# Appendix I: Information form supplier

**Supplier:**

**Contact person:**

**Contact details:**

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| **General requirements** | | |
| **Number** | **Information asked for** | **Answer** |
| 1. | Which of the three components does the supplier answer to? |  |
| 2. | Short description or reference to ethical guidelines and/or code of conduct |  |
| 3. | Description of working with similar organizations and relevant organizations |  |
| 4. | Description of experience working with data security in political sensitive contexts |  |
| 5. | Confirmation working with GDPR |  |
| 6. | Confirmation that LO is the owner of all data |  |
| 7. | Describe their approach to training of trainers and different levels of users (advanced, basic, limited) |  |
| 8. | Description of support system, availability, and response time |  |
| 9. | Describe the possibility to access and test the system during the selection period |  |

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| **Outlined budget and costs** | | | |
| **Year** | **What** | **Outlined budget and costs** | **Comment** |
| 1 | Set-up and implementation, training (piloting 2-4 partners and upscaling) |  |  |
| 2 | Continued implementation and development, scale-up and trainings |  |  |
| 3 | First annual project cycle (inc. licenses and support package), potential trainings |  |  |

If needed add explanatory text:

|  |  |  |  |
| --- | --- | --- | --- |
| **Outlined implementation plan** | | | |
| **Year** | **What** | **Implementation plan w/milestones (brief)** | **Comment** |
| 1 | Set-up and implementation, training (piloting 2-4 partners and upscaling) |  |  |
| 2 | Continued implementation and development, scale-up and trainings |  |  |
| 3 | First annual project cycle (inc. licenses and support package), potential trainings |  |  |

If needed add explanatory text:

(the supplier is free to suggest the most beneficial and feasible implementation plan based on their understanding, but preferably prioritizing component 1 and 2)

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| **Information regarding general technical requirements** | | |
| **Number** | **Information asked for** | **Answer** |
| 1. | A general description of the functions and features for each of the three components |  |
| 1.a | Explanation for data and results aggregation and disaggregation through several layers of reporting (activity level, output level, Intermediate-Outcome level, Higher-Outcome level, and Impact level) and ability to analyze, structure and present information across different data sources. |  |
| 1.b.i | Specific for component 1 and 2:  Explanation of the ability to systemize collection and submission of quantitative and qualitative data, as well as common format documents and media files (e.g. photo, video). |  |
| 1.b.ii | Specific for component 1 and 2:  Explanation of the ability to set up libraries of standard components that may be used or duplicated as needed, including standard data collection tools and report templates and result indicators. |  |
| 1.b.iii | Specific for component 1 and 2:  Other potential data collection methods (e.g., SMS-based, voice-based, documents, pictures). |  |
| 1.c.i | Specified for component 2:  Possibility to embed dashboards on relevant LO platforms (Microsoft 365, EPI server web solution etc.). |  |
| 1.c.ii | Specified for component 2:  Potential to simplify automated generation of standardized reports with key data in common formats (Word, Excel, PDF). |  |
| 1.d.i | Specific for component 3:  Describe (in short) the systems features for efficient project and program management of the entire project cycle from development, throughout the implementation process and the evaluation and learning stage (inc. risk management, task and timeline management, partner portfolio, delegation of roles and responsibilities etc.). |  |
| 2. | Explanation of storage in database, what kind of database (MySQL or SQL database or similar) and availability for LO and partners. |  |
| 2.a. | information regarding a potential exit strategy for LO and/or partners |  |
| 3. | Explanation of accessibility and use in remote areas with less mobile coverage and internet access |  |
| 3.a. | For Component 1: ability to work offline, with online synchronization |  |
| 4. | Description of the potential of different levels of access, control, and ownership (LO staff, partners organization, their affiliates and field staff) specified for each of the components |  |
| 5. | Explanation for possibilities to use multiple languages in the system, information material, in trainings and support (please include a list of languages) |  |
| 6. | The system has a web interface (cloud-based solution) |  |
| 7. | Explanation for the possibility to export data into common file formats (Microsoft and common statistical tools). |  |
| 8. | Description of integration with other LO solutions, particularly Microsoft 365 and Power platform, but also potential to integrate with website, social media, and a financial management system |  |
| 9. | Explanation for use on all common hardware devices (mobile phones, tablets, and computers) and operative systems. |  |
| 10.a | Description of flexibility in terms of Setup of structure. Possibility to have different models within the system. E.g., LO-Partner-Affiliates-field staff vs. LO-Partner-field staff |  |
| 10.b | Description of flexibility in terms of Setup of structure. Possibility to have different models within the system. E.g., LO-Partner-Affiliates-field staff vs. LO-Partner-field staff |  |
| 10.c | Description of flexibility in terms of Explain potential to store, manage and share documents and media files |  |
| 11. | Elaborate on the possibility of scaling up and down within the system in an efficient and seamless way (e.g. changing from premium package to medium package) |  |