Request for Proposal: Development of Comprehensive Management Information System (MIS) for AWEC

Introduction

AWEC invites proposals from seasoned and proficient Information Management System consultants for the conceptualization, creation, and implementation of a comprehensive Management Information System (MIS). This system is critical for streamlining daily operational processes, enhancing reporting mechanisms, and bolstering program, project management, and budgeting functions. It will also support activities planning and tracking, facilitate advanced reporting, and enable efficient data sharing capabilities. The envisaged MIS should be cloud-based, support data interchange in XML and Excel formats, feature a user-friendly interface, and include dedicated, authority-differentiated portals for each department, specifically focusing on the needs of the HR, Program, and Procurement Departments.

Objective

The aim is to implement an MIS that optimizes our operational workflows, augments decision-making processes, and ensures seamless information exchange across the organization's various segments, with particular emphasis on enhancing the functionalities for the HR, Program, and Procurement Departments.

Scope of Work

The selected consultant will be responsible for:

- **Requirement Analysis**: Conduct a thorough assessment of AWEC's specific needs to ensure the MIS aligns with our strategic objectives, with particular focus on the HR, Program, and Procurement Departments.

- **System Design**: Architect a comprehensive system design incorporating all necessary modules and functionalities.

- **System Development**: Construct the MIS with specialized modules for program and project management, budgeting, activities planning and monitoring, advanced reporting capabilities, and robust data transfer mechanisms.

- **Cloud-Based Infrastructure**: Establish a secure, scalable cloud framework for hosting the MIS.

- **Data Transfer Capabilities**: Facilitate data exchange in XML and Excel formats for comprehensive interoperability.

- **User Interface (UI)**: Design an intuitive UI to guarantee straightforward access for all staff members.

- **Departmental Portals**: Develop bespoke portals for the HR, Program, and Procurement Departments, ensuring appropriate user access levels.

- **Training**: Deliver comprehensive training to AWEC staff for effective system utilization.

- **Maintenance and Support**: Provide continuous maintenance and support post-implementation to ensure system reliability and performance.

Proposal Submission

Proposals must be submitted electronically to hr@awec.info by **7 April 2024**. Your proposal should include:

1. **Company Profile**: An outline of your organization, highlighting your experience in MIS development.

2. **Project Approach**: A detailed methodology for addressing the requirements specified in this RFP.

3. **Proposed Timeline**: A timeline delineating key milestones and stages.

4. **Cost Estimate**: A thorough cost projection, encompassing all fees and expenses.

Evaluation Criteria

Proposals will be assessed based on:

1. **Experience and Expertise**: Demonstrated proficiency in similar MIS initiatives.

2. **Proposed Approach**: Clarity, innovativeness, and practicality of the approach.

3. **Cost**: Overall cost-effectiveness.

4. **Timeline**: Feasibility of the proposed timeline.

5. **References**: Credibility and satisfaction levels of former clients.

Contact Information

For further information or clarifications regarding this RFP, please contact: attaullah.niazi@awec.info

AWEC reserves the right to accept or reject any proposal and to cancel the selection process at any stage before contract award, without thereby incurring any liability to the impacted consultant(s).

We anticipate your proposals and are eager to collaborate with a skilled consultant to advance our Information Management System, ensuring it meets the nuanced needs of our HR, Program, and Procurement Departments.