



Terms of Reference

Support to the establishment, functioning and maintenance of CoronaCheck website for Albania

Date: 10 July 2020

Consultant: Health informatics Company

1. Context

Embedded into the SDC cooperation strategy 2018 to 2021 for Albania, the overall goal of the Health for All Project (HAP) is:

- The Albanian population benefits from better health thanks to improved primary health care services.

Expected outcomes are:

1. MoHSP and its regional entities manage more effectively and efficiently primary health care service
2. Citizens in target regions have access and use effectively primary health care services of better quality

The COVID-19 pandemic, as the earthquake in November 2019, requires from HAP to react to the emergency situation and to make essential contributions to the combat of pandemic in Albania. This especially as new cases and deaths in Albania are rapidly raising since mid of June 2020.

One of the newly planned activities relates to the set-up of the tool developed by UniSanté, University of Lausanne and the Canton de Vaud in Switzerland (<https://coronavirus.unisante.ch/en>) and to tailor the website to the Albanian context. UniSanté in Lausanne will be contracted as well to contribute in this process. An IT expert from the SwissTPH, Basel will also provide support in this process.

HAP seeks a consultant company with relevant expertise to support HAP with the set-up, functioning and maintenance of the CoronaCheck website in Albania.

2. Main objectives

The **objectives of this consultancy** is to **support HAP with the set-up, functioning and maintenance of the CoronaCheck website in Albania** namely in respect to:

- receive training from Unisanté and gain qualification in modifying the decision tree of the corona-check algorithm, written in PHP
- regularly update and modify the decision tree of the corona-check algorithm as requested by HAP
- install a second server for development purposes (deploy the technology stack: Linux, apache, MySQL, PHP, Drupal and the website)
- adapt the website design (colours, logos, banners, text messages) as requested by HAP
- migrate the website from a host in Switzerland (access provided) to a host, yet to be chosen
- assure that the website is indexed by search engines
- monitor website activity
- create and manage users, user roles and credentials for MySQL and Drupal
- establish, maintain high security standards for the hosted servers

- comply with privacy and data security regulations that are in place in Albania

Requirements on the consultant IT company:

- Sufficient experience in LAMP and Drupal
- Experience in deploying complex websites

The related expected deliverables are:

- Local consultant company has developed the necessary capacity to make the necessary adaptations to the decision trees and algorithms of corona-check
- Albanian version of the corona-check website is established and functioning
- Maintenance for CoronaCheck website for Albania is provided
- Report summarising the findings and conclusions of the assignment

3. Approach and activities to the consultancy

The approach can be summarised as follows:

1. UniSanté Lausanne will transfer the entire content of the Swiss corona-check website in a special website targeting Albania (including the algorithms for the general population and health care providers).
2. The local IT consultant will collaborate with UniSanté Lausanne to learn all the technical aspects related to functioning of the corona-check algorithm and other aspects related to the covid-19 dedicated website.
3. Participate and contribute to elaboration of the maintenance plan that will be developed in collaboration with UniSanté and the IT expert mobilized by the SwissTPH, namely in respect to regular security updates, patches, and potential upgrades.
4. Support HAP with the IT technical aspects of periodically modifying the corona-check website in line with the policy and regulations of Albania.
5. Regularly update and modify the decision tree of the corona-check algorithm as requested by HAP.
6. Provide reports for different steps in this process such as : 1) establishment and functioning of the corona-check website Albania; 2) maintenance and operation of corona-check website, Albania.

4. Communication and collaboration

The consultant company will work closely with the HAP project implementation team and namely the HAP communication expert and the HAP project manager.

The consultant will further communicate and exchange with designated representatives of UniSanté, Lausanne and the IT expert designated by the SwissTPH.

5. Timing, place and duration

The assignment will cover the period August 2020 to July 2021.

Generally speaking the timing of the assignment is as follows:

- Up to August 15, 2020 basic training with UniSanté on functioning of corona-check algorithm completed;
- Up to end of August 2020 CoronaCheck website developed and functional

- Continuous maintenance and modifications until end of July 2021 as required by HAP during the time of the assignment.

6. Reporting

The Consultant company has the responsibility for writing of a report relating to the overall assignment. The report will be divided in two parts and will submitte at the end of the following steps:

- 1) **Report 1.** Website adapted, in place and fonctionnal. The report will include but will not be limited to the following aspects: a) training from UniSanté; b) website adaptation, development and operation; c) findings and recomendations related to the above-mentioned aspects. The report will contain a narrative part and technical documents in the annexes as might be needed.
- 2) **Report 2.** Modifications to the algorithym and maintenance of the website.

The two reports should cover all the elements mentioned under the objectives and make clear recommendations at the end of the report to HAP on different aspects related to the good functioning, updating and maintenance of the website.

Changes to this expected time table for submission of the report have to be discussed and agreed on during the debriefing meeting.

Instruction to bidders:

The interested companies in submitting offers must address and provide the following items.

- a) Company Profile, demonstrating Sufficient experience in LAMP and Drupal and in deploying complex websites including list of references for similar works carried out by the company;
- b) CV of the team members expected to be engaged with this service delivery, demonstrating his/their engagement with similar previous works, not less than 5 years
- c) Proposed Costs for the, **functionning and maintenance of the CoronaCheck website in Albania** as listed in the deliverables section above. The financial offer should be in ALL, VAT included, filling out the budget lines as in *Annex 1*
- d) Company's registration documents
- e) A Document certifying that (your subject):
 - has met its fiscal obligations;
 - has paid all social insurance obligations, issued by the Tax Administration;
 - certification by the Tax Administration which indicates the annual turnover for the last 3 years

The proposals must be delivered within **5th of August 2020**, 4pm, in sealed envelopes, with clearly marked "**CoronaCheck website**" to the address below:

HAP Centre

Rruga "Themistokli Gërmenji", Pallati Helios, Kati II, Ap.5, Tirana, Albania

Annex 1:

No.	Activity	Cost in ALL (monthly fee)	Total cost in ALL
1	Set-up of the developed website in collaboration with the guidelines of UniSanté (monthly fee, August 2020)		
2	Maintenance, modifications and update of the CoronaCheck website for 11 consecutive months (September 2020-July 2021), once it is functional (monthly fee)		
3	Total without VAT		
4	VAT		
5	TOTAL included VAT		