

REQUEST FOR QUOTATION

Regional Centre for Development Cooperation

Regional Centre for Development Cooperation invites fresh quotations from qualified agencies/firms to develop an Online Project Management Tool for the organisation. The scope of the work is as follows: -

Scope of Work for Development of a Project Management MIS Tool

1. Project Title:

Development of a Web-Based MIS for Activity and Financial Progress Tracking

2. Objective:

To develop a simple, low-cost, user-friendly Management Information System (MIS) that helps in tracking project implementation by comparing planned vs. delivered activities and budget vs. actual expenditure. The system should also facilitate storage of qualitative reports and generate visual and tabular summaries at multiple levels (village, GP, district).

3. Key Features and Functional Requirements:

A. Core Functionalities

1. Activity Progress Tracker

- Data entry for activity targets vs. achievements.
- Timeline and milestone tracking.
- Status indicators (planned, ongoing, completed, delayed with reason).
- Filters by project component, date range, and geography.
- Define unique id for project participants

2. Financial Tracker

- Entry and comparison of planned budget vs. actual expenditure.
- Variance calculation with percentage utilization.
- Budgeting by activity/component.
- Define unique id for project participants

3. Qualitative Data Management

- Upload narrative reports (monthly, quarterly, six-monthly, annual).
- Store and tag case studies, photos, videos, and documents.
- Link supporting documents and maintain easy retrieval.
- Define unique id for project participants

4. Data Visualization and Reporting

- Dashboards with graphs, tables, and trend lines.
- Pre-designed report templates.
- Custom reports and export options (PDF, Excel).
- Drill-down and aggregate views at:
 - Village
 - Gram Panchayat (GP)
 - Block
 - District

B. Team Integration Module

5. Role-Based User Access

- Admin, M&E, Project Coordinator, Field Staff, Viewers.
- Custom permissions for data entry, edit, and view.

6. Task Assignment and Collaboration

- Assign responsibilities to users or groups.
- Internal notes, alerts, and reminders.
- Comment threads on activities and reports.

7. Team Communication & Monitoring

- In-app messaging or notifications.
- Activity logs and audit trails for user actions.

C. Mobile Technology Integration

8. Mobile App / Mobile-Responsive Interface

- Android-compatible mobile app or responsive web version.
- User-friendly forms for offline/online data entry from the field.
- Photo, document, and location upload from mobile device.
- Sync data when internet becomes available (offline functionality).

9. Field Data Collection

- GPS-tagged entries for monitoring visits or geo-based data.
- Voice note or video upload features (optional).
- Simplified forms for field-level staff with dropdowns and checkboxes.

10. Mobile Notifications and Alerts

- Task reminders and deadline alerts.
- Push notifications for approvals, rejections, or follow-ups.

4. Technical Requirements:

- Web-based and mobile-compatible (Android-first approach)
- Lightweight and optimized for low-bandwidth areas
- Hosted on cloud or local server (as preferred)
- Built using open-source or license-free tools
- Multi-layer data security and daily auto-backup

5. Deliverables:

1. Inception Report (with tech stack and implementation plan)
2. UI/UX Mockups (Web and Mobile)
3. Functional Prototype (Web and Mobile)
4. Final Deployment of MIS (Web + Mobile)
5. User Manual and Admin Guide
6. Training for Admin and Field Teams
7. Post-Deployment Support (3–6 months)

6. Timeline:

Total Duration: **10–12 weeks**

- Week 1–2: Requirement Analysis & System Design
- Week 3–6: Development & Internal Testing (Web & Mobile)
- Week 7: Pilot Testing with Select Users
- Week 8: Final Deployment
- Week 9–12: Training, Troubleshooting, and Support

7. Evaluation Criteria for Software Agency:

- Relevant experience in developing MIS and mobile-based tools for development projects
- Cost-effectiveness and simplicity of the solution
- Capability to provide offline data entry options via mobile
- Post-deployment handholding and maintenance support
- Scalability and user-friendliness of both web and mobile interfaces

Interested agencies/firms are requested to submit their proposal to rcdcbbsr@gmail.com on or before 19th of August 2025.

A preliminary discussion on need assessment will be conducted at RCDC HO. Once after shortlisting the agencies.
