



INTEGRATED DISABLED WOMEN ACTIVITIES

Plot 10, Jalum Road, Northern Division, Iganga Municipal Council
P. O. Box 556, Iganga, Uganda, East Africa, Tel: +256 772 449 270
E-mail: idiwaelizabeth@gmail.com, idiwa2009@gmail.com. Website: www.idiwaug.org

Terms of Reference for Consultancy services to set up Access Database

1. Background

Integrated Disabled Women Activities is a not for profit organisation established in the year 2000 with a great passion to change the status quo of persons with disabilities. The organisation currently supports persons with disabilities, women and girls and other marginalised groups through developing programs that promote the realisation of human rights and dignified lives such as economic empowerment, good governance, sexual & reproductive health and hence enabling these marginalised groups reach their full potential.

IDIWA receives funding from various donors and is responsible for high quality data that promotes better understanding of program impact and program changes. During the implementation of her projects, different data is collected and electronically captured using different formats such as Microsoft word and excel which poses a challenge of scattered data sets and difficult analysis. The organisation is looking to strengthen the monitoring and evaluation system by establishing an effective internal data management system that houses all project relevant information using access software to ease data processing activities including data entry, data cleaning, storage, analysis and retrieval to promote evidence based decision making. Additionally, the M&E skills and competencies of staff are fairly adequate, but require further training and technical support to use and maintain the access database to adequately manipulate datasets and provide meaningful results.

IDIWA is therefore, inviting applications/proposals from qualified Consultants to develop a comprehensive program database to support effective data processing. The consultant will also be required to build capacity within IDIWA to use and maintain the developed database and system.

2. Objectives

The objectives of this consultancy are to:

1. Develop and install a comprehensive program database system for monitoring and evaluation using Microsoft Access.
2. Build the capacity of staff to use and maintain the database.
3. Develop standard procedures and guidelines for maintaining the database.

3. Scope of work

Whereas IDIWA has provided the general scope of work for this assignment below, the consultant is expected to propose a plausible approach for undertaking this assignment.

Specific Tasks

1. Develop a written plan for development of an Access database system. The consultant will work with the Program Managers, Monitoring and Evaluation, and Information Communication Technology of IDIWA as focal points for this assignment. The consultant will also make use of M&E data collection tools which are already in use.
2. Share the written plan with IDIWA staff managers for review and improvement and approval.
3. Translate the written plan into actual database using Microsoft Access for designing and developing the database.
4. Design database ensuring that security features are included to protect and secure database system.
5. Pre-test the database for data analysis and produce reports for their immediate use.
6. Commission the use of the database.
7. Train IDIWA Staff on database design, development and maintenance activities

4. Consultancy Duration

The Consultant is expected to propose a plausible duration, aligned to the scope and methodology for undertaking this assignment. The design, development and commissioning of the Access database is expected to take a maximum of 30 days. The consultant will however be given a contract of six months, During which period he/she will provide technical back stopping support to database users, ensuring that any problems that arise with the database are resolved.

5. Duty Station

The consultant must be willing to perform this assignment in Iganga district, Eastern Uganda. This is because of the tasks which require direct contact with the team such as consultations, piloting the database, training of staff, as well as resolving issues relevant to the objectives of this consultancy.

6. Deliverables

- 1) Develop a proposal for the recommended systems, work plan and schedule of tasks, with corresponding deliverables
- 2) Physical database design Presentation of written database plan to IDIWA managers
- 3) Pre-test run of database
- 4) Presentation of final functional database to managers
- 5) Training of staff on database utilization and management
- 6) Roll out of the database

7. Profile for the consultant

The consultant should have the following skills and qualifications:

- 1) A minimum of 5 years of experience in database design and roll out for development projects
- 2) A Bachelor's degree in a relevant field (Computer Science, population studies, Data/Information Management, Advanced Statistical Analysis, Information Technology, and Software Engineering).
- 3) At least 7 years' experience in Monitoring &Evaluation or M&E systems design
- 4) Competent and dedicated consultant that can be reached for feedback

8. Evaluation

The purpose of evaluation is to determine the technically compliant and competent bid from amongst the substantially responsive bids received by IDIWA. In order to determine the lowest evaluated proposal, IDIWA shall adopt a systematic evaluation process comprising of the following 3 logical steps:

- 1) Bidders will be short listed first on the basis of qualifying eligibility criteria and then responsiveness of the Bid in meeting scope, understanding of the concept, competence to meet the Functional Requirements and others, as detailed in this TOR Document i.e. evaluation of the Bids shall be done by IDIWA on Technical, Functional Parameters as well as experience and capability of the Bidder to implement the Database.
- 2) Successful bidders will then be invited to make a presentation/demonstration of the Database Product.
- 3) Based on the presentations, successful bidders will be invited to submit detailed Technical proposals covering system specifications and design, as well as a corresponding financial proposal for a Commercial evaluation. IDIWA shall evaluate the bidders for their readiness of the product and capabilities to meet the functional, operational and other requirements, and accordingly IDIWA shall take a decision for selecting the successful consultant

8.1 Technical Evaluation

IDIWA will evaluate technical bids on the following criteria:

- i. Compliance with scope of work
- ii. Compliance with Functional Requirements

- iii. Qualifications of the Consultant
- iv. Consultant experience and competency with database development management

IDIWA is now inviting all interested and qualified consultants to submit the following documents/information:

- 1) Cover letter
- 2) Curriculum Vitae consultant
- 3) Full contact details (physical address, telephone and fax numbers and e-mail addresses)
- 4) Profile of previous work done which is related to this assignment
- 5) Contacts of three referees
- 6) Payment and Billing Terms

Applications are by emails only to the Executive Director: idiwa2009@gmail.com , no later than 3:00pm 25nd/Feb/2019. Indicate the reference on the subject line as “Access Program Database Consultancy-2019.

Please also note that applications not provide required information will not be reviewed.

Only shortlisted candidates will be contacted.

Annex:

Proposed schedule for design and development of Access Database

Outputs/deliverables	Estimated Duration (person days)	Deadline
Database plan/proposal submission		25 th Feb2019
Procurement review/Sign Contract		28 th Feb -1 st March 2019
Database development	10	5 th - 19 th Mar 2019
Testing of database	5	20 th - 23 th Mar 2019
Training IDIWA staff to use database	5	25 th – 29 th Mar 2019
Development of standard operating procedures manual	5	1 st -5 th April 2019
Total days	25	