



Empowered Lives
Resilient Nations

Terms of Reference

Mobile/IT Skills Technical Trainer and Technical Debugging (iWomen App)

Post title	Consultant (National)-Mobile/IT Skills Technical Trainer and Technical Debugging (iWomen app)
Duty Station	Yangon, with field travel to rural areas
Duration	50 working days, completed by 30 June 2017
Reports to	Programme Specialist- Civil Society and Media
Type of contract	Individual Contract (IC)
Deadline for application	22 April 2017

1) Background

UNDP in Myanmar is implementing initiatives for rural women's empowerment, gender equality, legal/rights awareness and advocacy, and addressing Gender Based Violence. Under UNDP's Local Governance programme output on civic engagement, a key civil society partner for these activities is May Doe Kabar National Network of Rural Women. With May Doe Kabar, UNDP has co-designed the *iWomen-Inspiring Women* mobile application (*iWomen* app) as a platform for channeling multi-stakeholder, multi-dimensional support for these initiatives for rural women in Myanmar.

The *iWomen* app is co-owned by May Doe Kabar National Network of Rural Women and currently managed by UNDP. Content partnerships have been developed with other leading Myanmar women's organizations, centers and networks, Rule of Law Centers and legal rights organizations, local print and broadcast media, and international agencies and INGOs/charities. Version 1.0 of *iWomen* app was publicly released on 8 March 2016 on the occasion of International Women's Day. During 2016, particular focus was placed on fostering rural women champions through an intensive series of IT literacy trainings across 8 States and Regions and on fostering a growing network of *iWomen* Volunteers. As of March 2017, *iWomen* app has a user base of almost 10,000 users, most of which are rural women members of May Doe Kabar and other rural women's groups.

During 2017, the following activities involving *iWomen* app are planned:

- (i) Continuing the expansion of the user base, particularly among rural women members of savings/microfinance groups who are a core target audience;
- (ii) Increasing the app's inclusivity and accessibility in rural areas and in multiple ethnic languages;
- (iii) Incorporating additional desired technical functionality in *iWomen* app based on user demand;
- (iv) Transferring increasing editorial and technical management capacities to May Doe Kabar National Network of Rural Women, especially to IT focal points in each Township Leading Group;
- (v) Further developing the app's content and functionality as a learning, community awareness-raising, referrals, coordination and action platform, particularly for women's rights and addressing Gender-Based Violence;
- (vi) Further developing the *iWomen* volunteers network capacity to systematically expand IT Literacy training programme to village level;
- (vii) Continued debugging of *iWomen* app based on systematic testing and user feedback;
- (vi) Further developing the long-term sustainability of *iWomen* app.

Several technical consultants bringing together different areas of skills are required to accomplish these results work during 2017. These Terms of Reference refer to the National Consultant role of Mobile/IT Skills Technical Trainer and Technical Debugging for *iWomen* app.



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2) Scope of Work

Under the guidance of the Programme Specialist-Civil Society and Media and in close coordination with the National Coordinator-May Doe Kabar and with other International and National Consultants for *iWomen* app project, the National Consultant will bring his/her mobile/IT training skills and Android mobile app coding skills to lead responsibility for the activities referenced (vi) and (vii) above, namely:

- Further developing the *iWomen* volunteers network capacity to systematically expand IT Literacy training programme to village level; and
- Continued debugging of *iWomen* app based on systematic testing and user feedback;

Under these activities, the expected scope of work includes:

- (1) Development of a comprehensive technical training on IT Management (including content management on *iWomen* app as well as business information systems);
- (2) Roll-out of the technical training package through TOT and support to *iWomen* volunteers to targeted rural women beneficiaries;
- (3) Based on ongoing user feedback and testing, continued technical debugging of *iWomen* app.

Deliverable	Due Date	Time Commitment
<p>1a) Finalisation of IT management trainings on <i>iWomen</i> app content management as well as business information systems. The final back-end training package should be a landscape A4 Booklet comprehensive of</p> <ul style="list-style-type: none"> i) Introduction to the training series; ii) Overview of the training modules and training methodology (how many hours are needed for each training, how many times do they need to be delivered for a desired result); iii) Training schedule, detailed training modules corresponding to each of the core functions of the app and any additional training component as requested by the Programme Specialist; iv) Each of the training should include 2 practical exercises which can be 	7 May 2017	10 days



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<p>performed by the trainees after the training session and will serve as an informal test;</p> <p>v) Training feedback form;</p> <p>vi) The booklet should also include training component on how to update content on the iWomen website.</p> <p><i>Note: The contractor is responsible for delivering the final content in the booklet in a non-designed way. The booklet should be developed under the guidance of and approved by the Programme Specialist. The iWomen Graphic Designer consultant will be responsible for the design.</i></p> <p><u>(Time commitment: 8 days)</u></p> <p>1b) Upload of the April version of the Ready to Play game in the iWomen App and make necessary changes to the game based on team feedback after testing ahead of the launch.</p> <p><u>(Time commitment: 2 days)</u></p>		
<p>2a) Roll-out of IT management trainings as per TOT plan to be agreed in consultation with May Doe Kabar partners. The contractor is responsible for organizing the printing of the final booklet, preparing presentations and training agenda ahead of each training and send out invitations to participants. The training plan, presentations, agendas will be developed under the guidance of and approved by the Programme Specialist. <u>(Time commitment: max 7 days)</u></p> <p>2b) Querying and reporting of results of 'April Ready to Play' game in the game result matrix and further detailed queries of results</p>	4 June 2017	20 days



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<p>upon request of UNDP. <i>Note: The iWomen App Junior developer will be responsible for the analysis of queried results.</i> <u>(Time commitment: 1.5 days)</u></p> <p>2c) Solutions identified to solve identified bugs in the <i>iWomen Inspiring Women App</i>. Debugging the app as agreed during iWomen App team meeting and as per time commitment identified in the "2017 iWomen App Team Task Tracking Matrix" managed by the Programme Specialist. <u>(Time commitment: at least 4 days)</u></p> <p>2d) iWomen team supported to organize two University Talks on <i>iWomen</i> app to recruit new volunteers:</p> <ul style="list-style-type: none"> i) Preparation of draft presentation and draft agenda of the talks ii) Identification of suitable university departments <p><u>(Time commitment: 2 days)</u></p> <p>2e) Upload of the May version of the Ready to Play game in <i>iWomen</i> app and make necessary changes to the game based on team feedback after testing ahead of the launch. <u>(Time commitment: 1.5 days)</u></p> <p>2f) Upon request, train UNDP and iWomen team members on technical aspects of <i>iWomen App</i> including <i>iWomen</i> app flow, database structure. <u>(Time commitment: 2 days)</u></p> <p>2g) Perform other related tasks as requested by UNDP Programme Specialist. <u>(Time commitment: 2 days)</u></p>		
3a) iWomen team supported to organize two additional	30 June 2017	20 days



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<p>Talks/presentations on <i>iWomen</i> app:</p> <ul style="list-style-type: none"> i) Preparation of draft presentation and draft agenda of the talks ii) Identification of suitable NGO and INGOs with a focus on marginalised people <u>(Time commitment: 2 days)</u> <p>3b) Solutions identified to solve identified bugs in <i>iWomen</i> app. Debug the app as agreed during <i>iWomen</i> App team meeting and as per time commitment identified in the "2017 <i>iWomen</i> App Team Task Tracking Matrix" managed by the Programme Specialist. <u>(Time commitment: at least 5 days)</u></p> <p>3c) Querying and reporting of results of 'May Ready to Play' game in the game result matrix and further detailed queries of results upon request of the Programme Specialist. <i>Note: The <i>iWomen</i> App Junior developer will be responsible for the analysis of queried results.</i> <u>(Time commitment: 1.5 days)</u></p> <p>3d) Develop <i>iWomen</i> app coders user manual. <u>(Time commitment: 8 days)</u></p> <p>3e) Upload of the May version of the Ready to Play game in the <i>iWomen</i> App and review of the game based on UNDP team feedback ahead of the launch. <u>(Time commitment: 1.5 days)</u></p> <p>3f) Perform other related tasks as requested by UNDP Programme Specialist. <u>(Time commitment: 2 days)</u></p>		
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The Contractor's working days will be tracked and monitored using the "2017 iWomen App Team Task Tracking Matrix" managed by Programme Specialist. The Contractor time sheets must reflect days approved in the "2017 iWomen App Team Task Tracking Matrix".

4) Payment Terms

Payment will be certified by the UNDP Program Specialist-Civil Society and Media based on review and acceptance of the completed deliverables presented with required IC contract paperwork. Full-day work and meetings on weekends will be counted as working days. The contract anticipates a level of input of 50 working days over approximately 3 months.

Payment breakdown of the all-inclusive fixed contract total price is as follows:

Upon completion of Deliverable #1	20%
Upon completion of Deliverable #2	40%
Upon completion of Deliverable #3	40%

The all-inclusive fixed contract total price includes fees and costs within Yangon and all necessary software and hardware to complete the assignment. The Consultant will be based in Yangon, with possible domestic travel in country based on further agreement on geographic targeting to be determined in further consultation with UNDP partners particularly May Doe Kabar National Network of Rural Women. When required to travel outside Yangon, UNDP will make travel/accommodation arrangements or provide travel allowances as per UNDP rules/regulations for national consultants.

5) Institutional Arrangements

The National Consultant will work under the supervision of the Program Specialist-Civil Society and Media and in close coordination with the National Coordinator-May Doe Kabar and with other members of the technical iWomen consultant team.

Payment will be certified based on review and acceptance of the completed deliverables presented with required IC contract paperwork.

UNDP will lease server space for the project, but the National Consultant is expected to furnish his/her necessary computer/Android equipment and any software necessary for completion of this assignment.

The Contractor will be based in Yangon, with possible domestic travel in country. When required to travel outside Yangon, UNDP will make travel/accommodation arrangements or provide travel allowances as per UNDP rules/regulations.

6) Qualifications

The qualifications of the successful National Consultant should include: Bachelor of Science in the field of Computer Science/Information Systems, professional knowledge and experience in Android mobile applications development. Training experience on IT Literacy and mobile skills is required. Familiarity with programming iWomen app V 1.0 is desired, as standardization is required. The Candidate should be available to start immediately after notification to work with in Yangon.



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Education

- Bachelor of Science as well as certification or diploma in the field of Computer Science/Information Systems.

Experience

- At least 4 years' professional experience as Android Mobile App Developer.
- Significant demonstrated experience in developing training materials and implementing training on IT Literacy and Mobile tech skills. Training of trainers experience as well as community-based training experience is desirable.
- Familiarity with *iWomen* app is desirable.

Recommended Presentation of Offer

Applicants should submit:

- a) Signed P11 with at least three (3) professional references
- b) Cover letter with brief description of most relevant experience against the Qualifications required
- c) Financial proposal that indicates all-inclusive fixed total contract price, supported by breakdown of costs, as per template provided. **(template provided)**

8) Criteria for Selection of the Best Offer

Combined Scoring method – where the Qualifications will be weighted 70% and combined with the Price offer which will be weighted 30%. Only candidates with passing score of 70 on Qualifications will be considered for Price offer.

Qualifications will be assessed as per following criteria: Education (20 points), Professional Experience- Android mobile app (30 points), Experience – IT/mobile skills training (30 points), Familiarity with *iWomen* app (20 points).

TORs Approved by:

Allison Hope Moore, Programme Specialist- Civil Society and Media

Date:

6 April 2017