FORUM FOR AGRICULTURAL RESEARCH IN AFRICA (FARA)

TERMS OF REFERENCE

Establishment of FARA's Vendor Database Management Software

Reference: FARA/CAADP-XP4/NCS/IC/2021/01

A. INTRODUCTION

The Forum for Agricultural Research in Africa (FARA) together with the Sub-Regional Agricultural Research Organizations (SROs) offer a strategic platform that fosters continental and global networking to strengthen the innovation capacities of Africa's agricultural research system. FARA also has a mandate from the AUC to serve as its technical arm in the advancement of the Science Agenda in Africa's Agriculture.

To achieve transformation in the agricultural sector, FARA has identified an increasing need for deeper collaboration among Agricultural Research for Development practitioners and private sector partners in Africa. FARA has therefore embarked on an inclusive process together with the Sub Regional Organizations (ASARECA, CCARDESA, CORAF) and AFAAS, to develop a new vision of collaboration and operationalization with private sector partners. This is being done through the European Union (EU) funds under the Development Smart Innovation through Research in Agriculture (DeSIRA) initiative. The initiative aims to implement a 4-year project in Africa called CAADP Ex-Pillar 4 (CAADP-XP4).

The overall objective of the CAADP-XP4 is to increase the contribution of Africa's regional and country-level agriculture and food innovation systems towards the achievement of climate-relevant and sustainable transformation of the continent's agriculture and food systems.

FARA continues to embrace the digital revolution, it is increasing its reliance on IT tools to perform its functions. FARA has found the need to establish a vendor database of eligible individual experts and firms to be engaged to provide services or supply goods whenever needed. FARA, therefore, intends to implement this excellent initiative through the CAADP-XP4 project supported by the European Commission & IFAD.

The vendor software will allow FARA to develop a comprehensive vendor management process and obtain a complete view of the vendor relationships and vendor risk. The solution will enable efficient vendor due diligence, maintain vendor records (addresses, contact, area of specialization, etc), announcement, notification of bids, status proposals, submission of documents, etc.

The overall objective of the assignment is to engage a consultant to lead the design of a Vendor Database Management Software (VDMS) for FARA.

B. OBJECTIVES OF ASSIGNMENT

The purpose of the assignment is to develop a vendor management software to manage FARA's vendor information, such as contact information, nature of business, experiences, qualifications, receive automated reminders of key dates, secure access to all files, messages and communicate directly with the vendors.

C. SCOPE OF ASSIGNMENT

Under the guidance of the FARA's Web Developer, Procurement Expert, IT Officer, and the overall oversight of the Human Resource Manager, the consultant will undertake the following tasks:

No.	Scope	Description
1.	User management	The solution should provide different levels of access to the database: administrator, manager, user, who may be able to read, write and edit depending on their role.
2.	Database maintenance	The solution should enable users to insert, update and delete records in database tables.
3.	Transfer mechanism	The solution should enable users to transfer data from other databases and Excel files to the database, and to export data into other formats, including but not limited to Excel.
4.	Data manipulation functions	The solution should enable users to perform operations including searching, sorting data, merging/uploading files and documents as attachments, sending online messages.
5.	Macro language	The solution should include a macro language that allows conditions and loops plus all the data manipulation functions listed above, with a recording engine, macro-management tools (create, save, delete, load, change) and documentation.
6.	User interface	The solution should have a user-friendly interface and also allow the display of data and all the functionalities listed above at the front end.
7.	Data transfer	The solution should allow data transfer between the internal and external databases and storage devices.
8.	Database history	The solution should include a log of all changes to the records in the database that can be used as a "restoration table" to undo changes that were made.
9.	Training and closure	The consultant/developer of the solution should provide all the tools, training and maintenance necessary for the effective use of the solution, including but not limited to: system usage guides, training for administrators and users, system documentation, system maintenance contracting, system support and system upgrade.

D. OUTPUTS AND DELIVERABLES

The Consultant is expected to deliver the following:

- Development of vendors database

    - Name of company or service provider
    - by type of company or service provider,
    - by sector,
    - Email address
    - Contact number
    - by procurement categories/sub-categories,
    - qualifications
    - by experience
    - and so forth

- Receive automated reminders of key dates
- Secure access to all files and messages
- Communicate directly with vendors - a means to communicate to a selection or all of the suppliers by uploading the tender advert or request for quotations/proposals
- An auditable record of all activities
- At least 6 users to have access - create a link (URL) to enable multiple users access to the database from any location
- User manual/guide

E. DURATION OF THE ASSIGNMENT

The assignment is to be fully completed within 2 months after the signing of the contract (by end of December 2021)

F. LOCATION OF THE ASSIGNMENT

The assignment will mostly be home-based but will require a minimum of 7 days on location at the FARA Secretariat in Accra, Ghana, or a designated location decided by FARA.

G. PERFORMANCE CRITERIA

The Consultant is expected to undertake the services with the highest standards of professional and ethical considerations, competence and integrity. He/she is expected to deliver the outputs listed in Section C and D in a most effective and efficient manner within the assignment period stated in Section E of this document.

H. REPORTING

The Consultant will be working directly and frequently with the IT Officer and Procurement Expert. and reporting to the Executive Director of FARA through the Head of Human Resources and Administration.

I. FACILITIES TO BE PROVIDED BY FARA

FARA will provide the following information and facilities to the consultant:

1. Space to work equipped with internet
2. Information on other existing relevant FARA websites and backend where necessary
3. Any other relevant information that will be required and is available

J. QUALIFICATION AND EXPERIENCE

The following qualifications and experience are required for this assignment

1. A basic degree in computer science, information and communication technology, or related relevant field and a minimum of three years' experience
2. Proven experience in web design covering all the features outlined in section C above; website support training, security and administration; Google analytics; and Search Engine Optimization.
3. Demonstrable experience in developing applications using well-known and widely used open-source platforms, such as Drupal, Joomla, WordPress, etc.
4. Understanding of End Users needs to match with adequate technical solutions.
5. Fluency in English Language and proficient writing and communication skills in the English language

K. APPLICATION PROCEDURES AND DEADLINE

Interested individual consultants should submit a technical and financial proposal in relation to the terms of reference indicating their interest and providing the following information and documents:

1) Technical Proposal
   - Proposed methodology and work plan in carrying out the assignment
   - References related to the execution of similar contracts
   - Comprehensive CVs
2) Financial proposal *(in united states dollars)*

Individuals may obtain further information at the address below during office hours 9h00 to 15h00 GMT. Submission of proposals on the assignment must be delivered to the address below on or before **Friday, October 29, 2021** to:

Dr. Yemi Akinbamijo
The Executive Director,
Forum for Agricultural Research in Africa (FARA)
PMB CT 173 Cantonments, Accra
9 Flower Avenue, Mile 7, New Achimota - Accra
Accra, Ghana.
Email: **recruitment@faraafrica.org**

For further information and clarifications ONLY:

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