



LEGAL AND HUMAN RIGHTS CENTRE

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ELECTRONIC CONSTITUTIONAL RESOURCES DATABASE (KATIBA-ECRD).

Terms of Reference (TOR)

1.0. Introduction and Background

The Legal and Human Rights Centre (LHRC) is a Tanzanian, non-governmental organization that is private, voluntary, non-partisan, and not-for-profit sharing organization. It is registered and incorporated under the *Companies (Act)*, Cap. 212, R.E. 2002, as a company without shares limited by guarantee, it has been in operation since September 1995.

Legal and Human Rights Centre (LHRC) is envisioning a just and equitable society. It has a mission of empowering the people of Tanzania, so as to promote, reinforce and safeguard human rights and good governance in the country. The broad objective is to create legal and human rights awareness among the public and in particular the underprivileged section of society through legal and civic education, advocacy linked with legal aid provision, research and human rights monitoring.

In today's digital world, LHRC sees the importance of making effective use of technology to create people's understanding of constitution. For that reason, Legal and Human Rights Centre is seeking submissions from reputable companies to develop an integrated digital Constitution Database Management System (KATIBA DATABASE).

The database will be a one stop center for all constitutional resources and constitution making process in the United Republic of Tanzania. This database will be accessed by all citizens and interested scholars abroad on the constitution history of United Republic of Tanzania.

Components and Scope of the desired KATIBA Database

- 1.1. Documents Capturing
The System should support different document formats
- 1.2. Uploading Documents
System should be able to upload documents in different formats
- 1.3. Document Retrieving
System should have easier way to identify and retrieve documents that are in the system
- 1.4. Document Storing
System should have a specific document storing system from uploading documents up to document retrieval
- 1.5. System User Logs
The system should be able to generate user logs; Number of visitors with their localities
- 1.6. Statistical Reports
The system should be able to generate several reports as per needs
- 1.7. Security
The system should provide a role based access, as well as;
 - *User and Roles*
 - *Modify ownership and Support SSL.*

2.0. Consulting Company Profiling Instructions.

- 2.1. Companies wishing to undertake the process will be needed to submit their profiles and proposals
- 2.2. The following format and sequence should be followed in order to provide consistency in Companies' responses and to ensure each profile receives full and fair consideration. All pages should be consecutively numbered.
 - 2.2.1. Cover Page, showing Company's name, address and contact information;
 - 2.2.2. Up to one-page Letter of Introduction, signed by an authorized signatory;
 - 2.2.3. Table of Content, including page numbers;
 - 2.2.4. Presentation of the Company and its suitability for the assignment;
 - 2.2.5. A Company Reference List (with references' names and contact details) with at least 3 similar tasks conducted;
 - 2.2.6. Detailed CV of the expert proposed to execute the assignment, along with his/her current employment status with the Company or in case of proposing external expert a pre-contract document specifying availability of the proposed expert;
 - 2.2.7. Appropriate IT- related certification of the proposed expert;
 - 2.2.8. A document for registered activity as evidence that the Company is registered as a legal entity for performing the activity related to the subject of the Services or evidence that belongs to appropriate professional association in accordance with the regulations of United Republic of Tanzania.
 - 2.2.9. The list is not exhaustive, additional sections and further information can be provided by the Company.

3.0. Proposal Contents

- 3.1. The Consulting company must submit both financial and Technical proposal Including at least, the following.
 - 3.1.1. Sketch of the proposed System Workflow and Structure.
 - 3.1.2. Financial Consideration of carrying out the Whole Project to Final Launching, the Amount Must be Tanzanian Shillings(TSH)
 - 3.1.3. Proposed support Scheme
 - 3.1.4. Breakdown of Time frame of carrying out the Project

4.0. The Minimum Requirement.

- 4.1.1. At least 5 years' experience in developing information systems.

- 4.1.2. The Company has prepared/ executed at least 3 similar assignments.
- 4.1.3. The Company has worked with Non-Government Institution Undertaking similar tasks
- 4.1.4. Company's Senior Staffs Proposed to work on this Project must have the following
 - 4.1.4.1. A Bachelor degree in ICT or related fields;
 - 4.1.4.2. In-depth knowledge and working experience in ICT Systems development (at least 5 years);
 - 4.1.4.3. Experience in designing and establishing and integrating high traffic web-based databases and modules, (at least 3 projects), With proven Technical Skills.
 - 4.1.4.4. Experience in handling voluminous data
 - 4.1.4.5. Experience in development of Server Solutions, procurement of hardware and software licenses;
 - 4.1.4.6. Strong Communication and writing skills including technical reports as well as general reports;
 - 4.1.4.7. Excellent command on both written and spoken English is essential;

5.0. General

- 5.1. The Client reserves the right to modify the terms of the ToR at any time at its sole discretion
- 5.2. The cost of preparing a proposal and of negotiating a contract, including trips is not reimbursable as a direct cost of the assignment. Short-listed proposals may be asked to make a presentation to the Evaluation Committee, which will be solely at the bidder's expenses.
- 5.3. The Company is requested to hold the proposal valid for 30 days.
- 5.4. The Client may not necessarily accept any proposal. At its sole discretion, the Client reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. The Client is not under any obligation to award a contract, and reserves the right to terminate the request for proposal process at any time, and to withdraw from discussions with all or any of the Companies who have responded. The Client reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Client.

5.5. The Language of the proposal and all correspondence is English.

6.0. Negotiations:

6.1. The Client reserves the right to negotiate specific terms of the contract with the short-listed companies prior to the final award of the contract. The Client intends to negotiate a contract with the Company, which secures the highest, overall weighted score as a result of the evaluation. Should it not be possible to finalize an agreement with that Company, negotiations will be terminated and the next highest rated Company will be invited. The Client also reserves the right to negotiate specific terms of the contract with the Company as the contract progresses.

7.0. Contract:

- 7.1. The Company appointed for the assignment shall be required to enter into a contract with the Client.
- 7.2. The Company must propose a schedule of payments that will be discussed and finalized at negotiations.
- 7.3. The Contract between the Client and selected Company will be signed under the Laws of the United Republic of Tanzania.
- 7.4. All submitted proposals become the property of the Client. However, only the submissions by the successful Company will be used.
- 7.5. The decision of the Client regarding the choice of a Company is final and is not subject to appeal.
- 7.6. All the work Done and System developed will be sole Property of LHRC, and LHRC will hold the Copyrights.

8.0. Enquiries

- 8.1. This TOR Can be download from Legal and Human Rights Centre website, www.humanrights.or.tz
- 8.2. Any **enquiries** about this TOR please contact LHRC ICT Unit through itsupport@humanrights.or.tz

9.0. Submission

- 9.1. Interested Companies will be required to submit their profiles as per this TOR Guidelines to the address below

**Executive Director
Legal and Human Rights Centre
Justice Lugakingira House
Kijitonyama, Opp Institute of Social Work
P.o. Box 75254
Tel : +255(0) 222773038/48
Fax : +255(0) 222773037
Email: lhrc@humanrights.or.tz**

- 9.2. The documents must be submitted via email or in a sealed envelope and must be received before: **February 15, 2019.**
- 9.3. Failure to follow the pre-drawn guidelines will lead to rejection.