**Background**

HIV response Coordination, Community Capacity and Communication-Breakthrough ACTION (HC4) is a 5-year PEPFAR funded project through USAID running from 2017-2022 implemented by Johns Hopkins Center for Communication Programs (CCP). HC4 has developed an electronic platform for collecting, storing, and visualizing community data including demographic information, data related to HIV prevention, testing, and treatment, and other social and health outcomes. The system also captures community structures such as churches and schools, and tracks local resources such as service organizations and traditional healers. Data is captured at the chiefdom/municipality or Inkhundla levels and is used to inform a community-led HIV response. Built on the open source software District Health Information System 2 (DHIS2), the Community Data for Action Platform (CDAP) is built to equip local leaders to understand their communities and take action to improve health, particularly HIV, outcomes.

HC4 now seeks to develop a custom application that extends the functionality of DHIS2 and fits the unique needs of the current project as well as the ongoing objective of data-informed decision-making at the local level. This app would belong to the HC4 program and then be transferred to the appropriate line ministry of the Eswatini national government, to be used to support ongoing evidence-based leadership by local traditional leaders as well as Inkhundla, regional, and national administrative leaders.

**Scope of Work**

CDAP is currently housed on a DHIS2 instance that stores community data as well as serving as the program’s main information system. The DHIS2 platform has been customized to capture both aggregate data, event data, and Individual level data (Tracker). Data is captured using both web and android mobile devices. We have explored and tested a variety of DHIS2 android apps currently available on the Google Play Store. The existing mobile apps have limitations that require us to develop a custom DHIS2 app to meet our specific use case and hosting requirements. HC4 is seeking a DHIS2 developer to produce a custom app based on CCP’s technical requirements.

Activities include:

* Analyze CCP’s requirements and develop requirement specifications, design and development roadmap for the custom DHIS2 android application.
* Build on the existing DHIS2 instance (web), further customizing to fit CCP’s data model and reporting requirements.
* Develop a custom DHIS2 Android application as per the design and specification that will contain data capture (Tracker, Event, and Aggregate) as well as analysis functionality, with specific attention to mapping.
* The android application should be able to run with at least DHIS 2 2.31
* Remotely support technology testing and implementation of custom android app to field officers
* Provide initial maintenance (3 months) of the android app to ensure stability of all specified functionalities

**Deliverables:**

* Analysis report (powerpoint or word document), detailing findings from the requirements gathering and proposed development strategy, timeline, and specifications
* Prototype app to be used for internal testing
* Beta version of the app to be used for field testing, with standard operating procedures (SOP)/ administrator manual and training slides
* Final version of the app, with final SOP, manual, and training slides

**Time Period**

We anticipate the development process to be November 2019-January 2020. The final deliverable should be submitted no later than four months after contract signature.

**Eligibility**

* Must be a registered firm or consultant and have experience with DHIS2 and mobile app development for android.
* Any relationship with government must be disclosed in the submission.

**Proposal format**

All bids should be typewritten, single spaced using Calibri font, size 11, and one inch margins. They should not exceed 10 pages (excluding cover letter, timeline, budget and any appendices). The following format and categories of information are recommended at a minimum; these are aligned with the evaluation criteria specified in this proposal. The organization may include additional categories of information as needed to adequately describe their proposal.

Cover letter: A one-page cover letter signed by the proposed project manager from the bidding agency. The letter should contain the name, mailing address, telephone number, email address, and other relevant contact information of the bidder.

Introduction and Background: This section should demonstrate that the organization understands and has experience with this type of task.

Capacity: Describe the organization’s/consultant’s qualifications and suitability to conduct and manage the activities described in this RFP and to deliver results. Include information on any key staff within the organization who will support the proposed work along with a description of their technical expertise.

Experience:Please include at least three examples of prior relevant work.

Proposed Plan and Methodology: Include your plan and methodology for the project. How you will work within DHIS2 to achieve the outcome.

Proposed Timeline: Include a detailed timeline showing the phases of development through the final version of the app.

Budget and Narrative:Provide a detailed budget in Excel for all aspects of the work with line items that are aligned with the activities described in the proposal in USD.

* The budget should include relevant line items, number of units, per unit costs in USD, and total costs in USD.
* The budget should include the daily rate, if an individual consultant
* Narrative notes in MS Word should be included to explain the costs for each line item. Reasonableness of cost and completeness will be reviewed.
* Since HC4 prefers to award a fixed price contract, bidders will be required to ensure that their budget is a firm and reasonable reflection of all costs associated with the proposed work.

Appendices:

Please include the following documentation as appendices to the proposal. These do not count as part of the total page count. In order to be considered, proposals must include:

* CVs of the key staff member(s)
* 1420 form if applying as an individual consultant
* A list of three clients (past or present) for whom similar work was done, as well as their email addresses and telephone numbers. This list should also include, for each client, a brief description of the work carried out and the dates on which they were completed.

**Evaluation criteria**

Proposals will be evaluated according to the following criteria:

*Introduction and Background (*5 points)

Organization’s understanding of the proposed work.

*Organizational Capacity (10 points)*

Organization’s capacity to manage this activity and deliver results.

*Organizational Experience (10 points)*

The quality and extent of previous experience.

*Proposed Plan (10 points)*

The approach will be evaluated on the overall merit and feasibility of the approach and strategies proposed to achieve the results of the contract.

*Timeline (5 points)*

Include a proposed timeline with major activities and deliverables outlined. It must show the ability to complete the SOW in a timely manner.

*Budget Completeness (5 points)*

The **quality** of the budget from the perspective of reasonableness and inclusion of all costs. The budget should clearly align with proposed activities and have clear budget notes.

**Proposal Submittal:**

Your proposal should be submitted by email to [jhu.admin@jhuccpsz.org](mailto:jhu.admin@jhuccpsz.org) by October 4, 2019**.** All questions must be submitted in writing by no later than 25 September 2019. Responses will be issued by the 27th to all applicants who submit questions or signify their intent to bid by 25th September.

**CCP reserves the right to discontinue the process before an award is made or terminate the process upon award without any explanation to Vendors. CCP may also award this work to any organization without strictly following the criteria set out in this RFP.**