Save the Children

INVITATION TO BID FOR CONSULTANCY

ITB/SOM/CO/04/001

1	**Title of Consultancy**	**Consultancy Services for the Development of Student Digital Attendance Tracking Application for Educational Institutions in Somalia**
2	**SCI Contracting Office**	Save the Children Somalia Country Office
3	**Period of Consultancy**	The assignment will be for a period of four months
4	**Consultant type required**	Consultancy Firm.
5	**Responsibility for Logistics arrangements and Costs**	All logistical arrangements and associated costs are the responsibility of the consultancy firm
6	**Taxation Provisions**	The Consultancy Firm shall be responsible for all taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office, Mogadishu.
7	**Security requirements**	The consultancy firm will comply with standard of Save the Children Security procedures, including the completion of SCI online security training (applicable to international consultants) prior to travel to Somalia.
8	**Professional quality and Expertise**	To qualify for this assignment, the bidding the consultancy firm must meet the following minimum requirements in terms of education, experience, and capacity **Consultancy Profile and Capacity** • **Registration and licensing** - Must be a legally registered IT company with a valid business license and the ability to operate in Somalia. • **Years of operation** - A minimum of 7 years of experience in IT system design and implementation, with a proven record of delivering data-driven platforms, decision-support systems, or similar technological solutions. • **Humanitarian/ development Experience** - At least 7 years of demonstrated experience working on projects related to education management systems, health management systems, humanitarian response, or development initiatives. • Experience in education attendance management systems, or similar projects will be highly valued. • **Technological expertise** - Proven expertise in mobile application development, system architecture, and Education Management Information Systems (EMIS). Offline-first and mobile-first application development is required. **Education and expertise of key team members-** See below in the section under key professional staff requirement **References -** The company must provide at least three references from previous clients, preferably related to the development of attendance management systems or similar IT solutions. **Tools and technologie**s -Familiarity with widely used programming languages (Python, Java, etc.) and AI frameworks (TensorFlow, PyTorch). Demonstrated ability to work with GIS systems, and weather biometric data will be an advantage. **Regional experience** - Previous work in Somalia or other countries in the Horn of Africa region is highly desirable, with an understanding of local challenges and data sources. **Compliance** - Commitment to adhere to Save the Children's safeguarding policies and data protection standards.

	KEY PROFESSIONAL STAFF REQUIREMENT	
	Description	**Minimum Qualification and professional experience**
	Project Manager Lead and oversee the entire project lifecycle, ensuring timely delivery, budget adherence, and alignment with Save the Children's requirements. Serve as the primary point of contact between the IT company and Save the Children.	- Bachelor's degree in project management, Computer Science, or related field (Master's preferred). **Experience** - At least 10 years of project management experience in IT systems development, including at least 2 projects related to education management systems, data systems, or humanitarian technology. PMP or PRINCE2 certification preferred.
	Software Developer/Engineer Design, develop, and deploy the software architecture of the anticipatory action system. Ensure user-friendly interfaces and system integration with relevant data sources.	- Bachelor's degree in computer science, Software Engineering, or related field. **Experience** - At least 5 years of experience in software development, with expertise in database design, RESTful APIs, offline-first mobile applications, and system interoperability. - Experience in building platforms for humanitarian or development purposes preferred.
	GIS / Data Analyst Integrate and manage GIS-related data and spatial visualisation within the system. Support analytics dashboards and dropout hotspot mapping.	Education: Bachelor's degree in Geographic Information Systems, Computer Science, or related field. - Experience: At least 5 years of experience with GIS tools and spatial data analysis. Familiarity with Leaflet.js, OpenStreetMap, or equivalent. Experience in education or humanitarian data contexts is an advantage.
	QA / Testing Engineer Lead quality assurance processes include unit testing, integration testing, UAT, security testing, and performance benchmarking.	Education: Bachelor's degree in computer science, Information Systems, or related field. Experience: At least 5 years of experience in software quality assurance and testing. Familiarity with security protocols, data systems, and performance testing tools. ISTQB or equivalent certification is an advantage.
	Capacity Building / Training Officer Design and deliver training programmes for all user groups. Develop training manuals in English and Somali and facilitate Training-of-Trainer's sessions.	Education: Bachelor's degree in education, ICT, or related field. Experience: At least 3 years of experience in designing and delivering ICT training for government or education sector stakeholders. Fluency in English and Somali strongly preferred.

	11 EVALUATION CRITERIA The proposals submitted by consulting companies will be evaluated based on the following criteria:	
	Essential Criteria	**Pass/Fail**
1	The Bidder and its staff agree and Sign to comply with SCI policies embedded below at this ITB. The Bidder is to download below listed items, read, understand and sign off appropriate section in below. a) Terms & Conditions of Bidding b) Supplier Sustainability Policy and mandatory policies (Child Safeguarding, Anti-Bribery, Conflict of Interest) Failure to sign and submit these documents will result in immediate disqualification.	**Pass/Fail**
2	The bidder must provide **official documentation** that demonstrates their **legal status and professional registration**, including but not limited to: • A valid Certificate of Registration from Federal Government of Somalia Ministry of Commerce and Industry. • A valid Tax Compliance Certificate (**Quarter II, 2026**) from the Federal Government of Somalia Ministry of Finance	**Pass/Fail**
	Capability Criteria (Technical Evaluation):	
5	Technical Proposal • Understanding of scope and requirements: Clear demonstration of the bidder's comprehension of FGS/FMS MoECHE needs for attendance and drop-out tracking system. **(15 Marks)** • Proposed approach and methodology - Relevance and feasibility of the technical design, offline-first architecture, data processing methods, and system architecture. **(10 marks)** • **A** well-defined technical methodology outlining all phases of the projec**t (**Inception Report and Field Visit, up to the procurement of Hardware Fees (500 pieces of Samsung Galaxy Tab A11 complete with its essential accessories **(10 Marks)**	**35 marks**
	Data Sheet and MAF: • **Datasheet:** Bidder must submit an official manufacturer-issued datasheet showing the tablet's model and full technical specifications, consistent with the bid. **(5 Marks)** • **Manufacturer Authorization:** Bidder must provide a valid authorization letter from the manufacturer confirming they are approved to supply the tablet, with warranty and support. **(5 Marks)**	**10 marks**

6	Experience in developing similar systems specifically on attendance and drop-out tracking management systems. This to be evaluated based on: **a)** Proven experience in designing similar systems, (attendance, dropout or student tracking MIS), especially in humanitarian or development contexts/Government Institutions – Please provide at least three (3) contracts and/or LPOs - as evidence of completed assignments of similar nature completed in the last 7 years **(10 Marks)** **b)** Provision of CVs for the proposed technical team, including the Project Manager, Software Developer, GIS-Analyst and Testing Engineer detailing their academic qualifications and relevant professional experience in similar assignments.**(10 Marks)** **c)** Cover letter introducing the company, outlining their technical expertise and interest for the assignment as well as their availability and commitment. **(5 marks max).** d) Updated Company Profile (Optional but supports overall assessment).)	**25 Marks**
7	**Financial Capacity / Organizational Stability** The bidder shall provide a copy of original official bank statements covering the period from 1 January 2018 to 30 April 2026, showing genuine transactions and traceable payments linked to contracts and/or LPOs, as evidence of the organization's financial stability. Verification will be based on the three contracts referenced under the experience section of this evaluation criteria **(10 Marks)**	**10 marks**
	Commercial Criteria (Financial Evaluation):	
8	Detailed financial proposal with budget breakdown including all expenses, fees, and taxes. $\left\{\frac{100\% \; x \; Lowest \; bid \; value}{Current \; value \; bid}\right\} \; x \; 0.20$	**20 marks**
	Total	**100 marks**
Note: For the technical analysis, the firm must score 60% and above on the capability to be considered in the next evaluation process and the ultimate decision will be based on interview performance.		

11	**Application Procedure**	• Interested consultant Firms who meet the consultancy requirements are requested to submit their bid and each application package should include the above required minimum requirements. Applications can be submitted by either: **Electronic Submission via ProSave (Recommended)** ➢ Submit your response in accordance with the guidance provided in the below document:  Bidding on a Sourcing Event.pptx • Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email sending your company profile and Business registration certificate. Please address your Ariba link request to Somalia.procurement@savethechildren.org **Electronic Submission via Protected Email box** • Email should be addressed to **Somalia.GPEprocurement@savethechildren.org** • Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered. • The subject of the email should be tender to develop Student Drop-Out Tracking System and Easy Transfer Mechanism • All attached documents should be clearly labelled so it is clear to understand what each file relates to. • Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails. • Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.
12	**Closing date for Applications**	Interested companies/institutions shall submit their applications through the above procedures, no later than **17:00hrs East Africa time on 14th May 2026.**

We, the Bidder, hereby confirm we compliance with the following policies and requirements:	
Policy	**Policy / Document**
Terms & Conditions of Bidding	1. Terms & Conditions of Biddi
Supplier Sustainability Policy and the included mandatory policies	Click Here To Access

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....

Save the Children

TERMS OF REFERENCE STUDENT DROP-OUT TRACKING SYSTEM AND EASY TRANSFER MECHANISM

1. BACKGROUND AND PURPOSE

The Global Partnership for Education (GPE) is the world's largest multilateral partnership dedicated exclusively to education in lower-income countries. GPE mobilises financing, supports robust education sector planning, and fosters collaboration among governments, civil society, and development partners, with a strong focus on equity, gender equality, inclusion, and data-driven governance. Under GPE's financing framework, the Federal Government of Somalia, through the Ministry of Education, Culture and Higher Education (MoECHE), has been awarded a Systems Transformation Grant (STG) — a three-year initiative aligned with the Education Sector Strategic Plan (ESSP 2022–2026) and the Somalia GPE Partnership Compact. The STG is implemented by Save the Children International (SCI) as the Grant Agent, in close partnership with MoECHE. It is structured around four inter-linked result areas: (1) Access and Equity — increasing primary enrolment, particularly for girls, children with disabilities, and IDPs; (2) Learning Quality — improving foundational literacy and numeracy; (3) System Management and Governance — strengthening MoECHE's data systems capacity including the EMIS; and (4) Finance and Accountability — building a transparent, efficient education financing framework. A dedicated ICT and data systems component within the STG supports MoECHE's ambition to become a data-driven ministry, including expanding the national EMIS, rolling out school-based tablets across all Federal Member States (FMS), and developing interoperable systems that reduce data duplication and enable evidence-based decisions at all levels. All STG-funded digital tools must be built as national public goods — open-source, government-owned, and free from proprietary licensing restrictions that could impede long-term government use. Despite recent gains in enrolment, Somalia continues to face one of the highest primary school dropout rates globally. Dropout drivers include displacement, conflict, early marriage (particularly for girls), extreme poverty, disability-related exclusion, and recurrent climate shocks. Current data systems do not consistently capture dropout events or reasons, and when students transfer between schools — often in the context of displacement — records are rarely formally transferred, resulting in significant data loss and barriers to re-enrolment. Addressing this data gap is an explicit STG priority that directly advances GPE's global equity and inclusion goals and Result Areas 1 and 3 of the STG programme.

2. INTRODUCTION

To address the persistent data gap on student dropout and school transfers, Save the Children International — Somalia Office, in collaboration with the Ministry of Education, Culture and Higher Education (MoECHE), is seeking qualified vendors or consultants — classified as IT Companies or Solution Providers — to design, develop, and deploy a Student Drop-Out Tracking System and Easy Transfer Mechanism for MoECHE. This assignment is part of the GPE Systems Transformation Grant (STG) programme and directly contributes to strengthening Somalia's national education data systems under MoECHE ownership. This Terms of Reference (TOR) incorporates current education sector data, updated technology standards, and a mobile-first and offline-first architecture requirement aligned with the broader STG ICT programme. It includes updated integration requirements with the national Education Management Information System (EMIS), and strengthened data governance and child protection provisions. The system to be developed will serve as a core national digital asset, embedded within Somalia's growing education data infrastructure and designed to be sustained beyond the STG programme cycle. Respondents will be evaluated on technical specifications, functional design, offline/online capability, EMIS integration architecture, ease of use, data security, sustainability

planning, and cost. All research and preparation costs incurred by the respondent during the bidding process are borne by the bidder.

3. OBJECTIVES

3.1 Main Objective

Develop a user-friendly, real-time, and mobile-compatible Student Drop-Out Tracking System and Easy Transfer Mechanism for MoECHE that enables the Ministry — at central, state, regional, and district levels — to identify, monitor, and respond to dropout risks with timely, disaggregated, and actionable data; and to ensure seamless, verifiable student transfers that preserve student records and reduce data loss.

3.2 Specific Objectives

- Develop a school dropout tracking system that captures real-time attendance, dropout events, and reasons for dropping out — disaggregated by gender, age, disability status, and displacement status.
- Develop an early warning module that flags at-risk students based on configurable attendance and performance thresholds, enabling proactive interventions before dropout occurs.
- Develop a student movement and transfer system that enables schools to record, verify, and track inter-school and cross-district transfers, reducing the risk of students being lost between institutions.
- Integrate the system with the existing national EMIS via standardised APIs, ensuring alignment with Somalia's national EMIS Policy.
- Ensure the system is accessible via tablet and mobile devices, with full offline functionality, to support use in schools with limited or no internet connectivity.
- Build a re-enrolment tracking and case management module enabling monitoring of previously dropped-out students who return to school, including at a different institution, and recording of outreach, home visit, or referral activities.
- Ensure the system architecture is designed to support scalability to all Federal Member States (FMS) and all Somalia districts over time, consistent with the STG ICT programme.

The system must link to the EMIS under MoECHE as the primary student registry database and must be capable of long-term data storage for longitudinal tracking and trend analysis across multiple academic years.

4. RESPONSIBILITIES OF THE CONSULTANT/FIRM

This procurement covers the design, development, deployment, and capacity transfer of a web and mobile-based student dropout tracking and transfer system for the MoECHE at central, state, regional, and district levels.

4.1 System Design and Development

- Conduct a structured requirements analysis workshop with MoECHE, Save the Children, and relevant Federal Member State (FMS) Ministries of Education stakeholders prior to commencing development.
- Produce and submit an Inception Report documenting agreed scope, work plan, technology stack, risk register, and milestone schedule within two (2) weeks of contract commencement.
- Design, develop, and deliver a comprehensive student dropout tracking and transfer system integrated with the national EMIS.

- Ensure the system is built as an offline-first application — all data entry and core functions must be available without internet connectivity, with automatic background synchronisation when connectivity is restored.
- Develop a mobile and tablet-compatible interface (Android/iOS-first) aligned with the school-based tablet infrastructure under the STG ICT programme, optimised for low-bandwidth and offline environments.
- Build an early warning/alert module that generates automated notifications to headteachers, District Education Officers (DEOs), and Regional Education Officers (REOs) when students cross defined absence or at-risk thresholds, with configurable escalation logic if no action is taken within a defined period.
- Develop a student re-enrolment and case follow-up module enabling tracking of dropout cases through to re-enrolment or case closure.

4.2 Integration

- Integrate the dropout tracking system with the national EMIS via a documented, standards-based REST API to avoid data duplication and ensure a single source of truth for student records.
- Align with the SMIS architecture where applicable, supporting bi-directional data flow.
- Ensure interoperability with existing MoECHE data platforms, avoiding proprietary data formats that impede data sharing.
- Support data export to standard formats (CSV, Excel, PDF) for use in existing MoECHE reporting workflows.

4.3 Data Governance and Child Protection

- Develop the system in compliance with Somalia's national EMIS Policy and applicable data protection principles, including data minimisation, purpose limitation, and access control.
- Ensure that student-level personally identifiable information (PII) — including photos, names, and household data — is stored securely and accessible only to authorised users based on their role.
- Incorporate child safeguarding considerations into the system design: no student data to be shared with or accessible by third parties without written authorisation from MoECHE.
- Conduct a Data Protection Impact Assessment (DPIA) during the design phase and submit findings to MoECHE and SCI prior to system development commencing.

4.4 Training and Capacity Building

- Design and deliver role-appropriate training for all user groups: MoECHE central EMIS staff, Education Officers (EO), State Education Officers (DEOs), and school headteachers.
- Develop comprehensive end-user manuals in both English and Somali.
- Develop a technical maintenance manual including full source code documentation for long-term MoECHE ownership and independent system management.
- Develop and deliver a Training-of-Trainers (ToT) module enabling MoECHE staff to independently onboard new users after project closure.
- Provide a minimum of two (2) structured training sessions per user group, with pre- and post-training assessments to measure competency gains.

4.5 Piloting and Rollout

- Conduct a structured pilot in a minimum of five (5) GPE-supported schools per Federal Member State (FMS) to test offline functionality, usability, and EMIS integration under real-world conditions.
- Document pilot findings and incorporate feedback before full rollout.
- Provide on-site and remote technical support during the pilot phase.
- Develop and execute a national rollout plan in consultation with MoECHE and SCI following successful pilot completion.

4.6 Progress Reporting

- Provide monthly written progress updates and participate in bi-monthly review meetings with Save the Children and MoECHE project leads.

- Submit a formal Inception Report, Pilot Completion Report, and Final Completion Report, each with all deliverables clearly documented and signed off by MoECHE.
- Flag risks, delays, or scope changes immediately to SCI and MoECHE project leads with proposed mitigations.

5. SYSTEM FEATURES & FUNCTIONAL REQUIREMENTS

5.1 Core Application Features

The system must include, but is not limited to, the following features:

Student Records

- Complete student profile: full name, age, gender, disability status, displacement/IDP status, photo, parent/guardian contact, class, district, region, and school name and unique national student ID (aligned with EMIS).
- Academic history: enrolment records, class progression, examination scores per academic year.
- Attendance records: daily or weekly attendance captured at school level, with configurable attendance calendars per term.

Dropout Tracking

- Dropout event recording: date, reason (disaggregated — e.g., cost, displacement, early marriage, distance, disability, climate shock, conflict, child labour/work, other), and recording officer.
- Early warning flags: configurable thresholds for consecutive absences triggering alerts to headteacher, DEO, and REO, with escalation logic, including at a different institution.
- Re-enrolment tracking: ability to record when a previously dropped-out student re-enters school.
- Case management module: ability to assign a follow-up officer to a dropout case and record outreach, home visit, or referral activities.

Transfer Mechanism

- School-to-school transfer request and approval workflow, with digital authorisation steps.
- Cross-district and cross-region transfer with DEO/REO authorisation step and automatic student record transfer.
- Transfer history log for each student with timestamps and approving officer.
- Notification system to alert receiving school upon transfer approval.
- Unique student identifier that persists across all school and district transfers, aligned with the national EMIS student ID.

Reporting and Analytics

- Dashboards with visual analytics (charts, maps, trend lines) disaggregated by gender, age group, district, region, disability, and displacement status.
- Automated periodic reports (weekly, monthly, termly, annual) exportable to PDF and Excel.
- Comparative trend analysis across academic years, for dropout rates, re-enrolment rates, and transfer volumes.
- GIS-enabled school location mapping integrated with dropout hotspot visualisation and risk ranking.
- Ad hoc query and report builder enabling MoECHE users to generate custom data extracts without technical assistance.

5.2 User Management

- Role-based access control (RBAC): System Administrator, MoECHE Central User, State Education Officer (SEO), District Education Officer (DEO), Headteacher, Read-Only/Viewer.
- Secure login with two-factor authentication (2FA) option for admin-level users.
- Full audit trail: all data entry, edits, deletions, and logins logged with timestamps and user IDs, stored immutably.

- User account lifecycle management: creation, suspension, role assignment, and deactivation.

5.3 Offline and Mobile Functionality

- Android tablet and mobile-compatible application (APK) aligned with the STG school-based tablet rollout (Samsung Galaxy Tab A series or equivalent).
- All core functions — attendance entry, dropout recording, transfer requests — must work fully offline with no degradation of functionality.
- Automatic data synchronisation when internet connectivity is available.
- Local encrypted data storage on device with remote wipe capability in case of device loss or theft.
- Lightweight APK optimised for low-specification Android devices (minimum 3GB RAM, Android 10).

5.4 Notifications and Alerts

- Automated SMS and/or in-app push notifications to headteachers and education officers upon dropout event recording, early warning threshold breach, and transfer approval.
- Configurable alert escalation: if no action is taken within a defined period, alerts escalate to the next administrative level.
- System-generated reminders for pending transfer approvals and incomplete case records.

6. TECHNICAL SPECIFICATIONS

6.1 Data Management and Performance

- Web application accessible on modern browsers (Google Chrome, Mozilla Firefox, Microsoft Edge — latest two versions) responsive for desktop and tablet.
- Android mobile/tablet application (Android 10 and above) optimised for offline use.
- Response time for standard data transactions (add, edit, delete): under 1 second. Complex queries and report generation: under 5 seconds.
- System must support concurrent multi-user access across central, regional, and district levels without performance degradation.
- Cloud-hosted deployment with data residency preference within the East Africa region; local server installation option must also be supported for MoECHE central office.
- Scalable architecture capable of expanding to cover all Somalia districts and, eventually, all FMS.

6.2 Security and Data Integrity

- All source code, documentation, and data to be fully transferred to MoECHE upon project completion. No proprietary licences shall encumber continued use or modification.
- End-to-end encryption for all data in transit (TLS 1.2 or higher) and at rest (AES-256 or equivalent).
- Role-based data access preventing unauthorised viewing or modification of student PII.
- Automated daily database backups with documented and tested recovery procedures.
- Penetration testing to be conducted by the vendor prior to go-live, with results shared with SCI and MoECHE.
- No rights to reference MoECHE, Save the Children, or GPE in any external communications, proposals, or marketing materials without prior written authorisation from MoECHE.

6.3 Open Source and Sustainability

- The system must be built on open-source frameworks to reduce long-term licensing costs and support MoECHE ownership.
- All third-party libraries and components used must be open-source with permissive licences (e.g., MIT, Apache 2.0). No GPL-only or proprietary dependencies without prior written approval from MoECHE and SCI.
- Full source code to be provided in a documented code repository (e.g. GitHub/GitLab) handed over to MoECHE at project close, with complete technical documentation.

- The consultant must provide a sustainability plan addressing long-term system maintenance, including a training-of-trainers model to build internal MoECHE technical capacity.

6.4 Technology Stack (Minimum Requirements)

- Backend: Open-source server-side framework (e.g., Django/Python, Node.js, Ruby on Rails, or equivalent).
- Database: Open-source relational or document database with proven scalability (e.g., PostgreSQL, MySQL).
- Mobile: Android-native or cross-platform framework with proven offline capability (e.g., React Native, Flutter, Kotlin).
- API: RESTful API with full OpenAPI/Swagger documentation for EMIS integration and third-party interoperability.
- GIS: Open-source GIS components (e.g., Leaflet.js, OpenStreetMap) for spatial visualisation.
- Familiarity with AI/ML frameworks (TensorFlow, PyTorch) for future predictive dropout analytics is an advantage.

7. KEY DELIVERABLES

#	Deliverable	Due (from contract start)	Linked Payment
1	Requirements Analysis Workshop Report and agreed System Scope Document	Week 2	Milestone 1 (10%)
2	Inception Report: Scope of Work, WBS, project plan, technology stack, risk register, and Data Protection Impact Assessment (DPIA)	Week 3	Milestone 1 (10%)
3	System Design Document: database schema, API specification, UI/UX wireframes, security architecture, and EMIS integration design	End of Month 1	Milestone 2 (15%)
4	Fully developed and internally tested system (web + Android app), including all modules: attendance, dropout tracking, transfer mechanism, early warning, dashboards, GIS, user management	End of Month 2	Milestone 3 (25%)
5	User Acceptance Testing (UAT) Report signed off by MoECHE and SCI, with evidence of bug resolution and performance testing	Month 2–3	Milestone 4 (10%)
6	Pilot implementation in minimum 5 GPE-supported schools per FMS, pilot report with findings and system adjustments	Month 3	Milestone 5 (10%)
7	Training delivery and documentation: all user training sessions conducted, English and Somali user manuals, technical maintenance manual, and Training-of-Trainers (ToT) module	Month 3–4	Milestone 6 (10%)
8	National rollout: full system deployment, EMIS integration live, data migration (if applicable), all users onboarded	Month 4	Milestone 7 (10%)
9	Final Completion Report, source code handover to MoECHE (via GitHub/GitLab), full documentation package, one-year maintenance plan, and system ownership transfer certificate	Month 4 (close)	Milestone 8 (10%)
10	12-month post-deployment support: bug fixes, security patches, user helpdesk, and system updates as required by MoECHE	Month 5–16 (post-deployment)	Included in contract (see

			Financial Proposal)

8. PROPOSAL REQUIREMENTS

All applications must include:

Technical Proposal

- Inception Report outline: Scope of Work (including detailed WBS), project plan with milestones and payment schedule, technology stack and rationale, software development methodology, risk register with mitigations.
- Description of offline-first and mobile architecture approach with evidence of previous offline-capable deployments.
- Proposed EMIS/SMIS integration approach, including draft API architecture.
- Data protection and child safeguarding compliance approach, including a preliminary Data Protection Impact Assessment (DPIA) framework.
- CVs of all key project personnel with clearly stated roles and percentage time commitment to this assignment.
- At least three (3) reference client sites for comparable projects (educational EMIS, student tracking, or government MIS systems), with contacts available for verification.
- Bidder must submit an official manufacturer-issued datasheet showing the tablet's model and full technical specifications, consistent with the bid.
- Bidder must provide a valid authorization letter from the manufacturer confirming they are approved to supply the tablet, with warranty and support.
- Sample screenshots, demos, or case study documentation from previous comparable systems, where available.

Qualifications

- Lead consultant/firm: Minimum bachelor's degree in Computer Science, Software Engineering, Information Technology, or related field. Master's degree or equivalent experience preferred.
- At least five (5) years of software development and deployment experience.
- Demonstrated experience in at least one (1) successfully deployed web-based Educational MIS or government MIS system.
- Experience working in Somalia or the East Africa region strongly preferred.
- Proven experience developing offline-capable and/or mobile applications.

Financial Proposal

- Itemised cost breakdown for all phases: requirements analysis, design, development, testing, training, piloting, rollout, and one-year post-deployment support.
- Identification of any recurring costs (hosting, maintenance, licensing) and how these will be managed post-contract.
- Payment schedule tied to milestone deliverables as listed in Section 7 of this TOR.
- All costs must be quoted in United States Dollars (USD) and remain valid for ninety (90) days from bid submission.

9. COST ESTIMATE AND TIMEFRAME

The selected consultant or firm is expected to complete all phases of the project — from inception through full deployment, ownership transfer to MoECHE, and post-deployment stabilisation support — within four (4) months of contract award.

Month 1	Requirements analysis, Inception Report, system design, and EMIS integration scoping.

Month 2–3	System development, offline/mobile build, internal testing, and UAT preparation.
Month 3–4	Pilot deployment, user training, feedback incorporation, and full rollout.
Month 4 (close)	Source code handover, documentation, final report, and one-year maintenance plan handover.

10. CHILD SAFEGUARDING POLICY

Save the Children is committed to ensuring that all work undertaken in partnership with consultants, vendors, and contractors fully upholds child safeguarding principles. The following requirements are non-negotiable and form part of any contract awarded under this TOR:

- The selected consultant/firm and all its staff involved in this project must comply with Save the Children's Child Safeguarding Policy throughout the contract period.
- Any consultant or staff member with direct or indirect contact with children or access to children's data must undergo a background/reference check prior to engagement.
- The system must be designed and built in a manner that protects the privacy, dignity, and safety of all children whose data is captured. Student PII must never be exposed to unauthorised parties.
- The consultant/firm must report any safeguarding concerns, incidents, or risks identified during the assignment to the Save the Children focal point immediately.
- Failure to comply with Save the Children's Child Safeguarding Policy will result in immediate termination of the contract.

11. SUPPLIER CODE OF CONDUCT AND COMPLIANCE

All consultants/firms engaged by Save the Children are required to adhere to the Save the Children Supplier Sustainability Policy and Code of Conduct. By submitting a proposal, the applicant confirms acceptance of the following obligations:

- Adherence to Save the Children's Supplier Sustainability Policy, available at: www.savethechildren.net
- Zero tolerance for bribery, corruption, fraud, and any form of financial misconduct.
- Compliance with all applicable national and international laws in Somalia and the consultant's home jurisdiction.
- Commitment to equal opportunities: the consultant/firm shall not discriminate on grounds of gender, age, disability, ethnicity, religion, or any other protected characteristic.
- Disclosure of any conflict of interest — real or perceived — with Save the Children, MoECHE, or any related programme stakeholder before or during the engagement.
- Compliance with Save the Children's data protection obligations and applicable data privacy principles for all personal data processed under this contract.

12. EQUAL OPPORTUNITIES

Save the Children is an equal opportunities employer and implementing organisation. We actively encourage proposals from women-led firms, firms employing persons with disabilities, and firms with demonstrated experience working with marginalised communities. Save the Children is committed to diversity in procurement and strongly encourages applications from Somali -based consultants and firms.

13. TERMS TO NOTE

- All source code, documentation, data, and deliverables shall be transferred in full to the Ministry of Education and Higher Education upon project completion, with full ownership rights assigned to MoECHE.
- No rights shall be assigned to any third parties.

- The winning bidder may not reference MoECHE, Save the Children, or GPE in any media, advertisement, or proposal without prior written authorisation from MoECHE.
- The system and all associated data remain the exclusive property of MoECHE. The consultant or firm has no rights to access, use, or share system data after project closure.
- Save the Children reserves the right to cancel this procurement at any stage without obligation to any respondent.
- All disputes arising from this contract shall be resolved through mediation and, if unresolved, through arbitration under applicable law.
- This TOR is funded through the GPE Systems Transformation Grant. The consultant must comply with any additional GPE reporting or audit requirements as instructed by SCI.

14. Financial Proposal

No.	Description	Unit	Qty	Unit Rate (USD)	Total (USD)
1	Project Management & Inception (mobilization, workshops, inception report, coordination)	LS	1		
2	System Design & Architecture (system design, database, APIs, UI/UX, security design)	LS	1		
3	Software Development (web + mobile app, offline functionality, all modules: attendance, dropout, transfer, dashboards, GIS)	LS	1		
4	Integration & Security (EMIS integration, interoperability, data exchange, encryption, RBAC, audit logs)	LS	1		
5	Testing & Quality Assurance (UAT, performance, security testing)	LS	1		
6	Pilot Implementation (deployment in selected schools, field support, pilot report)	LS	1		
7	Training & Documentation (all user training, manuals, technical documentation, capacity building)	LS	1		
8	Deployment & Rollout (system deployment, national rollout support, data migration)	LS	1		
9	Support & Maintenance (1 year post-deployment support, updates, hosting if applicable)	LS	1		
10	Samsung Galaxy Tab A11+ Tablets (including basic accessories)	No.	500		
TOTAL	**GRAND TOTAL (USD)**				