**Building a self-assessment and benchmarking tool for the evaluation of veterinary medicines regulatory agencies (NRAs)**

***Background:***

National Regulatory Authorities (NRAs) have the responsibility to ensure that the veterinary medicinal products (VMPs) that they authorise are of good quality, safe and efficacious. In order to discharge their responsibility effectively, they need to employ people with the right expertise and ensure that their systems and processes are efficient and transparent. In order to do this, the authorities need to be resourced sufficiently and the legal framework that underpins their activity and gives them mandate has to be fit for purpose as should be the institutional setup. Currently there is no tool that enables one to assess the functioning of the institutions involved.

We have developed a set of indicators looking at the different key functions and activities based on the WHO’s Global Benchmarking Tool. We would now like to develop an electronic version of the tool so that it is easier to complete, get guidance/help and generate report.

***Aim:***

This project will develop computerised versions of the tool and will have three components:

1. A self-assessment component for completion by the NRAs
2. A benchmarking component for completion by the assessors
3. An administrator web system hosted & managed online

**Desired outcome**: a functioning computer-based tool that has a self-assessment and benchmarking components with a web-based administration system. It should be intuitive and not too dissimilar to the WHO’s GBT. It should also have multi-platform functionality (Windows, Mac).

**Key Deliverables from a suitable supplier are:**

* Development of the tool with the three components as outlined above within 10 months and on budget.

**Target Users:**

Regulators from national competent authorities for the regulation of veterinary medicines, regional economic communities (RECs), international organisations such as the OIE, FAO and WHO.

***Requirements:***

The VMD is looking to develop the following functionalities.

The following outputs are required:

* Computerised veterinary self-assessment tool: a desktop tool (Windows and Mac) which will be used by NRAs to conduct a self-assessment by providing responses to a set of predefined questions. Based on the provided responses, the tool shall automatically calculate and display the provisional category and implementation percentage per function.
  + Simple user interface displaying the questions
  + Allow the user to provide answers for each question
  + Update the provisional category and function implementation based on the responses
  + Provide the option to display help/info text for each question
  + All responses should be stored in a local database file
  + Add the ability to import and export the database file through the tool
* Computerised veterinary Global benchmarking tool: a more comprehensive desktop tool (Windows and Mac), which will be used during formal benchmarking of NRAs. It shall be similar to the WHO computerized Global Benchmarking Tool (cGBT) as it should not add another burden to regulators that are already familiar with it. In addition to the features mentioned in the above bullet point, the tool will store multiple inputs from the user and allow for automatic generation of reports and presentations as detailed below.
  + Storing people met contact details
  + Generating automated Word, PowerPoint and/or Excel reports through the tool
  + Import and export the database file through the tool
  + Executive summary and strengths per function
  + Assigning assessors per indicator and adding relevant information
  + Guidance text and Assessor’s comments section per question
  + Adding Institutional Development Plan (IDPs) and reviewed documents links for questions
  + Filtering questions by text, provisional category and/or score
  + Include the option to change the language of the tool’s interface
* Computerised veterinary Administrator web system which is hosted online: an administrative web system, which will be responsible for storing, managing and displaying the data from all countries. The system will be used to generate the required data files for self-assessment and benchmarking, to be imported into the desktop tools. Additionally, the system will conduct automated analysis on the existing data, and display the results in an automated dashboard, with a possibility to export analytics in a PowerPoint and/or Excel format(s).
  + Centralised database design and creation
  + Authentication and authorisation module
  + Importing/exporting local database files from/to desktop tools
  + Including previous country data in a newly exported database file
  + Activity browser module with filtering and report upload/download features
  + Dashboard and analytics modules
  + Online hosting

***Budget:***

We are looking for competitive bids that take into account the project’s requirements. In light of the potential cost variables, we ask that responses set out flexible cost packages, detailing an overall fee estimate and how this is achieved. We can then review these estimates against the proposed deliverables and design, requesting amendments where necessary.

There is no obligation for the VMD to award an agreement to any company or to award any agreement at all. We reserve the right to reject any and all proposals and/or negotiate or decline to negotiate.

***Response and Evaluation:***

Bidders are invited to submit a proposal to the requirement to include:

* **Part A – Experience & Evidence of Credibility**
  + Bidders understanding of the function and purpose of the tool
  + Bidder’s understanding of the requirement
  + Bidder’s demonstrated Experience of delivering similar tools
* **Part B – Bidder’s Proposed Solution**
  + Bidder’s proposed methodology for delivering the contract
  + Bidder’s approach to ensuring quality of the service is maintained throughout the term of the contract
  + An example of similar product that they had previously developed.
* **Part C – Bidder’s Proposed Budget**
  + Bidder’s proposed maximum budget for the delivery of all the elements mentioned above