

## SNNPRS OCAA Website Terms of Reference

### 1. Background

**ክፍል አንድ፡- የኤንሲው ራዕይ፣ ተልዕኮ፣ ዓላማና እሴቶች**

#### **1.1 ራዕይ**

በክልሉ በ2012 በሥራ ገበያው ተፈላጊና የሙያ ብቃቱ የተረጋገጠለት ብቁና በሀገር አቀፍም ሆነ በዓለም አቀፍ ደረጃ ተወዳዳሪ የሆነ ባለሙያ በሁሉም ኢኮኖሚያዊ ዘርፍ በብዛትና በጥራት ተፈጥሮ ማየት።

#### **1.2 ተልዕኮ**

በተለያዩ የሙያ መስኮችና ደረጃዎች በልምድም ሆነ በመደበኛ ሥልጠና የሙያ ባለቤቶችን በአገር አቀፍ የሙያ ደረጃና ምደባ (EOS) መሠረት በተዘጋጀ የምዘና መሳሪያ፣ ዕውቅና በተሰጠው መዛኝ እና ምዘና ጣቢያ ተጠቅሞ በመመዘንና ብቃታቸውን በማረጋገጥ በዓለም አቀፍ ደረጃ በብቃት ተወዳዳሪ መሆን የሚችሉ ሙያተኞችን ወደ ሥራ ገበያው እንዲገቡ ማስቻል ነው።

#### **1.3 ዓላማ**

በመደበኛና መደበኛ ባልሆነ ሥልጠና የሙያ ባለቤት የሆኑትን ባለሙያዎች አገር አቀፍ የሙያ ደረጃና ምደባን መሠረት አድርጎ በተዘጋጀ የምዘና መሳሪያ፣ ዕውቅና በተሰጠው ምዘና ጣቢያና መዛኝ ባለሙያ በመመዘን ብቁ የሆኑት ወደ ሥራ ገበያው እንዲቀላቀሉ ማስቻል ነው።

#### **1.4 እሴቶች**

- ግልፅነት
- ተጠያቂነት
- ለለውጥ ዝግጁነት
- የላቀ አገልግሎት መስጠት
- በጥናትና ምርምር መመራት
- ታማኝነት
- ተወዳዳሪነት
- ለህዝብ ተጠቃሚነት መትጋት

### 2. Objective of the project

The objective of this TOR is to hire a competitive and experienced IT consulting firm to study, design and implement a Website in order to provide information online and add portal for certificate verification.

It is also envisaged to provide the following applications desired in the Website:

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

- Content Management System (CMS)
- Advanced Search
- Light weight website.
- Links to existing sector bureaus' websites.
- Integrating the certificate verification process with the existing system and must enable dynamic configuration.
- Interactive tools such as comments on articles, discussion forums, blogs, etc.

### **3. Target Audience**

Here is the list of target audience that the region wants to well come with its new Website.

- Students
- Educational institutions.
- Governmental and non-governmental institutions.
- Media (both international and domestic
- Research scholars
- International organization
- Civic associations
- Any individual who wants to get information about SNNPRS OCAA.

### **4. Purpose and Description**

#### **4.1 Purpose**

The SNNPRS OCAA Currently has no official website. Because of this, the SNNPRS OCAA understands that its current information systems are inadequate to facilitate its activities, enhance service delivery and achieve its overall goal, vision and mission. Moreover, to deliver effective and efficient services, the organization has to be equipped with up to date information delivery technology (website) especially for certificate validation and verification process. Therefore, The SNNPRS OCAA is looking for a new technology which supports its overall current and future needs.

Upon completion of the development of the website all analysis, source code, contents, and graphics shall become the sole property of the SNNPRS OCAA.

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

## 4.2 Description

The bidder has to create Dynamic, flexible, informative and interactive website that is easy to maintain. The bidder also must develop a friendly site that can deliver large amounts of constantly changing information to our key audiences. In addition to designing a user-friendly site with an intuitive interface, we must also develop a web-based, database-driven administration tool that allows key management personnel to easily **update each content separately without directly accessing source code.**

The SNNPRS OCAA will maintain ultimate editorial control of content and source code, without burdening the bidder. The consultant will efficiently manage web publishing processes (hosting), preferably in Ethio telecom Server or regional Data Center.

## 5. Technical Requirements

- A bilingual (Amharic and English)
- Graphical User Interface design: It should have a modern professional attractive GUI style. Care should be given to the page weights to ensure the download time sufficiently quick for typical download speeds in Ethiopia.
  - Consistent color, font, graphics scheme should be followed.
- Customer navigation should be easy to navigate and smoother.
- A powerful site **specific search function, accessible throughout the site**, which allows users to locate specific information quickly.
- A form-to-email, which allows surfers to fill and submit forms. Suggestion or question via the internet. This system must be able to filter predefined sensitive words. The form should be submitted to recipients, webmaster and the one who submits the form; it is recommended that the form can be saved as database file when it is submitted.
- The site should have a send to friend (optional), **direct print and see in PDF format features.**
- A powerful web-metrics analysis system for the site. Administrator can access a log file in a user-friendly interface and obtain information about when, where and how do the Internet users' access and surf the portal. Further information such as by which link does a user accesses to the site, by which key word etc., should also be obtained through this system.
- The administration section should set number of displayed items to view list of items on the site.
- Error and fault Management facility.

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

- Customizable SMS (Short Message Service) support.
- The key component of the site should be dynamic content management system /CMS/ to manipulate and publish the page. This system should incorporate the following features:

## **5.1 Light weight web design**

The bidder must consider Lightweight design from the beginning of the development to provide fast loading website and integration with the existing system used for certificate validation and verification. The bidder shall use the latest compression technology available to reduce media (pictures, graphics, videos,) sizes without compromising their quality and this will help to reduce storage size and significantly increase the speed.

## **5.2 Integration Portal Security**

The integrated portal, providing service for verification in the website, must be highly secured with the latest security features. Since the integration takes places with the OCAA's certification database in the organization, protection/safeguard/ from outside attack is the at most consideration. Therefore, the bidder must consider this sensitive security issue while designing and implementing the portal.

## **5.3 Article/page Management**

### **5.3.1 Publish Articles/pages**

- Publish articles/pages without touching codes (without any knowledge of programming). Articles can be set as:
  - **Visible:** published to the portal immediately when saved.
  - **Pending:** saved to the system, but not published until an editor approves it.
  - **Hidden:** disable an article so it's not visible to the public (use this when you want to pull an article to revise it)
- Administrator can publish different kinds of articles:
- Full Article/page: summary on category page and then a link to a full article on its own page.
- Summary only: just a summary on the category page.
- Uploaded file: summary and then a link to a document (like a PDF, spreadsheet, or Word Document).
- Write articles in plain text or full HTML.
- Preview the article/page before publishing it to the website.
- Upload unlimited images to embed within the article/page.
- Upload videos to embed with the articles/pages.
- Nest images so visitors can click one image to see a larger image.

## SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

- Sort articles by categories or states (Published or unpublished).
- Allow organizing of articles/pages in a category by any order you like.
- Set access level to the articles.
  - Public
  - Registered
  - Special
  - Any other access level that has created.

### 5.3.2 Category Management

- Create multiple categories for Website information.
- Set access level to the categories (Website Users) that is the website will have three interfaces. Namely:
  - **User Interface (Public):** is the default interface where any user will have an access to use whenever domain name is entered in the address bar ([www.snmprocaa.gov.et](http://www.snmprocaa.gov.et)).
  - **Registered User Interface:** this requires an authorization to access, that is only registered users with user name and password can access.
  - **Administrator User Interface:** This interface is the backbone of the website which enables to modify, update or change the website. Only the web administrator will have right to access.
- Hide categories to remove them temporarily from your portal so that revisions to the site are quick and simple.
- Search for categories in the administration system to access them quickly.
- Customize the number of articles and headlines displayed for each category.
- Sort the categories by section and state (Published or unpublished)
- Create customized filenames for categories to make more readable URLs (/news.html instead of cat\_index\_2.html).
- Associate different images/videos with the category.
- Use different design and look for each category to further customize the look of your Website.

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

- **User Administration**
- Manage users and give them different access levels:
  - *Admin*: complete control over the system.
  - *Editor*: able to approve other people's articles.
  - *Trusted writer*: able to add articles to the portal without approval from an editor.
  - *Writer*: articles are tagged as "pending" until approved by an editor.
  - *Disabled*: unable to use any part of the system.
- Constrain writers so they can only add articles to certain categories. Give each writer their own username/password so they can log into the system.
- The successful bidder should work with the SNNPRS OCAA to develop a requirements document that includes designs of the main pages of the website and the functionality/content requirements and the Database design as well as the underlying technical requirements e.g. software and hardware and networking and hosting requirements and back-up and disaster recovery options.

### 5.3.3 **Document Management**

The website should have a robust document management system. This feature should provide methods and tools for capturing, storing, organizing, analyzing, creating and synthesizing information and expertise; and making available this knowledge within and across communities.

In addition to be effective, the web site feature is expected:

- ✓ To deliver a timely, updated, fast loading, content rich and attractive web presence for Office of SNNPRS OCAA.
- ✓ To provide a venue for wider online collaboration among the community.
- ✓ To ensure that access to functionality is restricted to the appropriate Users, i.e. that the functionality interface includes Authorisation.
- ✓ To collect or receive comments from the society through the website.
- ✓ To introduce the bureau's duties and responsibilities.
- ✓ Annual Plans, Reports, Brochures, Magazines, etc can be hosted on the website to be distributed automatically via email and send mobile notification for registered users/members.
- ✓ It can be used as image building for the SNNPRS OCAA.
- ✓ Provides digested and filtered data about the SNNPRS OCAA for students, governmental and non-governmental institutions, investors, Diasporas, researchers, tourists, etc worldwide.

## SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

- ✓ Provides interactive forum to discuss ideas online.
- ✓ Provides easy access to reach the global media in responding directly for different ideas, views, or suggestions
- ✓ Organizational events, articles and news; with e-mail subscription facility and RSS syndications for electronic newsletters by interested visitors.
- ✓ Building and management of Frequently Asked Questions (FAQ) catalog that would provide visitors with review of what others have already enquired and the related organizational responses.
- ✓ Creation (or registry) of places of attraction, and recreation; supported by Google Map integrated and updatable geographical location system facility.
- ✓ The facility for the web master to publish favorable feedbacks into a Testimonials section on the website.
- ✓ Online Membership Facility
- ✓ Interactive Satellite and Location Map
- ✓ Search Engine Optimization
- ✓ Search capability (both from the website itself and Google)
- ✓ Copy right statement
- ✓ Modification date for each content
- ✓ Update and/or Edit for each content
- ✓ Links
- ✓ Public Notice
- ✓ Acts and regulations
- ✓ Prohibited content
- ✓ Site Architecture
- ✓ Navigation
- ✓ Meta data
- ✓ Screen Resolution
- ✓ Mobile support (can be browsed in mobile or mobile responsive)

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

- ✓ Supporting different browsers (Internet Explorer, Google chrome, Mozilla fire fox, crazy, etc)
- ✓ Site map
- ✓ Online Services like:
  - Forms
  - Discussion forum
  - social sites like Face book, Twitter, etc)
- ✓ Compliance to Web Standards
- ✓ Compliance to Web Analysis Tools
  - Create: By selecting this option the administrative user may create a new content item. The system will assign an ID automatically.
  - Edit: This action allows the administrative user to modify a currently existing content item. This action requires that the administrative user know the content ID, which can be obtained from the List feature. The administrative user may edit any content item. Each content have to **edit facility** in front of it in the administrator interface.
  - List: This function allows user to view all of the content of a certain type as well as its IDs.
  - Upload Image and/or Video: This option allows the administrative user to upload an image and/or directly to the Web server.
  - Upload Latest Report: This feature allows the user to upload a new Report PDF file to the Web server.

A Google Map service integrated with databases would be employed to maintain an updatable location map of the SNNPRS OCAA.

## **5.3.4 Domain Based Email System**

This feature will give you Email system which enables you to generate Email account based on your domain. **Example:** [yournamesnnprocaa.gov.et](mailto:yournamesnnprocaa.gov.et) You will also be able to create Email Account for the Office of the 's employees.



# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

## **6. Scope**

Based on the nature of the activities that the SNNPRS OCAA seeks for the deployment of the desired website solution, the scope of the tasks that the project will be engaged in is limited to the design, development, hosting and testing of the website. All the required data, audio, photo, video and translation of language will be provided by the Office with soft copy and hard copy approved and signed by the higher officials of the Office of the stamped with official seal (verified).

### **Discovery**

Confirm audiences, objectives, graphic look and feel, navigation, site marketing, technology issues and assumptions, required functionality, phasing, and budgetary constraints, resulting in a creative brief.

### **Design**

Web site information architecture, graphic look and feel, user navigation, home page and main navigation templates for each of the main navigation links

### **Testing**

Testing of site on all applicable platforms to ensure web site works as promised. Explain testing plan through development process (i.e. focus groups, etc.).

### **Tracking**

Implementation of tracking software to produce user defined site log reports. We need a tool to help us better understand and measure web visitor behavior and improve web site performance and availability. (This may be offered through hosting service.)

## **7. Available Technology**

Development technology for the website should be clearly mentioned and must be compliant with web standards. The website must be done with pure codes by the developer. Using open source CMS Templates is strictly forbidden. Development technology for the website should also be compliant with the Ethio telecom or Regional Data Center Web Servers since it will be hosted here.

SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION  
AGENCY)

---

**8. Evaluation criteria's and sub criteria's of the TOR**

**8.1 Specific experience of the consultants in the field of the assignment/30%/**

Firms similar and same scope of project experience on the given assignment in organization/institution and Size of the staff /30%/.

**Experiences in Similar Projects:** Having similar and same scope of project experience on the given assignment in organization/institution that the firm successfully carried out with documented evidence.

(30 %)

**RATING SCALE:**

No.	Grade (level of responsiveness)	Percentage rating	Criteria to be considered
1	No rate	0	A firm has <b>no</b> similar and same scope of project experience on the given assignment that the firm successfully carried out.
2	Poor	40	A firm has1 <b>(one)</b> similar and same scope of project experience on the given assignment that the firm successfully carried out with documented evidence.
3	Satisfactory	70	A firm has 2 <b>(two)</b> similar and same scope of project experience on the given assignment that the firm successfully carried out with documented evidence.
4	Good	90	A firm has 3 <b>(three)</b> similar and same scope of project experience on the given assignment that the firm successfully carried out with documented evidence
5	Very good	100	A firm has more than 3 <b>(three)</b> similar and same scope of project experience on the given assignment that the firm successfully carried out with documented evidence.

SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION  
AGENCY)

---

**8.2 Adequacy of the proposed methodology and work plan in responding to the TOR/30%/**

Adequate methodology and Work Plan to come up the solution based on the requirement that stated in the TOR/35%/.

**RATING SCALE:**

No.	Grade Point (%)	Criteria to be considered
1	10	<p>Proposed website development Methodology</p> <ul style="list-style-type: none"> <li>➤ Proposed Methodology for website development Requirement Specification (WDRS) (4%) Indicators to be considered: briefly mentioning the ways of website development requirement specification preparation.</li> <li>➤ Proposed Methodology for website development Analysis Design (WDAD) (2%). Indicators to be considered: briefly mentioning the ways of website development analysis and design preparation.</li> <li>➤ Proposed Methodology for website development Testing Specification (WDTS) (2%) Indicators to be considered: briefly mentioning the ways of website development testing specification strategy.</li> </ul>
2	5	<p>Proposed Methodology for website development risk management strategy (WDRMS) (5%)</p> <p>Indicators to be considered: briefly mentioning the ways of website development risk management strategy.</p>
3	5	<p>Proposed Methodology for website development Quality Assurance mechanisms (WDQAM) (5%)</p> <p>Indicators to be considered: It is expected to provide its quality management/control methodology and plan. The plan should show how, where and when the quality management is to be done.</p>

SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION  
AGENCY)

---

4	5	Proposed Methodology for website Deployment and Documentation. (5%)  Indicators to be considered: briefly mentioning the ways of website deployment and documentation strategy)
5	10	Project Duration, website Development Exit Strategy and Work plan. Indicators to be considered: <ul style="list-style-type: none"> <li>• Website Development Exit Strategy (5 %)</li> <li>• Explicit Work plan. (5%)</li> </ul>

**8.3 . Qualifications and Competence of Proposed Key Staff/30%/**

**Project Manager:** One project manager that graduate or postgraduate in IT related fields and have at least 3 similar and same scope project experience in organization/institution project management experience with documented evidence.

**System Analyst:** one project analyst BSC or above in IT related fields and have at least 3 similar and same scope project experience in organization/institution projects system analysis experience with documented evidence.

**Full stack developer:** one programmer BSC or above in IT related fields and have at least 3 similar and same scope project experience in organization/institution projects programming experience with documented evidence.

Number of certified professional: At least 3 certified staff members in programming and web-based software language related to the desire project with documented evidence.

**RATING SCALE:**

Grade (level of responsiveness)	Percentage rating	Criteria to be considered
No rate	0	One project manager, System analyst, full stack developer that graduate or postgraduate in IT related fields. If one of them with no experience and has no certifications in programming or web-based software language related to the desire project.
Poor		One project manager that graduate or postgraduate in IT related fields with 1(one) similar and same scope project experience in organization/institution project management experiences with documented evidence.  One project analyst BSC or above in IT related fields with similar and same scope 1 (one) project experience in organization /institution projects system analysis experience with documented evidence.

SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION  
AGENCY)

		<p>One full stack developer BSC or above in IT related fields with similar and same scope project experience in organization /institution projects programming experience with documented evidence.</p> <p>At least 1 certifications programming or web-based software language related to the desire project with documented evidence.</p>
Satisfactory		<p>One project manager that graduate or postgraduate in IT related fields and has 2(two) similar and same scope projects experience in organization /institution project management experiences with documented evidence.</p> <p>One project System analyst BSC or above in IT related fields and has 2 (two)similar and same scope project experience in organization /institution projects system analysis experience with documented evidence</p> <p>one full stack developers BSC or above in IT related fields and has 2 (two) for each similar and same scope project experience in organization /institution projects programming experience with documented evidence</p> <p>At least 2 certifications in programming and web-based software language related to the desire project with documented evidence.</p>
Good	90	<p>One project manager that graduate or postgraduate in IT related fields and has 3 (three) similar and same scope projects experience in organization /institution project management experiences with documented evidence.</p> <p>One system analyst BSC or above in IT related fields and 3 (three) similar and same scope project experience in organization /institution projects system analysis experience with documented evidence.</p> <p>One full stack developer BSC or above in IT related fields and has 3(three) similar and same scope project experience in organization /institution projects programming experience with documented evidence</p> <p>3(Three) certifications in programming and web-based software language related to the desire project with documented evidence.</p>
Very Good	100	<p>One project manager that graduate or postgraduate in IT related fields and has more than 3 (three)similar and same scope projects experience in organization /institution project management experiences with documented evidence.</p> <p>One project System analyst BSC or above in IT related fields and has more than 3 (three) similar and same scope projects experience in organization</p>

SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION  
AGENCY)

---

		<p>/institution projects system analysis experience with documented evidence</p> <p>One full stack developer with BSC or above in IT related fields and has more than 3(three) for each similar and same scope project experience in organization /institution projects programming experience with documented evidence.</p> <p>More than 3 (three) certifications in programming and web-based software language related to the desire project with documented evidence.</p>
--	--	---

**8.4 Suitability of the transfer of knowledge program/10%/**

The firm expected to transfer knowledge/giving training both IT staff and web admins in SNNPRSOCAA.

**Rating scale**

No	Grade Point (%)	Criteria to be considered
1	10	<p>Local training plan for IT stuffs and web admins Plans for preparing necessary material. At least 5 days for 10 trainees.</p> <ul style="list-style-type: none"> <li>▪ Comprehensive training plans, training manual, reference materials, and training of end user as well as technical staff.</li> </ul>

**9. Format for the proposal**

Please use the following as a guideline to format your proposal:

- **Title Page:**  
SNNPRSOCAA Web Site Development Proposal, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person.
- **Cover Letter:**  
Signed by the person or persons authorized to sign on behalf of the company.
- **Proposal:**  
Discuss your proposed solution, including the features, benefits and uniqueness of your solution. You should also touch on your ability to deliver the project in the timeframe noted.
- **Qualifications:**

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

Provide the information requested in Section 8.

## 10. Major Activities the Consultant

In order to achieve the aims of this assignment, the consultant will undertake the following tasks:

- Establish roles, responsibilities, and implementation schedule
- Propose an appropriate work plan for the overall assignment
- Design the Website structure.
- Develop the front end, middleware and database code for the Website using clear, easily maintainable and effective code and using proven, best practice, coding languages.
- Test and validate the Website deployment for performance and functionality on the real environment
- Define a security level

## 11. Responsibility and Commitments of the SNNPRS OCAA

The SNNPRS OCAA will work with the consultant to provide:

- All the required data, audio and video in Amharic and English
- Other materials to be included on the Website (e.g. photos, videos , and maps)
- Host environment for the Website that is Domain name ([www.snnprocaa.gov.et](http://www.snnprocaa.gov.et)).
- The consultant will have access to appropriate office space, office equipment and necessary documentations.
- The SNNPRS OCAA will assign a contact person for the consultant who will be responsible for the facilitation of his activities
- When deemed necessary by the consultant, The SNNPRS OCAA will make available concerned staffs for group discussions or individual interviews with the consultant
- Organize Presentation Schedule at least two times for comment on the proposed website.

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

## **12. Responsibility and Commitments of the Consultant**

The consultant is expected to provide:

- Its specific experience in the field of the assignment,
- Proposed methodology and work plan,
- Qualifications and competency of key staff proposed for the assignment,
- Requirement analysis, Designing, coding and hosting
- Two Prototypes of the Website to select one
- Presenting the Website for comment at least two times
- Suitable transfer of knowledge program
- The consultant will submit monthly reports and any required deliverables including ad-hoc reports as deemed necessary by Office
- Testing
- Their cost estimation for the whole project.



## SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

### 13. Project Acceptance

The final project approval or acceptance is given after an official full project approval is specified by the SNNPRSOCAA based on the final project quality test it has carried out including the knowledge transfer training.

### 14. Time schedule of Project Components

Activities	Time	Remark
Signing of Project Agreement	1 day	
Project Feasibility and System Requirement Specification	5 days	
Design Document Preparation	5 days	
Database Design	7 days	
GUI Design	5 days	
Coding	10 days	
Testing	3 days	
Hosting	3 days	
Professional Training	5 days	
Project closer report	1 days	
Duration of the Project	45 days	

Thus, the total duration to complete the Website is 30 days

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

## 15. List of Reports Deliverables

The report that the consultant should submit has to be well organized and it's expected to show the progress of each activities, level of work undertaken, challenges it occur in its working environment, staff number, the time it takes to finish the project, etc. The report should be prepared in English language.

The reports required from the consultant are:

- ❖ Inception Report.
- ❖ Progress Reports.
- ❖ Final Report.

In general the report required for the tasks should be in English and the report includes:

- ❖ Roles, responsibilities, and appropriate work plan for the Website developed, tested, implementation and maintenance
- ❖ Full set of “developed “documentation and training manual which is given to SNNPRS OCAA Office for the use of the Website.
- ❖ Detailed test plan: -
  - The testing will provide baseline functionality and performance results
  - Test results as agreed in the project kick-off meeting will be reviewed
  - The scope of the test plan will not exceed the basic product capabilities
- ❖ An engineering diagram of the Website that documents all the implementation configuration at the time of service completion for future support and troubleshooting
- ❖ Systems Manual, which outlines build procedures and other development related processes
- ❖ Developed, implemented, configured, tested, and functional SNNPRS OCAA Website.
- ❖ Developed, implemented, configured, tested, and functional SNNPRS OCAA Website Source Code.
- ❖ Authorized copy of the Website with full documentation
- ❖ Different workshops and detail reports
- ❖ Reconnaissance and final report
- ❖ Requirements Definition Document
- ❖ Solution Design Document
  - ✓ Application Design
  - ✓ Database Design
- ❖ Training for web admins and IT staffs.
- ❖ Final website with all required documentations
- ❖ Other Documentations necessary for the maintenance and sustainability, and continuity of the website.

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

## 16. Warranty

- Developer shall provide at least one year warranty period and free maintenance and Support.
- After one year support is given based on the sign of service level agreement between the two parties.

## 17. Instruction to Bidders for Website

### 17.1 General

Bidders are expected to examine and observe all instruction, terms, specifications, stipulations and forms in this bid document. Failure in this regard may result in rejection of offers as being unresponsive.

### 17.2 Language

The bid and supporting documents that are submitted by the bidder shall all be in English Language. The Website will be bilingual (Amharic and English) to choose from the Home page

### 17.3 Cost of Bid Preparation

The bidder shall bear all costs associated with the preparation and submission of its bid and the company will in no way be responsible or liable for those costs regardless of the conduct and outcome of the bidding process.

### 17.4 Documents to comprise the offer

- 1.1 The complete proposal shall comprise a set of two separate distinct documents that are organized and submitted separately to SNNPRS OCAA “**Technical Proposal**” and the “**Financial Proposal**”.
1. The name and address of bidder in full (telephone, fax, P.O. Box, E-mail) the nature of the business involved in, the principal place of business, the place & date of incorporation.
2. Authentic documents evidencing a demonstrated track record, professional, experience and skills.
3. A list of previous and present major work of similar nature carried out, or being carried out, by the bidder must be attached (only official letters and/or testimonials are accepted).
4. Information on bidder’s relevant work experience.
5. The bidder shall be able to present recent years audited financial statement when requested.

SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION  
AGENCY)

---

**18. Website Development and Document Verification Project Hosting Infrastructure and Other Requirements Assessment**

N.O	Activities	Requirement Options		Selected Option	Remark
		Option one	Option Two		
1.	Website development and document verification project execution	In house	Outsourcing	Option Two	Due to Time constraint sensitive nature of the project and lack of experience in the area
2.	Hosting environment	At COC server room	At regional DC	Option Two	Both the existing system and the website to be hosted at RDC and using for the system a VPN network of weredanet.
3.	Connectivity	Woredanet	Broad band	Option one	Science it is a VPN network, it is more secured connectivity for the existing system.
4.	Hardware	Using the existing shared server from RDC	Arranging at the RDC with COC Agency own server officially.	Option two	Due to easy and separate management
5.					

# SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

## **1. Others:**

1. Bid bond amount is specified under this section.
2. Transmittal Letter which must be signed by a person in charge & who is authorized to represent the bidder should be stated.
3. The Bidder should address, among other matters, the following: warrant period, testing period, resolution of delays Time frame to complete the project.
4. The bidder should also present a professional work authorization certificate (i.e. from the concerned Ministry/Agency/Bureau), work permit, renewed license and VAT Registration.
5. Official Recommendations and References
6. Sample or prototype must be included in the bid document

### **6.1 Financial Proposal**

The Bidder shall submit, in a separate envelop, the proposed schedule of fees, rates and other financial charges for the required services in parts.

The financial offer should indicate the value for equipment's required fulfilling and installation cost separately.

## **7. Bid Currency**

Price must be quoted in ETB (Ethiopian Birr).

## **8. Bid prices**

- 8.1 All prices associated with the bid shall as far as possible be analyzed so as to show clearly or separately in case of full package and quote based on individual module and total prices per type of sub system.
- 8.2 The price shall contain the total cost of ownership including: Data collection, need analysis design, coding, software implementation cost, annual & incidental support charge, professional cost, training cost, license fee, software version change, warranty and other costs. If not quoted, it shall be assumed that there is no additional cost to be incurred.
- 8.3 The Supplier shall propose as the method of payment. In case advance payment is required, the supplier shall present advance payment guarantee bond.
- 8.4 Prices shall be firm and unchangeable during the validity of the offer.
- 8.5 Unit and total bid price should be quoted separately including VAT.

## **9. Bidders Eligibility & Qualification**

- 9.1 The bidder shall submit documents establishing the bidder's legal, technical and financial and production capability to perform the contract if its bid is accepted.

## SNNPRS OCAA (OCCUPATIONAL COMPETENCE ACREDITATION AGENCY)

---

- 9.2 Bidders Company must be registered in Ethiopia and should have good experience in the related field and minimum Five Related Customer Testimonial Letter Required.
  - 9.3 The firm who will be involved in the implementation tasks should have a personnel qualified as a project manager, software engineer / senior programmer, support specialist, production and finance specialist, preferably in industry and other relevant personnel.
  - 9.4 Bidders should be provided at least 1 year Guaranteed Support (Evidence is required, such as performance bond, bid bond).
  - 9.5 Bidders' team should have multinational experience in similar field (Professional CV signed by the professional with his/her personal detail should be attached).
  - 9.6 Bidders Design, Development, Testing, and Support Technology should be clearly stated
  - 9.7 For Content Management System, SQL Server or Oracle is preferred.
- 10. Conformity of products and services**
- 10.1 The Documentary evidence of the systems and services conformity to this bid document may be in the form of literature, drawings and data, and shall include:
    - a) A detailed description of the system essential technical and performance characteristics.
    - b) A clause-by-clause commentary on the requirements specifications demonstrating the systems substantial responsiveness to those specifications or a clear statement of deviations and exceptions to the provisions of the requirements specifications which demonstrate clearly to SNNPRSOCAA satisfaction that the stated deviations and exceptions are substantially equivalent or superior to the corresponding provision designated in the requirements specifications of SNNPRSOCAA.

### Note:

- The Website will be hosted in Ethio telecom, SNNPRS science and information technology bureau, or regional Data Center. Thus, the website to be developed must be compatible with their hosting (Web Servers).