

## **Request for Proposal for Development of Online Expenditure Approval Form**

<b>Purpose of Consultancy</b>	Development of Online Expenditure Approval Form
<b>Project Owner</b>	India HIV/AIDS Alliance
<b>Project Duration</b>	June 2021 – July 2021

### **About India HIV/AIDS Alliance**

Founded in 1999, Alliance India is a non-governmental organisation operating in partnership with civil society, government and communities to support sustained responses to HIV in India that protect rights and improve health. Complementing the Indian national programme, we build capacity, provide technical support and advocate to strengthen the delivery of effective, innovative, community-based HIV programmes to vulnerable populations affected by the epidemic.

#### **Scope of work:**

#### **Scope of work & responsibilities of the consultant/development company:**

1. Alliance India aims to automate its Expenditure Approval Form
2. The software system will be made to suit the existing processes prevailing in Alliance India
3. The Software Utility will import the Activity Based/Project Based Budgets into the system
4. The Software shall provide facility to import or enter Donor wise Project wise Work Plans
5. A Customized form will be required to be created for requisition of Allocation of Budget for single or multiple projects
6. Each such requisition shall hold unique identification number
7. Each Requisition shall provide ample space to describe the activity to be taken up for which the budget sanction is being sought for
8. Each requisition should allow multiple projects to be selected for one single activity
9. The software system to auto calculate percentage allocation to each project selected for budget approval in one single requisition
10. The Software should allow Cost Estimation feature where detailed Activity-Budgeted Cost mapping to be provided with time frame
11. Multiple Activities or Sub Activities can be selected in one requisition
12. Each activity can be associated with multiple projects being taken up under this Budget Allocation Approval Request.
13. Against Each Activity User can request Advance which will be turned into an Advance Request to the Finance after approval of the Requisition
14. A comprehensive workflow to be defined for Approval of Requisitions and shall enable automatic mail generation accordingly for approval/rejection by the concerned person.
15. Consultant/Development Company will be required to write, configure or modify/customize the application to suit 'Alliance India' requirements.
16. The data structures will required to be so created that these can be exported to the Accounting/finance system at a later date (This will not be part of this TOR as of now).
17. The approved EAF shall be stored and available for future references.
18. Each budget-holder and approvers shall have log-in facility.
19. No modification shall be allowed in the EAF at any level except the person generating the EAF.
20. Once an EAF is fully executed, a copy shall be forwarded to the person generating the EAF and Grants team.
21. Certain requisitions to have the option of using the allocated budget for multiple requisitions subject to the overall amount of the balance budget.

**Technical Skills required from the Consultant/Development Company:**

Alliance India is seeking the services of an experienced IT/Software development agency capable to supply the software as mentioned in 'Scope of Work' section above which will decrease the manual intervention, increase accuracy and also improve the turnaround time in Expenditure Approvals.

**Deadlines & Deliverables:**

The project will consist of following deliverables.

	Activity/Milestone	Deliverables
1.	Customer Requirement Specification	CRS (Customer Requirement Specification) Document
2.	Developed Application and Implementation.	Operation manual.

**Segment Based Schedule**

	Activity/Milestone	Duration (Weeks)
1	Customer Requirement Specification	1
2	Design, Coding, Configuration and Customization	3
3	Implementation. <ul style="list-style-type: none"><li>▪ Functional Testing</li><li>▪ Bug Removal</li></ul>	2

Consultant/ Development Company will respond to all maintenance requests from Client within 12 hours on weekdays and 24 hours on weekends, via email or phone, with a confirmation that the request was received, and an estimated completion date for each action item in the request.

Agency will adhere to all quoted deadlines for the deliverables in the maintenance requests at all possible costs. In the event that Agency has any issues in delivering on a quoted deadline, Client will be notified via email or telephone the reasoning for any change.

**Documentation**

1. Consultant/Development Company shall provide User with the documents specified in the Supplementary Documents at the specified period.
2. AI Team shall have the right to reproduce all the documentation provided by Consultant/Development Company to User here under for its own use.

**Data Security**

- Data stored in the Server/cloud should be protected. The user access should be restricted and only Alliance India authorised people should be allowed to access the server.

- If Consultant/Development Company uses their own server to publish the application and In the event of closure of contract or due to closure of the business operations of the service provider Consultant/Development Company should make all necessary arrangements and technical support for transfer and installation of application in the server prescribed by Alliance India. The data stored in the server should also be moved ensuring utmost confidentiality of the same.

**Compensation and Timeline:**

**Consultant/Development Company** shall be paid a fixed amount inclusive of taxes for the development, implementation and making software operational. All Cloud cost will be bore by Alliance India.

**Project Management:**

The Consultant will be contracted through India HIV/AIDS Alliance.

These Terms of Reference may be varied to reflect the changing needs of Alliance India. This will be done in full consultation with the Consultant. The Consultant will be expected to work in a flexible and adaptable manner, responding to changing needs, priorities and context.

**Proposal Submission**

Please provide a PDF proposal document that includes the following:

- Firm name and contact information (at least two people);
- Short narrative describing the history (including the year founded) of the firm and its relevant experience;
- Detailed project plan with project timeline
- Cost and resource estimates
- Estimated start date (i.e., how quickly could the engagement begin following selection?); and
- References of clients with project concluded in similar capacity
- Agency should have prior experience in developing similar software and online formats.

**Closing Date:**

Selected agencies may be called for discussion/presentation.

*The application has to be submitted along with all supportive documents on or before 24<sup>th</sup> June 2021 by 5:00 PM by e-mail to the email address mentioned below:*

**Email:** [procurement@allianceindia.org](mailto:procurement@allianceindia.org)

**Pre-bid queries:** Agencies / Consultant who have any query regarding this RFP or the selection procedure are requested to forward the same in writing to latest by 19<sup>th</sup> June 2021 by 5:00 PM. The queries will be consolidated and will send the response to the interested agencies.