

## **TERMS OF REFERENCE**

### **CONSULTANCY SERVICES FOR DOCUMENT DIGITIZATION SERVICE FOR THE EASTERN AFRICA FARMERS FEDERATION**

#### **Background**

The Eastern Africa Farmers' Federation (EAFF) is a regional democratic non-governmental organization whose membership consists of national farmer organizations, apex cooperative associations, apex commodity associations and apex women farmer organizations in ten countries in eastern Africa – Burundi, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, South Sudan, Tanzania and Uganda. EAFF's role is to promote the interests of farmers on issues touching on markets, productivity, capacity, information and regional integration. The organization has a strategic plan, running from 2012 to 2020, that has four pillars including: a) lobby and advocacy; b) institutional development; c) economic services; and d) knowledge management. ([www.eaffu.org](http://www.eaffu.org))

The aim of this project is to DESIGN and COMMISSION a software to digitize EAFF documents.

#### **Scope of works/Deliverables**

The software should be able to

1. Convert the original paper document into electronic/digital format using effective, cost efficient, and technologically advanced document digitization solution.
2. Provide a perpetual software licensed of Document Management Software (DMS). The DMS shall have the following features and functionalities;
  - Dashboard for private and public folders, uploaded documents and notifications.
  - Public repository where users can only view the uploaded/created record in assigned public folder.
  - Private repository where only permitted users and groups are allowed to view and edit a record.
  - Automatic archive feature.
  - Unlimited creation of user accounts.

- The system should have a password reset tool to be managed by the end user requester via email.
- User management to create new user accounts with specific roles such as employee, manager and administrator
- Capable to search data such as index, file name, date, author name, uploader name, document type and content of the scanned document.
- Have a filtering in search result to easily track the documents.
- Capable view real-time notification in dashboard.
- Accessible in web browser and can support multiple platforms such as Internet Explorer, Google Chrome, Mozilla Firefox.

**Period of assignment:**

The contract period is for 2 months-1<sup>st</sup> to 30<sup>th</sup> October 2020

Interested qualified consultants are invited to submit a proposal that includes the following:

- Relevant tasks undertaken in the past three years
- Detailed reference list indicating the scope and magnitude of similar assignments
- Project delivery plans
- Team composition and qualifications
- Registration and other relevant statutory documents
- Financial and technical proposals

2.6 Service provider shall provide highly technical personnel for the document digitization project.

2.7 Provide a comprehensive training for the technical personnel

2.8 Must provide a backup and recovery mechanism for the digitized documents.

2.9 Document digitization services, includes but not limited to the following:

2.9.6 Digital Images can be viewed and printed using standard PC and Printer

2.9.7 Uploading of digitized records into a defined storage area

2.10 Scanning of documents will be done onsite to be determined by the implementing agencies.

2.11 The provider must digitize or convert into electronic format the existing document from the following implementing agencies:

Office	No. of records to be digitize/scanned
National Prosecution Service (NPS) – Docket Section	700,000