

**Action Against Hunger Bangladesh**  
**MEAL Department**

**TERMS OF REFERENCE**

<b>DATE:</b>	24-Feb-2021
<b>REQUEST FOR:</b>	Training on DHIS2 Tracker Academy
<b>LOCATION:</b>	Dhaka, Bangladesh – Six Seasons Hotel
<b>DURATION:</b>	21-25 March 2021 - 5-day training /8 hours each day
<b>REPORTING TO:</b>	HoD, MEAL
<b>MAIN COUNTERPARTS:</b>	MEAL Manager, Field Coordinator-Program.
<b>BACKGROUND:</b>	<p>As part of the job, the MEAL team is bestowed to regular management and implementation of information system, which has been developed on DHIS2 platform to track program beneficiary of ACF. The staff, who have hands-on experiences in using DHIS2 software, use their laptops/tabs, while managing and implementing, mission MIS at field level.</p> <p>Understanding the need of the organization programs, the MEAL deems to be capacitated with DHIS2 Tracker for successful implementation and development of mission MIS in future and subsequently aspires to provide training its staff.</p>
<b>TRAINING NEEDS and OBJECTIVE:</b>	<p>The training is planned for MEAL colleagues with following objective:</p> <ol style="list-style-type: none"><li>1. To deliver advance training on DHIS2 Tracker to develop MEAL staff skilled in managing central MIS of ACF.</li><li>2. Approximate number of participants 10.</li></ol>
<b>DELIVERABLES:</b>	<ol style="list-style-type: none"><li>1. Practical facilitation and guidance on DHIS2 Tracker;</li><li>2. Training agenda for 5 days with day-to-day activity/session schedule</li><li>3. Presentation materials, training aids used both in soft and hard-copies</li><li>4. Training completion report with pre- and post-training evaluation.</li></ol>
<b>CONSULTANT'S COMPETENCIES:</b>	<ol style="list-style-type: none"><li>1. At least Masters in ICT, IT, Statistics or MIS from a reputed university, M.Phil./Ph.D. is more preferable;</li><li>2. Hands-on experience of facilitating training DHIS2 or MIS;</li><li>3. Linguistic comfort and expertise in English and Bangla;</li><li>4. Prior understanding on development field will be an added value</li></ol>

ACF Support

1. ACF will organize the training with COVID-19 compliant venue and necessary arrangements.
2. The organization will provide training materials (Notebook, pen, marker, highlighter, projector, flipchart etc.).
3. Food and snacks will be provided at the training venue.
4. No other support apart from mentioned details will be provided.

PROPOSAL

Potential Bidders are requested to provide a detailed technical and financial proposal inclusive of all VAT and TAX's to be deducted at source.(PLEASE SEE THE RFQ AND SUBMIT WITH ALL THE REQUIRED INFORMATION THERE)

Key information and documents to be provided

1. Trade License (if available);
2. Detailed Resume/CV with information and experience of similar kind of activities or consultancies;
3. Technical Proposal including a methodology agenda and modules of training and a tentative training plan and structure and necessary equipment;
4. Financial Offer as per Participant (inclusive of all VAT and Tax's as per government rules).

Points to note by Consultant/Trainer

- Trainer will manage his/her accommodation, food and transportation
- Trainer will provide softcopy presentation and other materials necessary for the training, tools for follow-ups and training report.
- Any observation and suggestion following situational context is expected to be well accepted by the trainer.
- The ownership of the delivered presentation and relevant materials by the trainer will belong to the appointing agency. Non-disclosure and confidentiality regarding participants' views and past or present professional and personal experiences should be prioritized and followed well by both the Training Consultant and ACF staff.

Conflict of Interest

The Consultant or any proposed subcontractor shall not act, work for or on behalf and maintain other relationship either personal or business with the target beneficiaries during the cost reimbursement agreement period covered which will compromise or potentially compromise the quality or other deliverables.

If the Consultant or any proposed subcontractor will act, work for or on behalf and maintain other relationship either personal or business relation with the targeted beneficiaries during the cost reimbursement agreement period covered, then this constitutes a conflict of interest.

Ethical Considerations

There will be nothing in the assignment, which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the assignment. The team members should have legal

authority to work in the assignment. The information collectors will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put heartiest endeavor to be unbiased in collecting data.

**Intellectual Property Right**

Consultant will not publish – share any material created in full or in part during the course of action covered by this Agreement without permission from ACF (donor in this regard and permission must be obtained in writing from ACF. All documentation related to the Assignment (whether or not in the course of the evaluator’s duties) shall remain the sole and exclusive property of ACF.

This can be avoided by a formal letter of disclosure from any of the party before application is accepted

**Commitment**

A) The Contract shall be terminated automatically upon expiry of the contract period and no further notice will be required (unless extended in written and accepted by both the parties).

B) The Contract may be terminated by any of the parties at any time for whatsoever reasons it is before expiry of the contract period serving 10 days prior notice. Reasons for termination need not to be mentioned in the termination notice.

C) Any dues to Consultant or refundable to ACF must be settled within 7 days.

D) If Consultant fails to perform any of the tasks for which they are responsible or violates any of the general terms and conditions of TOR, ACF may, at its option, deduct an amount up to the value of this agreement and terminate this contract.

If the above matches your understanding, we would request you to send technical proposal, financial proposal (ACF Format/RFQ) along with CV by 10<sup>TH</sup> March 2021 to following contact: ACF Bangladesh, Orin Tower, House 23, Road 113/A, Gulshan 2, Dhaka 1212, Bangladesh in a closed envelope clearly marked as (Training on DHIS2 Tracker Academy- PD-DHK-00719).

In case of any query, please contact [mealco@bd-actionagainsthunger.org](mailto:mealco@bd-actionagainsthunger.org).