Belarus Beehive "Supporting civil society as a key driver of democratic transformation of Belarus"

Announcement

Development and Support of Automated Financial Data System

1. **Background Information**
1.1. Country: Belarus
1.2. Current situation in the sector

Mass repression continue in Belarus. By the end of December 2023, the number of political prisoners was 1473. More than one and a half thousand organisations were liquidated. CSO representatives and activists were constantly subjected to arrests, searches, summons to interrogations and other forms of harassment. This situation was aggravated by Russia's full-scale unprovoked attack on Ukraine in February 2022.

1.3. Contracting authority: Green Network

Belarus Beehive Project
The action aims to support the reorganisation and strengthening of Belarusian civil society in the context of dynamic political change. This involves contributing to three key objectives: strengthening the human and organisational capacity of civil society initiatives and their coalitions; ensuring effective and timely support from the Belarusian FSTP implementation mechanism for the country's civil society tasks; and empowering civil society organisations to influence policy and advocate for Belarusian concerns at the national, regional and international levels.

The Belarus Beehive project is a 30 months project supported with a grant by the European Commission. It began in January 2024. The project is implemented by a consortium of Belarusian and foreign organizations: Eurobelarus (Belarus/Lithuania), Green Network (Belarus/Lithuania), Belarusian National Platform (Belarus/Lithuania) and coordinated by The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (Belgium).

2. **Scope Of The Work**

Objective:

Develop an automated financial data system that collects, accounts for and visualises financial data for partner organisations' finance and grants managers. By automating these tasks, the organisations can save time, ensure accuracy and security, and provide a clear visual representation of their financial health.

Overview:

There are 4 partners in an EU-funded project, spread across different geographical locations and time zones. There are different working languages (also for documents i.e. English, French, Lithuanian,

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Polish, Belarusian, Russian, occasionally other languages). All partners are bound by the same EU regulations, work with a single budget and most, but not all, document templates are uniform.

There is a need to automate financial processes, particularly between partners, in order to:

- save the time of financial managers and other staff to devote it to other processes, in particular the bulk FSTP component, which has to be implemented in difficult environments (risk of repression limiting transparency, lack of experience in using OBCs, lack of procedures and experience among recipients of FSTPs).

- Ensure that actual data is readily available at the request of project managers or donors, in order to make quick decisions.

- Ensure accuracy of data, minimising the risk of error.

- Automate internal business processes, allowing good internal control while respecting security rules and data security.

Features and Functionality:

The system should be based on existing, commonly used IT solutions (Microsoft, Google Script, etc.), particularly in terms of UX, and be cost-effective to maintain and store.

Ideally, it should be integrated with other communication tools used in the project.

The system should be usable on desktops, tablets and mobile devices.

Data requirements:

The documents used can be Excel files, Word documents, PDFs, images (.jpg, .png,).

All reporting must be done in EUR and follow the currency exchange rules of the EU Commission. There could be a number of different currencies in the project such as PLN, BYN, RUB, GEL, CZK, etc. (Belarus, Lithuania, Poland, other EU, EaP region).

The data source would be Excel spreadsheets or manual input.

Users and data recipients:

Project staff: financial managers (up to 5 people), grant managers (up to 5 people), project managers (up to 5 people), donor's financial and project managers as recipients of extracted data.

Timing and deliverables

This section describes the type of products that are expected from the developer and the timeframe. The estimated number of person-days required for the scope of the work is 22 days (development) as well as 26 months of continuous technical support (subscription to services).

Deliverable	Resources/level of effort	Deadlines
Demo version	7 person-days	1 week from the start of the contract

Beta version	5 person-days	2 weeks from the start of the contract
Roll-out	4 person-days	3 weeks from the start of the contract
Presentation and training	2 person-days	4 weeks from the start of the contract
Internal user's manual including risk mitigation and contingency measures	2 person-days	4 weeks from the start of the contract
Technical support	26 months	
Total	27 months	

3. Required Skills and Experience of the service provider

- Successful IT products developed and maintained in the past;
- Commitment and own initiative;
- Ability to work as part of a team;
- Ability to explain crucial aspects to non-specialists;
- Ability to meet deadlines and deliver quality work;
- Understanding of web security functions;
- Analytical thinking and a logical approach to problem solving;
- Knowledge of Russian and understanding of Belarusian language (oral), basic English.

4. Selection criteria

The selection criteria are the following:

Required Skills – 60 points

Offered fee per month – 40 points

Total maximum score: 100 points

5. Selection process

Assumed timeline:

01 March 2024 – announcement published or send to potential candidates

22 March 2024 – deadline for feedback from candidates and submission of the technical and financial offer

29 March 2024 –evaluation of offers performed by Selection Committee and decision on awarding of the contract

1 April 2024 – start date

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6. Applications and interviews

If you are interested in the tender, please send your offer and offered fee per month (in English) to lukas.byrski@eap-csf.eu by 22 March 2024, with the reference: "Development and Support of Automated Financial Data System". The tender must demonstrate a track record of similar assignments and address how your skills and previous/current professional experience match the skills and experience required for this contract.