

Terms of Reference

DEVELOPMENT OF A CHILD LABOUR MONITORING SYSTEM (CLMS) IN MALAWI

BACKGROUND

ECLT Foundation is an independent Swiss foundation formed in 2000 that works towards a world with thriving agricultural communities, where children are free of child labour so they can go to school and develop in a safe environment. The ECLT Foundation is committed to collaborative solutions for children and their families that combat the root causes of child labour in agriculture.

Malawi is committed to the elimination of child labour and has ratified all key international conventions; it is a signatory to the International Labour Organization (ILO) Conventions on Minimum Age (No. 138) and on Worst Forms of Child Labour (No. 182), the United Nations (UN) Convention on the Rights of the Child, 1989 and the African Charter on the Rights and Welfare of the Child, 1990. However, child labour remains a severe problem in the country.

As part of its effort to support the Government of Malawi advance on this matter, since January 2020 the ECLT Foundation has funded the implementation of the “*Protect the Future: Ending Child Labour in the Agriculture Industry in Malawi*” (PROCLAIM) Project, aimed at preventing child labour and increasing protection in areas where tobacco is grown in Malawi. PROCLAIM Project is being implemented in Mchinji and Ntchisi districts, and it builds up on the progress achieved by the previous ECLT-funded projects in the country, CLEAR and CLEAR II Projects. Increasing access to and quality of basic education, increasing household income and livelihood options, increasing community capacity to monitor child labour and transform social and gender norms that perpetuate child labour, and strengthening government and agriculture industry systems for prevention of child labour and protection of child labourers constitute the four immediate objectives of PROCLAIM Project.

Child Labour Monitoring System (CLMS)

Additionally, on September 1st, 2022, ECLT Foundation and the Ministry of Labour of the Republic of Malawi signed the “*Memorandum of Understanding on cooperation in the field of Child Labour in the Agricultural sector in Malawi*”, so as to define the basis of cooperation between both parties in the field of child labour in the agricultural sector.

Among other aspects, the above-mentioned memorandum set out areas for collaboration between ECLT Foundation and the Ministry of Labour of the Republic of Malawi, including but not limited to the development of a Child Labour Monitoring System (CLMS), training of relevant CLMS users and ensuring capacity building of national and district child labour structures for effective use of the CLMS.

In light of the above, ECLT Foundation, in consultation with the Ministry of Labour of the Republic of Malawi and with other key in-country stakeholders of different natures, has issued these Terms of Reference (TORs) pertaining to the development of a CLMS in Malawi – which form an integral part of its procurement process.

PURPOSE

The main purpose of the CLMS is to ensure joint and consistent reporting by key stakeholders on their efforts to prevent, identify, monitor, and remediate child labour cases in agriculture in Mchinji and Ntchisi districts, Malawi.

Additionally, the CLMS facilitates periodical reporting expected by the Government of Malawi at international level, by allowing easy access to the Ministry of labour of the Republic of Malawi to data aggregated in an efficient and effective manner.

SCOPE OF WORK

The selected bidder shall provide software services and associated professional services to establish an effective CLMS in the districts of Mchinji and Ntchisi, Malawi. Thus, the selected bidder shall:

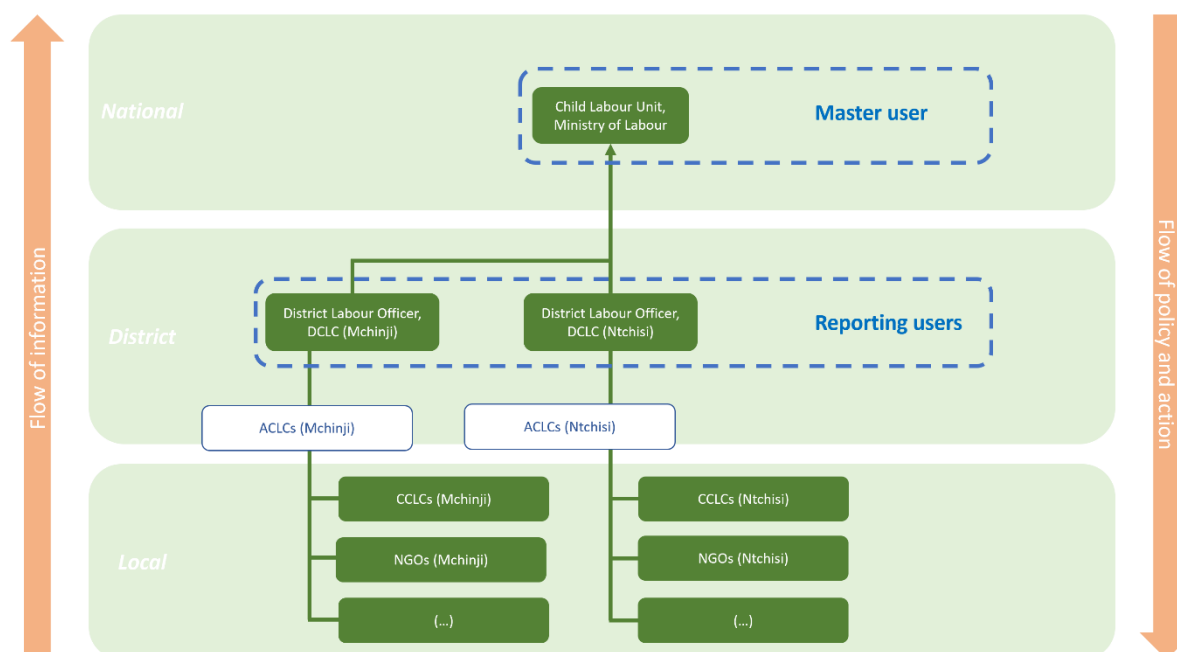
1. Build an online reporting platform for initially two (2) users (i.e. reporting users) to report on a set of pre-agreed numeric indicators on a quarterly basis;
2. Develop an online database for reporting data to be consolidated and safely stored, including an online dashboard accessible to (i) a yet undefined number of users,

including the two (2) reporting users, for viewing of aggregated data; and (ii) one (1) master user, for viewing of aggregated and disaggregated data jointly reported by all reporting users;

3. Produce all relevant training materials and provide adequate training to users;
4. Provide ongoing technical support and system maintenance to the master user;
5. Foresee and facilitate eventual building of API integration with popular off-the-shelf data collection tools, such as Kobo Toolbox.

CLMS Framework

The CLMS Framework proposed below lists stakeholders involved in the system, clarifies their roles and illustrates the flow of information.



Please note that, despite two (2) stakeholders reporting data through the CLMS at an initial stage (i.e. reporting users), as per the proposed CLMS Framework, only one (1) stakeholder (i.e. Ministry of Labour of the Republic of Malawi) shall be granted access as master user to all aggregated and disaggregated data via the online dashboard built to this effect – referred to in point 2 of section “Scope of work” above. The two (2) reporting users shall be granted access to view all aggregated data via the online dashboard, but shall remain unable to access disaggregated data.

Moreover, it is worth noting that the number of reporting users expected to report through the CLMS could potentially increase at a later stage to a total of twenty-eight (28), should the development and roll out of the CLMS be completed successfully.

Simplified workflow process

- i. Reporting users will be responsible for reporting on sub-sets of pre-agreed indicators, inputting data in the CLMS on a quarterly basis;
- ii. Data shall be consolidated and aggregated in an automatic manner by the online database, and displayed on the online dashboard through graphs, charts and diagrams, in an easy-to-digest manner;
- iii. One (1) master user will require access via an online dashboard to consolidated data at different levels – i.e. aggregated and disaggregated data for internal and external reporting. An undefined number of users (including but not limited to reporting users) will require access via an online dashboard to aggregated data – exclusively.

KEY DELIVERABLES

The selected bidder will be expected to render the following Key deliverables:

- i. Inception report with needs assessment, functional and technical specifications and updated timeline, within fifteen (15) days from the date of signature of the service-level agreement.
- ii. Delivery of the *alpha* CLMS for testing by the ECLT Foundation, within one (1) month from the date of approval of the Inception report.
- iii. Delivery of the *beta* CLMRS for testing by the Ministry of Labour of the Republic of Malawi, within two (2) months from the date of approval of the Inception report;
- iv. Training plan, within two (2) months from the date of approval of the Inception report;
- v. Training reports, after training of each user group;
- vi. Delivery of the final version of the CLMS together with the source code, in accordance with the requirements of ECLT Foundation, within four (4) months from the date of signature of the service-level agreement.

DURATION

The Project period shall commence immediately upon signature of the service-level agreement between ECLT Foundation and the selected bidder, and the estimated duration is four (4) months since its date of commencement.

SELECTION CRITERIA

No	Category	Allotted score
1	Overall response to the TORs	20
	<ul style="list-style-type: none"> Quality of the proposal Responsiveness to ECLT Foundation's requirements Understanding of purpose, scope and expected results 	
2	Methodology	20
	<ul style="list-style-type: none"> Quality of proposed implementation plan - i.e. how functions will be performed, and timeframes for performance. Risk assessment - i.e. identification of risks/challenges and methods to be adopted so as to manage them. 	
3	Proposed technology	20
	<ul style="list-style-type: none"> Fit for purpose - i.e. adequacy to specific context User-friendliness Remote support and troubleshooting 	
4	Organizational capacity	10
	<ul style="list-style-type: none"> Previous experience working with United Nations Agencies, International Organizations, NGOs or Government development agencies. Professional expertise with projects of a similar nature in the field of child protection or human rights - and if possible, in agriculture. 	
	Subtotal	70
	Please note that proposals with a technical score lower than 49 will be considered as not technically qualified to be financially evaluated.	
5	Financial aspect	30
	Financial evaluation based on the following procurement formula: <i>(Lowest bidder / Quote) * 30</i>	
	Total	100
	Evaluation of both technical and financial aspects.	

SUBMISSION OF PROPOSALS

Bidders are requested to structure proposals as set out below:

- i. Understanding of the scope of work;
- ii. Proposed methodology - i.e. approach to be adopted, and detailed timeline and deliverables;
- iii. Proposed technology - i.e. technical solution;
- iv. Detailed cost breakdown (with recurring charges);
- v. Organization profile and team composition including relevant academic and professional qualifications;
- vi. Samples of similar work performed (please provide active URLs, if available) together with contacts of the beneficiary clients for purposes of verification.

Proposals submitted should not exceed ten (10) pages and should be sent in PDF format to eclt@eclt.org by no later than **3rd May, 2024 at 17:00 CET** with the mandatory e-mail subject: **"CLMS – Submission of proposal"**. Incomplete or belated proposals will not be taken into consideration for evaluation.

Should you require any clarification regarding your submission, please send an e-mail to eclt@eclt.org with the e-mail subject **"Query on Development of a CLMS in Malawi"** – only written communications will be responded.

Further to the submission of a proposal, some bidders might be requested to present it virtually to a panel of in-country stakeholders in order to provide any clarification they might require.

Please note ECLT Foundation reserves the right to, either accept the complete services offered by the bidder as per its proposal or exclude certain services, if required.

ECLT Foundation looks forward to receiving your proposal and thanks you in advance for your interest in this opportunity.