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## **Request for Proposals: Development and Implementation of an Event Management System for RUFORUM Convenings**

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**Entity:** Regional Universities Forum for Capacity Building in Agriculture (RUFORUM)

**Deadline for applications:** 27<sup>th</sup> March 2024, 3:00 PM, (EAT).

**Type of Contract:** Short-Term Consultancy

**Duration of Consultancy:** 2 months

**Expected Start Date:** 15<sup>th</sup> April 2024

**Procurement Reference Number:** RUF/SRVS/2024/002

### **1.0 Introduction**

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), a consortium of 170 universities in 40 African countries, is seeking proposals for the development and implementation of an innovative event management system (EMS). This system will be instrumental in streamlining the planning, execution, and evaluation of RUFORUM's annual conference, a large convening attracting over 1,200 delegates from across Africa and beyond. This system should possess capabilities for conference registration, attendance tracking, financial management, nametag printing, report generation, and predictive analytics. The system should utilize QR code technology for efficient tracking purposes. The successful proposal will provide comprehensive solutions to meet the specific needs of RUFORUM's annual convenings.

### **2.0 System Requirements**

#### **1. Seamless Registration:**

- a. Secure online registration platform for delegates, speakers, and exhibitors.
- b. Ability to collect diverse registration data (personal information, affiliation, dietary needs, etc.).
- c. Integration with various payment gateways for convenient fee collection.

#### **2. Comprehensive Attendance Tracking:**

- a. QR code-based overall registration and session-specific attendance tracking.
- b. Real-time reporting of overall and individual attendance across sessions.
- c. Geofencing technology to ensure accuracy and prevent fraud.

#### **3. Financial Management:**

- a. Secure integration with payment gateways for online and on-site fee processing to handle financial transactions related to registration fees, sponsorships, and other payments.
- b. Automated generation of invoices and receipts.

- c. Comprehensive financial reporting and reconciliation tools.
- 4. Nametag Printing:**
  - a. Automated generation of customizable nametags for registered attendees, incorporating their details and QR codes for easy identification and scanning based on registration data.
  - b. QR code integration on nametags for enhanced tracking and information access.
- 5. Reporting:**
  - a. Robust reporting features are needed to generate detailed analytics on registration, attendance, financials, and other relevant metrics.
  - b. Reports should be customizable and exportable for further analysis.
- 6. Data-Driven Insights:**
  - a. Robust analytics dashboard with insightful reports on registration trends, attendance patterns, session popularity, and overall engagement.
  - b. Machine learning capabilities to predict future trends and inform improved conference planning and decision-making processes.

### 3.0 Technical Requirements

- a. The system should be web-based, accessible from any device with an internet connection.
- b. It should prioritize security measures to protect sensitive attendee information and financial transactions.
- c. Scalability is crucial to accommodate the large number of attendees expected at the annual convening.
- d. User-friendly interfaces for both administrators and attendees, with multilingual support if possible.
- e. Integration with existing RUFORUM systems or platforms, if applicable.

### 3.1 Additional Desirable Features

- Integration with existing RUFORUM platforms and data systems.
- Mobile app functionality for convenient access and engagement.
- Multi-lingual support for inclusivity across diverse regions.
- Gamification elements to encourage active participation and knowledge sharing.
- Environmental sustainability considerations in system design and operation.

### 4.0 Documentation

Upon completion of the system, the full documentation of the system will be availed to RUFORUM technical team during training and rollout. This includes:

1. The code and its documentation
2. The user manual
3. The database and an Entity Relationship Diagram (ERD diagrams)
4. The technical manual

## 5.0 Consultants qualifications and experience

The service will be delivered by a consulting firm with at least the following:

1. PPDA listed and NITA-U certified
2. Proven previous works with at least 4 software development & implementation assignments.
3. Certificate of registration/ incorporation.
4. Copy of VAT/PIN certificate from Uganda Revenue Authority (URA).
5. Should be a firm/individual consultant with office/operational establishments within Uganda. (attach current business permit)
6. Some of the consultants in the group must have the following qualifications and years of systems development and implementation experience:

No.	Resource	Qualification	Minimum Years of Experience
1	Lead Developer	MSc and or BSc in ICT related field	7 Years
2	Senior Developer	MSc and or BSc in ICT related field	5 Years
3	Junior Developer	BSc in ICT related field	3 Years
4	Quality Analyst	MSc and or BSc in relevant field	5 Years
5	Project Manager	MSc and or BSc in Project Management or related field	7 Years
6	Design Engineer	MSc and or BSc in ICT/Engineering	5 Years

## 6.0 Timelines

This assignment will take place in a maximum of 2 months from the contract signing date unless changes are made that will be provided in writing as an addendum to the contract.

A Gantt chart must be included in the application, of which will be strictly followed when awarded.

## 7.0 Pricing

Any quotation sent will have to be broken down as much as possible indicating price, licenses, training, after-sale service support, and any other costs involved.

## 8.0 Evaluation Criteria

The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

1. Preliminary evaluation
2. Technical evaluation
3. Financial evaluation

### Part 1: Preliminary evaluation.

The following shall form the basis for preliminary evaluation, interested bidders **MUST** attach the following;

- a) Certificate of Incorporation
- b) Company Form 20; which states the Directors
- c) Beneficial Owners form
- d) Tax clearance Certificate from URA
- e) Certificate of Clearance from NSSF
- f) At least four recommendations from the client's portfolio that the bidder is currently servicing.
- g) Should be a firm/individual consultant with office/operational establishments within Uganda. (attach current business permit)

The above requirements are mandatory and failure to comply with one or more requirements shall make the bid Non-Responsive and hence shall not be eligible for technical evaluation.

S/No	Completeness and Responsiveness Criteria	Requirement
1	Certificate of Incorporation	Certified Copy of Valid certificate
2	Company Form 20; which states the Directors	Certified Copy
3	Beneficial Owners form	Certified Copy
4	Certificate of Clearance from NSSF	Copy of valid tax compliance certificate
5	At least four recommendations from the client's portfolio that the bidder is currently servicing.	Recommendation letter
6	Should be a firm/individual consultant with office/operational establishments within Uganda. (attach current business permit)	Signed and stamped

### Part 2: Technical evaluation.

The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows;

S/No	Particular Requirements	Max Points
1	PPDA listed and NITA-U certified. Provide evidence.	20

2	Proven previous works with at least 4 software development & implementation assignments.			30	
3	Some of the consultants in the group must have the following qualifications and years of systems development and implementation experience:			30	
	<b>No.</b>	<b>Resource</b>	<b>Qualification</b>		<b>Minimum Years of Experience</b>
	1	Lead Developer	MSc and or BSc in ICT related field		7 Years
	2	Senior Developer	MSc and or BSc in ICT related field		5 Years
	3	Junior Developer	BSc in ICT related field		3 Years
	4	Quality Analyst	MSc and or BSc in relevant field		5 Years
	5	Project Manager	MSc and or BSc in Business related field		7 Years
6	Design Engineer	MSc and or BSc in ICT/Engineering	5 Years		
4	Adequacy of methodology in responding to the terms of reference			20	
<b>Total</b>				<b>100</b>	

Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score of 70%.

### Part 3: Financial evaluation

Tenders that are determined to be substantially responsive to the requirements of the Tender Document shall be subjected to price comparison.

#### 9.0 Submission Requirements:

**Interested and qualified suppliers are requested to submit their proposals in two separate sealed envelopes, clearly marked as "Technical Proposal" and "Financial Proposal," to the RUFORUM Secretariat. Only hardcopy submissions are expected. No email submissions will be considered. The deadline for submission is 27<sup>th</sup> March 2024, 3:00 PM, (EAT).**

#### Submission Address:

Submit the Technical and Financial Proposal in separate sealed envelopes to;

**EXECUTIVE SECRETARY, RUFORUM Secretariat**

**Plot 151/155 Garden Hill Road, Makerere University Main Campus**

**Enquiries:**

For inquiries, please contact the RUFORUM Secretariat at [secretariat@ruforum.org](mailto:secretariat@ruforum.org) . All inquiries must be submitted by 15<sup>th</sup> March 2024.

**Important Dates:**

- a. Release of Request for Proposals: 4<sup>th</sup> March 2024
- b. Deadline for Inquiries: 15<sup>th</sup> March 2024
- c. Proposal Submission Deadline: **27<sup>th</sup> March 2024, 3:00 PM - EAT**
- d. Evaluation Period: 8<sup>th</sup> to 12<sup>th</sup> April 2024
- e. Contract Award: 18<sup>th</sup> April 2024

**NB: Only shortlisted firms shall be contacted.**

Thank you for your interest in working with RUFORUM. We look forward to receiving your comprehensive proposals.

Sincerely,

**EXECUTIVE SECRETARY, RUFORUM Secretariat**

## About RUFORUM

RUFORUM is a leading network of universities in Africa, committed to advancing higher agricultural education and research. We facilitate collaboration, innovation, and capacity building to contribute to food security, poverty reduction, and sustainable development across the continent.

We look forward to receiving your proposals and collaborating with a qualified partner to transform our event management experience.

**Note:** RUFORUM reserves the right to accept or reject any proposal, and to negotiate terms with selected vendors. Proposals should be thorough and address all requirements specified in this call. All proposals submitted will be treated confidentially. By submitting a proposal, vendors agree to comply with all terms and conditions set forth in this call for proposals.

We encourage you to carefully review this additional information and submit a proposal that demonstrates your understanding of RUFORUM's needs and your ability to deliver a successful event management system.