

Annex A – Terms of Reference

Procurement of Biometric Monitoring Equipment and Other Technology Hardware for the Prime Ministers' Delivery Unit (PMDU) - Uganda

1. Context

DFID has agreed to contract AECOM to supply biometric monitoring equipment and other technology hardware (“equipment”) detailed in this call down contract to the Prime Minister’s Delivery Unit in Uganda (“Services”).

2. Objectives

AECOM will manage the Services through the DFID Goods and Equipment Framework, as agreed between AECOM and its partner suppliers. Delivery should be made no later than 25th May 2018.

Any installation and commissioning requirements of the equipment will be undertaken under a separate contract between DFID and a selected supplier.

3. Recipient

The recipient of the services shall be the Prime Minister’s Delivery Unit (PMDU) at the Office of the Prime Minister, Plot 9-11 Apollo Kaggwa Road, P.O. Box 341, Kampala, Uganda.

: Point of contact details are as follows

REDACTED

4. Scope

AECOM will procure equipment to the required specifications as detailed in Annex B and C.

5. Method

In accordance with the DFID Goods and Equipment Framework Agreement PO 7387, response times for key procurement activities against which the Supplier’s performance shall be measured as detailed in Annex E (redacted).

Timing and procurement planning are critical to the successful implementation of the project. AECOM will be expected to demonstrate efficiency, effectiveness, accountability and transparency, and measure and record its associated value added.

Clear communication channels and/or approval process will be established between AECOM and DFID at the onset of contract.

The DFID Programme Officer and DFID Programme Manager will be kept informed of all

relevant issues likely to affect the implementation of the programme.

Reporting

AECOM will provide a report of the procurement process at the end of the contract period. In addition, AECOM will provide a weekly email update to the programme officer and deputy programme manager, as outlined in annex G (redacted), on the ongoing progress of the order throughout the duration of the call down contract.

6. Time frame

AECOM will commence the Services on signature of the Call-down Contract with delivery to be made no later than 25 May 2018..

7. DFID Co-ordination

AECOM will report to DFID's Delegated Programme Officer and DFID Programme Manager, as outlined in annex G (redacted)

8. Payment

AECOM will be paid by DFID upon satisfactory delivery and inspection of each lot of the equipment as set out herein.

9. Background

The equipment will be used for monitoring and validating the attendance to duty of health workers and teachers in target districts.

In health facilities, biometric validation will be installed in 255 facilities to ensure that reliable data on health worker attendance can be captured. In District General Hospitals and Health Centre IVs, these will be wall-mounted machines. In smaller Health Centre IIIs they will be smartphones equipped with fingerprint recognition technology.

For schools data collectors will be engaged to visit schools twice per month and record whether teachers are present. They will use a custom-designed app on a smartphone to do so, with the data sent directly to PMDU. It will be cross-referenced against data recorded (on paper) daily by head teachers and submitted to district officials to type up and send to PMDU. The smartphone data will help to verify the accuracy and reliability of the self-reported data.

DFID seeks the supply of equipment which can facilitate these activities. Computers, scanners and internet access will also be procured for district offices to enable reliable weekly data reporting

The comprehensive list of electronic equipment is summarised below and detailed in Annex B

Health

- Fixed biometric machines and installation at the health facilities
- Smartphones with fingerprint technology
- Desktop computers to receive the data from the fixed biometric machines and send it to a Ministry of Health server
- Modems to guarantee internet connectivity
- Laptops for field work

Education

- Smartphone for data collection
- Desktop computers for data entry
- Scanners/printers for data entry
- Modems for field work

Data team

- Server memory
- Server Storage HDD
- Laptops/Tablet
- Dashboard development tool