

Educational Management Information System (EMIS)

Terms and Reference For Hiring IT Firms/Companies

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Definitions & Glossary

Abbreviations	Glossary
EMIS	Educational Management Information System
ERP	Enterprise Resource planning
SEF	Sindh Education Foundation
SEFDC	Sindh Education Foundation Data Centre
SEFWAN	Sindh Education Foundation Wide Area Network

1. BACKGROUND

Established in 1992, The Sindh Education Foundation (SEF) is a semi government organization committed to empower disadvantaged communities of Sindh towards social change by creating and facilitating new approaches to learning and education.

In pursuance of its strategic vision, the Foundation works on a diverse portfolio of programs through promotion of Public, Private and Community Partnerships and seeks to address not only the goals of Education For All and quality education targets but also create greater ownership and sustainability of the educational interventions.

For its ongoing and future educational projects and programs Sindh Educational Foundation recognizes the need of developing and implementing a web-based EMIS Solution with fully integrated suite of enterprise applications, that simplifies the data manipulation and exchange of information so as to strengthen the efficiency and effectiveness of the its ongoing and future educational Projects/Programs performance .

2. Objectives

The overall objective of the Proposed EMIS solution for Sindh Education Foundation is:

- a) Design, Develop and Implement a Centralized Web based EMIS solution which provides automation and computerization of all aspects of Academics, Admissions, Examination, Finance and Administration on projects/program level.
- b) Design, develop and Implement a Centralized Web based issue management /help desk integrated with EMIS application.
- c) Comprehensive operational/functional and technical trainings for designated SEF staff.
- d) Account Maintenance Services (AMS) for one year from the date of commissioning.

To achieve the EMIS project objective successfully, Sindh Education Foundation is seeking well-established and registered national and international IT firms, having experience in development of large IT and Engineering projects and services required for the implementation of a web based Educational Management Information System with fully integrated Issue management system / Help desk application. The proposed Solution will meet present and future needs and successful Educational Management Information System (EMIS) and Enterprise Resource Planning (ERP) of Sindh Education Foundation.

3. General System Requirement

1. EMIS Application should be based on a Centralized MIS Database to be created centrally for the purpose as part of the MIS Solution, and the Users will be located in various Head Office and sub-office at Karachi, Regional Offices, Field offices across the province Sindh.
2. The EMIS and issue management Solutions must comply Information Security Policy of the Sindh Education Foundation on all Security issues like, User Level Security, Data / Information Security.
3. The EMIS application and Issue management system must have a web-based on-screen user interface with standard features such as a search engine, input screens and option to generate reports / output in various formats by the Users. The system should also support generation of reports centrally at scheduled intervals and printouts distributable in various File Formats viz. Text, Excel; PDF etc.
4. The EMIS application should be capable of scaling up and hardware configuration as per the sizing document, which should be capable of catering to the requirements of SEF for at least next five years. Application Hardware sizing should be a part of Bidder's proposal.
5. The EMIS application should have Data Replication capability.
6. The EMIS application/Solution must provide Report writer, Report scheduler and Portal server as may be required for delivering end-to-end solution.
8. The Bidder shall provide the detailed Solution Architecture showing all the internal components of transaction workflow.
9. The EMIS and issue management Solution should meet all system related requirements covered in scope, functional and other requirements in totality.
10. Sindh Education Foundation may look at a readymade EMIS Solution which meets MIS Requirements of the organization or the Solution offered is customizable to meet specific requirements of the SEF.

4. Qualification Criteria

The bidders must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements, as described in the TOR document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide managed hosting service and support services sought by SEF for the entire period of the contract. The invitation to bid is open to all bidders who qualify the eligibility criteria given below:

1. The bidder should be a company registered under the Companies Ordinance, 1984, registered at least 3 years prior to June 30, 2012 (Certificate of incorporation required).
2. Bidder should be an established Web based solution provider and should have been in the business for a period exceeding three years as on June 30 , 2012 (Work orders confirming year and area of activity Memorandum and Articles of association, required).
3. The bidder should have experience in providing Web based solution of similar nature to at least 3 companies registered under the Companies Ordinance, 1984 (copy of work orders required).
4. The bidder must have ISO 20000 certification (valid copy of certification required).
5. The bidder should have made profits for at least 1 out of the previous 3 financial years (copy of the audited annual accounts of the company for last three years required).
6. The Bidder must have a turnover of more than Rs. 15 Million in at least one of the last three Financial Years ending on June 30 , 2012 (required copy of the audited annual accounts of the company showing turnover of the company for last three years).
7. The Bidder shall not be under a Declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies (required declaration in this regard by the authorized signatory on behalf of the bidder).
8. The bidder must have on its roll at least 10 technically qualified professionals in system analysis , system development , testing and systems integration, with prior experience in providing the web based EMIS solution as on June 30-2012 (required certificate from bidder's HR dept. for total number of technically qualified professionals employed by the company).

The detail RFP to be provided to the shortlisted top firm only.