

Dear supplier,

Date of issue:	15.03.2019
RFI no.:	2019-005 NCA HO PIMS
Contract title:	Procurement of software for programme management platform
Closing date:	Extended to 29.03.2019 at 16.00 CET
Contracting Authority:	Norwegian Church Aid Postboks 7100, St. Olavs plass, 0130 Oslo Contact person: Johanne Walthinsen Email: logistics@nca.no .
All communication regarding this opportunity is to be directed to the above e-mail address with the following reference in the subject field: "RFI no. 2019-005 NCA HO PIMS".	

REQUEST FOR EXPRESSION OF INTEREST (EOI)

A. Instructions

Norwegian Church Aid (NCA) is procuring a Project Management and Information System (PIMS) that will complement our finance and accounting ERP system (Maconomy) to improve project and program management processes.

As a first step in this procurement, NCA is inviting suppliers to express their interest in bidding for this opportunity. After the initial round of prequalification has been finalized, successful candidates will receive the full tender dossier and the opportunity to submit their bid. NCA is aiming to select a supplier in May 2019.

A.1 Background info about the supplier and the required solution

NCA is one of the biggest Norwegian actors in the field of development cooperation and humanitarian assistance. NCA's Head office, located in Oslo, Norway, is organized in 6 departments: Marketing; HR; Communications; Politics and Society; Finance and International Programs. Most of the departments

are subsequently organized in divisions working on specific disciplines or geographic areas. The line management for field offices is through the department for International Programs. NCA operates as a matrix organization, where personnel working on specific topics form teams and communities of practice across the organization.

NCA employs around 800 people globally, at the main office in Oslo and in our 16 country offices in the global south. NCA's financial annual turnover is about 1 billion NOK.

NCA is seeking to improve our work on all levels:

- We want our management to have improved access to current, accurate and aggregated data to be able to make better decisions
- We want our professionals to have access to all relevant information and all documents on hand to drive our programs, projects and partners forward. Both at the head office and in the country offices.
- We want to standardize our work processes to prevent duplication of effort and reduce coordination costs within the organization and together with our donors and partners.

NCA's software systems portfolio currently consists of the Microsoft Office 365 platform, our ERP solution (Maconomy), a SharePoint based Document Management solution and Microsoft Active Directory on authorization handling. The PIMS system must be able to integrate to our ERP solution bidirectionally.

A.2 Eligibility and qualification requirements

We invite suppliers that fulfill the four below criteria to express their interest for this opportunity:

- The solution must be based on a marked ready product that is suitable for humanitarian and development organizations
- The solution must easily be integrated into our existing IT portfolio
- The solution must cover the entire lifecycle of humanitarian/development projects incl.
 - Application Management incl. Grant Management
 - Project & Task Management
 - Results Data & Monitoring Data Management (incl. Budgeting)
 - Data Collection functionalities

The Candidate must offer the totality of the Services described above.

- The suppliers must be able to document a **minimum of 1 global implementation** of a similar system with a humanitarian/development organization

Candidates that do not fulfill all the above criteria will not be pre-qualified.

A.3 Time plan

The deadline for companies to their express their interest in this opportunity is 7 working days.

After the closure of the Request for Expression of Interest, the internal procurement committee will qualify relevant suppliers and give them access to the tender dossier. Thereafter, pre-qualified suppliers will have 21 days to submit their bid. NCA plans to launch the system in Q3 of 2020.

A.4 Instructions

To express your interest, kindly fill in and submit Annex A, and attach a document containing the following information:

1. Your organization history (1 page maximum)
 - Mission statement
 - brief description of the company's background and main line of work
 - Company Registration certificate
2. Your Statement of interest (2 page maximum)
 - Give a short overall description of how your system would help us achieve our objectives
 - Describe your organization's experience working with similar projects
 - Describe your capacity to deliver such a system, also taking into account the training, support and follow up after the programme has been implemented
3. Attach your organization's 3 most recent audited financial statements.
4. Explain your pricing structure/ licensing model

Annex A: Company information form

CANDIDATE OR COMPANY INFORMATION	
Company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

GENERAL COMPANY INFORMATION	
Year of establishment	
Number of full time employees	
Licence number (VAT no./TAX id)	
Countries with registered office:	
Registration Certificate – please attach	
Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies.	
Does your company have a Code of Conduct?	

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and email

Include details of the experience and past performance on contracts of a similar nature and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate’s assignments and periods of engagement and references from 3 global implementations from humanitarian/development organizations.

This Request for expression of interest is not part of a procurement process and will not commit the supplier nor NCA in relation to a later request for proposal.