



REQUEST FOR EXPRESSION OF INTEREST EOI: LIAZ/02/2024

For the proposed

DESIGN AND SET UP OF MONITORING AND EVALUATION DATABASE

Introduction

Lions Aid Zambia (LIAZ) is a Non-governmental Organization (NGO) incorporated under the NGO Act of 2009. It is a developmental agency for Lions Clubs International Districts 413 (LCI D413) Zambia responsible for design and implementation of long-term, impactful humanitarian service projects. It is an approved public benefit organization under section 41 of the Income Tax Act Chapter 323 of the Laws of Zambia.

LIAZ intends to develop an M&E database to store all program data. In this regard, we wish to hire a consultant to assess our current system, suggest and develop a database to be used to capture and retain project key indicators, helping to monitor and evaluate results.

Features of the Software

The required software should have features that will permit the conduct of the following tasks, at a minimum:

- Design of customized forms.
- Creating a database.
- Capturing data for both quantitative and qualitative indicators.
- Collecting and processing data on mobile devices (e.g., smartphones and tablets).
- Data entry even when the internet connection is not available.
- Storing, importing, and exporting data in Excel and portable document format (PDF).
- Uploading of photos, audio and video files, and documents in Word, Excel, or PDF.
- Geospatial mapping of interventions.
- Protecting data and confidential information.
- Operating on popular web browsers on all major operating systems
- Keeping an audit trail that shows the author of any input/change to the information available and the precise time the input was made.
- Allow for layers of approval for data entered.
- Assign roles to users that restricts rights.

How to Apply

LIAZ therefore wishes to request expressions of interest from eligible firms or individuals (“Consultants”) to design and set up the said database. The interested firms or individuals should submit the Technical and Financial Proposals in PDF format by email to procurement@liaz.co.zm addressed to the Executive Director not later than 1st March 2024.

LIAZ has a policy of "zero tolerance" towards Sexual Exploitation and Abuse (SEA). The Consultant and its employees shall not be involved in any form of abuse.

1A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of LIAZ]

Ladies/Gentlemen:

We, the undersigned, offer to provide the works for [Title of works] in accordance with your Request for Expression of Interest dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the submitted proposal. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address:

2A. CONSULTANT'S REFERENCES

Works Carried Out in the Last Five Years

Using the format below, provide information for works for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment (Contract) Name:		Country/City:
Name of LIAZ:		Address:
LIAZ Contact Details (email/telephone etc):		Name of Contact Person:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services ZMW (and in Current US\$):
Name of Associated companies, If Any:		
Narrative Description of Project:		
Description of Actual works executed by Your Consultant (summary):		

Consultant's Name: _____

3A. CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Qualification: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training. Describe degree of responsibility held by staff member on relevant previous works and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and qualifications obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last five years, also give types of activities performed and LIAZ references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the Consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

**4A. PROGRAMME OF WORKS
(GANTT CHART)**

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8 th	9th	10th	11th	12th
Activity (Work)												

5A. CURRENT LITIGATION

The prospective bidder must provide information regarding any litigation, current or during the last five years, in which the tenderer is/was involved.

The prospective bidder should provide additional information, considered relevant, where appropriate.

Other Party (ies)	Cause of Dispute	Amount Involved

1B. FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of LIAZ*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the works for [*Title of works*] in accordance with your Request for Expression of Interest dated [*Date*] and our Proposal (Technical and Financial Proposals). Our Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is exclusive of the local taxes, which we have estimated at [*Amount(s) in words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address

