

Scope of Work

Consultant to develop the Monitoring and Evaluation online database for InPact

I. Introduction

Innovation Program for Community Transformation(InPact) continues to make progress towards establishing itself as a growing and learning organization. In 202, InPact secured a second grant from East West Management Institute (EWMI) through the USAID /Civil Society Strengthening Activity (USAIDCSSA) project where EWMI will support Capacity optimization efforts for InPact.

Following the Organization Capacity assessment(OCA) conducted with EWMI, Institutional gaps were identified and priorities to bridge these gaps were agreed upon. Among these was the need for InPact to procure an on-line M&E data base for InPact. The online M&E database will provide a mechanism for driving real time decision-making, planning, and learning to inform program development.

It is upon this background that InPact seeks the services of a consultant to develop a comprehensive online M&E database that will be an integral part of its programming, operations, and reporting.

II. Purpose of the consultancy

The main objective of this consultancy is to develop a database for the on-going projects that will enable a better monitoring and reporting on the project achievements. In this frame, the consultant will work closely with InPact's M & E Manager with technical assistance from USAID/CSSA specialist to determine the best base/tool for the database (Excel, or Access, or other), build the database based on the indicators and data that are needed.

III. Reporting

The consultant will administratively report to and submit the final deliverables (see section VI below) to Emily Katarikawe – Executive Director of InPact. The consultant will however have a technical reporting and working relationship with InPact M&E Manager who will review the deliverables.

IV. Duties and responsibilities

A. Tasks:

- a) Prepare and present an inception report detailing the consultant's understanding of the objectives of the task, approaches, implementation plan, and management processes.
- b) Conduct a desk review of the relevant documents including the InPact Strategic plans and MEL plan, annual work plan, project result frameworks, quarterly and annual reports, and existing monitoring tools to provide the information required to develop the M&E database.
- c) Design an online database including a dashboard and data entry interface, that responds to the needs of the M&E system in terms of qualitative and quantitative data requirements. Ensuring security features are included to protect and secure the database system.
- d) Develop a M&E database operational procedure Manual (the overall aim of this operational procedure manual is to ease navigation of the database for InPact staff).

B. Deliverables:

1. An inception report outlining the approach and methodology that will be used to deliver on the assignment, including an implementation plan.
2. An online database including a dashboard that responds to the needs of InPact's M&E system with

security features that protect and secures the database system.

V. Timeline

The Consultant will carry out his/her tasks and will submit the deliverables as per the following timetable:

No.	Deliverable	Number of Days	Date of Deliverable	Responsible
1.	Desk review of InPact’s M&E plan, data collection tools, and assessment tools and other key documents to inform this process.	2	July 18 th -19 th , 2024	Consultant
2.	Prepare the inception Report outlining objectives, processes and timeline.	2	July 20 th – 23 rd , 2024	Consultant
3.	InPact Feedback	1	July 25 th , 2024	Executive Director & M&E Manager
4.	Inception Report outlining objectives, processes and timeline.	1	July 29 th , 2024	Consultant
5.	Presentation of a draft database.	6	August 7 th , 2024	Consultant
6	Prepare and submit the final version of the MEL data to address feedback from the review process.	1	August 12 th , 2024	Consultant
7.	Develop a MEL database procedure Manual	2	August 14, 2024	Consultant
		15 days		

VI. Assignment

The assignment is expected to begin on July18th, 2024, and to be completed by August 14, 2024, for a total of 15 days.

VII. Qualifications and experience

- A minimum of a postgraduate or university degree in Monitoring and Evaluation or any relevant qualification.
- Experience in designing and developing database.
- Strong background in information technology.
- Proven experience in M&E frameworks and management information systems development.
- Experience working with NGOs.
- The consultant should have prior experience in designing, developing, and supporting implementation of M&E systems.
- Ability to work under pressure, effectively coordinate others and meet tight deadlines without compromising the quality of work.

VIII. Application process

Interested and qualified candidates should submit their applications, which should include the following:

- 1) A technical proposal outlining the methodology for completing the assignment no longer than 2 pages;
- 2) The daily rate; and
- 3) Curriculum Vitae.

Please quote “**Consultant to Design an Online Database**” on the subject line.

Qualified candidates should submit their application by email to info@inpactug.org by July 10th, 2024, 5pm.

Only short-listed applicants will be contacted.