



Request for Proposal (RFP)

Development of an Emergency Financial Assistance system

1. Introduction and Purpose

Introduction

The Afghan Journalists Safety Committee (AJSC) is an independent, nonprofit organization dedicated to supporting press freedom and ensuring journalist safety in Afghanistan. Based in Kabul, AJSC operates through representatives in all 34 provinces of the country, providing timely and essential support to media workers in need. AJSC's initiatives encompass financial assistance, medical aid, relocation support, shelter, and psychosocial aid to journalists across Afghanistan.

Purpose

To modernize and enhance AJSC's operational efficiency, the organization intends to digitalize its Emergency Financial Assistance, reducing time and costs while improving the quality and speed of services delivered to journalists.

2. Project Description

Objective

AJSC seeks to engage an external firm to develop a comprehensive digital Emergency Financial Assistance, which will streamline the handling of journalist support cases. This initiative aligns with AJSC's strategy to leverage technology for more efficient and transparent operations.

System Features

The system will include the following functionalities:

- 1. Email Handling and Link Generation**
 - Receive support requests via email.
 - Generate unique, random links for journalists to access the system.
 - Provide a guided form for journalists to register, complete required information, and upload documents.
 - Ensure link expiration after three days to enhance security.
- 2. Document Review and Follow-Up**
 - Enable internal users to review submitted documents.
 - Request additional or missing information from journalists via email.
- 3. Provincial Representative Feedback**
 - Assign user accounts to provincial representatives.
 - Notify relevant representatives based on the journalist's location.
 - Allow representatives to submit their feedback through the system.
- 4. Feedback Editing with Audit Trail**
 - Enable representatives to edit their feedback with all edits logged and timestamped.
- 5. Reference Verification**
 - Facilitate sending and receiving reference check forms via email.

- Attach completed reference forms to the respective case.
- 6. **Case Manager Decision**
 - Allow the Case Manager to review cases, provide feedback, approve/reject cases, and propose financial aid amounts.
- 7. **Decision-Making Committee**
 - Enable committee members to approve, reject, or modify proposed aid.
 - Automate decision rules based on majority voting outcomes.
- 8. **Financial Execution**
 - Notify the finance team upon committee approval.
 - Provide read-only access to case files for payment execution.
 - Enable finance to upload payment execution documents and notify the Case Manager.

3. Scope of Work

The selected company will:

- Develop a secure, scalable, web-based Emergency Financial Assistance using Laravel and MySQL.
- Implement role-based user permissions and user-friendly interfaces.
- Ensure compliance with data security standards.
- Integrate email services and enable responsive design for mobile and desktop.
- Conduct thorough testing and debugging before deployment.

4. Requirements

Technical Requirements

- Web-based application built on PHP Framework (Laravel) and MySQL database.
- Latest stable versions of all technologies must be used.

Functional Requirements

- Integration with email services for notifications and communications.
- Responsive design for desktop and mobile platforms.
- Data protection through encryption and secure authentication mechanisms.

5. Budget and Timeline

- **Budget:** To be proposed by the bidding company.

- **Timeline:** The system must be completed and operational by February 28, 2025.

6. Proposal Guidelines

Interested companies must include the following in their proposals:

- Technical approach to the project.
- Detailed project timeline with milestones.
- Budget breakdown.
- Team qualifications, including CVs of key personnel.
- Portfolio of similar completed projects.

7. Evaluation Criteria

Proposals will be evaluated based on:

- Cost-effectiveness.
- Technical capability and feasibility.
- Proven experience in similar projects.

8. Submission Details

- **Submission Deadline:** December 25, 2024.
- **Submission Email:** Proposals must be emailed to info@ajsc.af with the subject line: *Proposal for Emergency Financial Support Project*.
- **Point of Contact:**
 - **Email:** info@ajsc.af
 - **Phone:** +93 (0) 702-502-087
 - **Address:** Afghan Journalists Safety Committee Kabul – Afghanistan
 - **Website:** www.ajsc.af

9. Terms and Conditions

Proposals must include:

- Updated government license.
- CVs of key team members.
- Details of similar completed projects.