FORM AM 10-7:

Procurement Notice/Advertisement
Open International Competition (OIC)

Country of Destination: Cambodia

Reference Number: STEPCam/RFP/STS 2019

Description: *Request for proposal to develop and pilot a Student Tracking System Software for the Ministry of Education, Youth and Sport (MoEYS)*

Deadline for Submission of Sealed Tenders: Wednesday, 18 September 2019 (16.59.00 GMT+0700 SE Asia Standard Time)

Posting Date: *27 August 2019*

UNESCO Phnom Penh office is looking for a qualified firm to develop a software to manage an individual student tracking system and associated support materials as listed in the outputs below. The existing model will modify and expand the existing platform to be completely compatible with it. The software and full source code and other deliverables as required to further develop the software will be owned and managed by MoEYS.. The Firm selected will work in close coordination and collaboration with Department of Planning and Department of Education Management Information System.

Expected Outputs

Outputs and review of outputs should be undertaken using the Iterative Software Development Lifecycle model although main requirements or design features should be incorporated in the first versions. The revised software, which will expand and modify the existing platform to be completely compatible, should be developed in accordance with the requirements detailed in the Solicitation Document.

1. Reviewed requirements specifications and Design document (as one document)
2. Revised workplans
3. Iterations to the Student tracking software
4. Iterations to user help document
5. Iterations to the system documentation
6. Iterations to training materials for users
7. Tracking of issues and bugs throughout development and piloting addressing them proactively
8. Capacity development training to 5 technical staff in the MoEYS in system design, installation and maintenance.
9. Training of 5 trainers in user training materials

Expected Activities

The workplan and activities are detailed in the Solicitation Document, however, the mains are:

1. Stage 1:
    1.1.   Requirements analysis for all stakeholders

      1.2.   Facilitate workshop to confirm requirements and prepare all related workshop technical and relevant supporting material. Workshop logistic will be handled by DEMIS and DOP

2. Stage 2:

      2.1.   Review requirements for development and design changes required for the student tracking software

      2.2.   Implement changes to software in accordance with the design

      2.3.   Pilot: support to the district office and schools

      2.4.   Monitoring of the software operationalization during the entire duration of the pilot to address challenges/issues, proactively intervening to adapt the software based on additional requirements arising during the Pilot.

3. Stage 3: Training of 5 technical staff in the MoEYS in system design, installation and maintenance and submit all required deliverables, including supporting documentation and source code.

Eligibility/Qualification/Experience requirements

Overall, both the Institution and the team members should meet the following mandatory requirements/qualifications:

Mandatory Knowledge, Skills and Experience for the institution and the team members:

- A degree in software development or related field;
- A minimum of 5 years of progressively experience in the software development industry;
- Evidence of experience of two similar nature projects;
- Experience in education and software development;
- Knowledge of S.E. Asia and Cambodia contexts considered an asset; and
- Excellent verbal and written English language skills; knowledge of Khmer will be considered as an advantage.

Mandatory Competencies for the institution and the team members:

- Ability to work collaboratively with counterparts in government ministries and at sub-national levels;
- Ability to deliver results amid tight deadlines.
- Excellent planning, organizational and coordination skills.

The purpose of this notice is to provide general information on the requirements for the procurement process and to inform interested suppliers how to obtain a copy of the Solicitation Documents.

Interested companies who wish to participate in the OIC must request for a complete set of Solicitation Documents, available free of charge, from UNESCO contact person at the address shown below.

The application need to be submitted in hard and soft copy (both are mandatories).

UNESCO reserves the right to amend the documents at any time during the solicitation process. Any amendments or clarifications will be communicated directly to all Bidders who have requested for a complete set of solicitation documents and officially confirmed their intention to submit a sealed tender. No remuneration will be made to companies for preparation and submission of their tenders.

Submission deadline
Proposals, with supporting documents, should be submitted by **Wednesday, 18 September 2019 (16.59.00 GMT+0700 SE Asia Standard Time)**
Only one submission per organization is allowed. Once the application is completed and submitted, revised versions of proposal documents will not accepted. The application received after the deadline will not be considered.

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