



TERMS OF REFERENCE FOR INFORMATION MANAGEMENT SYSTEM DEVELOPMENT CONSULTANT IN TANZANIA.

1.0 The African Enterprise Challenge Fund.

The AECF is a development institution which supports businesses to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes in rural and marginalized communities in Africa. Launched in 2008, the AECF has mobilized over US \$310 million to date, leveraging more than US \$580 million in matching capital and improving the lives of more than 13 million people in 2016 alone through jobs and increased household incomes. The AECF has so far supported 257 companies in 24 countries in sub-Saharan Africa across 40 value chains in our focal sectors of agribusiness and renewable energy.

In the new 2018-2020 strategy, our goal is to “double our impact in half the time”. To achieve this, we will continue to focus on the agribusiness and renewable energy sectors, increase support to climate smart technologies, refine our challenge model, expand regional presence, deepen focus on gender, youth and employment by expanding our products and partnership approach to better meet our investees’ current needs; and ensure they rapidly scale and transition to external financing and sustainability thereby attaining our vision of ‘A Prosperous and Enterprising Rural Africa’.

Since the inception, The AECF through REACT has provided investment support (US \$63m) to a cluster of 58 businesses in across East Africa, focusing on renewable energy or adaptation to climate change technologies (REACT) and agribusiness. Some of the businesses have experienced a number of challenges and the AECF is providing technical assistance to help in addressing those challenges and improve performance of the respective businesses.

2.0 East Africa Fruits and Farm Co. Ltd

East Africa Fruits and Farm Co.Ltd deals with distribution of fruits and vegetables to different customers in Tanzania. It buys produce from smallholder farmers, processing the produce and then re-sell hygienic produce in particular to upper hand customers.

As part of expansion and improve the project, the company with support from the AECF has invested in cold chain supply from the collection centres to distribution that will add value to the produce and reduce losses incurred by smallholder farmers. The cold chain supply will allow the business to increase the purchase volume therefore necessitate the need to develop Information Management Systems (IMS) for suppliers and stock management as well as impact analysis that will help to capture,keep and compute important information from farmers to the end users and help the business to monitor the progress easily and make informed decision.

3.0 Purpose and deliverables of the Assignment

The objective of the assignment is to develop online information management system (IMS) for suppliers and stock management as well as impact analysis. The IMS will quickly provide analyzed information/data in different forms such as graphs, charts, ranges, trends, etc. The assignment will also include trainings to EA Fruits and Farm Co. Ltd on how to feed information to the systems and various simply analysis and interpretation.



3.1 Specific duties and responsibilities of Consultant

- a) Develop easy to use Inform Management System (IMS) that can be accessed on line via both phones and computers. The system should be able to keep all information from the cold chain supply (from farmers, collection centers, transport, storage, distribution and end users). It should also be able to analyze the information to different forms such as graphs, charts, etc.
- b) Integrate the IMS to the business website/server with access control option.
- c) Train staff on how to input data, carry out simple analysis and interpretation.
- d) Prepare a simple manual on how to navigate the systems and carry out simple analysis.

3.2 Outputs and Reporting Requirements

The consultant shall report to the EA Fruits and Farm Co. and S/He will deliver the following outputs:

- a) A robust on line Information Management System integrated to the business website/server.
- b) Training to EA Fruits and Farm Co. Ltd staff on how to feed information and carry out simple analysis.
- c) A manual on how to navigate the system.

4.0 Duration of Service

The duration of the service will be 25 man days spread over a period of 3 months. This service is expected to commence **End of May 2018**.

5.0 Proposal submission

Qualified consultants (individual or institutional consultant) are invited to submit the proposal which include the following:

- a) Qualification and experience of the individual/institution.
- b) Approach and methodology to undertake this assignment.
- c) Previous experience in similar assignment(s).
- d) Detailed financial budget (in USD) and work plan.

6.0 Criteria for BID Evaluation / Assessment

Key areas for Evaluation/ Assessment	Weighted Award
a) Technical Proposal	
i) An understanding of the consultancy requirements;	
<ul style="list-style-type: none"> • Outline of what The AECF and EA Fruits Limited do and how this fits into the bidder's previous work. 	5
<ul style="list-style-type: none"> • An in - depth understanding of Cold Chain Supply. 	10
ii) Methodology and work - plan for performing the assignment:	40
Demonstrated capacity to deliver the task(s) within a realistic timeline, based on the consultancy days designated per task.	
iii) Relevant services undertaken by the bidder in the past engagements.	10
iv) Detailed reference list indicating the scope and magnitude of similar assignments:	10
<ul style="list-style-type: none"> • Letters of reference from past customers or associates to the lead consultant or the consulting organization. 	
<ul style="list-style-type: none"> • Registration and other relevant statutory documents (applies to institutional consultants) 	5



b) Financial Proposal	
i) Clarity, relevance, reality to market of value/ value for money of cost for the assignment (inclusive of any applicable tax).	20

7.0 Qualifications

- A bachelor degree/advanced diploma in information technology, computer science or any relevant programme.
- At least 3 years' experience in database / information management system development.
- Experience in training and manual development highly desirable.
- Fluent in English.

To be considered , your application must be received by **18th May 2018** addressed to procurement@aecfafrica.org