

REQUEST FOR PROPOSALS

RFP Reference Number:	SMF-04-2024-001
Country:	Uganda
Title:	Development of a Commitment Visualization dashboard for Family Planning. (Re advertised)
Issue Date:	Monday April 22, 2024
Issuing Office & Email Address for Submission of Proposals	Samasha Medical foundation Email: info@samasha.org Subject line: "RESPONSE TO SAMASHA RFP SMF-04-2024-001"
Deadline for Questions/ Proposals Submission¹	Proposal Due Date: Friday, April 26, 2024 by 11:59 PM EAT
Point of contact:	info@samasha.org
Date of Award	May 06, 2024 (Indicative)

¹ Late submissions will not be accepted. Samasha will review submitted proposals after the closing date and may request additional documentation after the proposal deadline.

Background

Samasha is collaborating with FP2030 and USAID PROPEL Health to develop an online accountability dashboard to track progress against country FP2030 commitments and enhance accountability. This initiative stems from lessons learned from its predecessor, FP2020 regarding the importance of a formalized accountability mechanism, shared understanding of commitments and the visibility of progress to ensure access to family planning.

The dashboard will serve as a visual tool to help **Governments** progressively monitor their FP2030 commitments and enable **civil society and** other stakeholders to advocate for the fulfilment of these commitments. It will also display progress against specific thematic indicators, fostering peer learning and facilitating collaboration among family planning advocates. The dashboard will be built and piloted for one country but scalable initially to countries in Africa and Asia to accommodate growth and required multilevel summaries across geographical and thematic areas.

The dashboard will not duplicate or replace FP2030's Data and Measurement work, which focuses on collecting, collating, tracking or disseminating FP data. The dashboard should provide an overview of the country's progress on meeting their individual commitment and progress on specific thematic areas found across commitments

Samasha is therefore seeking a competent IT firm or organization that can support us achieve the following objectives:

- Develop a dashboard to visualize. The dashboard should be built using open data
- Ensure regular maintenance and updating of the dashboard (monthly or quarterly basis)
- Analyze and prepare regular reports on changes in performance, highlighting what works well or what doesn't
- Provide technical assistance to Samasha staff to enable them use and update the dashboard independently

Scope of work

This contract will run for 4 months (May-August 2024). This work will require collaboration with a range of stakeholders and family planning partners, CSOs and advocates. We anticipate feedback and iterations throughout the development process.

The scope of work shall include the following activities.

- a) Building and Implementing the dashboard
 - Design user interface
 - Complete user testing to determine reporting and data needs of key stakeholders
 - Confirm data sources and plan update cycle
 - Develop drill down logic and interactions
- b) Building the required data warehouse back end and quality controls
 - Design and specify data warehouse for compilation of country FP data
 - Develop queries and data dictionary
 - Develop quality control cycle for data publishing
 - Pretest different functionalities of the FP dash prototype
- c) Developing a comprehensive user manual for FP accountability dashboard
- d) Train Samasha staff on the updating and maintaining of the data portal
- e) Deliver final design files and any necessary documentation.

Table 1: Indicative Project milestones and timelines

Project Milestones	Month 1- (May 2024)	Month 2 (June 2024)	Month 3(July 2024)	Month 4 (August 2024)	Deliverables
Phrase I: Engagement					
Inception meeting and review of available project data.					Inception report
Phrase II: Development and implementation of the dashboard					
Develop and share draft dashboard design and layout					Draft zero dashboard layout
Develop the dashboard according to the agreed design					Final interactive dashboard
Development of a comprehensive user manual for FP accountability dashboard					Final dashboard user manual
Conduct at least 3 capacity trainings of Samasha staff on updating and maintaining of the data portal					Training reports
Phrase III: Activity Handover					

Handover of all final design files and necessary documentations					All project raw data and final files
End of activity report submission					Final activity report

The vendor will be required to offer extended support for maintaining the website, fixing system bugs and incorporating reasonable technical improvements based on user feedback over the 12 months’ pilot phase.

Qualifications and experience

- At least 5 years’ experience and demonstrated competency in data analytics, visualization, website development and administration.
- Must have experience in business intelligence and dashboard development and management.
- At least 3-year track record of managing complex IT and data projects for large organizations.
- Excellent user centered design and user-interface/user experience skills with a demonstrated track record in being able to translate technical and raw data into visuals that can be easily accessed, understood, and interpreted by a non-technical audience.
- Excellent creative and graphic design skills
- Excellent communication skills
- Flexibility with regards to design approach and final products as multiple ideas/concepts might be needed before approval

Submission details

Proposal Submission Deadlines

Proposals must be received no later than before the date and time indicated on page one of this RFP. Samasha will review all submitted proposals after the closing date and will conduct in-person or remote interviews with candidates under consideration.

Required Documentation

Vendors must submit the following documentations in separate clearly labeled **PDF** files. All proposals should be typed in 12-point calibri font. Submissions must be in English and typed single-spaced. All pages must be numbered and include the RFP reference number. The proposal submission should include each of the following attachments in the specific order listed below in order to be considered:

- a) **Technical proposal-** (*maximum of 5 pages, not counting annexes*) shall include: a brief profile of the vendor, updated Curricula Vitae (CVs)² of key team members that will be undertaking the work (including their capabilities and experience on assignments of a similar nature), a proposed methodology and a list and description of relevant technology and tools to be used.
- b) **Financial proposal** – An overview of the basic rates for the consultant/team of consultants undertaking this assignment - at this point, these rates will be treated as non-binding and can be provided as a range or presented in different ways e.g., day rates, fixed prices, or by nature of the project.
- c) **3 pager portfolio** of at least 3 relevant previous work done on dashboards with active links to any existing ones.

² Summary Curricula Vitae (CVs) should be attached as annexes and each Curriculum Vitae must not exceed 2 pages.