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| EXPRESSION OF INTEREST TO DESIGN AND IMPLEMENT A DIGITAL PLATFORM TO OPTIMISE PROGRAMME OPERATIONS AND PROCESS WORKFLOW |
| Release Date: 12th August 2021 |
| Submission Deadline: 21st August 2021 |

# Introduction and Background

Caritas Nairobi is the aid and social development agency of the Archdiocese of Nairobi. Our vision is to see a just, self-reliant and value based society. We work in the counties of Kiambu and Nairobi to provide aid and social development services without regards to race, gender, and age, social or religious backgrounds.

In line with development objectives, Caritas Nairobi runs an economic empowerment programme in the counties of Kiambu and Nairobi focussed primarily on savings and lending. Known specifically as the Self Help Programme (SHP), it exists to empower people socially and economically especially women. The progamme is based on the SACCO model, and has over 170 active Self Help Groups (SHGs) within the Archdiocese of Nairobi. The programme has a membership of over 120, 000 members with the majority of members being women, small-scale entrepreneurs, farmers and traders**.**

As the coordinating office and secretariat for the self help groups, Caritas Nairobi invites qualified vendors to submit their Expression of Interest (EOI) for the design and implementation of a digital platform to optimise programme operations and process workflows. Note, this EOI does not constitute a solicitation. Caritas Nairobi does not require bids or proposals at this stage. Caritas Nairobi seeks an expression of interest in participating in the RFP

# Purpose

This EOI is intended to identify reputable and qualified suppliers who will be able to deliver on the scope below:

* Understand the existing Information Technology environment in the Self-help programme
* Develop an end-to-end web based digital platform to optimise programme operations and process workflows including but not limited to, SHG group management, Audit workflow management, case management, training management, mapping, staff management, event management, document management among others
* Enable data collection, analysis, reporting and use of data to ensure effective M&E
* Ensure the solution can manage data from end-to-end, enable remote data entry, maintain data at the highest level of data security, and enable rapid data analytics
* Have a user friendly interface for data capture, analysis and reporting.
* Develop implementation strategy clearly articulating responsibilities

# EOI Response requirements

Interested prospective suppliers are requested to submit the following documents as part of their response to this Expression of Interest (EOI):

1. The overall Company Profile
2. Years of experience as a software vendor
3. List of past projects (not more than 5 years) and ongoing projects of similar scope.
4. Verifiable References from beneficiaries of similar scope or currently in operation/contract.
5. Details of the company’s key staff and their technical qualifications
6. Full name, contact details and position of the person primarily responsible for this expression of interest.

# Submission of Responses

Interested suppliers should submit their responses to this EOI in soft copy addressed to [mkiburi@caritasnairobi.org](mailto:mkiburi@caritasnairobi.org) and [egichobi@caritasnairobi.org](mailto:egichobi@caritasnairobi.org)

# Next Steps

1. Review of submitted Expressions of Interest
2. Prequalification of shortlisted suppliers.
3. Issuing of RFP to prequalified suppliers

# Note to Vendors

1. Only the suppliers who meet our minimum requirements will be considered for further discussions.
2. Caritas Nairobi reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than to inform the bidders of the outcome of the process.
3. The receipt of a response shall not bind Caritas Nairobi into any contractual agreements with the bidder. Such arrangements shall only come into place once an award is issued and the bidder is successful as evaluated technically and commercially. Any costs associated with the preparation and submission of the response to the EOI shall be borne by the vendor.
4. Caritas Nairobi and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.