UNFPA responses to queries submitted by prospective bidders on RFP No.: UNFPA/NPL/RFP/20/002 Provision of Development and implementation of Online Human Resource Management and Monitoring System (HRMMS) for 2021 Population and Housing Census of Nepal

1. For human resource recruitment and selection:

a. The system will have the capacity for operators to add data manually from hard copy applications;

Could you please specify the data to be added from hard copy applications?

UNFPA⟹ For those potential candidates who are interested to apply for posts as enumerators or spervisors but do not have access to the internet or sporadic or weak connectivity, they may fill in the application forms in paper and may seek help (of operators/cyber house and or District Census Offices) to upload the information online.

b.The system will allow applicants to provide family details as per the specified template used by government for recruitment;

Does the system need a special template for uploading the family details? In the document it is mentioned that the applicant should be able to provide their details, so does the family details need to have a special template?

UNFPA⟹ The family details will be as per the details to be provided by each applicant as per the application form which the government uses for filling in applications for government services.

c.The system should generate a pre-list for interview, with 20-30 percent additional candidates based on the selection criteria, taking into account the geographical, gender and social inclusion requirements which will be provided by CBS based on these criteria and the number of candidates required at the local level;

Should the system automatically generate the pre-list for the interview? Or will the concerned authority prepare this pre-list based on the criteria and update/upload into the system?

UNFPA⟹The system should automatically generate the pre-list for the interview, based on the criteria to be provided. CBS will interview the pre-listed candidates to prepare a final list of successful candidates. The system should provide the capacity for CBS to tick a box for successful candidates which will retain them in the final system.

2. For census field monitoring and supervision, the system should:

a.Be set-up so that field enumerators could transfer to the system some key figures outlining their daily progress; the daily figures sent by the enumerators should be loaded in a database located at CBS headquarters;

Whether the enumerators will provide all census data or the figure which they have collected? What does some key figures mean here?

UNFPA$\Rightarrow$ The figures refer to the number of households enumerated in an enumeration area assigned to the enumerators. The modality for providing the information should be via SMS, whereby at the end of each day the enumerators who are collecting data on paper send the number of households completed that day to a dedicated phone number and the system then can add the data, generating a total number of households completed. Before enumeration starts the supervisors will undertake household listing and the system will also have the capacity for supervisors to send a total number of households and persons in each enumeration area under their charge to the same dedicated phone number. With the complete household list and the daily completion counts, the system will also have the capacity to generate a daily percentage completion rate for each enumeration area. The system will also have the capability to flag up to CBS enumeration areas with a low daily completion rate so that supervisors can be informed to check with the enumerators what the problems they are having and they can address them. As a guide, enumeration will be for 15 days, so the enumerators should have completed approximately 7% per day and 50% after 7 days. So if the system can flag up enumerators that are only completing 5% each day over a number of days (perhaps 3 days in a row) and only complete 35% after 7 days, this will be suitable to allow the supervisors to check on the enumerators. For those enumerators and supervisors using tablets, the system should be linked to the database collecting the data so that daily progress can be assessed this way.

b.The possibility to develop a customized GIS application to monitor in real time the census coverage during data collection should be also investigated. The GIS application may include special widgets for visualizing the census data collection in the field, such as a daily percentage covered by enumerators and could be used to compare the number of population and housing units estimated with the numbers effectively enumerated and transmitted daily to the system;

Could you please provide more details in this context?

UNFPA$\Rightarrow$ The system would be based on a shapefile of the boundaries of enumeration areas, supervision areas (built up from several enumeration areas), and the administrative geography of Nepal (wards, districts, municipalities and provinces and perhaps also metropolitan and sub-metropolitan areas). The system would generate a colour coding system of bands of accumulated percentage completion. The bandwidths should be at 5% intervals, ranging in intensity. With the map, it will be possible for CBS to visually identify very easily enumerators that are falling behind in progress. It will also be possible to see wards, districts etc where progress is going slowly and come up with strategies to address the rate of completion.

3. Does CBS have a similar kind of HRMMS application for which it requires modifications & upgrade? Do we need to develop HRMMS from the scratch?

UNFPA$\Rightarrow$ Nothing exists. This needs to be developed from scratch.

4. Tools, technology, framework, database have not been specified in ToR. Do you have a specific one?

UNFPA$\Rightarrow$ It was left open to allow the bidders to propose the system, it can either be a bespoke system that the selected agency designs from scratch, or could potentially be based on an existing software such as Microsoft Project.

5. Do we need to provide training to CBS officials, out of the valley?

UNFPA$\Rightarrow$ The selected agency will train CBS officials at the HQ/Kathmandu who will then train their staff across the country for using the system. The selected agency will assign at least one programmer or IT expert to be located in the CBS to provide backstopping support for software operation, troubleshooting, and use of the system until December 2021.

6. Is development of a Customized GIS application to monitor in real time the census coverage during data Collection, Mandatory or Optional?

UNFPA$\Rightarrow$ Mandatory.

7. HR requirements as suggested in RFP may not be sufficient to complete the project in time. Can we have additional resources as required?

UNFPA$\Rightarrow$ Yes. The suggested HR in the RFP was provided as a guide to the selected agency. The critical timeframe is to ensure that the system is created,tested, and rolled out by end of January 2021.

8. On the published RFP, we are unclear if the solution has to be On-Premise or the vendor can propose Cloud Solution too.

UNFPA$\Rightarrow$ The selected agency can propose a Cloud Solution, it has been open to allow proposers to design the system, but one criteria is that the system must be able to communicate with the Server at CBS.

9. Do we need to propose the sizing for the infrastructure too.

UNFPA$\Rightarrow$ No. The server at CBS will be procured and set up in advance.

10. How UNFPA is planning to host the application.

UNFPA$\Rightarrow$ CBS will host the application for candidates to apply for jobs on a Government's website.