



# Network Activities Group (NAG)

No.31(A-1), Mya Hnin Si Street, 27-Ward, Rose Park (3), North Dagon Township, Yangon, Myanmar.  
Tel: 09-450694361~5, Fax: 01 8010233, Email: [info@nagmyanmar.org](mailto:info@nagmyanmar.org) , Web: [www.nagmyanmar.org](http://www.nagmyanmar.org)

## " Request for Proposal for Organizational Management Information System", Reference No: NAG/HR-VA-068(RE)/2018

### Background

(NAG) became involved in post disaster relief and recovery efforts in Ayeyarwaddy Delta in 2008, in the name of "Nargis Action Group" and was registered as Network Activities Group under the Ministry of Home Affairs in late 2008. In fostering our vision for the "Emergence of a peaceful, prosperous and dignified society that values equity and diversity", NAG focuses on governance approaches, facilitating necessary changes of stakeholders and existing practices towards good governance which are essential and central for the sustainable development for all stakeholders. Since 2008, NAG has engaged stakeholders at all levels and in different arenas, in promoting interaction, good relations, coordination and collaboration. Through creating networks of development effort with different partners, and promoting good governance amongst relevant stakeholders, NAG has evolved into the "Network Activities Group". In recognition of its work, NAG became the first Myanmar National NGO to receive The ASEAN LEADERSHIP AWARD in Vientiane in October 2015.

NAG has developed into a larger organization, and has field programs covering 2,538 villages countrywide, reaching 385,955 direct families and an estimated 3 million people indirectly benefited. NAG has a team of over 500 staff countrywide, with 45 program & program support staff based in Yangon, and 465 staff working in the Dry Zone, Coastal Regions & the Delta, the Hilly Region and the South East of Myanmar. The proposed assignment is part of NAG's Organizational Capacity Development under Improved Co-Management Ayeyarwaddy Wetland Resources project funded by LIFT.

### Current Situation

NAG is currently managing project level Management Information System as Silo, NAG would like to transform Silo system into more comprehensive and integrated at the Organizational level.

### Objective

The overall objective is to develop web-based Organization Management Information System (MIS) for Network Activities Group (NAG).

Specific Objectives of MIS are:

- To integrate Programs and Projects Information to Organizational MIS
- To integrate Program Support Information (Admin, HR, Finance, Procurement) to Organizational MIS
- To integrate Program Quality (M&E, GIS & Remote Sensing, Research, Training & Communication) and Learning to Organizational MIS



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## **Development of MIS**

The Management Information System Development has four main components; 1) System Development & Maintenance, 2) Capacity Development, 3) Remote Support and Backstopping and 4) Integrate GIS/RS to MIS.

### **System Development & Maintenance**

The Consulting Firm (here in after referred to as “Firm”) will Develop Software for Central Server (located in Yangon), Project PCs (located in Project townships) and Tablets/Mobile Phone to address meeting above three specific objectives both on-line and off-line. The Firm will provide continuous maintenance and improvement of user interface for Central Server, Project Offices and Tablets/Mobile Phone. The system should have dedicated user tier system with password with administrative levels and key features will also be made available for public. The firm should fully responsible to up and running the system free from errors when the system is transferred completely to NAG.

### **Capacity Building of NAG Staff**

The Firm will develop training materials for MIS operation system (both soft/hard copy and video demonstrating key procedure for system set up and operations including data entry, LAN networking and synchronization. The Firm will train Master Trainers (at least 30 trainees) for 2 sessions (1 initial and 1 refresher) for at least total of 10 days on use of Server, Project PC, tablets/Mobile Phone and data entry of forms. The Firm will assist Master Trainers to roll out field level training at the project level. The Firm will provide on-going coaching and mentoring support to Master Trainers on on-site trouble shootings. Moreover, the Firm will provide basic programing training to key Master Trainers in order them to fix minor issues with the software, set up and system operations.

### **Remote Support and Backstopping**

NAG envisage that the Firm will not be available all time for on-site support, thus the Firm should be ready and open to facilitate Facebook MIS forum, Team Viewer software and backstopping by email, telephone and messenger.

### **Integrate GIS/RS to MIS**

The Firm should develop GIS/RS Map by integrating key output tables, figures and data to enhance visualization and are useful for decision making purpose.



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## Deliverables and Payment Schedule

The following table present detail deliverables and payment schedule for the proposed assignment:

Sr.	Deliverables	Completion Date	Payment %
	<b>Initial Payment after Signing the Contract</b>		20%
<b>A.</b>	<b>System Development &amp; Maintenance</b>		
A1.	Software for Central Server	Ends of Month 3	20%
A2.	Set Up PCs and LAN	Ends of Month 3	
A3.	Set Up Tablets/Mobile Phone	Ends of Month 4	20%
A4.	Maintenance and Improvement of user interface	Ends of Month 4	
<b>B.</b>	<b>Capacity Building of NAG Staff</b>		
B.1	Initial Training Session to Master Trainer	Ends of Month 3	10%
B.2	Assist Master Trainer to roll out Field Level Trainings	Ends of Month 3	
B.3	Refresher Training Session Training to Master Trainer	Ends of Month 5	5%
B.4	Provide on-going coaching and mentoring support to Master Trainers on on-site trouble shootings	Ends of Month 5	
B.5	Provide basic programing training to key Master Trainers	Ends of Month 5	
<b>C.</b>	<b>Remote Support and Backstopping</b>		
C.1	Facebook MIS forum	Ends of Month 3	5%
C.2	Install Team Viewer Software	Ends of Month 3	
C.3	Backstopping by email, telephone and messenger	Ends of Month 3	
<b>D.</b>	<b>Integrate GIS/RS to MIS</b>		
D.1	Output Maps generated by GIS/RS	Ends of Month 5	20%

## Progress Meeting

In order to achieve above deliverables in a timely way, and ensure continued close communication with NAG, the representative person of the Firm commits to set up bi-weekly (twice a month) meeting with agreed date and present progress of the assignment.

## Reporting Channels

The Firm will be responsibility to report Program Quality & Learning Manager who will be in charge of this particular assignment for coordination, scheduling inputs, and approval of payments to the Firm.

## Submission of Proposal

The qualified and interested Firm should submit their narrative and financial proposal to the following email. NAG will only invite the most qualified firm for contract negotiation.

Name : U Thiha Thu Naung (Senior Procurement Officer)  
Email : [thihathunaung10@gmail.com](mailto:thihathunaung10@gmail.com)  
Phone : 09420725579  
Date : 15<sup>th</sup> January, 2019 (Tuesday)