![INTOSAI IDI Development Initiative logo]

Call for Tender

Development of an Application to be used for performance measurement

Agreement Period

2021-2022

INFORMATION IN BRIEF	
Document	Call for Tender
Assignment	Development of an Application to be used for performance measurement
Entity	INTOSAI Development Initiative, Stenersgata 2, N-0184 Oslo, Norway
Contact Person	Name: Irina Sprenglewski E-mail: Irina.sprenglewski@idi.no
Procurement method	The procurement is carried out in terms of the IDI Procurement Policy[1]

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[1] The IDI Procurement Policy can be found here: https://idi.no/elibrary/idi-administrative/policies/242-idi-procurement-policy

Contents

1 Introduction

This is an invitation to bid for the INTOSAI Development Initiative's (IDI) tender to develop and design an application to digitize a key framework for performance assessment and corresponding process. This framework is utilized by Supreme Audit Institutions (SAIs) [2] worldwide.

2 The INTOSAI Development Initiative

The INTOSAI Development Initiative (IDI) is a not-for profit, autonomous implementing body. IDI is a Norwegian Foundation where the Board is the supreme body. The Board consists of 10 representatives of Supreme Audit Institutions of different countries and is chaired by the Auditor General of Norway.

The International Organisation of Supreme Audit Institutions (INTOSAI) is the global professional organisation of Supreme Audit Institutions and comprises a membership of currently 194 SAIs, of which approximately 140 are for developing countries.

The IDI is an INTOSAI body, which supports SAIs in their efforts to sustainably enhance performance, governance, independence, and professionalism. The IDI provides this support by facilitating and coordinating effective SAI capacity development initiatives, developing and disseminating global public goods, strengthening regional bodies, networks and communities, and mobilizing scaled up and more effective support to SAIs.

Additional information is available on www.idi.no

3 The Procurement

3.1 Description of the assignment

The SAI PMF framework

The SAI Performance Measurement Framework (SAI PMF) [3] is a framework specifically developed for Supreme Audit Institutions to assess their performance and identify their main strengths and weaknesses.

The SAI PMF framework assesses the SAIs performance holistically in 6 key domains covering all the main functions of an SAI. The domains are broken down into specific criteria that must be scored either "met" or "not met" based on documented evidence. In total there are approximately 550 criteria to be assessed. You would then apply set calculation rules to aggregate to numerical scores (0-4) for different subject areas based on the number of criteria that are "met" or "not met".

The SAI PMF framework is a global public good. This entails that the framework is developed to contribute to global knowledge creation, capacity development and enhanced performance of SAIs

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[2] "[SAIs] are national agencies responsible for auditing government revenue and spending. Their legal mandates, reporting relationships, and effectiveness vary, reflecting different governance systems and government policies. But their primary purpose is to oversee the management of public funds and the quality and credibility of governments reported financial data." Source: Open knowledge repository

[3] More information can be found here: https://idi.no/work-streams/well-governed-sais/sai-pmf

which is freely available to SAIs and all other stakeholders involved in supporting SAIs, and members of the public at large.

Up until now around 80 SAIs have conducted a SAI PMF assessment. These assessments have in large been conducted manually using excel sheets and word files to document the assessment and report on assessment results.

IDI is therefore seeking to develop an application to automate/digitize the process, including integrating the framework itself within the application and the documentation of the results of the assessment. The application should allow for effective communication between users.

The main categories of users:

- The SAI which is being assessed. The assessment results are the property of the SAI.
- The assessment teams who conducts the assessment. An assessment can be conducted as a self-assessment (internal assessment team from the SAI that is being assessed), peer-assessment (assessment team from a different SAI or INTOSAI body), external assessment (external team, for instance a team of consultants) or a hybrid assessment (a mix of the other three). The application is in large being developed to support the assessment teams in conducting the assessment and support the work through the main stages of the assessment.
- IDI as the operational lead for SAI PMF implementation. This entails that IDI acts as the global coordinator and provider of SAI PMF support (including trainings, guidance, and support to assessment teams). Which entails that IDI will be one of the main users of the application but will normally have a different role than the assessment team itself.

The main stages of an assessment process:

1) Planning stage: the main output is a terms of reference (ToR) for the assessment which sets out the scope, key considerations, timeline, resources etc.
2) Field work stage: the assessment team will review written documentation and evidence provided by the SAI, including conducting interviews. Based on this information score all individual criteria "met" or "not met".
3) Report writing stage: the assessment team will write the SAI PMF performance report to report on assessment findings and provide their analysis of the findings.
4) Independent review stage: Independent review of the draft and final report. This review is conducted by IDI to check for adherence to the SAI PMF methodology.

Technical requirements:

System type: The application should be developed based on a No-code/low-code development tool.

The specific system requirements are listed in a separate document named "*System Requirements*".

3.2 Expected final products

The expected products include:

(1) Development and deployment of the application
(2) Ongoing technical support and updating of the application during the pilot period
(3) Training of several IDI staff on use and administration of the application

The development of the application shall be based on the no-code/low-code development tool and meet the necessary system requirements listed in the document "*System Requirements*". The application should be developed by 20 December 2021.

Following the successful deployment of the application, technical support and minor correction will be provided during the piloting phase of the application (planned for the full duration of 2022).

The IDI and the successful bidder will jointly agree on the process and methodology to be followed to design and develop the SAI PMF application.

The application should be developed in close collaboration and continuous consultation between the bidder and IDI. The responsible person in charge for the bidder should have good communication skills and the ability to explain technical issues to people with less technical knowledge.

The bidder should teach 2-3 IDI staff how to conduct smaller tasks related to the administration of the application and administration of user communities.

3.3 Ownership of content

IDI will provide content and retain copyright for internally produced content. The bidder will digitalize this content. The IDI will have the ownership of the final application and will be able to alter, translate, and distribute the application and its contents as they see fit after the initial contract period.

3.4 Contact person

Written questions about the assignment can be directed to: irina.sprenglewski@idi.no.

3.5 Timelines

Bid opening date: 9 July 2021

Deadline for questions: 9 August 2021. (Questions received after deadline will not receive a response)

Deadline for tender submission: 20 August 2021, 5 pm Oslo time

Assessment: A Committee consisting of IDI leadership and relevant staff will assess the received bids and decide on the final procurement.

Selection of successful bidder: 3 September 2021

3.6   Tender submission

Tenders should be submitted by e-mail, in English, to irina.sprenglewski@idi.no.

The deadline to submit a tender is 20 August 2021, 5pm Oslo time.

3.7   Eligibility of bidders

Non eligible bidders are: 1) Current permanent employees of SAIs on an individual basis, 2) former IDI staff, 3) consultants or firms that have staff members with close family connections to staff in the IDI, and 4) consultants or firms that that are providing substantial services to the IDI (where the IDI fees received was above 15% of the total income of the company or individual in 2019 or 2020).

3.8   Language

All communication between the parties will be done in English. The tender shall be submitted in English.

3.9   Contract period

3 September 2021 – 31 December 2022.

3.10   Required documentation

• Signed letter including a detailed technical proposal, terms and conditions and the financial offer. Potential reservation shall be stated clearly in the letter with reference to where in the offer the reservations are stated (page number).
• The technical proposal should be a response to the document "S*ystem requirements"* and should be registered in the indicated columns E and F. If specific requirements listed can't be directly provided by the bidder, the bidder shall indicate whether it can be provided by a third-party solution.
• Timelines for the assignment.
• Tax and VAT certificates of the bidder.
• Documentation on the legal registration of the bidder.
• Documentation on the financial position of the bidder.
• Documentation of the professional qualifications of the bidder including the CV of the responsible person in charge.
• Self-declaration on Health, Safety and Environment.
• Updated list of references, including from organizations similar to the IDI.
• Examples of similar work done.
• IDI implements a gender responsiveness policy. Potential bidders shall include information regarding the number of women (1) in the proposer's organization, (2) in executive and senior positions, and (3) shareholders.
• Self-declaration that the bidder is not on the sanctions list of EU and UN. Please fill in and sign the template in Annex 1 to this document.

If any of the documents in the table are missing, the bidders must provide suitable explanation to the IDI.

3.11 Assessment of offers

Disclosure: The IDI will provide written feedback if a tender is not accepted, or if no tenders are accepted or the tendering process is cancelled.

Confidentiality: All bid documents will be treated confidentially by the IDI.

3.12 Criteria for assessment of offers

The Purchasing Committee will only consider bids that provide all the required documents mentioned in section 3.10.

The Purchasing Committee will evaluate the technical proposal as per the following criteria:

1. Quality of the technical proposal and the bidder's ability to meet the necessary technical requirements (50 %)

    The bidder has proven experience in the development and design of an application based on a no-code/low-code development tool and can meet the necessary system requirements with priority 7-10 as listed in the document "*System Requirements*".

    The bidder can provide training to 2-3 IDI staff in conduct of smaller tasks related to administration of the application and administration of user communities.

    If any of these individual requirements can't be met, the bidders must provide suitable explanation to the IDI.

2. Quality of the technical proposal and the bidder's ability to meet the desired technical requirements (10 %)

    The bidder can meet the system requirements listed in the document "System Requirements" with priority lower than 7.

    If any of these individual requirements can't be met, the bidders must provide suitable explanation to the IDI.

Bids must receive at least 50 % to be submitted for the economic assessment.

The economic assessment criteria are as follows:

1. Lowest cost criteria (40 %).
    (price of lowest acceptable bid / price of assessed bid) * 40

    Based on Norwegian Kroner equivalent at the time of evaluation.

3.13 Expenditures incurred in preparing the bid

Bidders will have to cover all costs regarding the tendering process and no costs will be reimbursed by the IDI.

Annex 1 – self declaration

Declaration regarding the ownership of

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to be signed by the company management[4]

I hereby attest that none of the owners of this company appear on the current sanctions lists of the European Union, nor on those of the United Nations, nor on those of the United States of America.

I declare that the above statement is true and accurate to the best of my knowledge.

Full name

Title/Position in the company

Date

Signature

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[4] As part of the IDI procurement policy and in order to prevent illegal transactions, we kindly request you to have this form completed and signed by the company management. Please note that no payments can be made to companies with an ownership structure where one or more of the owners are subject to sanctions by the EU, the UN or the USA.