Consultant for Start Fund Bangladesh Digital Data Collection Tool Development and Training

TERMS OF REFERENCE

PD REFERENCE – BD-DH-02746 (Digital Data Collection Tool Development and Training)

1. **Basic Information:**

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| **Title of the Work** | Start Fund Bangladesh Evidence & Quality Mentoring Initiative |
| **Duration** | April 01 - June 30, 2019 |
| **Background** | The Start Fund Bangladesh (2017-2020) is a £10 million rapid emergency response fund set up by the Start Network with support from UK aid and hosted by ACF Bangladesh. Modelled on the successful Start Fund that activates funding within 72 hours of a crisis alert, the fund has been setup to be accessible to both national and international member NGOs operating in Bangladesh to respond early and fast to under the radar emergencies in Bangladesh. These decisions are made by humanitarian actors within member agencies with all projects selected within the country or region of the crisis, while projects start within 7 days and finish within 45 days. As such, the expected impact and outcome of Start Fund Bangladesh is that “Loss of lives, livelihoods and dignity are minimised”, given that the “Humanitarian responses are rapid, informed and adapted to the need of the affected communities”.  As of December 2018, Start Fund Bangladesh has been among the first responders to address seven small/medium emergencies, reaching around 0.2 million people with cash, hygiene materials, hygiene promotion and other supports through awarding more than £2.16 million to 14 of its member agencies and their partners. Through our responses during the last two years, we have experiences few challenges. Firstly, reaching the affected communities rapidly with support; and secondly, inconsistency in our approach and method to collect post distribution monitoring (PDM) data which obstructs the portrayal of real impacts, the generation of required evidence and to inform our future responses. Given the wide usage of mobile phones and tabs currently and its increasing use in humanitarian operations, to further increase the speed and effectiveness of the funding mechanism, Start Fund Bangladesh has planned to initiate beneficiary data collection and PDM utilizing Kobo based digital tools along with training its member staffs in this regards through a consultant. |
| **Objective of the work** | The objective is to enable members to gather real-time data efficiently especially for beneficiary selection and PDM to increase speed and effectiveness |
| **Key Accountabilities** | 1. Review Start Fund’s proposal and reporting templates, Theory of Change, Logframe, Learning Framework, DFID’s SDP indicators, SHPR logframe etc. along with annual learning workshop notes 2. Briefly review practices across Start Fund’s member agencies for beneficiary selections and Post Distribution Monitoring (PDM) i.e. the survey tools and methods 3. Review leaning and experiences from other organisations practicing Kobo-based digital tools 4. Review humanitarian MEAL and reporting best practices and requirements (e.g. frequently used indicators and disaggregation, accountability practices, data quality standards etc.), across other key humanitarian actors (e.g. UN-OCHA, donors etc.) as well as humanitarian standards e.g. CHS, SPHERE, HAP, People in Need, IFRC Code of Conduct, Humanitarian Charter etc. |
| **Deliverables** | 1. Develop user-friendly tools utilizing Kobo platform for    * Beneficiary data collection: that allows capturing age, sex, disability, geography disaggregation, vulnerability assessment etc. and real time analysis to select beneficiaries    * Post distribution monitoring: that allows capturing household characteristics, awareness on accountability mechanism and entitlement, utilization status by support type (e.g. cash, NFI, Shelter, hygiene kit etc.), impact of support on the household etc. and allow real-time analysis that can be used for PDM reporting 2. A draft training module covering    * Basics of Kobo Toolbox: Form, questionnaire and tool development (including elaborations on data types, controls, logics, replication, creating accounts, installing application on tab/ mobiles etc.), Data management (including hosting, security measures and authorization, uploading offline data, analysis, visualization, dashboard, data exporting etc.) that can serve diverse purpose (e.g. needs assessment, beneficiary data collection, PDM etc.)    * Introduction to the tools: for beneficiary selection and PDM on Kobo 3. A 3-4 day long hands-on ToT[[1]](#footnote-1) utilizing the draft module for 26 N/LNGOs along with planning exercise to roll-out similar training at the participants’ respective agencies 4. Mentoring support to facilitate step-down training at the participants’ respective agencies 5. A short report on the outcomes of the orientation along with the finalised module based on feedback/ inputs/ observations during the process along with follow-up of the step-down training at the participating agencies |
| **Expected Outputs of the Consultancy:** | The consultancy will allow member agencies to enhance speed and hence effectiveness of Start Fund Bangladesh responses along with enable them to replicate digital data collection techniques for wider humanitarian as well as development programs allowing better management of evidence and quality. |
| **Work Location** | Dhaka with field visits as and when required for review and training purpose |
| **Responsible organization and Contact Information** | ACF Bangladesh, Orin Tower, House 23, Road 113A, Gulshan 2, Dhaka 1212, Bangladesh |

1. **Estimation of days:**

90 days (April 01 - June 30, 2019)

* + Tool development: by mid-April 2019
  + Module development: by end of April 2019
  + Facilitation of ToT: By mid May 2019
  + Mentoring support: Up to mid June 2019
  + Final report and module submission: by end of June 2019

1. **Validation of the Proposal:**

All cost should be quoted in Bangladesh Taka (BDT) and will remain valid up to **ninety (90)** days from the date of proposal submission.

1. **Outline of the Financial Proposal:**
2. The financial proposal should include VAT and TAX (all-inclusive and will be deducted at source during settlement of invoice as per government rule). Please note that, the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal.
3. **General condition of consultancy:**

* The consultant/s need to work with Start Fund Bangladesh team at the SFB Secretariat (i.e. ACF Dhaka office) 2-5 days/ as required at the initial stage and during report writing period.
* The payment will be made in three trenches. First trench of 40% upon signing the contract, second trench of 30% after the submission of the draft module and ToT facilitation (see deliverable A and B), and the remaining 30% upon the validated final submitted report and module (see deliverable C, D and E).
* The consultant will conduct the work using own computer equipment.
* The consultant will have to bear the transport and accommodation costs for the assignment.
* Start Fund Bangladesh will bear the cost of arranging venue, accommodation and materials for the orientation workshop/ ToT.

1. **Criteria for Selection:**

We will therefore be selecting the consultant following a two-staged evaluation. For the first stage, the following criteria will be used for shortlisting.

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|  | **Criteria** | **Total Points** |
|  | **Knowledge skill and capacity:**   * Strong analytical capacity i.e. project/ research design, tool development, data management etc. * Familiarity with digital data collection and management tools as Kobo, ODK, DHIS, Salesforce etc. * Experience of humanitarian work preferably in Bangladesh * Familiarity to sectoral standards like CHS, SPHERE etc. | 40% |
| **Professional experience:**   * Experience of similar work (e.g. developing digital data management systems utilizing Kobo, ODK, DHIS, Salesforce etc.) * Experience in program quality and evidence (i.e. strategic planning, monitoring, results measurement, evaluation, accountability, action research, data management, documentation, knowledge management etc.) preferably for humanitarian programs * Experience of facilitating trainings based on adult learning and mentoring principals or of similar work (organizational development, capacity building etc.) | 45% |
| **Overall Technical Evaluation Points** | **85%** |
| **Financial Evaluation** | **15%** |
| 2 | **Total** | **100%** |

The shortlisted consultant (or firm) will be called afterwards for an interview and the final contract will be offered upon satisfactory performance.

1. **Competencies Required:**

The consultant (or consulting firm) we are looking for preferably meets the following competencies -

* Experience and familiarity with digital data collection and management tools as Kobo, ODK, DHIS, Salesforce etc.
* Strong background in monitoring, evaluation, accountability, learning, data management, action research, impact assessment etc.
* Awareness and understanding of the humanitarian system, standards along with background in humanitarian response/recovery.
* Proven experience of facilitating similar capacity building activities for NGOs.
* Academic degree in Disaster Management, Social Sciences, Business Administration, Program Evaluation, Research, Measurement, Development Studies, Economics or other relevant technical areas.
* Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
* Excellent analytical, report writing and presentation skills.
* Fluency in written and spoken English and Bangla

1. **Supervision:**

The consultant will design and conduct the assignment in consultation with the Start Fund Bangladesh team especially the MEAL Coordinator.

1. **Confidentiality:**

All the outputs will be treated as Start Fund Bangladesh’s property and the outputs or any part of it cannot be sold, used or reproduced in any manner without prior permission from the Start Fund Bangladesh.

1. **Submission of Expression of Interest (EOI):**

The consultant will confirm her/his expression of interest and submit a proposal (2 copies of both technical and financial in printed copies including work plan, of max 10 pages) according to the Terms of Reference (TOR) in a closed envelope clearly marked as (EOI-SFB Digital Data Collection Tool Development and Training, PD REF 02746) on or before **14th March 2019** at ACF Bangladesh, Orin Tower, House 23, Road 113/A, Gulshan 2, Dhaka 1212, Bangladesh.

In case of any query please contact Imtiaz Ahmad (email: [mealco@startfundbangladesh.org](mailto:mealco@startfundbangladesh.org); mobile: +8801882086245)

1. with pre/post-test and feedback, and with half day dedicated to data collection and analysis exercise etc. [↑](#footnote-ref-1)