ToR PRAC

(Partnership Registration assessment and Categorization)

CONTENT

1. EDITION AND REVISIONS

Edition date	Description	Author
21/10/2020	Creation of the document	Julien Viémon

2. OBJECTIVES

Our goal with this tool is to enhance our capacity to manage better various aspects and risks towards our partnership approaches for a better localization of our humanitarian responses.

The main objective is to develop an online platform to manage all types of Action Against Hunger's partnerships and help us decide if we can collaborate with a partner or not based on the associated risks and, if so, which contract clauses and measures we need to consider.

The tool will be used by external users (partners) and AAH user too.

The full functional requirements are detailed in "functional requirements PRAC". The proposed solution must cover all these requirements. To obtain details of these requirements, please request them by email to mestecha@accioncontraelhambre.org

3. CRITICAL CAPABILITIES OF THE APPLICATION

1. Online tool.
2. Multi-language.
3. UI and UX is critical to design for optimal use by our missions
4. Tool, must be optimized for use in situations of limited connectivity. All users will not have the same internet bandwidth.
5. Login integrated with AAH Azure Active Directory.

4. KEY COMPONENTS OF THE APPLICATION

- Management of roles and security groups within the application
- Integrate SSO of Azure Active Directory to manage different roles.
- Login access for external users
- User friendly interface.
- Tool must have capacity to connect to others AAH applications
- All data generated in the application, could be exportable to other system.
- Comply with all minimum requirements defined in the annexed document "functional requirements PRAC"
- Multi-language tool: The application must implement language selection (English, Spanish and French)
- Must comply with our standards of developments, as set out in the **Best Practices of Software Applications Development** document. To ask for this documents please send an email to the attention of lescolano@accioncontraelhambre.org with the reference "ESMD01523 PRAC Solution" in the subject of the email with a copy to rpenaranda@accioncontraelhambre.org

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5. REQUESTED SERVICES

Development, implementation, and support services are requested for what is described in this document as well as the functionalities described in Functional Requirements Document:

- Proposal for optimal software architecture, methodology and hardware.
- A web solution developed in one of the following technologies will be assessed:
  - php+MySQL.
  - C# .net + SQLServer.
  - Other duly justified technological approaches will also be assessed.
- Analysis and execution of the processes required for the implementation of the PRAC Solution based on the functional definition.
- Implementation of the Solution and accompaniment in the piloting and scaling of the same.
- Definition of the administration processes and configuration of the solution.
- Training plan for the final users of the solution.
- Definition of the project guarantee.
- Proposal for post-project support.

6. LOCATION

The consultancy must be carried out in the offices of the headquarters in Madrid at least in those points where it is indispensable. Due to the current situation and according to the evolution of the Covid-19 pandemic, a remote plan should be in place to allow the project to be carried out normally.

It will be possible to switch from one mode to another depending on the situation.

7. STAFF INVOLVED

Action Against Hunger will designate a reference point for the management of the project, who will be responsible for coordinating efforts between the different parties and providing the necessary information for the correct development of the audit.

8. HOW TO APPLY

It must be submitted:

1. A <u>technical proposal</u> including:
   a. The methodology to be used to analyse all the points of the scope appearing in these terms of reference, as well as any other point that is not indicated and may be relevant.
   b. A work plan detailing the development and duration of the actions defined to be carried out.

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     c. Details of the resources required for the correct development of the project, both human and technological. Indicate the professional profiles participating in the project, as well as the tools to be used.

2. A **financial proposal** including:
     a. A breakdown of the cost of each activity detailing profiles involved, and hours spent, including VAT. Also indicating the total cost.
     b. Proposed payment conditions that may be negotiable.
     c. It will be essential to issue an invoice/s with VAT.

Both the technical and the financial proposal should be sent to the attention of lescolano@accioncontraelhambre.org "ESMD01523 PRAC Solution" in the subject of the e-mail and rpenaranda@accioncontraelhambre.org with a copy.

A technical clarification meeting may be scheduled if necessary, to ensure the quality of the proposal to be submitted.

To request a meeting, please send an email to the attention of lescolano@accioncontraelhambre.org with the reference "ESMD01523 PRAC Solution" in the subject of the email with a copy to rpenaranda@accioncontraelhambre.org. The clarification meetings will take place between 2 November 2020 and 13 November 2020.

Reception of proposals no later than 09/11/2020 at 23:59 Madrid time.

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