



**Request for Proposals (RFP)**

**Phase 1: Development of Learning Management System (LMS)**

**Phase 2: Implementation of Integrated Enterprise Resource Planning (ERP) System**

<b>RFP Reference No.</b>	RFP-SOM-NLA-26-004
<b>Issue Date</b>	30 <sup>th</sup> April 2026
<b>Proposal Submission Deadline</b>	21 <sup>st</sup> May 2026
<b>Contract Duration</b>	<b>Six months</b> total: 3 months for Phase 1 and 3 months for Phase 2
<b>Duty Station</b>	Remote, with possible travel to Kismayo, Jubbaland State of Somalia
<b>Procurement Method</b>	Open competitive Request for Proposals
<b>Submission Email / Address</b>	<a href="mailto:procurement@nla.so">procurement@nla.so</a>
<b>Clarification Contact</b>	Executive Director with dotted reporting to Senior Curriculum Development Specialist, Learning Systems, and IT Officer and Designated NLA Personnel



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### 1. Solicitation Overview

The National Leadership Academy (NLA) invites qualified consulting firms, technology companies, consortiums, or expert teams to submit proposals for a two-phase digital transformation assignment. Phase 1 will develop, configure, test, and operationalize a Learning Management System (LMS) to support NLA's blended and online leadership development programmes. Phase 2 will implement an integrated Enterprise Resource Planning (ERP) system covering core institutional functions including HR, finance, procurement, training management, asset management, and workflow automation.

The procurement is structured as one RFP with two sequential phases. The ERP phase shall commence only after successful completion, formal handover, and written acceptance of the LMS phase by NLA. Bidders are expected to submit one integrated proposal covering both phases, including methodology, work plan, team composition, technical architecture, security approach, sustainability plan, and a separately priced financial proposal.

### 2. Background and Institutional Context

The National Leadership Academy is a semi-autonomous national institution mandated to cultivate a new generation of Somali leaders equipped with the skills, values, and competencies required to advance national development and uphold high standards of public service. NLA plays a central role in promoting ethical leadership, strengthening institutional performance, and fostering inclusive participation across government, civil society, and the private sector.

To fulfil its mandate, NLA delivers leadership development programmes through in-person instruction, blended learning, and online courses. This multi-modal approach allows the Academy to reach learners in diverse locations while reducing travel costs, scheduling disruptions, logistical constraints, and security-related barriers. NLA now seeks to establish a robust digital ecosystem that improves learner experience, administrative efficiency, institutional transparency, and evidence-based decision-making.



The LMS will be the Academy's primary digital learning platform, while the ERP system will strengthen internal administration and cross-unit coordination. Together, the systems are expected to support scalable leadership development, institutional accountability, data protection, low-bandwidth access, mobile-first usage, and long-term sustainability.

### 3. Assignment Objectives

#### 3.1. Overall Objective

The overall objective is to design, develop, configure, deploy, and hand over an integrated digital ecosystem for NLA, consisting of an LMS for learning delivery and an ERP for institutional operations. The systems should be secure, scalable, user-friendly, mobile-responsive, optimized for low-connectivity environments, and aligned with the Academy's governance structure and operational needs.

#### 3.2. Phase 1 Objective: Learning Management System (LMS)

Phase 1 aims to operationalize a robust LMS that supports blended and online training programmes, improves access to high-quality learning content, enables interactive virtual engagement, provides learner support, tracks assessments and certifications, and supports reporting and analytics across programmes.

#### 3.3. Phase 2 Objective: Enterprise Resource Planning System

Phase 2 aims to assess NLA's operational needs and design, configure, test, deploy, and hand over an integrated ERP system covering HR, finance, procurement, training management, inventory and asset management, and workflow automation. The ERP should enhance efficiency, transparency, coordination, compliance, and data-driven decision-making across the Academy.

### 4. Scope of Services

#### 4.1. Phase 1 - LMS Development and Operationalization

- Conduct a detailed needs assessment covering NLA's curriculum pathways, training modalities, ICT infrastructure, user needs, and digital learning requirements.
- Map LMS stakeholders including Academy leadership, trainers, facilitators, learners, IT staff, programme managers, M&E teams, administrators, and partners or donors where applicable.
- Review current training processes, including registration, enrolment, content delivery, communication, attendance, assessment, feedback, reporting, and certificate issuance.
- Collect user requirements through interviews, focus groups, surveys, observation of training sessions, review of programme documents, and consultations with relevant units.
- Assess learner and instructor needs, including preferred learning formats, device access, internet connectivity, digital literacy, language needs, accessibility, mentoring, peer learning, and assessment preferences.



- Analyze technical and infrastructure requirements, including hosting options, security, data protection, authentication, access control, email integration, video conferencing integration, HR or student database integration, mobile compatibility, and feasible offline access.
- Design LMS user personas, workflows, content strategy, implementation roadmap, training plan, support model, and system specifications.
- Propose a secure, scalable, cloud-based LMS architecture that ensures high availability and accessible use across Somalia.
- Design a role-based access control model aligned with NLA governance roles such as learners, trainers, administrators, content managers, system administrators, and management reviewers.
- Configure or develop an approved open-source LMS solution, such as Moodle or equivalent, based on validated requirements and NLA approval.
- Configure core LMS features include course management, learning paths, competency-based progression, multimedia content, quizzes, assignments, forums, peer-learning tools, certificates, digital badges, learner analytics, dashboards, mobile-responsive design, low-bandwidth optimization, and feasible offline access.
- Brand and customize the LMS for NLA, including user interface, course categories, initial course structures, dashboards, reports, and notification settings.
- Conduct testing, pilot implementation, training, documentation, go-live support, and final handover.

## **4.2. Phase 2 - ERP Development and Implementation**

- Review NLA's administrative processes, reporting requirements, institutional workflows, approval procedures, and operational gaps.
- Conduct structured consultations with NLA leadership, HR, Finance, Procurement, Training, IT, Administration, and other relevant units to validate functional and technical priorities.
- Document ERP requirements covering modules, workflows, user roles, approval levels, reporting needs, integrations, data migration, access control, and security requirements.
- Design, configure, develop, and deploy an integrated ERP system based on approved specifications and a modular architecture that can be expanded over time.
- Develop or configure a training management module covering scheduling, cohorts, attendance, trainers, venues, resources, programme tracking, and related reporting.
- Develop or configure an HR module covering staff records, contracts, leave management, performance management, and basic HR reporting.
- Develop or configure a finance module covering budgets, commitments, payments, expenditure tracking, and basic accounting integration where applicable.
- Develop or configure a procurement module covering requisitions, tenders, contracts, vendor management, procurement tracking, and compliance documentation.



- Develop or configure an inventory and asset management module covering equipment, licenses, learning devices, asset registers, assignment, maintenance, and reporting.
- Develop workflow automation for key approval processes including training approvals, finance approvals, procurement steps, administrative approvals, and relevant management clearances.
- Conduct module testing, user acceptance testing, system validation, training, go-live support, documentation, and final handover.

## 5. Deliverable and Indicative Timeline

Bidders shall propose a detailed work plan for both phases. The indicative schedule below reflects the TOR requirement that each phase is completed within three months, and that Phase 2 begins only after Phase 1 is formally accepted by NLA. Payment percentages are provisional and may be adjusted during contract negotiation and formalization.

### 5.1. Phase 1 - LMS Deliverables

#	Deliverable	Timeline	Pay %
1	<b>Inception Report:</b> refined methodology, detailed work plan, stakeholder engagement plan, and validated requirements-gathering approach.	14 days	20%
2	<b>System Requirements and Design Package:</b> functional and technical specifications, workflows, user roles, content strategy, hosting/security architecture, and implementation roadmap.	14 days	10%
3	<b>Prototype and Demo:</b> clickable prototype and demo environment showcasing core LMS functions, user journeys, dashboards, and course structures.	14 days	10%
4	<b>Fully Functional LMS:</b> operational LMS with agreed core features, NLA branding, user roles, initial course structures, analytics, certificates, and mobile-responsive access.	21 days	10%
5	<b>Documentation Package:</b> technical documentation, system administration guide, user guide, data protection and security procedures, backup routines, and maintenance guidance.	7 days	10%
6	<b>Training and Capacity Building:</b> training sessions or workshops for administrators, trainers, content managers, IT staff, and selected users.	7 days	10%
7	<b>Pilot and Go-Live Report:</b> pilot testing findings, issue log, improvements made, user feedback, risk register update, and go-live confirmation.	7days	10%
8	<b>Completion and Handover Report:</b> summary of work completed, performance against objectives, access credentials,	14 days	20%



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	source/configuration files where applicable, and full handover to NLA.		
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### 5.2.Phase 2 - ERP Deliverables

#	Deliverable	Timeline	Pay %
1	<b>Inception Report:</b> refined methodology, detailed work plan, requirements-gathering approach, stakeholder engagement plan, and risk management plan for ERP implementation.	14 days	20%
2	<b>System Requirements and Design Package:</b> functional and technical specifications, module design, workflow maps, user roles, integration requirements, data migration approach, and security model.	14 days	10%
3	<b>Prototype and Demo:</b> clickable prototype and demo environment showcasing core ERP modules, approval workflows, dashboards, and reporting features.	14 days	10%
4	<b>Fully Configured / Developed ERP:</b> operational ERP system with core modules and key workflows configured and validated for NLA use.	21 days	10%
5	<b>Documentation Package:</b> technical documentation, configuration guide, user manuals, data protection and security procedures, backup routines, audit logging, and maintenance guidance.	7 days	10%
6	<b>Training and Capacity Building:</b> training sessions or workshops for end users, administrators, managers, and IT staff.	7 days	10%
7	<b>Pilot and Go-Live Report:</b> pilot findings, testing results, issue log, improvements made, user feedback, and final go-live confirmation. <b>Completion and Handover Report:</b> comprehensive summary, system architecture, module configurations, workflow logic, integration points, API specifications, user roles, permission structures, and final handover package.	7days	30%

**Note:** Final contract percentages shall be determined and agreed upon during contract negotiation and formalization. The percentages indicated in this RFP are provisional and for guidance purposes only.



## **6. Technical and Functional Requirements**

### **6.1. General Technical Requirements**

- Secure cloud-based architecture with scalability, high availability, backup and disaster recovery arrangements.
- Mobile-first and responsive design suitable for smartphones, tablets, laptops, and desktop users.
- Low-bandwidth optimization and feasible offline or asynchronous access for users in low-connectivity environments.
- Role-based access control and segregation of duties aligned with NLA governance and management structures.
- Audit trails, activity logs, secure authentication, password policies, encryption, backup routines, and incident response procedures.
- User-friendly dashboards and reporting tools for management, administrators, trainers, programme teams, and relevant unit heads.
- Data export and reporting functionality in commonly used formats, including Excel and PDF, where feasible.
- Compliance with applicable national, donor, and good-practice data protection requirements.
- Clear documentation for system administration, user support, maintenance, troubleshooting, and future upgrades.
- Sustainable technology choices, preferably open-source or cost-effective platforms with clear licensing, local maintainability, and no hidden subscription lock-in unless explicitly approved by NLA.

### **6.2. LMS Minimum Functional Requirements**

- Course creation, course categories, cohorts, enrolment, learning paths, and competency-based progression.
- Support for multimedia learning content, including documents, videos, audio, links, interactive activities, and downloadable materials.
- Quizzes, assignments, grading, discussion forums, peer-learning tools, facilitator engagement, and learner feedback.
- Digital certificates and badges aligned with NLA's qualification or certification framework.
- Learner analytics covering enrolment, completion, engagement, performance, assessment results, and attendance where applicable.
- Trainer and administrator dashboards with configurable reporting.
- Integration options for email notifications, video conferencing, and future HR or learner databases where feasible.
- Multi-language readiness, including support for English and future Somali localization.



### **6.3. ERP Minimum Functional Requirements**

- Training management module for programme schedules, cohorts, attendance, trainers, venues, resources, and programme reporting.
- HR module for staff records, contracts, leave, performance management, and staff reporting.
- Finance module for budgets, commitments, payments, expenditure tracking, and basic accounting integration where applicable.
- Procurement module for requisitions, tenders, contracts, vendor management, approval workflows, and compliance tracking.
- Inventory and asset management module for equipment, software licenses, learning devices, asset assignments, movements, maintenance, and reporting.
- Workflow automation for approvals, including finance, procurement, training, HR, administrative, and management clearances.
- Dashboards and reports for management decision-making, compliance monitoring, and operational tracking.

### **7. Implementation, Testing, Training, Handover and Support**

- The bidder shall propose a structured implementation methodology covering discovery, design, configuration or development, testing, piloting, deployment, training, documentation, handover, and post-go-live support.
- The bidder shall conduct unit testing, system testing, security testing, user acceptance testing, and pilot testing for each phase before go-live.
- The bidder shall provide practical training and capacity-building for administrators, technical staff, trainers, programme teams, managers, and end users as relevant.
- The bidder shall provide complete documentation, including technical architecture, configuration notes, administrative manuals, user manuals, security procedures, backup procedures, and troubleshooting guides.
- The bidder shall hand over all agreed system credentials, configuration files, documentation, training materials, source code or customization files where applicable, licenses where applicable, and all deliverables produced under the contract.
- The bidder shall propose a warranty and post-go-live support period, including response times, support channels, bug fixing, minor configuration adjustments, and knowledge transfer arrangements.



## **8. Reporting Arrangements and Contract Administration**

1. The selected consulting firm will report directly to the Executive Director of NLA.
2. Secondary technical coordination will be maintained with the Curriculum Development Specialist, Learning Systems and IT Officer, Finance and Administration representatives, and the designated NLA Lead for this assignment.
3. The firm shall maintain regular communication through progress briefings, written updates, review meetings, demonstrations, and milestone reports.
4. All deliverables shall be subject to review, comments, technical validation, and formal written acceptance by NLA.
5. No major system design, hosting arrangement, licensing decision, integration, or deployment milestone shall proceed without prior approval by NLA.
6. The ERP phase shall commence only after the LMS has been fully completed, delivered, tested, handed over, and formally accepted by NLA.

## **9. Eligibility, Qualifications and Team Composition**

### **9.1. Eligibility and Firm Experience**

- Legally registered consulting firm, technology company, or consortium eligible to undertake the assignment.
- Proven experience designing, developing, configuring, and deploying LMS and ERP systems for educational institutions, training centres, public institutions, or comparable organizations.
- Demonstrated experience delivering mobile-first, low-bandwidth, and user-friendly digital solutions in fragile, low-connectivity, or comparable environments, preferably in Africa.
- Experience implementing ERP systems involving HR, finance, procurement, training management, workflow automation, and asset or inventory management.
- Demonstrated capacity to provide project management, business analysis, system architecture, cybersecurity, testing, training, documentation, and post-go-live support.
- Ability to deliver both phases within the required timeline and with appropriate sequencing, quality assurance, risk management, and sustainability planning.
- Fluency in English is mandatory. Somali language capacity is desirable and will be considered an advantage.



## 9.2. Personnel Qualifications

Key Position	Minimum Experience	Educational Qualifications	Core Requirements / Competencies
Team Lead / Project Manager	7–10 years (5+ years leading large ICT/digital projects)	Masters in information systems, Computer Science, Business Administration, Project Management or related	Project planning, stakeholder engagement, coordination, risk management, reporting, leadership
LMS Architect / Developer	5–7 years	Bachelors in computer science, Software Engineering, IT (master’s preferred)	LMS platforms (Moodle, Canvas), customization, analytics, course structures, roles, certificates
ERP Specialist	5–8 years	Bachelors in information systems, ERP, Computer Science, Business IT (master’s preferred)	ERP implementation in public institutions, training centers, higher education
Business Analyst / Workflow Specialist	5–7 years	Bachelors in business administration, Information Systems, Management or related	Workflow mapping, requirements documentation, UAT support
Cybersecurity / Data Protection Specialist	5–7 years	Bachelors in Cybersecurity, Information Security, Computer Science; certifications (CISSP, CISM, CEH preferred)	Security architecture, data governance, encryption, access control, audit, incident response
Training and Change Management Specialist	5–7 years	Bachelors in education, Organizational Development, HR, Business Administration or related	Training materials, capacity building, user adoption, change management
Quality Assurance / Testing Specialist	4–6 years	Bachelors in computer science, Software Engineering, IT or related	Test cases, issue tracking, UAT coordination, performance validation

## 10. Proposal Preparation and Submission Instructions

1. Proposals shall be prepared in English.
2. Bidders shall submit separate Technical Proposal and Financial Proposal documents. Financial information must not appear in the technical proposal.
3. Proposals received after the submission deadline shall be rejected unless NLA issues a written amendment extending the deadline.



4. All communications regarding this RFP shall be directed only to the designated procurement focal person or email [procurement@nla.so](mailto:procurement@nla.so) stated in the solicitation notice.
5. Clarification questions must be submitted in writing at least 3 days before the deadline indicated in the procurement schedule.
6. NLA may issue written addenda to clarify or amend the RFP. Bidders shall acknowledge receipt of all addenda in their submission.
7. Proposals should remain valid for at least 120 calendar days from the submission deadline.
8. NLA reserves the right to accept or reject any proposal, cancel the procurement, request clarifications, negotiate minor aspects with the preferred bidder, or not award a contract.

### **Indicative Procurement Schedule**

<b>Activity</b>	<b>Date</b>
RFP issue date	30 <sup>th</sup> April 2026
Deadline for clarification questions	18 <sup>th</sup> May 2026
Responses to clarifications / addendum	19 <sup>th</sup> May 2026
Proposal submission deadline	21 <sup>st</sup> May 2026
Opening / administrative review	TBD
Evaluation period	TBD
Notification of award	24 <sup>th</sup> May 2026
Expected contract start	25 <sup>th</sup> - 31 <sup>st</sup> May 2026

## **11. Required Proposal Contents**

### **11.1. Technical Proposal**

1. Signed proposal submission forms.
2. Company profile, legal registration documents, valid business license where applicable and tax compliance certificate.
3. Understanding of the assignment and response to the Terms of Reference (TOR).
4. Detailed methodology and technical approach for LMS and ERP implementation.
5. Proposed system architecture, hosting model, security approach, data protection approach, integration approach, and sustainability plan.
6. Detailed work plan and implementation schedule for both phases, clearly showing that ERP implementation begins only after LMS acceptance.
7. Team composition, level of effort, roles and responsibilities and availability of key experts.
8. Updated CVs of all proposed core team members.
9. At least three relevant references or similar assignments completed in the last five years.
10. Quality assurance, testing, pilot, go-live, change management, training, documentation, and support approach.
11. Risk analysis and mitigation strategy for both LMS and ERP implementation.



12. Evidence of local presence, Somalia partnership, or local support arrangements, if available.

### **11.2. Financial Proposal**

1. One signed financial proposal stating the total lump-sum price in USD.
2. Separate cost breakdowns for Phase 1 LMS and Phase 2 ERP.
3. Breakdown by deliverable, professional fees, licenses or subscriptions if any, hosting costs if any, travel if any, workshops or training costs, taxes, and any reimbursable costs permitted by NLA.
4. Proposed payment schedule aligned with the deliverables, if different from the suggested schedule in this RFP.
5. Confirmation of any recurring cost implications after handover, including hosting, maintenance, licenses, support, upgrades, or third-party services.

### **12. Evaluation Method and Award Criteria**

NLA will evaluate proposals using a combined technical and financial scoring method. Only bidders that pass the preliminary responsiveness review and achieve the minimum technical threshold shall proceed to financial evaluation.

#### **12.1. Preliminary Responsiveness Review (Pass/Fail)**

- Submission received on time.
- Technical and financial proposals submitted separately.
- Proposal submission letter signed by an authorized representative.
- Required legal, company registration, tax compliance certificate and other supporting documents attached.
- CVs and references submitted for the proposed team.
- Proposal covers both LMS and ERP phases and accepts the sequential implementation requirement.

#### **12.2. Technical Evaluation Criteria**

<b>Criterion</b>	<b>Max</b>	<b>Min</b>	<b>Notes</b>
A. Firm experience in LMS, ERP, public-sector or education digital transformation	20	12	Relevant experience in similar institutions and contexts preferred.
B. Understanding of the TOR and proposed methodology	20	12	should address needs assessment, design, configuration/development, testing, piloting, training, handover, and support.
C. Technical architecture, security, data protection and sustainability	20	12	Should address cloud hosting, RBAC, low-bandwidth design, mobile-



			first access, backup, audit logs, cybersecurity, maintainability, and recurring cost transparency.
D. Quality and suitability of proposed team	20	12	Assess qualifications, role fit, availability, LMS/ERP expertise, cybersecurity, business analysis, QA, and training capacity.
E. Work plan, sequencing, risk management and quality assurance	10	6	Should include realistic milestones, Phase 1 acceptance before Phase 2, testing approach, and risk mitigation.
F. Training, change management, localization and user support approach	10	6	Should show capacity-building, documentation, adoption, English quality, and Somali/localization capability where relevant.

**Minimum required overall technical score to proceed to financial evaluation: 70/100.**

### **12.3. Financial Evaluation**

Financial Score = (Lowest Evaluated Price / Bidder Price) x 30

Combined Score = Technical Score x 70% + Financial Score

### **12.4. Final Award**

The contract shall be awarded to the bidder with the highest combined technical and financial score, subject to successful due diligence, reference checks, negotiation of minor points, confirmation of final scope, and approval by NLA's competent authority.

### **13. General Conditions of the RFP**

1. NLA may request clarifications from any bidder without permitting changes that materially alter the proposal.
2. All submitted documents become part of the procurement record. Confidential information should be clearly marked; pricing information should remain available for evaluation purposes.
3. The successful bidder shall enter a written contract with NLA before commencement of services.
4. Payment shall be made against approved deliverables and valid invoices in accordance with the signed contract.



5. Ownership of all deliverables, configurations, documentation, workflows, reports, training materials, and outputs produced under the contract shall vest in NLA unless otherwise specified in the final contract.
6. The bidder shall disclose any subcontractors, consortium partners, third-party tools, licenses, hosting providers, or recurring costs and shall remain fully responsible for contract performance.
7. NLA may terminate the contract for non-performance, prolonged delay, insolvency, conflict of interest, fraud, corruption, misrepresentation, or convenience, subject to the terms of the final contract.
8. The bidder shall maintain confidentiality of all institutional data, user data, technical information, documents, credentials, and operational processes accessed during the assignment.
9. The bidder shall not process, share, host, transfer, or disclose NLA data except as approved in writing by NLA.
10. The bidder shall comply with the approved data protection and security procedures and shall report any security incident or suspected data breach immediately to NLA.
11. Any proposed open-source, commercial, or third-party platform must be clearly disclosed, including licensing terms, recurring costs, hosting implications, maintenance requirements, and upgrade pathways.
12. The final contract agreement shall be agreed upon after award and shall incorporate the RFP, the successful proposal, accepted clarifications, agreed deliverables, payment schedule, and any special conditions.

### **13. Annexes**

Annex 1 - Terms of Reference / Scope of Work

Annex 2 - Financial Proposal Form

Annex 3 - Proposal Submission Letter

Annex 4 - Bidder Information and References

Annex 5 - Bidder Self-Declaration and Conflict of Interest Statement

Annex 6 - Proposal Submission Checklist

Annex 7 - Technical Compliance Matrix

Annex 8 - Key Personnel CV Summary Form



## **Annex 1 - Terms of Reference / Scope of Work**

The selected firm shall perform all services required under the two sequential phases below.

### **Phase 1: Develop Learning Management System (LMS)**

- Conduct needs assessment and stakeholder consultations.
- Review NLA curriculum pathways, training modalities, ICT infrastructure, and digital learning requirements.
- Define LMS roles, course structure, assessments, certification standards, learner pathways, and reporting requirements.
- Design secure cloud-based LMS architecture, RBAC, mobile-first access, low-bandwidth optimization, and feasible offline access.
- Develop/configure an approved open-source LMS with core features including course management, multimedia content, assessments, forums, dashboards, certificates, and analytics.
- Conduct testing, pilot, training, go-live support, documentation, and handover.

### **Phase 2: Implement Integrated ERP System**

- Conduct institutional workflow analysis and consultations.
- Document requirements for HR, finance, procurement, training management, inventory/asset management, and workflow automation.
- Design and configure/develop ERP modules based on approved specifications.
- Conduct module testing, user acceptance testing, system validation, pilot, go-live support, documentation, and handover.
- Provide data protection and security procedures, including access control, password policies, encryption, backup routines, incident response, and audit logging.



**Annex 2 - Financial Proposal Form**

No.	Cost Item / Deliverable	Phase	Unit	Amount (USD)	Remarks
1	Inception Report	Phase 1 - LMS	LS		
2	System Requirements and Design Package	Phase 1 - LMS	LS		
3	Prototype and demo	Phase 1 - LMS	LS		
4	Fully Functional LMS	Phase 1 - LMS	LS		
5	Documentation Package	Phase 1 - LMS	LS		
6	Training and Capacity Building	Phase 1 - LMS	LS		
7	Pilot and Go-Live Report	Phase 1 - LMS	LS		
8	Completion and Handover Report	Phase 1 - LMS	LS		
9	Inception Report	Phase 2 - ERP	LS		
10	System Requirements and Design Package	Phase 2 - ERP	LS		
11	Prototype and demo	Phase 2 - ERP	LS		
12	Fully Configured / Developed ERP	Phase 2 - ERP	LS		
13	Documentation Package	Phase 2 - ERP	LS		
14	Training and Capacity Building	Phase 2 - ERP	LS		
15	Pilot and Go-Live Report	Phase 2 - ERP	LS		
16	Completion and Handover Report	Phase 2 - ERP	LS		
17	Travel and logistics (if applicable)	Both	LS		
18	Licenses / hosting / subscriptions (if applicable)	Both	LS		
19	Taxes and other costs (if applicable)	Both	LS		
<b>20</b>	<b>Grand Total</b>	<b>Both</b>	<b>LS</b>		

**Note: The bidder may also provide the financial proposal using its own template, provided that all required cost categories are clearly presented.**



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## **Annex 3 - Proposal Submission Letter**

Date: \_\_\_\_\_

To: National Leadership Academy

Subject: Proposal Submission for Development of LMS and Implementation of Integrated ERP System

Dear Evaluation Committee,

Having examined the Request for Proposals and all related annexes, we hereby submit our proposal for Phase 1: Development of Learning Management System (LMS) and Phase 2: Implementation of Integrated Enterprise Resource Planning (ERP) System for the National Leadership Academy. We confirm that our technical and financial proposals have been prepared in accordance with the RFP requirements and that our proposal remains valid for the period stated in the RFP.

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm / Consortium: \_\_\_\_\_

Address: \_\_\_\_\_

Email and Phone: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_



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## Annex 4 - Bidder Information and References

Legal name of bidder: \_\_\_\_\_

Country of registration: \_\_\_\_\_

Registration number: \_\_\_\_\_

Contact person: \_\_\_\_\_

Email / Phone: \_\_\_\_\_

Client	Assignment Title	Country	Period	Contract Value	Contact Details

**Note: Please attach supporting documents or completion certificates for similar contracts where available.**



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## **Annex 5 - Bidder Self-Declaration and Conflict of Interest Statement**

We declare that our firm / consortium and proposed experts are not subject to any conflict of interest that would improperly affect this procurement or the execution of the assignment.

We confirm that neither the firm nor any proposed team member has engaged in fraud, corruption, collusion, coercion, misrepresentation, or any prohibited practice in connection with this procurement.

We undertake to disclose without delay any actual or potential conflict of interest arising before award or during contract implementation.

We understand that any false declaration may lead to disqualification, contract termination, or other remedies available to NLA.

Authorized Signatory: \_\_\_\_\_

Name of Firm / Consortium: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp: \_\_\_\_\_



**Annex 6 - Proposal Submission Checklist**

<b>Item</b>	<b>Included</b>	<b>Remarks</b>
Signed proposal submission letter	<input type="checkbox"/>	
Technical proposal	<input type="checkbox"/>	
Financial proposal in separate file/envelope	<input type="checkbox"/>	
Firm registration certificate	<input type="checkbox"/>	
CVs of key experts	<input type="checkbox"/>	
Three relevant references	<input type="checkbox"/>	
Conflict of interest / self-declaration	<input type="checkbox"/>	
Acknowledgement of addenda (if any)	<input type="checkbox"/>	
Somalia partnership or local presence evidence	<input type="checkbox"/>	
Any other document required by the RFP	<input type="checkbox"/>	



**Annex 7 - Technical Compliance Matrix**

<b>Requirement</b>	<b>Bidder Response / Compliance</b>	<b>Reference in Proposal</b>
Secure cloud-based architecture with backup and disaster recovery		
Role-based access control for LMS and ERP users		
Mobile-first and responsive LMS and ERP access		
Low-bandwidth optimization and feasible offline access		
LMS course management, assessments, forums, analytics, certificates and dashboards		
ERP HR, finance, procurement, training management, asset/inventory and workflow modules		
Cybersecurity, encryption, audit logs and incident response procedures		
Testing, UAT, pilot and go-live support for both phases		
Training, documentation, handover and post-go-live support		
Disclosure of licensing, hosting, maintenance and recurring costs		



# NATIONAL LEADERSHIP ACADEMY

## Annex 8 - Key Personnel CV Summary Form

Name	Proposed Role	Education	Years of Relevant Experience	Relevant Projects	Level of Effort