



**PLAN**  
INTERNATIONAL



Consultancy terms of reference

<b>Main Facts Table</b>	
RFQ reference	RFQ FY22 – 108 Solutions Architect Consultancy
RFQ launch date	08/03/2022
Contract Manager	Adnan Laeeq
<b>Deadline for submission of offers</b>	<b>07/04/2022 (Extended)</b>

Submission of offers to [Procurement@plan-international.org](mailto:Procurement@plan-international.org)

*Please include the RFQ reference number above in all correspondence*



## 1. Background Information on Plan International

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it's girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

We have been building powerful partnerships for children for over 75 years, and are now active in more than 70 countries.

Read more about Plan International's Global Strategy: 100 Million Reasons at <https://plan-international.org/strategy>

## 2. Background/Context

The Digital Data Collection Tool (DDCT) Suite has been set up to come up with a collection of vetted, approved and supported DDCTs. To date, four DDCTs have been identified and have been approved to be part of the Suite after a comprehensive and participatory evaluation process. These are TaroWorks, Commcare, Poimapper and KoboToolBox

This year, the one of the key objectives of the Plan Digital & Innovation team is to implement the Suite. The DDCT suite will harness the power of digital technology to transform the way Plan delivers outcomes for children, and to extend the organisation's reach and impact.

## 3. Description & Objectives

### Purpose

This RFP seeks to engage a Solutions architect to develop a comprehensive end to end solution for one of the tools in the suits. The scope of this assignment will be limited to **Commcare**. The consultant will be required to have an in-depth understanding of the architecture of the tool, the Plan IT infrastructure network and mobile digital data collection in a humanitarian context. This will put the architect a position to design an end-to-end solution for tool (Commcare) that will satisfy the organisation's need to use mobile digital data collection as a viable option to efficient, secure and cost-effective data collection.

## Methodology/ Questions

The objective of this consultancy is obtaining a clear and comprehension solution for Commcare that will aid in the implementation of the DDCT suite. With a detailed end to end solution for each of the tools, Plan International will be able to assess the modalities around implementing the suite within the organization.

The key deliverables of this consultancy will enable the Plan IT and D&I teams to:

- 1) Ascertain the overall feasibility of implementing the mobile digital data collection tool
- 2) Determine resource allocations
- 3) Determine the impact the tool has on the programmes
- 4) Identifying risks associated with running the tool as one of the mobile digital data collection solutions

## 4. Deliverables and Timeline

### Key Deliverables

During the tenure of this consultancy, the incumbent is expected to produce the following key deliverables for the mobile digital data collection tool under review:

1. Review and Finalise the PoC Implementation plan
2. Impact assessment document
3. 1-2 pager (with schematics) Power BI – Commcare integration paper.
4. End to End Solution report

As mentioned above in point 3, the consultant will be required to produce a 1-2 pager integration paper detailing an analysis of the integration between Power BI and Commcare. This may be used in the future.

For these key deliverables to be achieved, certain activities need to be performed. Each of these activities have a set of tasks that need to be undertaken and completed diligently.

Below is a table showing the Activities, breakdown of tasks and the expected outputs/deliverables:

2	Solutions Architect Commcare -									
#	Activity	Tasks	R	A	S	C	I	Outputs/ Deliverables	Duration (days) Up to:	Comments
2.1	Review the POC Implementation plan and Identify/contribute to it to make it holistic	<ul style="list-style-type: none"> <li>- Identify and highlight key aspects that need to be tested in the PoC phase</li> <li>- Ensure key milestones are clearly identified and the objectives SMART</li> </ul>	Architect	Architect	David	Project team	GH IT	Final PoC Implementation plan	5	The Solutions Architect will contribute to the PoC implementation plan before the PoC starts.
2.2	Review results of the proof of concept and resolve issues raised	<ul style="list-style-type: none"> <li>- Review issues documented in the proof of concept , using the variance report and use cases analysis</li> <li>- Liaising with Commcare on any challenges emanating from the proof of concept phase</li> <li>- Liaise with all stakeholders to come up with viable solutions to noted challenges</li> </ul>	Architect	Architect	Commcare, David	CO IT	GH IT	Impact assessment document	10	The Solutions Architect will take the findings of the proof of concept and work on refining the solutions. This might require referencing use cases and deep diving into the tool features and capabilities to ensure best for the organisations T2 needs.

2.3	Analysing and documenting integration with Power BI	<ul style="list-style-type: none"> <li>- Document configuration steps</li> <li>- Run a risk analysis that such an integration can have on the Plan Network</li> </ul>	Architect	Architect	David	-	GH IT, Plan Digital	1-2 pager (with schematics) integration paper.	2	A nice to have for future consideration
2.4	Develop and end to end solution ( factoring in scalability)	<ul style="list-style-type: none"> <li>- Reference the relevant IT Policies, Data privacy policy and the minimum standards framework to ensure alignment of Commcare.</li> <li>- Define and document the Commcare access management procedures</li> <li>- Define and document the user profile management, access right and security</li> <li>- Determining bandwidth requirements</li> <li>- Documenting support requirements</li> <li>- Documenting data storage, security, privacy and backup solutions.</li> <li>- Documenting management of cookies and safe guarding of data if moving across countries</li> </ul>	Architect	Architect	David	CO IT	GH IT, Plan Digital, Project Board	End to End Solution report	10	Given that Commcare will serve different needs, the solution will focus the use cases that are best served by the tool.
<b>Total Days</b>									<b>27</b>	

## 6. Expected qualifications of Consultant

### Solution Architect Competences:

- Efficient communication skills.
- Resolving technical problems as they arise.
- Positive outlook in meeting challenges and working to a high level.

### Solution Architect Requirements:

- Bachelor's degree in Information Technology, Software Engineering, Computer Science, or related field.
- Proven experience in software architecture design.
- Ability to analyse and integrate solutions within existing network
- Knowledge of mobile network technology
- Knowledge of mobile device security
- In-depth understanding of digital data collection tools. Knowledge of Commcare is a distinct advantages.
- Sound knowledge of working with operating systems and databases.
- Understanding of current best practices regarding system security measures.

## 7. Contact

[Procurement@plan-international.org](mailto:Procurement@plan-international.org)

## 8. List of documents to be submitted with the RFQ

The interested applicants are required to provide a proposal covering the following aspects:

- Detailed response to the ToR
- Proposed methodology
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- Proposed timelines
- CV(s)
- Example of previous work
- Reference
- Detailed budget, including daily fee rates, expenses, etc.

All consultants/applicant are required to agree and adhere to Plan International's Non-Staff Code of Conduct

## 9. Submission of offers

Please send your application to Plan International Tuvola Koroma [Procurement@plan-international.org](mailto:Procurement@plan-international.org) by **07/04/2022 (Extended)** referencing "RFQ FY22 – 108 Solutions Architect Consultancy" in the subject line and including support documents as outlined.

Please note interviews to commence 14<sup>th</sup> April 2022 and 15th April 2022. Contract to start last week April.

## 10. Evaluation of offers

Shortlisted suppliers may be invited to discuss their proposals in more detail at Plan's discretion.

Plan International, at its sole discretion, will select the successful Proposal.

Plan international shall be free to:

- Accept the whole, or part only, of any submission
- Accept none of the proposals
- Republish this Request for Quotations

Plan International reserves the right to keep confidential the circumstances that have been considered for the selection of the offers.

Part of the evaluation process may include a presentation from the supplier.

Women-owned businesses and companies actively engaged or advancing gender equality and women empowerment in the workplace are especially encouraged to apply

Value for money is very important to Plan International, as every additional £ saved is money that we can use on our humanitarian and development work throughout the world.

Plan International may award multiple contracts and all contracts will be non-exclusive.

## 11. Contract & Payment terms

Please note that, if successful, Plan International's standard terms of payment are **30 days** after the end of the month of receipt of invoice, or after acceptance of the Goods/Services/Works, if later.

## 12. IR35 Requirements – Only applicable for UK based or connections to the UK Consultants

As of April 2021, all Global Hub UK-based contractors (Consultant/personal service company/agency/intermediary) employing "people" in their chain to deliver serves to Plan International must follow a strict process of IR35 determination.

Plan Limited will conduct a CES tool on all relevant shortlisted proposers as outlined above to determine whether they fall inside or outside IR35.

## 13. Plan International's Ethical & Environmental Statement

The supplier should establish environmental standards and good practices that follow the principles of ISO 14001 Environmental Management Systems, and in particular to ensure compliance with environmental legislation

## 14. Clarifications

The onus is on the invited individual/companies to ensure that its offer is complete and meets Plan International's requirements. Failure to comply may lead to the offer being rejected. Please therefore ensure that you read this document carefully and answer fully all questions asked.

If you have any queries in relation to your submission, or to any requirements of this RFQ, please email: [Procurement@plan-international.org](mailto:Procurement@plan-international.org)

Thank you for your proposal



