



Terms of Reference

Set up an online platform connecting Local Government Authorities and citizens.

Location: Malawi

Starting date: October 2021

Duration: service to be performed in 2021

Proposals Deadline: 11 October 2021

Background

CCJP and Hivos are implementing a three-year project titled 'Voices and Actions for Accountability in Malawi' (VAAM) funded by the EU. The Goal of the project is: To strengthen the capacity of Malawian Civil Society Organizations (CSOs), Media, high spending Ministries, Departments and Agencies and selected local government authorities in evidence gathering, analysis and the publication of findings. This will contribute towards viable, inclusive and transparent public budget and procurement processes. The project is being implemented at both national and district level in 7 districts across the 3 regions of Malawi namely: Blantyre, Dowa, Mangochi, Ntcheu, Mzimba, Mzuzu and Zomba.

It is expected that following implementation of this Action, three outcomes would have been achieved:

Outcome I: Strengthened capacity of CSOs and Media organisations to analyze and report on public expenditure of high spending MDAs and Local Government Authorities

Outcome II: Enhanced coordination, collaboration and learning among CSOs and Media working on budgeting and public procurement processes at national level.

Outcome III: Increased dialogue and exchange of information on public expenditure between Local Government Authorities and citizens

As part of objective three of the VAAM project, "increased dialogue and exchange of information on public expenditure between Local Government Authorities and citizens, CCJP is inviting bids from local tech-based companies to support the development of a digital platform that will connect local government authorities and citizens

The platform will be developed, hosted and updated by the local tech-based company with demonstrated experience in digital technologies and civic engagement. This service will be the object of a contract between CCJP and the Tech-based company.

Mission

The selected tech-based company will develop and update the online platform hosting contents on local authority public expenditure for use by the media, CSOs and Citizens

The service provider will reach out to the platform audience and propose trainings and awareness raising actions for sustainability of the platform

Format

Aiming at connecting local government authorities to citizens, the online platform should have the following characteristics

- Easy to use for both smartphones and ordinary phones

- Have sections for budgets and procurement information for easy access by citizens
- Contain information on citizens reports and feedback
- Have both an SMS facility for citizens to request information and for local authorities to respond
- Contain information of local authorities' feedback to citizens requests

Note: CCJP welcomes any suggestions made by the selected provider to adjust this format to better suit its professional practices and the expectations of its audience

Deliverables

- 1 online platform and its maintenance
- Outreach activities and trainings for users

Selection criteria

In their proposals, applicants are expected to demonstrate experience, skills and capacities about the following

- Experience in web and mobile applications development (25 points)
- At least 2 years expertise in civic engagement demonstrated through a portfolio of projects (25 points)
- Expertise in local government affairs (20 points)
- Expertise in users' capacity building demonstrated through a portfolio of projects related to citizen engagement (10 points)
- Ability to build, grow and sustain audiences (10 points)
- Financial offer (10 points)

Proposal requirements

- Applicants need to submit a proposal of 10 pages at most
- Proposals need to include the following components:
 1. Background about the organization, its legal status in Malawi and a detailed statement explaining why it is the best to implement the project as described in this document
 2. Concept and technical details of the online platform

3. Platform delivery schedule
4. Outreach and training activities workplan
5. The current technical abilities to deliver the platform and related activities as described in paragraphs 1 and 4
6. Social media and digital reach out strategy for audience growth
7. Financial offer

Other terms and conditions

- The contract will be awarded on best value for money basis
- The proposals that don't have all the required components will not be considered
- Proposals submitted after the deadline will not be considered
- Only shortlisted candidates will be contacted
- Offers may be negotiated after reception of it.

Proposal submission information

Applications should be emailed to ccjp@ccjplilongwe.org addressing

The Commission Secretary
Catholic Commission for justice and Peace, Archdiocese of Lilongwe
Next to Likuni Girls Secondary School
Private Bag A208
Lilongwe

Disclaimer

CCJP reserves the right to cancel the TOR if proposals received do not meet CCJP's and Hivos expectations and requirements.