

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR A FIRM TO DEVELOP A CONFERENCE APPLICATION FOR RUFORUM
TRIENNIAL IN BENIN DECEMBER 2021**

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), located at Main Campus, Makerere University, Kampala - Uganda is a continental network of 128 Universities in 38 African countries, with a vision of *vibrant, transformative Universities catalysing sustainable, inclusive agricultural development to feed and create prosperity for Africa.*

After every three (3) years RUFORUM, holds its Triennial Conference in a Pre -nominated country approved by the Board of Trustees. The next Seventh Africa Higher Education Week and first RUFORUM Triennial Conference will be held at the **Centre International de Conférences** in liaison with Human Resource, support the development of formalized training program for secretariat staff with the aim of raising skills, standards and awareness in the use of relevant ICT applications to promote consistency across the organization

et Palais des Congres de Cotonou in Benin from 06 to 10 December 2021, co-organized by RUFORUM, University of Abomey - Calavi, University of Parakou, National University of Agriculture and the Ministry of Higher Education and Scientific Research in Benin. This conference shall bring together over 1500 participants from across Africa and the World; drawn from Universities, Civil Society Organizations-CSOs, National and International Research Organizations, Development partners, Governments, Continental and Regional Organizations, African Union Commission, Food and Agriculture Organization (FAO), Non-Governmental Organizations, the Private sector and Agricultural community.

Interested qualified firms/individuals are invited to express interest to develop a Mobile Conference Application as out lined in the Terms of Reference.

Interested firms may obtain further information, delivery physically or by email at the address below during office hours between 08:00 Hrs to 17:00 Hrs EAT or on the websites: www.ruforum.org.

RELEASE DATE: 01/09/2020

DATELINE FOR EOI: 30/10/2020

Attn: Program Officer - Procurement

Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)

Plot 151/155 Garden Hill, Makerere University Main Campus

P.O Box 16811 Wandegaya | Kampala, Uganda

E-mail: j.aweko@ruforum.org; secretariat@ruforum.org;

Please mention in the subject: **"CONSULTANCY SERVICES FOR DEVELOPMENT OF RUFORUM
CONFERENCE APPLICATION"**

Approved
Ad
25/08/2020

TERMS OF REFERENCE FOR DEVELOPMENT OF RUFORUM CONFERENCE APPLICATION

BACKGROUND

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) holds its Triennial conference after every three years on a rotational basis in its member University countries. The next Seventh Africa Higher Education Week and RUFORUM Triennial Conference will be held at the Centre International de Conférences et Palais des Congres de Cotonou in Benin from 06 to 10 December 2021, co-organized by RUFORUM, University of Abomey - Calavi, University of Parakou, National University of Agriculture and the Ministry of Higher Education and Scientific Research in Benin. This conference shall bring together over 1500 participants from across Africa and the World; drawn from Universities, Civil Society Organizations-CSOs, National and International Research Organizations, Development partners, Governments, Continental and Regional Organizations, African Union Commission, Food and Agriculture Organization (FAO), Non-Governmental Organizations, the Private sector and Agricultural community.

PURPOSE OF THE ASSIGNMENT:

The purpose of developing the RUFORUM Conference Mobile Application is to provide updated information to the participants on all activities during the Conference in an organised manner.

OBJECTIVES OF DEVELOPING THE OF CONFERENCE MOBILE APPLICATION

1. To provide conference related information to all participants during the Conference
2. To enable retrieval of statistics of all activities during and post-Conference
3. To provide electronic payment options for various services and activities
4. To promote RUFORUM visibility to a wider network

SCOPE OF WORK

1. To develop a fully functional application based on features required by the client that will be operational both on the Android and iOS platforms;
2. The developer shall provide training services to RUFORUM Technical Staff and develop a User Manual that shall be used before and during the Conference;
3. The developer shall conduct three (3) onsite pre-tests on the application before hand over and roll out;
4. The Developer shall, while on the Contract, provide technical support whenever needed to the staff at RUFORUM and any other authorised persons;
5. The Developer shall provide Post-Warranty Maintenance Services such as on-site or on-call after completion and hand over of the Application for a period of not less than 90 days.

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PERFORMANCE REQUIREMENTS OF THE APPLICATION

The developer shall be expected to develop the RUFORUM Conference Application that shall meet the following basic performance requirements and advice accordingly:

No.	Mobile App Features	Description
1	Easy to navigate menu	This serves as the Homepage for the App
2	Event program	Display detailed program with assigned Location, Title, Time of events Customizable participant conference program/ personalized calendar- <i>"My Calendar"</i> Fully searchable
3	Event Map	The map to show sessions, networking, food and others Pin-drop locations
4	Speakers Information	It shows speakers' name, title, organisations/affiliation, title of speakers session, biography, Should show time and location of speaker's events
5	Networking Functionality	Enables only registered attendees and participants to connect with each other through the App, while maintaining their privacy Linking Exhibitors with Participants interested in particular Exhibition Visit Linking Posters presenters with Participants interested in particular posters
6	Exhibitors	Shows a list, titles, and contact details of exhibitors Shows exhibition layout
7	Event Surveys	Enables/ allows for real-time polling and post-event surveys
8	Downloadable information	Conference notes, programs, reports, abstracts, accommodation, local transport, tourism, shopping, health facilities and others Allows note taking
9	Alerts	Remind participants on the key note speakers, networking, deadlines, events
10	Social Media Platforms Integration	Link to Facebook, twitter, YouTube, LinkedIn
11	Language Options	To include French and English
12	Downloadable on Play Store and Apple store	Has offline accessibility
13	Sponsors and Hosting Universities	Provides information and links to website pages
14	Event Analysis	Analyze different events and sessions with respect to attendance and other details
15	Remote App updates	Allows App update through Conference website
16	Online registration	Provides an interface with an online registration system
18	Remote App updates	Allows App update through conference website



DELIVERABLES

The developer shall be expected to:

1. Develop a fully functioning application compatible with all platforms and technologies;
2. Develop a fully functioning application with English and French language options;
3. Submit an inception report detailing the proposed development methodology and process within two weeks of signing the contract;
4. Submit at least two (2) progress reports on the development of Application;
5. Conduct training for RUFORUM Technical Staff on use of the Application before hand over.

TIME FRAME OF THE ASSIGNMENT

The developer will be accorded a contract **not exceeding one (1) year** effective from the active date of signing the contract with a 30-day Post-Warranty Maintenance.

REPORTING

The overall management of the assignment will be under RUFORUM Knowledge Hub (K-Hub) Unit Manager for the day to day operations and technical support during the contract period.

EXPECTED CONTRIBUTION FROM RUFORUM AND THE DEVELOPER

1. RUFORUM Technical Staff shall provide all information needed by the Developer;
2. The developer shall with due diligence develop an application that shall conform to the standards and requirements set by RUFORUM;
3. RUFORUM shall provide relevant details and link the Developer to contacts;
4. RUFORUM shall assign a focal person to work with the Developer during the Contract period.

DEVELOPER QUALIFICATIONS AND EXPERIENCE

The short listed firms should have developed out at least two (2) similar Conference Applications preferably within the Higher Education sector. The Developer is required to maintain a technical team with different IT skills during the Application Development. Excellent written and oral English, and knowledge of written and spoken French languages will be a required. The team members' areas of specialisation, educational, years of experience and demonstration in successful completion of similar projects must be included in the EOI.

SELECTION CRITERIA:

The short listing of a developer shall be based on the assessment of the capacity of the firm to offer the services for the assignment. Two to three firms shall be short listed, based on Developer qualifications and experience.

Firms/individuals will be selected in accordance with the procedures set out in the Guidelines for the Use of Consultants under the RUFORUM Procurement Procedures and Policy and by the method of "Quality and Cost Based Selection (QCBS).

Eligibility

Successful bidders shall be firms or individuals drawn from any country.

