Terms of Reference for designing Real time software for Monitoring and Evaluation

About IDIWA

Integrated Disabled Women Activities is a voluntary, not for profit non-governmental organization established in 2000 purposely to empower Women, People with Disabilities and other vulnerable groups to maximize their potential and improve their standard of living through Economic Empowerment and Livelihoods, Human Rights and Good Governance, Community Based Rehabilitation, Health and reproductive rights, and Education. IDIWA visualizes an inclusive society in which human rights; citizenship and potential of Women, People with Disabilities, and other vulnerable groups are respected.

IDIWA is focused on empowerment of Women and Girls with Disabilities (WGDs) by advocating for improved access to services, resources (ownership and control), participation in democratic and governance processes, economic opportunities and respect for their human and health rights. This is done through training, advocacy, lobbying, and networking and by involving community members because ideas are generated from them. Advocating for the realization of human rights of persons with disabilities is an essential part of the work IDIWA does and it is also part of a wider component of our advocacy work to accelerate access to disability friendly SRH services by Women and Girls with Disabilities.

Justification for Real time software for monitoring and evaluation

IDIWA is adjusting its analytical approaches, policies, programs and monitoring systems to sharpen its focus on results. As part of this effort, IDIWA is strengthening its approach to monitoring to accelerate results based reporting by ensuring that timely and high quality data are used to monitor and evaluate all programs.

Field Data collection using traditional methods has been associated with lots of Challenges such as high costs of surveys, field handling of bulky survey tools, cumbersome and costly data entry, delay in data availability after survey, among other challenges. Electronic/Computer Assisted

Personal Interviewing (CAPI) and Computer Assisted Telephone Interviewing (CATI) methods for data collection are gaining prominence. Internet and mobile phone availability among populations, even in some remote communities, have grown so rapidly, enabling electronic data collection methods to flourish. The electronic methods are cheaper, more efficient and lead to more accurate data. It is against this background that IDIWA is shifting from paper based monitoring of programmes/projects to online monitoring and evaluation system.

IDIWA therefore seeks to hire a Consultant to facilitate the processes of setting up a standardized electronic data management system for collection, storage, analysis, visualization, reporting/sharing/publishing and archiving for our programmes and projects data under the following strategic objectives;

a) To promote economic independence of girls and women with disabilities in Uganda through microcredit support for improved agricultural productivity, value addition, and non-farm income activities.

b) To create an enabling environement for education of Children with disabilities in selected primry schools in Eastern Uganda.

c) To promote access to disability friendly SRH services to WGDs in seleceted districts of Eastern Uganda by 2024.

d) To enhance the capacity of WGDs in selected districts of Eastern Uganda to demand for their rights.

e) To strengthen the institutional capacity of IDIWA to effectively and efficiently achieve its Goals and objectives.

Objectives of the consultancy

The objectives of this consultancy are to:

1) Design a data management system using ODK customized platform that fits the infrastructure and capacity requirements of specified programmes, based on pre-determined indicators and reporting requirements for the purposes of data storage, preservation, analysis/queries, visualization, and transfer/sharing.

2) Develop standard operating procedures to maintain the system in Objective 1.

3) Support staff in developing needed competencies for using and maintaining the system.

4) Support development of an overarching, internal, secure, and web-enabled databank which can maintain programme data across multiple programmes and projects, allowing for data storage, privacy controls, preservation, analysis/queries, and visualization and transfer/sharing.

Scope of work

1. Designing an ODK customized platform for IDIWA. The consultant will work with the Monitoring, Evaluation and Learning Manager to develop the written plan and ensure that IDIWA has the necessary expertise, software and hardware to use the proposed system. Issues to determine include:

   a. Which web-enabled platform should be used? What are the pros and cons of different platforms?

   b. What equipment and infrastructure are required?

   c. How should data storage and preservation be handled?

   d. How should data security management (access, erasure, security, privacy) be ensured?

   e. How should long-term access be ensured?

   f. What procedures should be used to enable integration of data across databases?

   g. How should interactive querying be handled?

   h. How should interactive visualization be handled?

   i. What procedures should be used to enable transfer/sharing of data (e.g. via web, mobile devices and SMS)?

   j. What procedures should be used to enable sharing/publication of visualizations?

2. Data cleaning and uploading: The consultant will write the program for cleaning and uploading data and will test these procedures. It will be necessary to pilot them in existing projects and/or programmes to make modifications or conduct trainings.

3. Standard operating procedures manual. The consultant will develop a standard operating procedures manual that will include an explanation on how:

a. data are entered

b. to use the data cleaning program

c. to transfer data to relevant stakeholders

d. to aggregate data across different sites

e. to store and freeze data

f. to protect data.

4. Capacity building: The consultant will train staff on the various aspects of the ODK system including:

- explaining the purpose of ODK

- using each of the tools of ODK set of applications

- creating a questionnaire form using three different applications

- managing the aggregate central server in terms of users, rights, form uploads/downloads, filters and exports

- reading and modifying and/or debugging a form in its XML format

- downloading, use and set the parameters of ODK collect for optimal use

- incorporate advanced form features such as picture questions, cascading, repeat groups, multilingualism, calculated variables, photo and sound variables, and graphic annotation

- creating geotags on forms and visualize them on a map

Timeframe

The activity will take not more than one month including training and system set up. The training will be held at a place prepared by IDIWA team including refreshments and facilitation of participants.

Location:

The consultancy will be held in Iganga at the head office of IDIWA. During training, the piloting of the system and the respective gadgets will take place in Mayuge where one of the projects is being implemented.

Qualifications

- Company registered to offer consultancy services including monitoring and evaluation or research services using ODK.
- Tax compliant
- Experience in designing and using similar system to evaluate and monitor projects in developing countries
- Prior experience with data management of data sets from Nongovernment Organisations including use of web-enabled platforms and common statistical analysis tools.

Qualified candidates are requested to submit technical and financial proposals that should include the following;

CVs including detailed work experience, education; where more than one consultant will be involved clearly indicate the overall lead consultant.

- A detailed plan including the methodology to be employed in undertaking this assignment.
- Proposed budget for the assignment

To apply to undertake this task, please use the following emails; (idiwa2009@gmail.com). Proposals should be addressed to the **Executive Director, Integrated Disabled Women Activities**, not later than *Monday 17th Feb 2020 at 3pm.*