

**Universal Intervention and Development Organization (UNIDOR)**

**Terms of Reference – Supply and Installation of a Project Management Software for UNIDOR**

# Background and Introduction

UNIDOR is a Christian based national non- governmental organization established in 2004 in South Sudan registered under chapter 3, section 10 of NNGOs act 2016 by RRC Reg. No Number 182, UNIDOR is currently implementing many projects in various sectors in Unity State - South Sudan.

UNIDOR has expanded over the years to implement different projects within different sectors; Health, Nutrition, WASH, Child Protection & Gender, FSL, Education and Peace building.

To manage these projects effectively UNIDOR intends to acquire a Project Management software to assist the project managers in the day-to-day management.

**GENERAL INFORMATION ABOUT THE Supply and Installation, Training and Support for a Project Management Software for UNIDOR**

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| **Item** | **Item Description** | **Remarks** |
| **Software Specification**  **- Project Management Software** | Should be operated both online and offline.  It should be used by manages project beneficiaries and lead implementers.  It should track donor projects, face forms, and budgets.  It should enable creation of projects, addition of project members, and tracking progress, expenses, budgets, time logs, tasks, and milestones.  It should use Task dashboard to visualize work and tasks.  It Should have a well-defined plan for the project schedule.  It should have an internal chat feature in the messages section.  It should create roles with custom permissions for employees, various reports for tasks, time logs, finance, timesheets, and leaves.  For online function, it should enable sub-domain hosting. |  |
| **Training** | One week’s training will be provided for up to 10 users. |  |
| **Support** | The supplier should provide Query Support.  Installation Support in case of new user  Licenses, keys, usernames and passwords.  Setting up administrative and reporting levels.  Updates and backups for online. |  |

**2. OBJECTIVES OF THE ASSIGNMENT**

* 1. To supply, install, train, and offer support for the software.
  2. To customize a software that will make work easier for program staff.
  3. To provide a monitoring and evaluation platform for projects.

1. **DESCRIPTION OF TASKS AND DELIVERABLES**

* Supply of the software with capabilities described above.
* Install the software as requested by the Executive Director and compliance and quality assurance Manager.
* Train the selected staff on the use of the software supplied.
* Offer support as may be required from time to time.
* Facilitate Realization of the synergies between manual and digital system based

**YOUR PROFILE:**

* Experience in program management software supply and installations
* Experience in training and support
* Experience in working with NGO.
* List of the NGOs you have worked with/Recommendations.
* All registration certificates to satisfy that the company is legally registered in SSD

**DURATION:**

This assignment should take at most 30 days.

**APPLICATION PROCEDURE:**

The closing date for receipt of applications is **25th of September 2023** NOT LATER THAN **17:00hrs** South Sudan Time.

The interested candidates should submit the following documents along with their application:

1. Technical and Financial Proposal that outlines relevant skills and experience.
2. A Detailed Budget proposal (include transport and all other related costs relevant to the supply of the software)
3. Proposed Work Plan including a timetable clearly specifying the activities of the assignment.
4. A Sample for a similar previous assignment

Applications should be submitted by email with the heading ***“PROGRAMME MANGEMENT SOFWARE PROPOSAL”*** through email [nyak@unidorss.org](mailto:nyak@unidorss.org) or hand-delivery to UNIDOR Office in Juba (South Sudan Hai Tonging past Catholic University at the tail end of Kololo road )

* Only successful applicants will be contacted.