

DATE: 17-NOV-2022

**REQUEST FOR QUOTATION: No. PAKIS/RFQ/22/052**  
**DEVELOPMENT OF A DATABASE AND DASHBOARD FOR UNHCR-PAKISTAN LIVELIHOOD,  
ECONOMIC INCLUSION AND EDUCATION SECTOR PROGRAMS**

**QUOTATION TO BE RECEIVED BY: 23-NOV-22 COB**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the following services specified in this Request for Quotation (RFQ).

The following Annexes are integral part of this RFQ:

- Annex A: UNHCR's General Conditions of Contracts for the Provision of Services-2018.
- Annex B: Terms of Reference (TORs)
- Annex C: Financial offer form.

## **1. REQUIREMENTS**

**Services:** As per attached requirements in Annex-B

**Quantity:** As per Annex-B

**Delivery:** At UNHCR Office, Diplomatic Enclave-2, Islamabad

**Payment:** 100% after successful completion of the Project and upon confirmation of the requesting unit.

**Financial Offer:** Please submit your price offer, using financial form (Annex C).

Please note that UNHCR has tax and duty exemption status.

## **2. RFQ SUBMISSION**

We would appreciate receiving your proposal on or before **23<sup>rd</sup> November 2022 – COB** by e-mail in PDF format to [pakisrfq@unhcr.org](mailto:pakisrfq@unhcr.org).

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **2 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

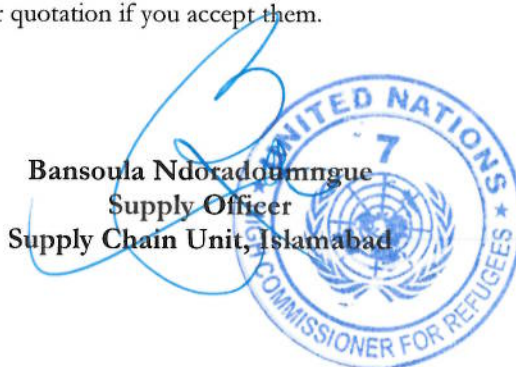
- RFQ Number PAKIS/RFQ/22/052
- Name of your firm

Your quotation must be valid as least for 30 days. The standard payment terms of UNHCR are net 30 days upon satisfactory completion of services and acceptance thereof by UNHCR.

Please find attached in ANNEX-A the UNHCR's General Conditions of Contracts for the Provision of Services-2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

**Bansoula Ndoradoumngue**  
Supply Officer  
Supply Chain Unit, Islamabad



## ANNEX-B

### Database and Dashboard Development

#### TERMS OF REFERENCE (TORs)

##### Background

The Islamic Republic of Pakistan generously hosts one of the world's largest protracted refugee populations. Currently, there are approximately 1.28 million Afghan refugees registered with the Government of Pakistan (Proof of Registration (PoR) cardholders).

UNHCR Pakistan has been supporting Afghan refugees and host families with livelihoods development and education programmes to ensure that refugees have access to their most basic needs. UNHCR Pakistan considers livelihoods and economic inclusion as one of its priority sectors with a view to assisting refugees through a range of interventions, which have the potential to contribute towards the creation of durable and sustainable solutions. Livelihoods projects contribute to the economic empowerment of refugees by creating a greater degree of self-reliance whilst enhancing their economic independence.

UNHCR works with data and statistics, which is helping to understand important information to save, protect and improve the lives of refugees, other forcibly displaced and stateless people. Based on good data and dashboard, we can make informed decisions around our work and better plan for future operations. Data also allows us to demonstrate accountability to beneficiaries, governments, partners and donors in a tangible and comparable way. With quality and timely data, UNHCR and its partners can inspire confidence and trust, take decisions informed by evidence, make resource allocations more effectively, inform communications and advocacy, and demonstrate accountability.

UNHCR Pakistan aims to develop a database and dashboard for the beneficiaries of UNHCR Livelihoods and Economic Inclusion and Education Sector Programme, through a consultant team/firm.

##### Objectives and Scope of Work

The objective of this consultancy is to develop an Information Management and Visualization System of UNHCR Livelihoods and Economic Inclusion, and Education Sector Programmes, that will support in data collection, managing, processing and analysing real time data and visualizing the key results on identified indicators to support decision making process. The data management and visualization system shall include development of a dynamic dashboard that will constitute a holistic programme management information system. The consultant/firm is expected to deliver timely results in a wide range of areas including but not limited to the following:

##### Deliverables

1. **Creation of a Database and Dashboard:** The consultant will be expected to develop a database and dashboard.
2. **Project requirement/problem definition:** The consultant – jointly with UNHCR IM, Livelihoods and Education Teams - will be expected to understand the user requirements and provide technical advice and recommendations on the proposed Database and Dashboard. This is to be done during the inception phase of the consultancy. The consultant will be expected to incorporate a module for defining and capturing activities at the individual, household, community and group level.
3. **Double counting of beneficiaries:** The system to be developed should be in a position to define new Database views to solve 'double-counting' of beneficiaries benefiting from several

interventions of different Livelihoods and Economic Inclusion and Education Projects (of past and ongoing).

4. **Provision of beneficiaries' unique identification number:** The consultant will be expected to incorporate a module for providing and capturing beneficiaries' unique identification number with a detailed information on a Curriculum Vitae format (where possible to put a picture of beneficiaries). Which in case required by an employer shall help him to access the profile of individual beneficiaries.
5. **The database and dashboard should be able to have activities filtered** by district, result areas, communities, status, timeline and project.
6. **Data security:** The consultant will be expected to ensure the database and dashboard is configured in such a way that UNHCR's data/information security and the security standards in the supplier qualification check are adhered to.
7. **System migration:** The consultant will be expected to migrate the system developed so that it be hosted internally in UNHCR Server and test case each phase to ensure a smooth migration.
8. **Workshop on the Database and Dashboard:** The consultant/firm will train UNHCR and partner Staff in Database Management and Dashboard Management Skills.

**NOTE:** If required, UNHCR team will arrange internal and external meetings of selected Consultant/Firm with relevant key stakeholders.

### **Specific Tasks and Deliverables**

1. Review existing data collection, processes, procedures, and input forms.
2. Develop and present a plan of action based on the review and need assessment and seek concurrence of the UNHCR Team (including IM, Livelihoods and Education Staff).
3. Develop database capturing all the data fields identified through discussion with UNHCR Team.
4. Develop interactive dashboard covering all the indicators identified through discussion with UNHCR Team.
5. Apply theme and colours scheme of the dashboard in consultation with the UNHCR team.
6. Ensure data security, safety and integrity of the database as per UNHCR Data Protection Policy.
7. Training of UNHCR and Partner Staff in Database and Dashboard Management Skills.
8. The migration of Database and Dashboard to UNHCR Server.

### **Time Frame (Duration of Contract)**

To be proposed by Consultant/Firm and shall be negotiated with UNHCR.

### **Budget**

To be proposed by Consultant/Firm (also to be negotiated with UNHCR Team)

## ANNEX-C

### FINANCIAL OFFER FORM (DAP-UNHCR-Islamabad Office Basis)

ITEM NAME & DESCRIPTION	QTY	UOM	UNIT PRICE (PKR)	TOTAL PRICE (PKR)
Development of a Database system (As per attached TORs Annex-B) Inclusive of all charges	1	Project		
Total Amount (PKR)				

Other Information Pertaining to our Quotation are as Follows:	<i>Yes, we will comply (State, as required)</i>	<i>No, we cannot comply (state as required)</i>
Acceptance to offer services as per requirements (Annex-B)		
Delivery Location: DAP UNHCR Office. Diplomatic Enclave, Islamabad		
Offer Validity: (30 Calendar Days minimum)		
Acceptance of UNHCR General Terms and Conditions for Services attached		
Completion Time (Days:		

NAME:	
TITLE:	
FOR AND ON BEHALF OF:	
DATE:	