

BIDDING DOCUMENT FOR GOODS & RELATED SERVICES

Title of the Tender	Consultant for Data validation and Data Analysis for EACO Databank
Tender reference number	N° 001/11/2020
Procurement Method	OPEN COMPETITIVE BIDDING
Date of Issue:	November, 2020



Communications for all in East Africa

TENDER NOTICE 001/11/2020

TITLE: CONSULTANCY SERVICES FOR DATA VALIDATION AND ANALYSIS FOR EACO DATABANK

CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO)

EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO) hereinafter called ‘Client’ has funds toward the cost for the consultancy services to validate and analyze Data of two Quarters for EACO Databank.

EACO invites qualified individual Consultant to submit its bid for the above-mentioned services. Technical and financial offers in plain sealed envelope shall be submitted to EACO Offices /or submitted online to the email: nsitati@eaco.int not later than **05th January 2021 at 10:00 am.**

The opening of bids will take place at the EACO offices **on the same day at 11:00 am.**

The tender documents may be obtained from EACO website: www.eaco.int, at any day from 19th November 2020. All interested bidders must pay non-refundable fee of thirty US Dollars (**30 USD**) to EACO Bank Account No 4002200232452, opened at Equity Bank Rwanda. **Swift code: EQBLRWRW**

Dr Ally Simba

Executive Secretary**Bidding Document for the Consultancy Services to Validate and Analyze Data of EACO Databank for Two Quarters****Section I. Instructions to bidders**

No	A. General
1	<p>The Procuring Entity is: EAST AFRICAN COMMUNICATIONS ORGANISATION (EACO)</p> <p>Method of Selection: QCBS</p>
2	<p>The name of the tender is: Consultancy Services for Data Validation and Analysis of Two Quarters for EACO Databank (Individual Consultant)</p> <p>Financial Proposal to be submitted together with Technical Proposal: YES but separately in the system.</p>
3	<p>The Source of funds: ORDINARY BUDGET</p>
4	<p>A list of firms debarred from participating in Rwandan tenders is available on the following website: http://www.rppa.gov.rw</p>
	<p>B. Contents of Bidding Documents</p>
5	<p>Any enquiry regarding this tender may be addressed to EACO Secretariat through the following emails: info@eaco.int/ emukarukundo@eaco.int/ skabahuma@eaco.int</p> <p>All requests will be sent by writing not later than 14 days before the fixed deadline for the submission of bids.</p>
	<p>C. Preparation of Bids</p>
6	<p>The language of the bid is: English.</p>
7	<p><u>The Bidder shall submit the following documents in its bid:</u></p> <ul style="list-style-type: none"> a. Reference for similar completed projects b. Detailed CVs for consultant (s) c. Proof of tender purchase d. Trading license/certificate of incorporation OR its equivalent to the international companies

	e. A Bid security issued by a bank or from any other reputable insurance company outside your company of three hundred and thirty US Dollars (330 USD), equivalent to three hundred eighteen thousand four hundred sixty-three Rwandan Francs (318,463 RWF)
8	Alternative Bids “ <i>shall not be</i> ” considered.
9	Consultant may associate with other Consultants: NO
10	The prices quoted by the Bidder shall not be adjustable
11	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES
12	Consultant must submit both the Technical and Financial Proposals: YES
13	The authority to establish the exchange rate shall be the “ <i>National Bank of Rwanda</i> ”
14	Period of time within which the required services are expected to be delivered: within 30 working days from the contract signing.
15	Performance Security is required before signing of contract
16	After sale services, warranty period is required
17	The bid validity period shall be <i>120 days</i> .
	D. Submission of Bids
	The bids will be submitted physically to EACO Secretariat to the following address: Attention: The Liaison Manager of Human Resource and Administration Ex-Fair House, 1 st Floor P.O Box 6309, Kigali- Rwanda KN6 AV 11
	E. Evaluation and Comparison of Bids
18	Evaluation of technical proposals will be done based on the following criteria: 1° General experience of the Consultant: 20 points ; 2° Quality of the methodology proposed and Related work plan (detailed and convincing methodology): 30 points ;

	<p>3° Qualifications and experience of the Consultant in similar services (two good completion certificates) : 40 points;</p> <p>NB: CVs must be detailed and signed by each proposed staff.</p> <p>4° Transfer of Knowledge : 10 points;</p> <p>Total points for the four criteria :100</p> <p>The minimum technical score required to pass is: 80</p>
19	<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the technical and Financial Proposals are: $T = 0.8$, and $P = 0.2$</p>
20	<p>The single currency for price conversions is: USD</p> <p>The source of exchange rate shall be the National Bank of Rwanda (BNR)</p> <p>The date for the exchange rate shall be the bids opening date.</p>
21	<p>Bidders “<i>shall not</i>” be allowed to quote separate prices.</p>

Section II. Bidding Forms

1. Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of tender notice]

Page _____ of _____ pages

1. Bidder's Legal Name *[insert Bidder's legal name]*

2. Bidder's actual or intended Country of Registration: *[insert actual or intended Country of Registration]*

3. Bidder's Year of Registration: *[insert Bidder's year of registration]*

4. Bidder's Legal Address in Country of Registration: *[insert Bidder's legal address in country of registration]*

5. Bidder's Authorized Representative Information

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

2. Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Invitation for Bid No.: [insert No of IFB]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Services _____ [insert a brief description of the Services];
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: _____ [insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
- (d) Our bid shall be valid for the period of time specified in tender document, from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance guarantee for the due performance of the Contract;
- (f) I have never been declared ineligible by the RPPA, under Rwanda laws or official regulations.
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ [insert signature and stamp of person whose name and capacity are shown]

In the capacity of _____ [insert legal capacity of person signing the Bid Submission Form]

Name: _____ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: _____ [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Section III: Technical Specification

1. Intended activities for the consultant

a. Data quality control

- Validation of collected data, NRAs
- Running all validation rules and correction of any error,
- Produce periodic reporting for EACO as the interface with NRAs
- Evaluation of replies by NRAs, reports.

b. Knowledge transfer and Capacity building on:

- Data validation,
- Implementation and configuration of validation rules into Power Bi
- Elaboration of benchmarking report
- Automation of Periodic reports and
- Automated prediction and forecast reports

c. Data Exploitation

- Design automated data cleaning process to interpret and clean files d Design and Run complex template reports which to from Databank
- At least 40 reports Data report on Q1 - Q2 collected: basic benchmarking
- Exploitation of indicators for main services in PBI
- One-day online validation course online
- Benchmarking report on basic indicators of telecom markets

d. Responsibilities and Expected functions

- Dimensional Data Models: Logical & Physical
- Extraction, Transformation, Loading Capabilities of the ETL Software
- Creation of Transformation Scenarios with the ETL Software
- Creation, Update, and Management of Dimension & Fact Tables
- Generating Surrogate Keys & Performing Key Lookups (primary key)
- Handling of Slow Changing Dimensions (identify rarely changes and eliminate duplicates)
- Creation of Aggregates, Capabilities of Aggregate Navigator (aggregates)
- Scheduling Capabilities of ETL Software (scheduling jobs (pooling),
- End User BI Data Analytics and GUI Front End Application Software
- Integration Capabilities of Data Modeling Software, ETL Software, Metadata
- Reporting, Extracting, Ad Hoc Query, & Intelligence Dashboard Capabilities of End User BI Data Access Tools/Application Software
- Performance Tuning Scenarios (creation of scenario and test it)
- Data Profiling/Data Quality Capabilities of the ETL Software (data cleaning of data set

- Metadata Repository (the meaning)
- Job Scheduler (e.g. batch processing, creating process metadata, utilizing for checkpoint and job recovery components)

e. Databank dissemination

- Data dissemination: web site, formats, organization, updating of data, downloading and reports
- Definition of design, sets of data, formats and indicators. EACO selects final set of indicators and preparation and maintenance of web site

f. Databank Management

- Manager and Maintain the EACO Power BI account and country members' account into Power BI while maintaining the user's levels of privileges,
- Develop and maintain knowledge of all impacted EACO country members to ensure that the most meaningful data is collected as efficiently as possible,
- Develop operational reports such as dealing and Statistical system extracts
- Develop automated reports and dashboards using Power BI and other reporting tools
- Understand business requirements to set functional specifications for reporting applications

2. Expected Tasks and deliverables

Task	Deliverable	
Data quality control	Validation Q1-Q2 data I: report and first round with NRAs	Periodic validation reports
	Validation Q1-Q2 data II: replies by NRAs, corrections and validation rules	Periodic validation reports. Final version of data
Knowledge transfer	Data validation online training	Two days of training (daily session of 3 hours)
Data Exploitation	Data report on Q1- Q2 collected: Basic benchmarking	Benchmarking report on basic indicators of telecom markets
Databank dissemination	<ul style="list-style-type: none"> - Automation of ETL (Extract Transform and Loading) process for dataset/Questionnaire from Data repository into power Bi - Design state of art web portal for data, report and downloads according to the user / subscription categories Automation of ETL (Extract	<ul style="list-style-type: none"> - Automated reports generation from New Data/questionnaires uploaded into repository - Reporting templates - Data and reports accessibility according to different categories of user/ subscription (Platinum, Gold, Silver, bronze, public)

	Transform and Loading) process for dataset/Questionnaire from Data repository into power Bi	<ul style="list-style-type: none"> - Automated reports generation from New Data/questionnaires uploaded into repository - Dynamic dashboard of current trends on EACO Website linking to Databank web portal (for more reports)
Management and Knowledge Transfer	- One-week Online training (daily session of 2 hours) on ETL, data analysis, report generation and accessibility settings and web portal dissemination.	
	- Provide maintenance and support to data validation and analysis of FY 2019/2020, Q3 and , Q4 data	

3. Experience required

- Extensive experience working in the ICT or Telecommunication regulatory sector, particularly with a focus on Statistics, data management and analysis.
- Knowledge of Microsoft Power BI system and Having participated at least in development of such platform in the EAC region
- Extensive knowledge of digital data collection platforms
- Strong oral and written communication skills
- Experience in data management and analysis
- Ability to liaise with EACO Stakeholders mostly the NRAs
- Ability to work with partners effectively
- Proficiency in MS Office software applications such as knowledge of SharePoint and Power BI
- Experience in requirement analysis, design, and prototyping.

4. Qualifications and skills

- At university degree from an accredited educational institution in Computer Science, Information Technology, or related discipline;
- Minimum 3 years of experience in Microsoft Power BI; of which three years related to the following fields:
 - ETL,
 - SQL Server;
- Worked on at least two Implementations, Development, and Support of Microsoft Power BI Components;
- Knowledge of the full Microsoft Analytics and Reporting stack, including SSRS, PowerPivot, PowerBuilder, PowerApps;
- Good Experienced in SQL Server;
- Experience in management and development of ICT indicators

5. Language requirements:

- Essential: Expert knowledge of English