

REQUEST FOR PROPOSAL

Digitalization of Collectif Urgence Toxida's Monitoring, Evaluation and Research (M/E&R) system.

Purpose of this Request for Proposal (RFP)

The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with a successful bidder and select a suitable Contractor (Individual/Agency) for the construction of an online Monitoring, Evaluation and Research (M&E/R) system.

Desired Timeframe

Requested start date: Mid-April 2023

Completion date: Mid-May 2023

The successful bidder is to enter into a one year contract, which may be renewable for an additional period of one year, upon satisfactory performance.

BACKGROUND AND CONTEXT

The Collectif Urgence Toxida (CUT) came into existence in 2005 in response to the alarming rate of HIV infection among People Who Inject Drugs (PWIDs) in Mauritius. In 2007 the organization was officially registered, and the Needle Exchange Programme (NEP) was successfully implemented in collaboration with the Ministry of Health and Wellness across different strategic sites in the country. As such, CUT is known as a pioneer to have initially implemented a needle syringe program (NSP) within the African region, with over 6,000 active beneficiaries till date.

The Collectif Urgence Toxida is a non-governmental organization (NGO) that aims to improve the quality lives of people who use/inject drugs and people living with HIV through its various projects, programs, and interventions. CUT works in close partnership with communities, government agencies, and other stakeholders to implement its activities on the field. (More details on the activities can be found on www.cut.mu)

As part of CUT's expansion and commitment to accountability, the organization requires the tracking and proper monitoring of the progress and impact of its projects.

SCOPE OF WORK

The Contractor will support the Collectif Urgence Toxida in the following activities:

- **Phase A** – Develop a new M&E/R Tool for the digital collection of data.
- **Phase B** – Ongoing support and maintenance of the new system.

The selected contactor will be responsible for designing, developing, and implementing an online M&E system that meets our organization's requirements. The system should have the following (but not limited to) features:

1. User-friendly interface for data entry and retrieval
2. Secure login and authentication for users
3. Ability to customize data collection forms
4. Data validation and quality control mechanisms
5. Automated data analysis and reporting features
6. Dashboard for real-time monitoring of program progress and performance
7. Ability to export data in various formats (e.g., Excel, CSV, SAV)
8. Integration with existing data management systems
9. Integrate data visualization tools to aid in the interpretation of data.
10. Provide adequate training to staff members to ensure effective use of the system.

The overall coordination of this project will be managed by CUT's management team; under the supervision of the director, with oversight from the **Monitoring, Evaluation and Research Officer** and **Field Coordinator**. The contractor will also work in close collaboration with the **Communications & Event Officer** and will be expected to provide regular (weekly/bi-monthly) status updates. In addition, the Contractor will be expected to participate in an inception/kick-off meeting with the Collectif Urgence Toxida.

The Contractor shall remain solely responsible for the quality, strategic coherence and consistency of all deliverables. Work will be performed remotely from the Contractor's premises through regular communication via email and web video conferences, with potentially a few in-person meetings in the headquarters of the organization at **Sir Seewoosagur Ramgoolam Avenue, Sodnac, Quatre Bornes**.

The Contractor is expected to be available for meetings during normal business hours.

SUBMISSION OF PROPOSAL

Interested individuals or agencies should submit their proposals no later than **April 15th, 2023**, via email to info@cut.mu. The proposal should include the following:

- Profile and relevant experience
- Proposed methodology and timeline for the project
- Detailed budget breakdown and justification
- Technical specifications of the proposed M&E system
- Examples or references from previous clients
- The quotation should be valid for a period of 45 days after the submission deadline

The proposals will be evaluated based on the following criteria:

- Technical soundness of the proposed M&E system
- Experience and expertise of the contractor in developing digital data collection systems
- Proposed methodology and timeline for the project
- Budget and cost-effectiveness

ADDITIONAL INFORMATION

For any required additional information, the contractor may contact Mr. Shatyam Issur (Director) on s.issur@cut.mu or +230 427 9044.

The Collectif Urgence Toxida reserve the right (a) to reject any proposal that does not meet the requirements or approved budget (b) split the contract on an item basis or (c) reject all quotations.

The organization also reserve the right to request additional information or clarification from the submitting individuals/agencies.

The above project is funded by the **ViiV Healthcare Amplify Impact**.