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## Terms of Reference (TOR) for Hiring a Software House to Strengthen NIDA-Pakistan's MEAL Unit

### Background:

NIDA-Pakistan is implementing the project “Building Resilience through Improved Nutrition in Suburban Food Systems, Khyber Pakhtunkhwa Province, Pakistan,” with financial and technical support from Welthungerhilfe (WHH) since October 1, 2023. The project focuses on enhancing the social and economic resilience and nutritional status of suburban communities in Khyber and Peshawar districts. A critical component of this initiative is the development of institutional capacity to ensure effective project delivery, accountability, and long-term impact.

To support these objectives, NIDA-Pakistan recognizes the need for robust tools and skills to enhance its Monitoring, Evaluation, Accountability, and Learning (MEAL) processes. Currently, the organization relies on a Project Management Information System (PMIS) that provides static data on beneficiaries and tracks progress against project log frames. However, the system's reliance on manual data entry and limited analytical capabilities hinders real-time data utilization and timely reporting.

To address these gaps, NIDA-Pakistan seeks to engage a software house to provide advanced Excel training for MEAL staff and to integrate Power BI into the PMIS to enable dynamic analytics and reporting. This intervention will enhance data accuracy, streamline processes, and support evidence-based decision-making, positioning NIDA-Pakistan as a leader in transparent, data-driven project management.

### Objectives of the assignment:

The primary objectives of the assignment are:

- Train MEAL staff in advanced Excel skills for efficient data entry, validation, and error reduction.
- Develop and integrate Power BI dashboards into PMIS for real-time tracking and comprehensive analysis of project performance.
- Ensure seamless integration of Power BI with PMIS for centralized data consolidation, automated reporting, and alignment with key performance indicators (KPIs).

### Scope of Work:

The selected software house will be responsible for the following tasks:

#### Training on Advanced Excel

- Design and deliver a comprehensive training program on advanced Excel functionalities for 20 training participants.
- Conduct practical, hands-on training sessions tailored to the needs of the MEAL team.
- Cover topics such as advanced formulas and functions, pivot tables, data validation, conditional formatting, automation techniques, and macros/VBA basics.
- Provide training materials including slides, handouts, and sample Excel files.
- Conduct a pre- and post-training assessment to evaluate participant learning.

- Offer post-training support for a specified period to address queries and reinforce learning.

### **Power BI Integration into PMIS**

- Conduct an assessment of NIDA-Pakistan's existing PMIS architecture.
- Develop a Power BI-based reporting system integrated with the PMIS.
- Ensure seamless data flow between field data collection systems and the PMIS.
- Design interactive dashboards aligned with project log frames, KPIs, and beneficiary tracking modules.
- Enable automated reporting capabilities for improved efficiency and transparency.
- Conduct user training and knowledge transfer for MEAL staff using Power BI dashboards effectively.
- Provide ongoing technical support and troubleshooting assistance for a specified duration.

### **Deliverables:**

The software house is expected to deliver the following:

- A detailed training agenda and curriculum tailored to organizational needs.
- Training materials (soft and hard copies) for Excel and Power BI sessions.
- Functional Power BI dashboards integrated with the PMIS.
- User manuals and technical documentation for Power BI integration.
- A post-training assessment report summarizing participant feedback, performance, and recommendations.
- A final implementation report covering Power BI integration outcomes and future recommendations.

### **Timeline**

The expected duration of the engagement is 3 months.

### **Qualification and Experience Requirements**

The software house must have:

- Proven expertise in developing data management solutions, particularly in Power BI and Excel-based automation.
- At least 5 years of experience in developing and integrating Business Intelligence (BI) solutions.
- A track record of successful projects involving Power BI integration with existing database systems. References or case studies of similar work conducted for NGOs or development organizations.
- Experience in conducting corporate training programs on advanced Excel and BI tools.
- A team of qualified professionals, including BI developers, data analysts, and trainers.
- The ability to provide long-term technical support and updates.

## Roles and Responsibilities

### Software House:

- Conduct all required training sessions.
- Develop and integrate Power BI with PMIS.
- Provide technical documentation and user manuals.
- Ensure system sustainability and long-term usability.
- Offer post-training and post-implementation support.

### NIDA-Pakistan:

- Provide access to existing PMIS and data infrastructure.
- Arrange training venues, logistics, and participant registration.
- Facilitate coordination between the software house and relevant stakeholders.
- Ensure timely feedback and approvals for deliverables.

## Payment Terms

Payment will be made as per the agreed terms upon satisfactory completion of the training and submission of deliverables. Specific terms will be outlined in the contract.

## Award Criteria

- We prefer one single supplier for all.
- Bidders not providing all necessary documents, properly signed and stamped will be excluded.

Following evaluation procedure shall be carried for qualification of vendors

- A. Financial Evaluation: 40 Marks / 40%
- B. Technical Evaluation: 60 Marks / 60%

**A. Financial Evaluation 40%:** Offers to be provided inclusive of applicable tax(s)

**B. Technical Evaluation 60%:**

Following documents to be submitted along with bid/tender.

- I. Portfolio of past work {10 marks}
- II. Company Profile {05 marks}
- III. Case Studies or Client References (at least 02 Case Studies) {10 marks}
- IV. Methodology & Realistic Work plan {20 marks}
- V. Trainer & Staff Resumes {10 marks}
- VI. Active Tax Payer/NTN {05 marks}

## Application Process

Interested software houses are requested to submit the following documents:

- A detailed proposal including the methodology, timeline, and financial quotation.
- Company profile highlighting relevant experience and past projects.
- CVs of key team members who will be involved in training and development.
- References or testimonials from past clients.

Proposals should be submitted online via <https://www.ngostenders.com/>. Additionally, a **hard copy** of the proposal, sealed in an envelope, **must be delivered** to the NIDA-Pakistan office (NIDA-Pakistan, 458 Usmania Lane, Old Bara Road, University Town, Peshawar, Contact #: 091-5711362) no later than February 25, 2025, at 2:30 PM.

For further inquiries, contact [procurement@nidapakistan.org](mailto:procurement@nidapakistan.org)

**Financial Proposal:** The Trainer will provide to NIDA-Pakistan, a complete financial proposal inclusive of all taxes applicable by the Federal or any provincial Government.

**The rates have to be filled in the table below or on a company letter head.**

No.	Training	Lumpsum Amount (Incl of taxes)
1.	Comprehensive Training on Advanced Excel & Power BI Integration	

## ANNEX I

### Welthungerhilfe Supplier Declaration Form

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

#### 1. Supplier Information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

##### 1.1 Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form If the supplier is not a registered company, write "not registered."	
Year founded	
Country where established	
VAT or registration number	
Bank details Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.	
Physical Address, email address, and website	

Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

## 1.2 Information about your managing officials

Welthungerhilfe upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to [screening@welthungerhilfe.de](mailto:screening@welthungerhilfe.de).

Managing official 1			
Full name (given name followed by middle and surname)			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
Managing official 2			

Full name (given name followed by middle and surname)			
Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birth date	Date:	Month:	Year:
<b>Managing official 3</b>			
Full name (given name followed by middle and surname)			
Nationality			
Address(at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
<b>Managing official 4</b>			
Full name (given name followed by middle and surname)			
Nationality			
Address(at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:

## 2. Welthungerhilfe Policy statement

### 2.1 Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

#### Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

#### Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

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procurement@nidapakistan.org**



Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

## 2.2 Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

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### 2.3 Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decisionmakers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the

obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

### **3. Consultant declaration**

We, \_\_\_\_\_ (name of company) hereby declare that

- a) All of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) We are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) We have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) We comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) We have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) We are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) In respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;

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- i) We have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) In the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) We respect basic social rights and condemn child labour;
- l) We understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) We support the goals of the UN Global Compact; and
- n) We act in accordance with the values of Welthungerhilfe's Code of Conduct.

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Location, Date

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Name & Signature