



## REQUEST FOR PROPOSAL (RFP)

### Consultancy Service | Feasibility Study and Cost Estimation for Core SACCOS System Development and Maintenance

#### TERMS OF REFERENCE

##### 1.0 BACKGROUND

German Sparkassenstiftung Eastern Africa (DSIK) is a German-based NGO with global headquarters in Bonn, Germany, targeting poverty reduction through sustainable financial inclusion. To reach its goal, DSIK partners with local organizations to jointly conduct project activities, and the main interventions are targeted towards professionalizing and digitalizing the microfinance sector and SACCOS sector, increasing financial literacy, capacity development, and institutional strengthening.

In Tanzania, DSIK is currently providing advisory services to the Savings and Credit Cooperative Union League of Tanzania (SCCULT) and SELF MF. Project activities in Eastern Africa are not limited to Tanzania but also include Burundi, Kenya, Rwanda, and Uganda. In Tanzania, DSIK is a registered International Non-Governmental Organization under The Non-Governmental Organization Act, 2002 made under Section 11 (1) and 17 (2) of Act No. 24 in 2002 with Registration No. I-NGO/R1/005.

The Savings and Credit Cooperative Union League of Tanzania (SCCULT) is the umbrella organization for SACCOS in Tanzania mainland. It was established in 1992 under Cooperative Act No. 15 of the year 1991 and was given registration no. 5480.

##### 2.0 OBJECTIVES OF THE PROJECT

This task involves engaging a consultant to conduct a comprehensive feasibility study and cost estimation for the development and maintenance of a new Core SACCOS System (CSS). The consultant will analyze the project requirements, estimate the development timeline, identify necessary resource needs, and provide detailed cost breakdowns for various components, including infrastructure, security, and hosting services for SACCOS for up to five (5) Years while ensuring its ongoing success and adaptability to changing requirements. The objective is to equip SCCULT with a strategic understanding of the entire project lifecycle, encompassing development, deployment, maintenance, ongoing success, and adaptability to changing requirements.

Details: The Core SACCOS System:

##### i) Initial Deployment (Year 1 – 3):

- Designed to cater to 200 SACCOS.
- Anticipating an average of 300 members per SACCOS during the initial three years.



## (ii) Expansion Plan (Year 4 – 5):

- Projected increase in usage from 200 to 500 SACCOS.
- Estimated growth in average members per SACCOS from 300 to 500 during the 4th and 5th years.

## (iii) Cost Breakdown:

- A sample cost breakdown structure will be shared with interested candidates upon request.

## (iv) System Requirement Specification (SRS):

- The System Requirement Specification Document will be shared with interested candidates upon request.

The advisory services will enhance SCCULT's continuous initiatives in advancing its sustainability goals and fostering efficiency, effectiveness, and transparency among its members. This involves the implementation of a multitenant CSS and the automation of SACCOS' business processes, contributing to Information Technology Modernization efforts.

## 3.0 SCOPE OF WORK

The assignment is designed to cover the following areas, and we expect the consultant to successfully accomplish the task with a total Level of Effort (LoE) not exceeding **fifteen (15) working days**: -

- (i) Development Timeline and Resource Requirements:
  - a. Provide a detailed timeline for the development of the Core SACCOS System, outlining key milestones and activities.
  - b. Identify the human resources, skills, and expertise required for successful system development.
- (ii) Development Cost Estimate:
  - a. Break down the cost of system development, including software development, customization, and integration to the alternative delivery channels.
  - b. Provide a detailed breakdown of labour costs, software licensing fees, and any other development related expenses.
- (iii) Infrastructure Cost Estimate:
  - a. Estimate the infrastructure costs, including servers, storage, networking equipment, and other hardware components.
  - b. Consider scalability and future expansion requirements when providing infrastructure cost estimates.
- (iv) Security Cost Estimate:
  - a. Detail the costs associated with implementing robust security measures for the Core SACCOS System.
  - b. Include expenses related to encryption, authentication, access controls, and any necessary security audits.

- (v) **Hosting Services Cost Estimate:**
  - a. Outline the costs associated with hosting services, especially if third-party service providers will be engaged.
  - b. Include considerations for Data Center hosting, cloud services, and any additional hosting-related expenses.
- (vi) **Maintenance Cost Estimate:**
  - a. Provide a breakdown of ongoing maintenance costs, including software updates, patches, and bug fixes.
  - b. Include estimates for technical support, system monitoring, and any other activities required to ensure system stability.
- (vii) **Total Cost of Ownership (TCO):**
  - a. Summarize the total cost of ownership for the Core SACCOS System over a period of up to five (5) years.
  - b. Include all development, infrastructure, security, hosting, and maintenance costs to provide a comprehensive Project Overview.
- (viii) Recommend a practical and actionable deployment structure for optimum resource usage using locally available service providers.
- (ix) Develop a strategy to minimize investment costs.

#### 4.0 KEY DELIVERABLES

The expected deliverables in this assignment are:

- (i) **Inception Report** – This will include the overall approach/methodology to be applied and the timing of activities. The report should be issued no later than 2 working days following the signing of the contract.
- (ii) **First Draft Report:** – Consultant shall submit the first draft report of findings and recommendations 12 working days after the submission of the Inception Report.
- (iii) **Final Report:** – This will include a presentation of findings and recommendations after completing the exercise. The report should be produced and submitted within 3 working days after receiving feedback on the First Draft Report.

#### 5. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT

The Consultant should have at least a master's degree in a discipline relevant to ICT projects, ICT Infrastructure, or other relevant disciplines. Candidates with bachelor's degrees with adequate relevant experience in the deployment of ICT critical systems infrastructure will also be considered.

The consultant should have relevant working experience in Core SACCOS System projects, particularly:

- (i) At least 5 years of working experience in an ICT-related environment.



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- (ii) Excellent review and analysis skills in Core SACCOS Systems, preferably in managing ICT projects, data centers, infrastructure, and alternative delivery channel implementation.
- (iii) Adequate skills in project management, technical writing, capacity building, facilitation, and project implementation.
- (iv) Experience in communicating effectively with a diverse team of partners.
- (v) High ability in producing concise and analytical reports.

An eligible consultant may either be an individual or a firm.

#### **6. MODE OF APPLICATION/BIDDING REQUIREMENTS:**

Interested Consultants should submit both Technical and Financial Proposals for this assignment, including the CVs of the responsible team. The Financial Proposal from the Bidder must explicitly outline the number of working days per expert deployed, multiplied by the daily fee rate of each expert. A Financial Proposal Template can be shared with the Bidder upon request. The Bidders should be VAT registered with the ability to provide Electronic Fiscal Device Receipts (EFDs). The proposals should be accompanied by the Company Profile (for firms), Address (PO Box), Phone Number, Email Address, Physical Address, and list of both the previous and current Corporate Customers.

The proposals should be submitted to the following e-mail by **21<sup>st</sup> December 2023** at 17:00 (EAT):  
[Office.Tanzania@dsik.org](mailto:Office.Tanzania@dsik.org)

Please be informed that candidates who will not hear responses by 29<sup>th</sup> December 2023 should consider themselves unsuccessful.

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