

TERMS OF REFERENCE

DEVELOPMENT OF MOBILE APP FOR DISSEMINATION ON NEPAL MULTIPLE INDICATOR CLUSTER (NMICS) 2019 DATA.

1. BACKGROUND AND JUSTIFICATION:

The Multiple Indicator Cluster Surveys (MICS) is an international household survey programme developed and supported by UNICEF. MICS is designed to collect estimates of key indicators that are used to assess the situation of children and women. Over the past 20 years, MICS has evolved to respond to changing data needs, expanding from 28 indicators in the first round to more than 200 indicators in the current sixth round, and becoming a key source of data on child protection, early childhood education, and a major source of data on child health and nutrition. In addition to be a data collection tool to generate data for monitoring the progress towards national goals and global commitments for promoting the welfare of children, MICS provided valuable data for SDG monitoring and its findings will be used to establish Multidimensional Poverty Index (MPI).

Since the inception of MICS in the 1990s, over 300 surveys have been carried out in more than 100 countries. As part of the global effort to further develop national capacities to generate and analyse high quality and disaggregated data, UNICEF launched the sixth round of MICS in October 2016, with results of first surveys expected to be available by the end of 2017. This new round is in accordance with the list of Sustainable Development Goal (SDG) indicators endorsed by the UN Statistical Commission in 2016, following the global adoption of the 17 SDGs and 169 targets of the 2030 Agenda for Sustainable Development. The final SDG indicator framework currently includes 230 global indicators, of which around 30 per cent are household survey based. Today, MICS, covering almost half of the SDG indicators that are household survey-based, is well positioned to play a central role in this new Agenda alongside other key demographic, health and socio-economic surveys and to complement data from administrative sources and censuses. The MICS questionnaires have undergone rigorous methodological and validation work to broaden the scope of the tools and include new topics that reflect SDG indicators and emerging issues in the 2030 Agenda for Sustainable Development context, including: rapid water quality testing, social transfers, foundational learning skills (children age 7-14), child and adult functioning, migration status, use of clean fuels and technology, and victimisation.

Since its inception, three survey rounds have been carried out in Nepal (in 2000, 2010-11 and 2014). The current survey is conducted in Nepal from May to November 2019, with technical and financial support from UNICEF. This has helped to generate data for the assessment of the progress made in strategic and priority areas of not only UNICEF 2018-2021 Country Programme cycle, but, have provided crucial baseline data for the 15th Five-Year plan, the pre-Covid 19 pandemic, monitoring progress towards 2030 Agenda for Sustainable Development and in establishing MPI and Child- MPI for 2019 for Nepal.

Nepal MICS Round 6 (2019) will include, for the first time in Nepal, a module on the functional abilities of children. Developed jointly by UNICEF and the Washington Group, the module includes questions around the difficulties faced by children, aged between two to four and five to 17, in performing certain activities. This will support the compilation of comparable data around functional limitations experienced by the population. The key objectives for obtaining this data will be: to identify children with functional limitations and use the data to compare the levels of their participation within their education, social and family life; to measure to what extent children are socially included; and to obtain data for monitoring the situation of

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children with disabilities in order to address their needs. In addition, the survey will include information on water quality from sampled households and a questionnaire targeted towards men. Nepal is the second country in the world to test the quality of its drinking water for presence of fecal matter. The results has provided valuable information on the steps Nepal has taken to improve its water quality and thus reduce water-borne diseases like diarrhea, typhoid and cholera.

NMICS6 has a total primary sample units (PSUs) of 512, out of which 290 are urban municipalities and 222 rural municipalities and the total number of sample households is 12,800. The survey will generate data for 15 domains, where provinces 1,2,5,6 and 7 will have two domains each: urban and rural. While Province 3 will have three domains: urban, rural and Kathmandu Valley urban. There are altogether

2. OBJECTIVE:

Under the SPEE Section Rolling Workplan for 2018-2020 output 6.1 to conduct Nepal MICS Round 6 an Memorandum Of Understanding (MOU) and Letter of Agreement (LOA) between UNICEF and Central Bureau of Statistics (CBS) was signed on 18 September 2018 for the implementation of the Survey in 2019. In this regards, UNICEF Nepal will be providing technical and financial support to CBS to implement the survey and help in producing dissemination materials such as infographics and mobile applications,

The objective of this institutional consultancy is to provide support to UNICEF to help develop mobile phone application for both android and IOS systems to disseminate Nepal MICS6 data and its findings.

3. SCOPE OF WORK:

This institution will be responsible to develop the mobile application in consultation with UNICEF and CBS. Listed below are activities and requirements for this project that the contractor should undertake in order to deliver the output. This list is not inclusive

The application should:

- be developed in flutter which will be compatible to IOS and android;
- have built in feature to work offline/online;
- contain a splash screen that reflects the apps vision;
- have sign-up login feature using social media and email;
- be able to receive push notifications sent to the users as when required, that will be sent from backend.
- have provision for Firebase, Google Analytics, and other analytics as required;
- be distributed through Play store and Appstore under UNICEF or CBS account;

Other requirements:

- UNICEF Nepal's Facebook page, tweeters and Instagram should be integrated, and feeds should be shown in the app;
- user selected data any indicator should be shown as charts, map or tables;
- products like maps, graphs, tables should have export feature to PNG, CSV and PDF etc.

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- subscriptions options should be shown for the first time when app is installed and at the bottom of the screen;
- data should be automatically sync or updated as and when new data is available.
- database and API should be hosted in the server provided by CBS or UNICEF;
- mock-up application and wireframe should be submitted at the inception phase for approval and developing of the software;
- Provide at least one year of service maintenance including on-location support for troubleshooting of major issues with the system as and when required. If this component is cost associated, please indicate it separately.

Notes:

- dataset and relevant materials and contents will be provided by UNICEF;
- Vendor should ensure mobile apps in compliance with UNICEF Information Security Policy CF/ITSS/POLICY/2016/002: Information Systems Acquisition and Development. Copy of this document can be shared upon request.

4. DURATION:

The duration of the institution contract will be for three (3) months with starting date as soon as possible.

5. WORKING LOCATIONS:

The contracted institution/firm will work remotely but will work closely with UNICEF Nepal in the course of the development of the survey.

6. DELIVERABLES:

<i>No</i>	<i>Deliverable</i>	<i>Estimated number of days required</i>
1.	Develop mock-up application and wireframe and an inception report to be provided for approval and developing of the software	15
2.	Provide demo of the application	15
3.	Provide second demo of the application	30
4.	Pilot testing of the application	15
5.	Provide training to relevant UNICEF and CBS staff. Submission of the final project package that comprises source code, application and all relevant resources that has been used in developing the application.	15
6.	Provide maintenance support.	One year from the submission of the final product

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7. PROPOSED PAYMENT SCHEDULE:

Following are the proposed deliverable and payment schedule.

Vendor should ensure mobile apps follows UNICEF Information Security Policy CF/ITSS/POLICY/2016/002: Information Systems Acquisition and Development

<i>No</i>	<i>Deliverable</i>	<i>Estimated Completion Date</i>	<i>Payment schedule</i>
1)	Upon submission of the inception report that included mock-up application and wireframe for approval and developing of the software	<i>15 days after signing of the contract.</i>	<i>15% of the total contract value.</i>
2)	Upon report submission indicating the completion of the pilot testing of the software and any bug fixed.	<i>Two months after signing of the contract.</i>	<i>35% of the total contract value.</i>
3)	Submission of the final project completion report with the details of the final product and should contain package that comprises source code, application and all relevant resources that has been used in developing the application. Provide training to relevant UNICEF and CBS staff for the management of the application.	<i>Three months after signing of the contract.</i>	<i>40% of the total contract value.</i>
4)	Provide maintenance service.	<i>After submission of the final product.</i>	<i>10% of the total contract value</i>

8. CONTRACT SUPERVISION:

The contracted institution will work under the overall supervision of the Monitoring and Evaluation Officer with the support and guidance from UNICE ICT officer and section.

9. QUALIFICATIONS AND EXPERIENCE REQUIRED:

1. The consulting firm/institution should have at least five years of experience in developing mobile applications
2. The consulting firm/institution should have members who are expertise in data analysis and interpretation work and have proven skills to demonstrate it with a matching academic and technical qualification.
3. Interested consulting firm/institution applying must be legally registered and it is expected that they provide references to similar projects over the last 2 years.

10. APPLICATION AND EVALUATION PROCESS:

BELOW IS INCLUDED AS A GUIDE AND SHOULD BE AMENDED AS APPROPRIATE FOR THE TOR

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Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects. The Evaluation Team first reviews the technical aspects of the offer, followed by review of the financial offers of the technically compliant vendors. The proposal obtaining the highest overall score after adding the scores for the technical and financial proposals together, that offers the best value for money will be recommended for award of the contract.

The Technical Proposal should include but not be limited to the following:

- **Methodology**
Detailed Methodology / approach to requirement detailing how to meet or exceed UNICEF requirements for this assignment
- **Company Profile**
Ensure to include information related to the experience of the company as required and outlined in item 9 of this document.
- **References**
Details of similar assignments undertaken in last *three* years including the following information:
 - Title of Project
 - Year and duration of project
 - Scope of Project
 - Outcome of Project
 - Reference / Contact persons
- **Work Plan**
Proposed work plan showing detailed sequence and timeline for each activity and man days of each proposed team member
- **Team Composition**
Title and role of each team member
- **CV's**
CV of each team member (including qualifications and experience)
Ensure to include information related to the qualifications and experience of each proposed team member as required and outlined in item 9 of this document.
- Any project dependencies or assumptions

The Financial Proposal should include but not be limited to the following:

Bidders are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference. The lump sum should be broken down to show the detail for the following:

Resource costs

- Daily rate multiplied by number of days
- Vendor to provide the applicable daily rates for personnel such as Project Manager/Team Lead, Senior and Junior Developers, etc. in advance

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Any other costs (if any)

Indicate nature and breakdown

Copy of the company registration

Recent Financial Audit Report

Report should have been carried out in the past 2 years and be certified by a reputable audit organization.

Bidders are required to estimate travel costs in the Financial Proposal. Please note that i) travel costs shall be calculated based on economy class fare regardless of the length of travel and ii) costs for accommodation, meals and incidentals shall not exceed the applicable daily subsistence allowance (DSA) rates, as propagated by the International Civil Service Commission (ICSC). Details can be found at <http://icsc.un.org>

11. EVALUATION WEIGHTING CRITERIA:

CATEGORY	MAX. POINTS
1. OVERALL RESPONSE <ul style="list-style-type: none"> • Organizational Profile • Previous work orders 	(20)
2. METHODOLOGY <ul style="list-style-type: none"> • Proposed approach & methodology • Quality of proposed implementation plan, i.e. how the bidder will undertake each task, and time-schedules; • Have the important aspects of the task been addressed in enough detail? • Is the proposal clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? • Risk assessment - recognition of the risks/ problems and methods to prevent and manage risks/ problems. 	(20)
3. PERSONNEL <ul style="list-style-type: none"> • Strength of the human resources <ul style="list-style-type: none"> • Academic Qualification • Technical Qualification • Training • Professional • Experience; • Gender Balance • Organization of the team and roles & responsibilities 	(30)

The ratio between the technical and financial criteria depends on the relative importance of one component to the other. Examples of weightings could be 60/40 (technical/commercial) or 70/30 (technical/commercial). The technical component should have a minimum of 50 % (e.g. 50:50), and the financial criteria a minimum of 20 % weight (e.g. 80:20). Sum of technical and commercial must always equal 100 points.

Cumulative Analysis will be used to evaluate and award proposals. The evaluation criteria associated with this TOR is split between technical and financial as follows:

70 % Technical
30 % Financial
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100 % Total