Terms of Reference (ToR)

For

Development of Digital Tools and Database for Monitoring, Evaluation and Learning (MEL) System

October 2020

1. **Introduction**

Children in Crossfire is an Irish-based international NGO whose purpose is to respond to the rights and needs of young children caught in the crossfire of global poverty and injustice. Children in Crossfire Tanzania focuses on increasing access to quality early childhood development (ECD) supporting children's developmental needs and giving them a chance to reach their fullest potential.

CiC is currently implementing a programme called '**Integrated School Readiness Programme (ISRP**' also known as ''Watoto Wetu Tunu Yetu'' which is being implemented in Mwanza, Morogoro and Dodoma regions. The ISRP programme focuses on early learning opportunities for young children, primarily via community-based Early Childhood Development (ECD) centres targeting 3-4 years old; and pre-primary education targeting children aged 5-6 years in public pre-primary classes. More information about the organisation can be found at: www.childrenincrossfire.org

2. **Objectives**

Children in Crossfire seeks to engage a competent Consultant to review its current MEL system and lead a process to digitalize it by developing digital tools and database which will be used to collect, store and analyse programme data.

3. **Scope of Work**

Based on the above synopsis of the project overview, reach and objectives, CiCTZ seeks to engage a competent consultant to:

a) Review and refinement of the existing Children in Crossfire MEL system and Tools through a consultative approach with the programmes team.
b) Review and align (potential for interoperability) with existing government's school quality assurance (QA) and Management Information System (MIS) frameworks.
c) Develop digital MEL tools to be used primarily by field officers through digital devices such as smartphone which enable real-time reporting, analysis and sharing of data.
d) Develop a database complimented with a user friendly dashboard that will be used to collect, store, and conduct real time analysis of the data. The database shall allow viewing, storing and printing of reports.
e) Develop a training manual for use of the digital MEL tools and database.
f) Provide training on the use of the above systems.

4. Key Tasks

The consultant will work closely with CiCTZ staff and partners to refine proposed scope of work prior to commencement of the assignment. Key tasks will include the following:

a) Provide a detailed work plan clearly showing the information gathering, planning, design, development, testing and delivery and the maintenance phases for the MEL tools and database.

b) Conduct an audience analysis and document review for both Children in Crossfire's and government QA and MIS MEL frameworks to inform the design of MEL tools and database.

c) Design and develop the MEL tools and database as required by terms of reference.

d) Ensure all systems meet business and performance requirements.

e) Pilot test/debug developed tools and database.

f) Develop simple documentation and an operation manual on how to use MEL tools and database effectively.

g) Provide training to assigned staff stakeholders on the use of the developed tools.

h) Provide training to relevant teams on the use of the database.

i) Provide training to relevant teams on the use of website features.

j) Provide guideline/requirement for ongoing maintenance of MEL tools and database.

k) Provide suggestions on compliance as per the country's laws and policies.

l) Ensure robust Information Security procedures and principles pertaining to relevant data protection and confidentiality aspects (including appropriate data backups), in accordance with CiCTZ standards and procedures.

m) Liaise with CiCTZ to ensure that physical checks and balances for data protection (including encryption) are in place and properly implemented.

5. Methodology

The consultant will develop the methodology, drawing from existing preparation work done on the MEL system, and in collaboration with the CiCTZ Programme team. The methodology will be informed by the needs of the Country Programme results framework, pecific project MEL requirements and government's QA and MIS frameworks. Therefore, the consultant will review existing MEL tools/system and prepare Inception Report to be presented to Children in Crossfire.

6. Deliverable and Timeframe

The deliverables shall include the following:

a) Inception Report
b) A fully working digital MEL system, easy to use, with clear navigation available for both Android and IOS platforms.
c) A fully working database, with user friendly Graphical User Interface (GUI) and a dashboard able to provide clear data analysis and reports.
d) All software codes for MEL tools and database in a softcopy format.
e) A simple training manual for MEL tools and database.
f) Work report
g) Ongoing maintenance guidance/requirements (with indicative costs) for MEL Tools and database.

The work is due to be completed latest by **9th December 2020**. It is anticipated that it will involve approximately 15 consultancy days.

The consultant will be expected to complete the following, together with indicative schedule:

Deliverables	Expected Results	Indicative Days	Indicative Dates
Meet with Children in Crossfire staff to review ToR and begin methodology.	Clear understanding by all. Documentation received by consultant.	n/a	Fri-6th Nov
Draft Inception Report	Documentation review, submission and presentation of draft inception report outlining consultant's interpretation of ToR, detailing methods and approach to be used, and providing detailed costed work plan for the work.	2	Wed-11 Nov
Inception Report signed off by Children in Crossfire	Redrafting incorporating feedback, and sign off of inception report.	1	Mon-16 Nov
Reviewing existing MEL system and tools	Reviewed MEL tools and established the programme MEL requirements	2	By Fri-27 Nov
Develop MEL database	User friendly database developed	3	
Digitalize the MEL tools	User friendly MEL tools developed	3	
Pretesting of Database and MEL tools	Developed tools and database are functional.	1	By Tue-1 Dec

Training Staff on use of digital tools	Staff are capable to use developed MEL tools and administer database.	1	By Fri-4 Dec
Train Staff on how to do analysis for the collected data.	Staff are capable to run analysis from the developed system.	1	
Report writing	Summary report developed and submitted.	1	By Wed-9 Dec

7. Experience and Qualification of the Consultant(s)

a) MEL specialist with track record in both quantitative and qualitative data.

b) Have experience in developing MEL systems and result frameworks.

c) Has skills and experience to design and develop digital forms using digital app and systems like Kobo Collect, ODK Collect, CommCare and SurveyCTO.

d) Have experience in data analysis using excel, stata, SPSS and others at least for 3 years.

e) Ability to design the structure of the database and write appropriate interfaces (e.g. Microsoft Excel) for data entry and ensure data quality and security.

f) Experience working with local and international organizations and clients of similar discipline.

g) Experience in training project personnel in the use of database management applications.

h) Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with CiCTZ and even after the contract ends.

i) Ability to work under pressure, and commitment to meet deadlines.

8. Child Protection and Safeguarding Statements

Child protection is a term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused or ill-treated. Safeguarding refers to preventing and mitigating all forms of abuse and discrimination of children, vulnerable adults, and the wider community. It is Children in Crossfire's duty and responsibility to reduce the risks of abuse to the children and vulnerable adults whom we have contact with and keep them safe from harm.

The consultancy firm or individual consultant should include statements in the proposal on how s/he will ensure ethics and child protection throughout the assignment and especially during the fieldwork. Consultant/s should also specify other ethical protocols to be followed during the due course of the assessment and program design.

9. Budget

The budget will be according to Children in Crossfire's payment schedule and the consultant's offer.

Financial proposals should fall within an upper ceiling of **TZS 18,000,000** inclusive of consultancy fee and consultant's basic direct costs. Withholding tax shall be deducted from the consultancy fee. Travel costs related to fieldwork will be budgeted and funded separately by Children in Crossfire after agreeing the fieldwork schedule.

Indicative payment schedule:

- 30% of the total consultancy fee will be paid up-front.
- 70% of the total consultancy fee upon successful completion of the assignment.

10. License and Copyright

Children in Crossfire shall hold all copyrights and license(s) of the digital tools and database developed.

11. Tendering Procedures

Children in Crossfire invites eligible consultants to submit technical and financial proposals to undertake this work.

Proposals should include a brief description of:

a) A section outlining an understanding of the assignment and Children in Crossfire's requirements.
b) Description of the proposed methodology to be used, with particular emphasis on how the consultant will deliver against the scope of work and deliverables outlined above.
c) A summary setting out consultant's expertise and experience directly responding to the experience and qualifications.
d) An overview of the individual / individuals who will deliver the services including a CV/CVs that demonstrate **relevant** experience (please don't list unrelated experience). If more than one consultant is proposed in a single bid, the proposal must provide clear details of the team composition in relation to key tasks.
e) Fee proposal based on daily rates, VAT inclusive where applicable. If more than one consultant is proposed, the proposal must provide a clear split of individual consultants' daily rates and proposed day allocation per task.

f) Direct costs to be listed separately or may be included in the fee. Direct costs listed separate from the fee will only be reimbursed upon retirement of valid EFD receipts.

g) Contacts for at least two reference(s) whom would be able to confirm and substantiate suitability of consultant for this type of remit.

h) Scan of valid business license (for consultancy companies).

Proposals should not exceed 7 pages, excluding CVs, budget and evidence of written work.

12. Selection Criteria

The following criteria will be used to evaluate the proposals:

a) Quality and relevance of the proposed methodology (20%)

b) Description (Expertise) in relation to attainment of deliverables outlined by this ToR (30%)

c) Expertise and experience in relation to development of digital MEL systems and tools (30%).

d) Cost (20%)

13. Application Procedure

A proposal (no more than 7 pages) including the elements described above in the Objectives, Scope of Work, and Tendering Procedures, and should be submitted by email to the Country Director, Children in Crossfire Tanzania: jobstz@childrenincrossfire.org indicating in the subject line: **"Proposal – Development of Digital Tools and Database for Monitoring, Evaluation and Learning (MEL) System".** A short cover letter should indicate the candidate's availability to undertake the assignment within the proposed timescale for the consultancy. The closing time for receipts of applications is **11pm Sunday 1st November 2020** local time in Tanzania.