



TENDER NOTIFICATION

Consultancy Services to Develop Computer Based Offline Data Collection Platform/App

The Organization

The Legal Services Facility is an independent basket fund registered in 2013 as a Tanzanian non-profit company limited by guarantee. LSF strives to increase access to justice for all, in particular for women, through a legal empowerment approach. LSF channels funding on equal opportunity basis to organizations which promote, provide or support legal aid and paralegal services and work toward empowerment of poor women, children and men.

Objectives of the Computer-Based Offline Data Collection Platform/App

The overall objective of this consultancy is to develop an Offline computer-based platform/App to integrate with the existing online monitoring and results system for data capturing. An integrated platform/App shall take into account with a capacity of working offline mode using desk top computers, laptops, mobile phones and any other devices as needed to capture data while offline and submit the data while online.

Specific objectives:

- To develop a platform/App that will be accessible and deployed to different users with varying levels of access and requirements (of paralegals (implementers), grantees and LSF);
- To build the capacity of the relevant staff to manage the platform/App on a sustainable basis through specific training, development of guiding materials and video tutorials.

Scope of work

This assignment is expected to be complete and functional within 90 working days after signing of the contract. The supplier/developer will have to review the existing online systems and prototype developed to better define the idea behind, and requirements of, for the offline system. The supplier/developer will need to meet with LSF team in particular closely working with Monitoring and results unit to fully understand the requirements of the offline Reporting system, and translate that into the technical language.

The **supplier/developer** will work under the overall supervision of LSF's Senior data analyst officer and Monitoring and Results Manager. The terms outlined in the ToR of this procurement are a bit generalized description. The LSF has prepared some pre-defined detailed requirements to be followed but this does not limit the role of the **supplier/developer** to propose the specific and comprehensive low-level technical requirements for each of the components of the assignment as needed or required.

1.1. Specific Tasks:

- Review the background materials about the purpose and intended functionality of the online system available at LSF.
- Discuss with LSF team as needed to get additional information about the offline system requirements.
- Develop the required offline system as agreed with specifications provided by LSF.

Tender procedure

To assist in the preparation of the Tender, the LSF has compiled a tender package that contains the Terms of Reference, Tender Submission form and other documents.

- The tender packages will also be available and forms can be downloaded from our website www.lsfz.org as from 06th May 2019 onward.
- The tenders should follow the formats and provide the documentation as indicated in the tender package.
- A clarification meeting for interested parties will be held at the LSF office on Tuesday 14th May 2019 at 14.00 hrs.

The deadline for submission of the tender is Tuesday 21st May, 2019 at 16.00 hrs.

All tenders have to be submitted in a sealed envelope by hand delivery (a signed and dated receipt will be provided to the deliverer) to the address below:

Chief Executive Officer
Legal Services Facility
Bima Street, Nyati Rd Mikochoeni B
P.O. Box 31480
Dar es Salaam, Tanzania Tel: 0222 781061