

ICT based Consulting Services for Punjab Seed Corporation (PSC)

Carrying out Need Assessment, developing project brief and technical documentation of two ICT based system (Procurement and Marketing Management System)

1. Background

Agriculture Delivery Unit (ADU) is a special initiative set to arrest the decline of agriculture in Punjab province and set it on course of growth. To aid in achieving this goal in a long lasting manner there is a need to computerize different programs, procedures and departments (collectively called projects). To speed up delivery of the projects multiple avenues are being utilized.

Punjab seed corporation is about to embark a journey of Information communication technology adoption across the department and there is no capacity within the department to carry out such activity that can enable them to start the process which gives them great success.

2. Objective of consultancy Services

Punjab Seed Corporation has strong need of information, communication and technology adoption across the board to increase productivity and efficiency of various wings. ADU will help PSC to start the journey by adapting international best practices to develop ICT based systems through external consultant. PSC with the help of ADU advisor and external consultant will help build best ICT systems. These ICT based systems will be developed through international best practices of complete set of documentations and proof of concept before actual software development commence. This consultancy will also help software development companies to understand and conceive the system inside out so we get good estimation of system development. This stage of system development will also help ADU and PSC to get better value for money during the deployment of these systems.

3. Scope of work

I. ICT Need Assessment of Punjab Seed Corporation (PSC).

- Need assessment will focus on current IT infrastructure, systems, practices and future requirements of computer hardware and software (Web and application) across PSC.
- This will be achieved by having various meeting with key users from PSC. Key users will be identified by ICT Advisor from ADU and PSC.

II. Project brief for following tow web and app based system

1. Marketing tracking and management system
2. Procurement tracking and management system

Project brief document will cover high-level and sub-level areas of interest of each computer software (Web and Application) identified during the need assessment. Project brief will be developed after conducting workshops, meeting, interviews and other requirements gather techniques.

Project Brief/detail scope will include background, objective, target outcome, measuring project success, output, governance, reporting requirements, stakeholder and communication strategy, assumption and constraints, Risks/Issue, interrelated related projects etc.

III. Prototype and Technical documentation development.

- 1) Develop Software Requirement Specification (SRS),
- 2) Develop Business Process Flow Diagrams (BPFD)
- 3) Develop Functional Specification Documents (FSD)
- 4) Develop Wireframes for Web and Mobile (Andriod) based system

Above documents will be developed for following two systems of Punjab Seed Corporation:

1. Marketing tracking and management system
2. Procurement tracking and management system

4. Qualification Requirements:

- a. Bachelor or Master in Computer sciences or related field
- b. Minimum 5 years' experience in the requirements gathering and analysis field
- c. Advance understanding of software requirements gathering and analysis
- d. Exceptional English writing skills particularly requirements documentation
- e. Strong software prototype development experience

5. Timeline of activities, deliverables and linked payments

The payments are linked with submission and approval of following deliverables. All deliverables must be submitted in MS Word / MS Excel formats or relevant technical format.

Milestone	Project	Description	Deadline	Payments
Stage 1	Punjab Seed Corporation ICT need assessment	Need Assessment	30 days after signup	38%
	Procurement Tracking and Management System	Project Brief		
	Marketing Tracking and Management System	Project Brief		
Stage 2-A	Procurement Tracking and Management System	Technical Documentation	32 days after Stage 1	62%
Stage 2-B	Marketing Tracking and Management System	Technical Documentation	32 days after Stage 1	

- The quality of deliverables will be evaluated and approved by the ICT Advisor or his designee. Payments will be made on approval of deliverables after deduction of applicable taxes.
- All expenses related to the consulting services including travel, transport, boarding, lodging and communication expenses will be paid by the consultant. The Department of Agriculture or Punjab Seed Corporation will only pay a lump sum amount.

6. Application Process and Selection Criteria

Following documents must be submitted by interested person to become an eligible candidate. Failing to comply with these requirements will result in rejection of application. Only the successful candidate will be informed about candidate or status of application. The list of short listed candidates will be available on <http://www.agripunjab.gov.pk> by date 01-09-2017.

- Application Form
- CV
- Attested copies of all relevant documents, CNIC, academic Certificates/Degrees and Experience Certificates.

- EOI, a brief, 500-words statement explaining why you are the most suitable candidate for the assignment. In addition to interview, this statement will also be used for the purpose of evaluating a candidate's writing skills/expression.

7. Evaluation Process/Criteria

Individual Consultant will be evaluated on quality based. The award of the contract should be made to individual consultant who has been technically evaluated and determine as:

- 1) Responsive/compliant/acceptable and
- 2) Specific to the solicitation.
 - a) Technical Criteria weight: 100%

Only candidates obtaining a minimum of 28 out of 40 points would be considering for Interview/ Evaluation.

Criteria	Weight	Maximum Points
Technical Competencies		
Academic qualification total points=20	20	
i. Bachelor Degree 1 st Div=10 ii. Bachelor Degree 2 nd Div=8 iii. Bachelor Degree 3 rd Div=5 iv. Master Degree 1 st Div=10 v. Master Degree 2 nd Div=8 vi. Master Degree 3 rd Div=5		
Experience total points=20	20	
i. Minimum 5 years' experience in the requirements gathering and analysis field		
Following Competencies will be evaluated during interview		
Ability to think strategically and suggest creative solutions	10	
Advance understanding of software requirements gathering and analysis	10	
Proficiency in MS Office or other Content Management Software.	10	
Demonstrated analytical and writing experience.	10	
Communication and report writing Skills	10	
Strong software prototype development experience	10	
Total Points	100	
Weighted per Technical Competence		
Weak: Below 70%	The Individual Consultant has demonstrated a Weak for the analyzed competence.	
Satisfactory: 70% - 75%	The Individual Consultant has demonstrated a Satisfactory for the analyzed competence.	
Good: 76% -85%	The Individual Consultant has demonstrated a Good for the analyzed competence.	
Very Good: 86% - 95%	The Individual Consultant has demonstrated a Very Good for the analyzed competence.	
Out Standing: 96% - 100%	The Individual Consultant has demonstrated an Out Standing for the analyzed competence.	