

**Subject:** INVITATION TO TENDER

**Tender Reference Number:** GaPS/TEND/2024/04

**Project Title:** Grant and Project Management System

Dear Prospective Vendor,

The Global Survivors Fund, a non-profit organisation headquartered at Route de Ferney 140, 1202 Geneva, Switzerland invites you to submit a tender for the development and implementation of an Information Management System (IMS) designed to enhance our capabilities to effectively manage incoming and outgoing grants and projects. This tender is intended to select the most suitable vendor that can offer a robust solution tailored to our specific needs.

### 1. Project overview and needs:

The Global Survivors Fund was founded by Nobel Prize laureates, Nadia Murad, and Dr Denis Mukwege in 2019, who were honoured for their efforts to end conflict-related sexual violence and support survivors. The Global Survivors Fund has four principal areas of programmes:

- Projects for interim reparative measures - (ACT)
- Advocacy for the rights of survivors - (ADVOCATE)
- Technical support for duty bearers to take up reparation (GUIDE)
- Global Reparations Study and the Reparations Praxis Hub (KNOW)

With our considerable growth in the last years, our current operational methodology and technology is at the limit of its capacity. The organisation needs to put in place an IMS that supports in strengthening and scaling up our operational processes.

The project involves the design, development, and implementation of an IMS that supports grant management (incoming and outgoing), project management, and simplified client relationship management activities, with the aim to streamline processes, ensure compliance, and facilitate reporting.

### 2. Scope of work:

- Design, develop, configure, and customise the IMS.
- Train staff on use and management of the IMS.
- Ongoing technical support and maintenance services.

**\*A detailed Request for Proposal with scope and requirements will be available upon request as of the 7 May.**

### 3. Tender submission requirements:

- A technical proposal outlining the architecture and functionalities of the proposed IMS.
- A financial proposal including detailed cost breakdowns by project phases and timeline.
- Company profile demonstrating previous experience in similar projects.
- Testimonials or case studies from previous clients.
- Details of after-sales support and maintenance offerings.
- Submissions may be in English or French

### 4. Eligibility criteria:

- Suppliers must have a proven record of accomplishment in developing and implementing similar IMS.
- Ability to work in English

### 5. Procurement timeline:

Date	Action
25 April	Invitation to Tender is announced.
7-27 May	Detailed Request for Proposal is made available upon request to qualified suppliers.
28 May	Deadline for reception of submissions.
29-31 May	Vendors are contacted to schedule presentations/demos for following week.
3-5 June	Presentations/demos by vendors.
7-10 June	Selected vendor is notified.
1 <sup>st</sup> – 2 <sup>nd</sup> week July	Project Launch / Enter Design Phase
December 2024	Expected Completion of Project

### 7. Request to Tender and Additional Information:

To receive the Request for Proposal (RFP) and necessary tender documentation, please send the request to: [procurement@globalsurvivorsfund.org](mailto:procurement@globalsurvivorsfund.org)

### 8. Submission method and deadline:

Tenders will be accepted electronically by email.

The email will be specified in the RFP document that will be sent to you upon request.

The deadline for the tenders will be - 27 May 2024, by 11:59 PM (CET)

## 9. Additional Information:

- Qualified vendors will be contacted between 29-31 May to schedule a presentation/demo for 3,4, or 5 June.

We are looking forward to receiving your proposals and potentially collaborating on this crucial project to enhance our operational efficiencies.

Sincerely,

Global Survivors Fund