1. INTRODUCTION:
Linear infrastructure (LI) has significant impacts on biodiversity compared to other infrastructure types, impeding wildlife movement, fragmenting intact natural habitats, and causing widespread land conversion. LI is not only causing biodiversity declines but is also inhibiting society’s resilience to climate change and compromising sustainable development and human wellbeing.

Thus, the goal of the ALIGN project is to enhance development and implementation of effective, high-quality safeguard measures to avoid, lessen and/or mitigate adverse impacts from linear infrastructure development on people and natural resources in Asia, targeting transportation- and energy-related linear infrastructure. The project will target transportation and energy-related infrastructure such as roads, railways, and power lines.

As such, data that will be collected regularly and will be analyzed and reported on quarterly, bi-annual, and annual basis, thus necessitating the adoption of a database to support data management, analysis and reporting on program and projects performance. M&E framework is premised on tracking the activities, outputs, and outcomes of WWF ALIGN project. This will be done by collecting and analyzing data on all activities, outputs, and outcome indicators across all program implementing countries (Nepal, India, and Mongolia). WWF ALIGN seeks to develop a user friendly and secured database system which can be updated regularly and will be a hub for information management of the project.

2. OBJECTIVES:
The objectives of this consultancy are to:

1) Develop and install a comprehensive and secure project database system, with corresponding dashboard that people can access, enter/upload, analyze and generate information from any geographic location with internet access.

2) Develop standard procedures and guidelines for maintaining the database

3. DESCRIPTION OF TASK:
   a. To produce a conceptual data model that reflects the structure of the information (from three countries) to be held in the database. Producing a conceptual data model involves input from organization requirements and M&E data collection tools which are already in use.
   b. Share the conceptual data model with the organization task force for database development for review and improvement as per the need.
   c. Translate conceptual data model into database
   d. Design database ensuring that security features are included to protect and secure database system.
e. Pre-test the database for data analysis and produce reports for their immediate use.

f. Train staff on database use and maintenance activities

4. METHODOLOGY/ACTIVITIES IN DETAIL:
The consultant/software designer will provide the following services:

4.1 Design and Construct web-based database system:

4.1.1 Develop database system for tentatively 25-30 data collection formats in web-based form in simple user interface and user-friendly Graphical User Interface (GUI) using MYSQL, PHP 5 or higher, or AJAX.

4.1.2 Design a user-friendly and appealing dashboard for different activities of ALIGN and embed data within each activity and country.

4.1.3 Only designated people will have user rights on limited formats according to organizations (data entry and edit) and the M&E specialist of ALIGN will have full admin rights (central monitoring system of database of all countries). Secure password login system to users.

4.1.4 There should be three types of users:
   a. Administrator with full rights to access, approve or disapprove data and generate report
   b. Country Teams/CLLC focal person with limited rights for approval and making necessary changes and generating report
   c. Designated member of country program teams/CLLC with rights to upload data and generate report

4.1.5 There should be two options for inserting/uploading new data:
   a. Online (real-time, direct entry in software)
   b. Offline (importing MS Excel, entering the data into excel and then uploading it when there is internet access)

4.1.6 The web application should be made on open-source platform allowing the application to be used on a smart phone, tablet and from a normal computer.

4.1.7 A confirmation message should be displayed to the user prior to any kind of deletion of data. The delete/editing action will be carried out only if the user confirms the delete action. All delete/editing variable actions will only limit the field data to be hidden.

4.1.8 Only the Administrator should have the right to delete data. All data approved by the administrator will be final and there should be no provision to change data afterwards, except through the complete chain of disapproval process.

4.1.9 ALIGN program is mainly focused on influencing policy, building capacity and increasing engagement and awareness along safeguarding natural resources along the Linear Infrastructure project. This project has very limited or no site intervention. Thus, data collection will be primarily focused on workshop, meeting, training, capacity building and related activities.

4.1.10 The participant data of each country should be disaggregated as agreed upon by each country.

Nepal:
• Gender (Male, Female, Others),
• Caste/Ethnicity (Bct-Brahmin/ Chhetri/ And Others), Janajati, Dalit and Others
• Age Group (16-40, 41-60, Above 60)
• Constituent Groups

India
• Gender (Male, Female, Others),
• Constituent Groups

Mongolia
• Gender (Male, Female, Others),
• Ethnic Groups (Bayad, Khalkh, Durvud, Khoton)
• Constituent Groups
• Age Group (Upto 20, 21-45, 46-60, 61-75, Above 75)

4.1.1 The developed database web-based software must be able to analyze database, filter database, generate report, in terms of mentioned disaggregation and other parameters which will be decided together with WWF ALIGN Monitoring and Evaluation Team.

4.1.12 GIS reference (coordinates in degree decimal) component/free map services like Google map/Bing map/MapQuest should be embedded in the database. Proper mechanism assuring that the coordinates do not go beyond the country boundary should be in place. Entire designing and construction process of the Software will be done in close coordination with WWF ALIGN Monitoring and Evaluation team.

4.2 Data analysis and report
The developed database software must be able to analyze the stored database, filter database and generate summary report using simple statistical tools (sum, average, table, charts etc.), at target beneficiary groups (Gov agencies, IFIs, Consulting firm and Construction companies, NGOs/CSOs, Academic Institutions) and at different level (LI project level, National/ Federal Level, Provincial Level, Local Level within each Country, Regional level etc.). This report must be generated considering the following points:

4.2.1 Report will be generated from only those data sets that are approved by the admin. The data analysis should be helpful in Validation process for M&E Framework, Monthly, quarterly, semi-annual, Annual reporting and planning.

4.2.2 The data entry period of each completed activity remains 30 days, in case of exceeding that time limit requires data entry permission from Admin.

4.2.3 The reports should be exported in user-friendly formats (MS Word, MS Excel, PDF etc.).
4.2.3 The data should also feed into the Performance indicator-tracking table, calculated as instructed.

4.3 Training for using software
4.3.1 Develop and provide manual for using the software.
4.3.2 Train ALIGN Program staff on using the software, data entry/upload and its different functions

4.4 Maintenance Service

4.4.1 The consultant will provide free-of-cost after support service for any software related problems, such as bugs and provide free repairing within 4 hours for routine maintenance, and 2 hours for an urgent maintenance.

4.4.2 Consultant will be responsible for the regular back up of the application and data and provide free repairing in case the application crashes.

4.4.3 Provision for annual maintenance of contract to ensure regular service should be available. Support should be provided on working days through Sunday to Friday from 9:00 am to 6:00 pm. However, the Consultant will provide urgent maintenance support throughout 365 days.

5. TIMEFRAME

- All activities under this assignment should be completed by end of June 2022 in close coordination with ALIGN Monitoring and Evaluation Specialist.
- The software design work should be completed by end of May 2022.
- The implementation/training on the use of the software should be completed by mid-June 2022.
- The consultant will have to provide support services for software operation as required for the rest of the ALIGN period after the completion and handover of the software design to ALIGN project.

6. DELIVERABLES

- A fully working database with user friendly Interface and a dashboard able to provide clear data analysis and reports (see Annex I).
- All software codes for MEL database in a softcopy format
- A simple training manual in English language for MEL database.

7. EXPERTISE AND EXPERIENCE

- A minimum of 5 years of experience in database design and roll out for development or related projects
- Proven experience in leading the structural design of a database according to various system requirements.
- Ability to work under pressure, effectively coordinate with others and meet tight deadlines without compromising the quality of work.

8. PROPOSAL SUBMISSION REQUIREMENT

WWF is inviting qualified firms and consultants to submit a hard copy of a technical proposal in a sealed envelope, along with an application letter. A hard copy of the financial proposal should be submitted in a separately sealed envelope.

Technical Proposal:

- Present the technical component of how the database will be based on the requirements provided (see Annex I)
• A clear demonstration of capabilities and expertise in carrying out the requirements

Financial Proposal:

• A clear and detailed lay out of cost required to perform this assignment with itemized budgets and explanatory notes
• The payment is subject to tax deduction as per prevailing government rules. Please refer to Annex II for preparing the financial proposal.

Both envelopes should indicate the consultancy applied for, and be submitted together to the following address:

WWF Nepal, ALIGN
PO Box: 7660 Baluwatar, Kathmandu, Nepal

In addition, the following organizational information should be provided along with the proposal:

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Organization registration certificate with latest renewal</td>
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<tr>
<td>2</td>
<td>VAT registration certificate</td>
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<tr>
<td>3</td>
<td>Latest tax clearance certificate</td>
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<tr>
<td>4</td>
<td>Latest Audit Report</td>
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<tr>
<td>5</td>
<td>Curriculum Vitae of all team members involved</td>
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<tr>
<td>6</td>
<td>Organizational profile focusing on relevant work experience</td>
</tr>
</tbody>
</table>

9. DEADLINE OF SUBMISSION
Both proposals must be submitted by 5:00 pm on 1st April 2022.

Interested consultancy firm/institutions should ensure that proposals are delivered timely and to the correct address as indicated above. In case of late submission, submitted proposal will not be considered for evaluation.

10. COORDINATION
Regional Monitoring and Evaluation Specialist, WWF Nepal will carry out the overall coordination for this assignment.

ANNEX I
ALIGN will have access to three types of data during the project period:

Investment data are produced immediately after the completion of activities. This can include number of trainings, assessments, participants, knowledge products, legal frameworks, etc.

Assessment data that are generated as a result of review, analysis and assessment activities, for example: a detailed matrix on results from a policy analysis.

General data referred from authentic sources to measure some outcome level results for example: area under improved management.
<table>
<thead>
<tr>
<th>Description of task</th>
<th>Priority</th>
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<tbody>
<tr>
<td>Project Information</td>
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<tr>
<td>M&amp;E Framework creation (specific objectives, outcomes, outputs, activities, indicators and meta data)</td>
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<td>Core indicators, Categorized indicators, Qualitative indicators</td>
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<td>Quarterly, semi-annual, Annual Plans and Implementation data</td>
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<td>Surveys (Activity Evaluations, Tracers, Baselines, Impact and Needs, MidTerm, Opinion polls)</td>
<td>Important</td>
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<td>Data Analysis at any project period</td>
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<td>Reports with aggregate core indicators by period countries or categories</td>
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<td>Validation process for M&amp;E Framework, Annual planning &amp; Quarterly Reporting</td>
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<td>Case studies, lesson learned, Reflections</td>
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**ANNEX II**

**Financial Details:**

The Consultant should submit a financial proposal that includes a detailed breakdown of the budget. The consultant with **Competitive Budget** with **Innovative Ideas** will be preferred. The payment is subject to tax deduction as per prevailing government rules.

Please use the following budget template and may revise the description as per the applicability.

**Estimated budget template (can be changed as appropriate)**

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<th>Description</th>
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**Total Amount in Words:**