African Biodiversity Network

ABN offers an all-African approach to sustainability and community resilience, closely linked to and growing out of traditional practices. The premise is that cultural and ecological diversity are intricately bound together and that only through restoring people's strong and deep sense of connectedness to nature and all that lies within it will people in Africa find ways to be resilient and sustain their land and other natural resources. A key part of this restoration is to give a substantial voice to elders’ indigenous knowledge.

Currently, ABN has 35 partners and allies ranging from small Community-Based Organizations (CBOs) to large coalitions of CBOs and Non-Government Organizations (NGOs)
1. ORGANIZATIONAL CONTEXT

The African Biodiversity Network (ABN) is a regional network that aims to ignite and nurture a growing network of individuals and organizations across Africa. It envisages vibrant and resilient African communities rooted in their biological, cultural, and spiritual diversity, governing their lives, livelihoods, and living harmoniously with healthy ecosystems.

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Currently, ABN has more than 35 partners and allies ranging from small Community-Based Organizations (CBOs) to large coalitions of CBOs and Non-Government Organizations (NGOs), drawn from 14 African countries. ABN is also a founder and member of the Alliance for Food Sovereignty in Africa (AFSA). Its partners are also members of other networks and coalitions. For more information, refer to our website: www.africanbiodiversity.org

ABN is seeking a Consultant/Consultancy firm to undertake a consultancy to develop an Information Management System to strengthen the organisational capacity for quality and sustainable Information Management for the ABN Programme. To enhance the operation and management of the programme in various African countries; ABN Secretariat requires an Information Management System developed. The Consultant should be readily available to complete the assignment by 21st February 2022.

The primary target groups for ABN Programme are the 38,500 community members working with over 30 partners who are affiliated to ABN philosophy in 14 African countries categorized in Sub-Regional Nodes as shown in Section 2.0 below. The broad approaches ABN use to live its philosophy are;

ABN will support the following activities towards the desired change.

i) Community dialogues and meetings- These provide an opportunity for communities to reflect on their knowledge and practices around seed, food diversity, farming practices, and customary governance to analyse their challenges and suggest workable solutions.

ii) Seed biodiversity conservation- This ensures that community perception on seed management is aligned with different contexts, including the soils, water, gender-disaggregated knowledge, cultural practices around seeds, spirituality and threats to seeds.

iii) Bridging the inter-generational Knowledge gap between the young and elders- This aims to engage the younger generation with ideas of bio-cultural diversity and associated local knowledge about building resilient livelihoods.

iv) Action learning through Nature experiential knowledge and exchanges- This is aimed at encouraging community solidarity and learning from each other as peers

Consultancy services: Terms of Reference of an Information Management System of ABN
v) Community mappings- This gives communities the foundation from which they explore the areas to collectively work on to strengthen their local economy while sustaining the foundations of life for current and the next generation without creating inequities

vi) Networking, Communication and Advocacy- Use of various communication platforms to enhance vibrant partnerships within the network.

2.0 The ABN implemeting partners by country and Nodes

21 partners organisations spread in 14 Countries and categorized into four sub-regional nodes as follows

<table>
<thead>
<tr>
<th>Country &amp; No. of the partner organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) EASTERN SUB-REGIONAL NODE – (A total of Eight Partner organisations)</td>
</tr>
<tr>
<td>1. Kenya Four (4)</td>
</tr>
<tr>
<td>2. Ethiopia Two (2)</td>
</tr>
<tr>
<td>3. Tanzania One (1)</td>
</tr>
<tr>
<td>4. Rwanda One (1)</td>
</tr>
<tr>
<td>5. Uganda Three (3)</td>
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<thead>
<tr>
<th>Country &amp; No. of the partner organisation</th>
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<tr>
<td>b) SOUTHERN SUB-REGIONAL NODE – (A total of Three Partner organisations)</td>
</tr>
<tr>
<td>6. Zimbabwe Two (2)</td>
</tr>
<tr>
<td>7. South Africa One (1)</td>
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<tr>
<th>Country &amp; No. of the partner organisation</th>
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<tbody>
<tr>
<td>c) WESTERN SUB-REGIONAL NODE (Two partners)</td>
</tr>
<tr>
<td>8. Benin One (1)</td>
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<tr>
<td>9. Togo One (1)</td>
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<tr>
<th>Country &amp; No. of the partner organisation</th>
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<tbody>
<tr>
<td>d) MENA &amp; CENTRAL AFRICA REGION - (Five New partners)</td>
</tr>
<tr>
<td>10. Gabon One (1)</td>
</tr>
<tr>
<td>11. Cameroon One (1)</td>
</tr>
<tr>
<td>12. Central African Republic One (1)</td>
</tr>
<tr>
<td>13. Morocco One (1)</td>
</tr>
<tr>
<td>14. Egypt One (1)</td>
</tr>
</tbody>
</table>

Total- 21 partner Organisations

3. OBJECTIVE OF THE GENDER RESPONSIVE ACTION PLAN

The goal of this assignment is to develop a fully functional Information Management System for the ABN. The System will be hosted by ABN, with continuous maintenance and support by the Secretariat. The Consultant is expected to deliver a web portal (in English and French) and a backend application that will enhance the tracking of the programme implementation process, management operations, notification and reporting of the deliverables. The Information Management System should be three (3) tiers with separation of presentation (Strategic Partners), application (Implementation partners) and data (information update) layers.
The overall purpose of this Consultancy is to support ABN improve the current processes of Information and Knowledge Management by:

i. Defining requirements for an integrated online three (3) tier Information and Knowledge Management System accessible to different stakeholders (as defined by ABN) across the continent with varying levels of access, to enhance accessibility to stakeholders.

ii. Designing and developing the system that enables solicitation, management for Strategic Partners and Implementing Partners involved in the project and reporting on the same; Implementation of a robust notification system for all user levels.

iii. Clearly defining roles and responsibilities for the system users identified as key stakeholders; and

iv. Building the capacity of the relevant staff to manage the system on a sustainable basis through specific training, help documents and tutorials.

v. Building general data management system for decision-making, coordination, control, analysis and visualization of information in the ABN Secretariat

3.1 Key tasks for the Consultant

i. Present a proposed plan with development methodology for updating of the Information Management System.

ii. Establish Information and Management System.

iii. Review Information Management Requirements Specifications document and map out the solution product.

iv. Prepare all necessary design documents as per the development methodology proposed.

v. Develop a relevant prototype(s).

vi. Facilitate data migration and verification.

vii. Maintain an inventory of deliverables, arising bugs and mitigation measures.

viii. Develop an online 24x7 Information Management System, to facilitate submission, management, reporting, monitoring, evaluation and learning (MEL) from anywhere for SIDA and ABN Projects.

ix. Enable SPs and IPs to track status of their progress online in achieving the agreed upon deliverables.

x. Publish details of the beneficiary communities online.

3.2 More Specifically the system should have the following functionality

i. Design the architecture and modules of the proposed system.

ii. Provide an Application Programming Interface (API) for interlinkage to other internal software systems.

iii. Provide relevant training for different users on how to use the system. These will be complemented by training modules, help systems and technical documents prior to handover.

iv. Call Issuing – Announcements of any progress to enable acceptance of MEL.

v. Application – data capture and document input in different data formats linked to a special update/progress.

vi. State-saving – Enable part completion of the programme progress reports, save and continue later.

vii. Reviewing – Review of all submitted updates, with proper documentation of the findings and feedback of the reviewers submitted online.

viii. Role-based user dashboards with easy-to-use data visualization and highlighting role-based tasks that require attention.
Reporting – parameter related view of reports, graphs and ad-hoc custom reporting capability.

Data capture and management (including MEL); and

Communication and notifications – Interlinkage with mailing systems (and or SMS systems) to enable process level notification to system users or on key programme updates.

### 3.3 The system features should include

i. A web-based front-end portal using appropriate and efficient web technologies for all data interactions.

ii. Have relevant import / export capabilities to enable content/attachment addition and data export to templates or external databases.

iii. Present dashboards showing progress towards individual partner report status.

iv. Provide administrators with tools for monitoring status change and communication with the registered users.

v. Provide a database administration module, allowing for advanced user management, with a staggered set of privileges for different users and user authorization, audit trail/tracking/authorizing changes to project implementation progress status process, database download, online backup and other monitoring-based features; and

vi. Provide integration capabilities to a Information and Knowledge Management / repository platform and event planning/notification system, and enhance management.

### 4. OVERVIEW OF THE PROPOSED SYSTEM

The proposed software should (in addition to the above features and functionalities):

i) Provide an online platform to connect SPs and IPs with the ABN Secretariat.

ii) Reviewers to track the progress of achieving project deliverables according to the agreements while providing feedback through this system.

iii) ABN Secretariat to perform administrative services and generate reports whenever necessary.

iv) ABN Secretariat to monitor progress and support reporting related to fund disbursements and enhance management.

### 4.1 Strategic and Implementing Partners

i. Can post their organisational profile.

ii. Can search for project details and view any updates about the project and related information.

iii. Can respond to article or seed fund calls.

iv. Can update, view, download and print relevant materials, partner profiles and uploaded documents.

v. Can Submit reports/feedback.

### 4.2 ABN Secretariat

i. Register to the system (Approval and role assignation as administrator).

ii. Prepare, view and publish updates.

iii. Can track the progress of the activities of each partner involved in the project.

iv. Can send invites to potential partners to any call relevant to the project.

v. Can sort and schedule interview partners (with the date of contact and notes).
vi. Can view reports on partners on specific objectives and indicators.
vii. Can configure the system.
viii. Can update tabs for SPs, IPs and related information.
ix. Can mass mail system users.
x. Can manage users, roles and access.
xi. Can import/export bulk data via Excel/CSV.
xii. Can manage contents of the site by adding/editing categories and pages.
xiii. Can manage contents like notices, news, photo gallery, slide shows, etc.

5. DELIVERABLES
i. An inception report highlighting how the task will be implemented.
iii. Available API, fully functional.
iv. A draft report including:
   i. A system analysis satisfactory mapped from the Systems Requirements Specification document.
   iii. System and Database Physical Design.
   iv. Prototype model and report.
v. Training report for the different users on system interactions, training modules, help systems and technical documents, and handover completed.
vi. A final report to the satisfaction of the ABN Secretariat including:
   i. User manuals and source code on the stated deliverables.

6. DURATION OF ASSIGNMENT TASK
The Consultant will report directly to the ABN General Coordinator or his designee. A total of 60 days is provided for this assignment.

7. QUALIFICATIONS

7.1 ABN is seeking for a firm with the following qualification:
i) At least five (5) years of progressive experience with an open source software development environment.
ii) A solid understanding of web apps, API interfacing, relational database design and User Interface design;
iii) Expertise in Structured Query Language (SQL), and other high-end Database Management suites.
iv) Demonstrate previous implementations of 3-tier applications.
v) Experience with Agile software development methodologies;
vii) Experience with the development of competitive and other Information and Knowledge Management systems.
7.2 Consultancy Lead
i) Relevant Bachelor's degree, Project management certification will be an added advantage.
ii) Experienced in the delivery of projects in an agile environment.
iii) Experience in the use of tools and techniques to facilitate effective project delivery.
iv) Application experience in all phases of software development projects including analysis, systems design, development and testing approaches.

7.3 Database Designer and Administrator
i) Bachelor’s degree with experience exceeding 3 years in developing and managing databases within the non-profit sector, with expertise in MySQL and MSSQL.
ii) Database certification and knowledge of other Relational Database Management Systems will be an added advantage.

7.4 Software Developer
i) Relevant certification in computer programming, computer science, or a related field with experience exceeding 3 years, who has worked in the system architecture design and development in at least three different projects within the non-profit sector.
ii) Programming expertise in PHP, Java, Python and/or .Net,
iii) Expertise in iOS, Linux and Windows based operating systems.
iv) Strong understanding of the web development cycle and programming techniques and tools.

8. APPLICATION GUIDELINES
All interested firms to send proposals, stating the assignment with the following documents:
i) Detailed cover letter expressing interest in this assignment, including full contact details (name, tel. e-mail) and physical address) and firm’s profile;
ii) Technical Proposal presenting methodology of work and approach;
iii) Detailed work plan, including time frames.
iv) Professional references on previous systems developed.
v) A financial quotation based on the terms of reference above
   i. Provide a competitive and detailed cost breakdown (fee quote in USD) to perform the assignment, including all the chargeable taxes.
   ii. Terms of payment.
Should be in English language

9. CRITERIA FOR SELECTION OF THE BEST OFFER
Interested and qualified consultants/firms should send their application by email addressed to The General Coordinator through the abnsecretariat@africanbiodiversity.org cc accounts@africanbiodiversity.org by 14th December 2021.