Call for Expression of Interest- EOI
on
Updating the BILS Web-Based System for Data entry, Preserve and Analysis
01 September 2024

01. Summary

This 'EOI' details the working modalities of a consultancy work titled '**Updating the BILS Web Based System for Data entry, Preserve and Analysis**'. This consultancy work is an essential part of a partnering project between BILS and Mondiaal FNV titled 'Effective Social Dialogue for Decent Work in RMG Industry' in which 'Mondiaal FNV' is the main funding partner.

02. Background:

BILS has been implementing different projects with the support of different partners and donors. Each project has some specific goals and objectives. To reach the goal some specific activities are needed to implement in different ways. Some activities of the project are directly related to the targeted beneficiaries and groups. On the other hand, some activities are related to policy advocacy, thus the results of those projects come after a while time being. Thus, impacts of the project's interventions need to be documented which helps to see the positive changes and ultimate result of the project. Apart from these, projects' intermediate and long-term results need to be tracked & well documented which can support the monitoring and evaluation process of the project. Although, monitoring and documentation is the regular work. During project implementation, we have to prepare the event report, monthly report, quarterly report, six-monthly report and annual report for each project as per BILS practice and implemented project guidelines. In the project's operational time midterm evaluation also be done with direct intervention by partners and the project evaluation also be done by an external consultant by the end of the project. However, an online web-based project's data entry and monitoring system always creates a space to track all the projects in line with the management. Considering the needs and priorities BILS has developed a web-based online monitoring framework to see the regular progress of the scheduled projects of BILS. Initial data entry and analysis of the scheduled BILS project have been continuing. But it is broadly felt that this existing BILS web-based project data entry system needs to be updated for producing annual reports and preparing it as a complete web-based monitoring system.

In the above circumstances, BILS needs to update the existing web-based data entry, preservation, and analysis system and also to develop a complete online monitoring system for all related projects. The online monitoring system will support to track the result chain of the projects as a part of monitoring. This ToR spells out the terms & conditions for hiring an external consultant/ expert to update the web-based portal and support to the BILS officials to orient the web-based portal for successful data entry, preservation, analysis as well as online monitoring.

03. Objective:

- To update BILS existing web-based data entry, preservation, and analysis system and also to develop a complete online MEAL system for BILS

04. Output to be produced:

- Updated BILS web Based MEAL System Development for data entry of the project activities with preserve and analysis and report generate
- Manual Sharing to facilitate the portal

05. Scope of Work:

- Updating and Developing a user-friendly web-based monitoring system containing the different chapters, and sections based on consultation with BILS officials as well day to day observations and guidelines
- Review the BILS existing practice on different project narrative reports, annual reports and documents
- Review the online reporting system of BILS practices prescribed by different partners and donors
- Necessary discussion with BILS project officials and Management for finalizing the web-based system as well as orientation for smoothly running the website and its detailed functions

06. Ethics and Risks:

The content and portal design must avoid any kind of plagiarism and provide due acknowledgement to the sources. Confidentiality of key informants, if asked for, must be maintained. Objectiveness is the key to mitigating the risks where consultants have to be strategic and analytic in arguments but not biased. As per Digital Act the portal design and other materials should be maintained.

07. Required competencies and responsibilities of the consultant:

7.1. Competencies:

- At least an Honors degree from an accredited college or university in CSE, ICT, Statistics or any other relevant subjects. Apart from this, 3 years (at least) of experience of working in the web portal development issues.
- Experience with and knowledge of the M&E, Project Result Chain, Management etc
- Knowledge on NGO's and development sector issues

7.2. Responsibilities

- The consultant/ Expert may, if required, form a consulting team, to successfully carry out the assignment within the prescribed timeframe.
- The consultant, with his/her team, shall review all relevant and available secondary data related to the ongoing project interventions of BILS.
- Review available relevant reports, documents and practices in terms of M&E and data management issues
- The consultant should have an inception, interim and completion meetings with the key project official of BILS in order to finalize different steps of the website. The meetings will be organized through consultant initiatives where BILS will support.
- The consultant shall prepare draft portal with all necessary design, chapter and sections and after subsequent endorsement from BILS, he/she shall revise the draft accordingly and develop the final website

08. Content of the portal and design:

The content of the BILS web-based MEAL system will be finalized by the prior discussion with the consultant and BILS officials and management.

09. Time Frame:

For this assignment total period will be for 2 months, commencing from 1st October 2024 scheduled to be completed by 30 November 2024. After completion of the task, the consultant will provide need-based necessary support for smoothly running the website.

10. Style:

- The external consultant/team need to develop, prepare and submit the portal related all documents final electronic version with password. The portal should be very precise, must answer each specific objective.
- The portal all language will be written in English. The briefing paper (Manual for using the portal) will be later developed into Bangla by BILS, which can be confirmed by the consultant at later stage if desired.

11. Output and Deliverables:

- Updated and developed a comprehensive web-based MEAL portal for data entry, preserve and analysis

12. Timeline:

- Share Task Outline: By 10 September, 2024
- Draft designed Website: By the 15st of November 2024
- Final Website: By 30th of November 2024

13. Team Composition:

The updated BILS MEAL website development, preparation will be coordinated by BILS Planning and Monitoring department where the BILS-MFNV Project will provide support as required. An external expert will lead to do this assignment. He/she can involve any team members under the own responsibilities for successfully complete the assignment.

14. Generals Terms & Conditions:

a. Copyright:

All data and information received from BILS and other stakeholders for the purpose of this portal development are to be treated confidentially and are only to be used in connection with the execution of this ToR. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the expressed advance written authorization of BILS. BILS reserves the right to change or make any modification in the report as necessary. To develop the portal and using time must need to follow the guidelines of digital security act for avoiding any kind of deviance and offences.

b. VAT & TAX:

VAT/TAX will be deducted at source, in accordance to the compliance with Government Rules.

c. Termination of the contract:

- The contract shall be terminated at expiry of the deadlines mentioned in the contract. But before the expiry either party may terminate the contract by giving 7 days' notice in writing to the other party.

- In the event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, BILS reserves the right, if seems necessary, to terminate the contract with a written notice within 7 days before expiration date of contract.

Both the parties have agreed to the above-mentioned terms and conditions and have signed with full consent and understanding.

15. EOI Submission Detail

Please submit your EOI on the following Email: **bils@citech.net** .Last date for submission of EOI: **08 September 2024** (before 4.00 pm BD time).