RFQ: Management Information System (MIS)

Introduction: AWEC seeks proposals from experienced and qualified Information Management System consultants to design, develop, and implement our organization's comprehensive Management Information System (MIS)

The MIS will be pivotal in managing daily operational activities, reporting, program and project management, budgeting, activities planning and tracking, advanced reporting, and data transfer capabilities. The system should be cloud-based, allow data transfer in XML and Excel formats, provide a user-friendly interface, and offer dedicated portals with user authority levels for each department.

Objective: This project aMIS to establish an Information Management System that streamlines our operational processes, enhances decision-making capabilities, and facilitates efficient data sharing across various departments.

Scope of Work: The scope of work for the consultant will include, but is not limited to:

- Requirement Analysis: Assess the specific needs and requirements of AWEC to ensure the MIS aligns with organizational goals.
- System Design: Develop a detailed system architecture and design that includes all the required modules and features.
- System Development: Create the MIS with modules for program and project management, budgeting, activities planning and tracking, advanced reporting, and data transfer functionalities.
- Cloud-Based Infrastructure: Set up a secure and scalable cloud-based infrastructure for hosting the MIS.
- Data Transfer Capabilities: Implement the ability to transfer data in XML and Excel formats.
- User Interface (UI): Design an intuitive and user-friendly UI to ensure ease of use for all employees.
- Departmental Portals: Create dedicated portals for each department within AWEC, with varying user authority levels.
- Training: Provide training sessions for [Your Organization Name] staff to effectively utilize the MIS.
- Maintenance and Support: Offer ongoing maintenance and support services post-implementation.

Proposal Submission: Interested consultants should submit their proposals electronically to hr@awec.info no later than 13 September 2023. The proposal should include the following:

i.   Company Profile: Provide an overview of your company, including relevant experience in developing Information Management Systems.
ii. Project Approach: Describe your approach to fulfilling the requirements outlined in this TOR.
iii. Proposed Timeline: Provide a detailed project timeline, including key milestones.
iv. Cost Estimate: Include a comprehensive cost estimate, including all fees and expenses.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

     v.   Experience and Expertise: Relevant experience and expertise in developing similar MIS projects.

    vi.   Proposed Approach: The clarity and feasibility of the proposed approach.

   vii.   Cost: Cost-effectiveness of the proposal.

  viii.   Timeline: Ability to meet project deadlines.

    ix.   References: References from previous clients.

Contact Information: For inquiries or clarifications regarding this RFP, please contact: program@awec.info

AWEC reserves the right to accept or reject any proposal and to annul the selection process at any time before the contract award without incurring any liability to the affected consultant(s). We look forward to receiving your proposals and working with a qualified consultant to enhance our Information Management System.