

TERMS OF REFERENCE

Upgradation of Integrated Performance Management Information System (IPMIS)

Overview

Title: Establishment of Project Performance Integrated Management Information System (IPMIS)

Type of contract: Individual Consultant(s) or Consulting Firm / Institution

Duration of contract: 60 days spread over four months, with about 75% of the consulting days anticipated during the Oct-2019 period.

Summary: The consultant/consulting firm required to upgrade the GDP's existing an integrated online (web-enabled) **IPMIS** with additional features;

- a. In planning, reporting, and analysis modules (sub-variables against indicators)
- b. A separate sheet of Risk Register Module
- c. A separate module for Value for Money (VFM) database and evidence table

1. About Group Development Pakistan (GDP)

GDP is a Pakistani non-profit organization registered under Society's Act of 1860¹. GDP believes in a democratic and humanistic society in which the most important stakeholders -children- are acknowledged, respected, and protected from any form of abuse and discrimination. GDP strongly believes in developing synergies and enhancing positive communication to promote collaboration between state institutions and civil society, media, community, members, corporate entities, artists, youth, children, academia & donors to generate positive systemic change to promote and protect child rights.

GDP avails unique and robust expertise in building/improving institutional and technical capacities of institutions/individuals working with/for children using professional, scientific, creative, user-friendly, participatory, inclusive, and culture-sensitive methods.

To achieve this organizational vision, GDP has been working on major four projects with various donors' financial support in Islamabad, Peshawar, Mardan, Abbottabad, Lahore, Karachi and Quetta.

2. Assignment Objectives and Scope:

This consultancy aims to support GDP. to improve and upgrade the current IPMIS with additional features to capture the organizational emerging needs related to data, analysis, and reporting.

More specifically, the Scope of this consultancy is:

- a. Addition of some sub-variables in planning, reporting, and analysis modules
- b. Design and develop a separate module for GDP Risk Register database
- c. Design and develop a separate module for Value for Money (VFM) database and evidence table

3. Deliverables:

The following deliverables of the assignment have been identified

- Upgraded IPMIS system and separate RR and VFM modules are developed, approved by GDP and are operational
- Real-time data entry provision provided with front end and backend
- Sustainable and back-up system support is in place until IPMIS is fully operational.

4. Educational Qualifications:

¹GDP has currently submitted all necessary documents to EAD for the MOU signature and it has a letter of acknowledgment from EAD to this effect and can therefore continue its activities under the current circumstances.



Interested individual consultants or lead developer for consulting firms should hold:

- At least a Master's degree in IT, Information management, or another related discipline
- Interested individual consultant's/consulting firms should have at least seven years' experience in developing I.T. solutions and providing I.T. support and maintenance services;
- Proven professional experience in developing and managing databases within the non-profit sector; Proven professional experience in web technologies, including their development and deployment, and development of web-based information systems;
- Good understanding of Results frameworks/logical frameworks and development results

5. Profile required:

A qualified and experienced person(s) or firm(s) can apply with relevant experience in designing and development of Knowledge and Management Information Applications. The person(s) or firms are encouraged to submit evidence of their similar work along with their proposals.

Concept Note Considerations:

The Consultant/company is requested to consider the following;

- Present the detailed conceptual framework for the assignment.
- Evidence/Demonstration of such a system
- Clear methodology and process to undertake this assignment

6. Timeframe:

The consultant/firm will be based in Islamabad. The GDP MEAL Manager will assist the consultant for coordination purposes. The overall time frame for this assignment's time frame is two months, starting from the day of an agreement, which is likely to be consolidated by the end of Sep-2020.

The timeline for submitting the proposals/concept notes is 10th Oct-2020 and the proposals should be both in hard and electronic shape on C.D.s/DVDs in the name of;

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Head of Finance & Operations

Group Development Pakistan (GDP)

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