hours, (Myanmar Time).**

Looking forward to receive your interest and proposal.

Yours faithfully,

Mr. Lionel Duinat  
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**Summary of Key Dates**

<u>Activity</u>	<u>Date</u>
Issue Invitation Letter and RFP	Monday 16 <sup>th</sup> January 2017
Pre Bid Meeting	Tuesday 24 <sup>th</sup> January 2017 at 16:00 hours Myanmar Time, + 6 ½ hrs. UTC. (Via Skype or similar VoIP)
Suppliers can request clarifications from SC-PR via electronic means	Tuesday 31 <sup>st</sup> January 2017, 16:00 hours Myanmar Time via email.
<b><u>Deadline for Submission of Proposals</u></b>	<b>No later than Friday 10<sup>th</sup> February 2017, 16:00 hours, Myanmar Time</b>
RFP Technical Component Opening Meeting	Monday 13 <sup>th</sup> February 2017
Send RFP technical opening minute meeting to all suppliers submitted a proposal	Within five (5) days following technical Bid opening meeting.
Technical Component Review Committee. Examination and Evaluation of Proposals. Request for Clarifications (if any)	Tentative schedule: Monday 13 <sup>th</sup> to February to Friday 3 <sup>rd</sup> March 2017
RFP Technical Evaluation Result sent to all suppliers submitted a proposal	Tentative schedule: Friday 3 <sup>rd</sup> March 2017
RFP Financial Component opening	Tentative schedule Monday 6 <sup>th</sup> March 2017. 10:00 hours Myanmar Time, + 6 ½ hrs. UTC
Send RFP financial opening minute meeting / read out price to all suppliers that pass technical review	Within five (5) days following Financial Bid opening meeting.
Financial Component Review Committee. Examination and Evaluation of Proposals. Request for Clarifications (if any)	Tentative schedule: From Monday 6 <sup>th</sup> to Wednesday 15 <sup>th</sup> March 2017
Notification of Award / Invitation for Negotiation	Tentative schedule: Thursday 16 <sup>th</sup> March 2017
Contract Negotiation and signature	Tentative schedule: Friday 17 <sup>th</sup> to Friday 24 <sup>th</sup> March 2017
Send RFP Final Result to supplier	Within five (5) days following final evaluation and Award.
Start of Consultancy Services	Tentative schedule: 01 <sup>st</sup> April 2017. Estimated Duration: 6 Months