

## TERMS OF REFERENCE

### REQUEST FOR PROPOSALS FOR THE SUPPLY AND IMPLEMENTATION OF DOCUMENT AUTOMATION SOFTWARE AND INTEGRATION SERVICES

#### 1. BACKGROUND

The Eastern and Southern African Trade and Development Bank ("TDB" or the "Bank"), trading as Trade and Development Bank, is a regional development financial institution that supports viable project and trade finance activities across its Member States. The mission of TDB is to be at the forefront of extending development capital and financial services to advance regional growth and integration through customer-focused and innovative financing instruments. TDB is committed to being a world class African financial institution advancing the economic development, integration and prosperity of the region. TDB operates in a competitive market in which skills and expertise in critical areas are in high demand within the financial services and the development finance sectors with offices located in Bujumbura, Harare, Nairobi, Addis Ababa and Port Louis.

#### 2. JUSTIFICATION

The Legal Services Department ("**Legal Department**") of TDB provides internal legal support across the organization to ensure that TDB achieves its vision, mission and objectives. Its work includes managing the drafting, review, negotiation, finalization and execution of legal documents.

As TDB pursues managed growth and better operational performance under its Corporate Plan VI (2018 – 2022), the organization stands to benefit from improving the operational efficiency and effectiveness of the Legal Department as a key internal service provider.

TDB has therefore issued this Request for Proposals ("**RFP**") to procure the services of a consultant who will supply and implement a Document Assembly Tool with the requisite integrations.

#### 3. OBJECTIVES OF THE ASSIGNMENT

The objectives of this project are for TDB to:

- i. Significantly reduce the time to create finance documents and commercial contracts as would be defined during the discovery phase.
- ii. Reduce documentation risk by standardisation and by mandating the use of specific clauses where necessary.

- iii. Allow business users and non – legally qualified staff to answer questions and create PDF copies of certain contracts ready for signature.
- iv. Maintain a central record of documents generated by the system and key data points.
- v. Support any future re-papering / reissuing of documents.
- vi. Support additional workflow processes to output forms, or confirmation of authorisations.

#### 4. SCOPE OF WORK

The Document Automation Tool is set to make the drafting stage easier and more efficient, increasing the speed of documentation, reducing drafting errors, while ensuring that key provisions and commercial issues are addressed in every contract. Iterative improvements to contracts should be centrally available, increasing the end-to-end speed to enter into contracts.

The scope of work will include the following activities and deliverables:

- i. Conducting a pre-scoping of the requirements.
- ii. Provision of a detailed blueprint and project plan based on the confirmed scope.
- iii. Design, configuration, testing and deployment of the system.
- iv. Training of system admin and end-users.
- v. Demonstrate the ability to:
  - a. turn language on or off
  - b. edit – handling of repeats within repeats
  - c. browser and word plugins
  - d. cloud based hosting
  - e. integration with relevant systems
  - f. analytics and reporting capability
  - g. ability to process approvals

#### 5. SUBMISSION OF PROPOSAL

Accordingly, interested suppliers are invited and requested to submit a written proposal to TDB to provide the above-mentioned system and services, subject to the following requirements / conditions:

- i. Proposals shall be submitted in English language. All correspondence exchanges and documents shall be in English language.
- ii. The Proposal shall comprise the following:
  - a. The Technical Proposal:
    1. Technical Proposal: Explain your technical approach, and the methodology you would adopt for implementation of the solution.
    2. Description of methodology, work plan and team composition. Your workplan should outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the milestones.
    3. Evidence of supply and implementation of a minimum of three (3) similar projects, with client testimonials where applicable.

4. Proposals must remain valid for 120 calendar days after the proposal submission deadline.

b. The Financial Proposal:

1. The Financial Proposal shall be stated in USD.
2. The Bank proposes a fixed-cost pricing option.
3. Comprehensively give details of the licencing model.

Note: The Method of selection is based on Quality and Cost (QCBS)

iii. Clarifications may be requested no later than 10 days prior to the submission deadline. The contact information for requesting clarifications is:  
[legalopsprojects@tdbgroup.org](mailto:legalopsprojects@tdbgroup.org)

Proposals should be submitted via e-mail to [procurement@tdbgroup.org](mailto:procurement@tdbgroup.org) with a copy to [faith.munyinyi@tdbgroup.org](mailto:faith.munyinyi@tdbgroup.org) with the subject line "**SUPPLY AND IMPLEMENTATION OF A DOCUMENT AUTOMATION SYSTEM**" by 1700Hrs on Friday 21<sup>st</sup> January 2022.

TDB reserves the right to reject any proposal that is not in the abovementioned email mailboxes by this deadline.