



Association of Ethiopian Microfinance Institutions (AEMFI)
Request for Expression of Interest
For Technical Assistant for Shared MIS Project
(Readvertised)

1. The Federal Democratic Republic of Ethiopia has received funding from the International Fund for Agricultural Development (IFAD) for the Rural Financial Intermediation Program II (RUFIP-II). The project has limited funding available to acquire and implement the Management Information Systems (MIS) solution for Ethiopian Microfinance Institutions (MFIs).
2. The main objective of this consultancy is to conduct develop detail project implementation plan; develop project team organization structure that shows human resource needs for the project; developing bid documents as per the financier's requirements; provide technical advisory to the project team in each phases of the project. The main tasks of the assignment will include, but are not limited to:
 - I. Preparation of Project Implementation Plan and documents for project office set up**
 - Developing detail project implementation plan with clear list of core activities, estimated budget and time breakdown
 - Determining the human resource needs for the project necessary for setting up the project team with clear list of required qualifications for each expertise and their specific roles in the project
 - Developing project office organization structure
 - II. Preparation of bid documents as per the financier's requirements**
 - III. Providing technical advisory to project team in the following core project activities**
 - vendor selection and evaluation for software and hardware procurement
 - business process mapping and business requirement document preparation
 - customization of the procured software as per MFIs requirements
 - setting up testing environment, User Acceptance Testing and sign off
 - identifying MFIs for pilot testing and conducting pilot test
 - data cleaning and migration at MFIs
 - negotiation and drafting contract for software and hardware vendors
 - drafting service level agreements with vendors
 - data center site selection and data center design,
 - post implementation support
3. The Association of Ethiopian Micro Finance Institutions now invites qualified consulting firms, or individuals to express their interest in providing the above-mentioned services.
4. Interested Consulting Firms or Individuals should provide complete, and comprehensive information demonstrating that they are qualified to perform the assignments, accompanied with explicit documentary evidences, which include:
 - Promotional materials,
 - Description of similar assignments undertaken, preferably in developing countries for at least a period of 10 years,
 - Experience in similar conditions,
 - Qualifications of the key consultants
 - Number of key staffs available for the tasks,

- Renewed and appropriate license, etc

5. Prospective Resource Organization(s) or Consulting Firm(s) may associate to enhance their qualifications, but should mention whether their association is in the form of either "Joint-Venture" or "Sub-Consultancy". In the case of an association, all members of such "association" should have real and well-defined inputs to the assignment and the same should be detailed in the Expression of Interest submitted.
6. Resource Organizations/ Consulting Firms will be selected in accordance with the procedures set out in IFAD guidelines: www.ifad.org (Project Procurement Handbook).
7. Submission of EOI must be in sealed envelopes, clearly marked "**Expression of interest for Technical Assistant for shared MIS Project with AEMFI under RUFIP II (IFAD financing)**" and delivered to the address given below no later than **November 21, 2017** (before 5:00pm)

Association of Ethiopian Micro Finance Institutions (AEMFI)
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Telephone: +251-118-96-06-65 or +251 -115-57-22-02
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Disclaimer: AEMFI reserves the right to accept or reject a part/all of the entire bid without being obliged to explain about the reasons thereof.