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## Terms of Reference

### Individual Consultant- Review of the online reporting system

#### GENERAL INFORMATION

<b>Services/Work Description:</b>	<b>Review of the Online Reporting Tool for Amkeni Wakenya.</b>
<b>Project/Program Title:</b>	Amkeni Wakenya is UNDP-Kenya flagship facility for supporting civil society organizations (CSOs)
<b>Post Title:</b>	National Individual Consultant (IC)
<b>Duty Station:</b>	Home-based
<b>Expected Places of Travel:</b>	None
<b>Duration:</b>	10 working days
<b>Reference:</b>	<b>KEN/IC/2020/021</b>

**Application Deadline: 11.59 p.m. on Friday, 05 June 2020 (Kenyan time - GMT+ 3.00)**

#### 1. Background

Amkeni Wakenya is UNDP-Kenya flagship facility for supporting civil society organizations (CSOs) working in the democratic governance sector. The facility was established in 2008 and rendered financial and technical support to over 370 civil society organizations until the expiry of the first phase in 2014. The facility commenced its second phase in 2015 following the signing of a new project document with the Government of Kenya. Amkeni Wakenya is currently implementing a human rights promotion programme with funding from The Embassy of the Kingdom of the Netherlands (EKN) and an access to justice project with funding from the European Union (EU). The two projects cover a combined 17 counties are expected to run until 2024 and 2022 respectively.

Amkeni works to achieve the following objectives:

- To improve respect, enjoyment and promotion of access to justice, human rights and freedoms for Kenyans
- To entrench rights-responsive devolved system of governance
- To improve organizational performance, sustainability and enabling environment for CSOs in Kenya
- To enhance capacity of civil society to respond to contemporary governance issues

Amkeni Wakenya has developed and deployed an online reporting system to strengthen the monitoring and evaluation function of the project. This system is being used by all the current partners to produce the quarterly reports. The development of a robust monitoring and evaluation framework and deployment of appropriate information and communication technology tools is part of the project endeavour to streamline reporting by the implementing partners. The online reporting system provides a platform through which the project collects relevant and timely information. Through this system, the project hope to address the inefficiencies associated with delayed submission of hard copy reports and loss of records during submission.

According to the Joint Statement of Intent (JSI) and the Project Document that established Amkeni Wakenya, the PMU was required to set up and administer a central progress tracking system that would enable it to measure, among others, the number of activities carried out against approved work plans, geographical areas covered, number of people reached and number of community/citizen actions undertaken. In 2015 the project developed the online reporting system for use by the partners. Currently the system can produce stand alone IPs quarterly reports all of which have to be consolidated at PMU level to produce the Amkeni Wakenya quarterly reports. In the course of producing the quarterly reports PMU team and the project officers have noted some areas that needs improvement. These areas include;

- 1) Capturing the budget deliveries and value for money analysis including generation of financial summaries;
- 2) Enabling the system to report by indicators instead of targets;
- 3) Reactivating the alert system so that project officers and PMU staff are notified every time an IP submits their reports;
- 4) Enabling the system to capture comments by the project officers and PMU staff while reviewing the online reports;
- 5) Reactivating the functionality of the planned activities\ section;
- 6) Enabling the system to upload at least 10 photographs;

## **2. Tasks/Duties of the Consultant:**

Specifically, the consultancy aims to accomplish the following:

- a. Strengthening the financial data capturing and analysis to enable the system generate value for money analysis, quarterly deliveries and financial summaries;
- b. Modify the output/result section of the system to allow indicator-based reporting;
- c. Reactivating the alert system so that project officers and PMU staff are notified every time an IP submits their reports;
- d. Modify the report review section to enable the system to capture comments by the project officers and PMU staff while reviewing the online reports and rely the same to the IPs;
- e. Reactivating the functionality of the planned activities;
- f. Enabling the system to upload at least 10 photographs;
- g. Enhancing the retrieval of the reports in the repository section;
- h. Enable the system to notify new users once created;
- i. Revise online reporting manual and conduct user training on the revised tool.

## **3. Outputs of the consultancy**

- a) Make appropriate adjustments to the functions of the developed online reporting tool on the UNDP windows server, IIS Web Server (Internet Information Services);
- b) Strengthening the financial data capturing and analysis to enable the system generate value for money analysis, quarterly deliveries and financial summaries;
- c) Modify the output/result section of the system to allow indicator-based reporting;

- d) Reactivating the alert system so that project officers and PMU staff are notified every time an IP submits their reports;
- e) Modify the report review section to enable the system to capture comments by the project officers and PMU staff while reviewing the online reports and rely the same to the IPs;
- f) Reactivating the functionality of the planned activities;
- g) Enabling the system to upload at least 10 photographs;
- h) Enhancing the retrieval of the reports in the repository section;
- i) Enable the system to notify new users once created;
- j) Revise online reporting manual and conduct user training on the revised tool.

#### **4. Qualification Requirements**

The Consultant will be expected to have the following qualifications:

- A University degree in computer science, software engineering, or other related field in computing and software development.
- Minimum 5 years of proven and demonstrable experience in software development particularly monitoring and evaluation software
- Excellent assessment, monitoring, evaluation and report writing skills
- Knowledge of IIS Web Server (Internet Information Services) and other web-based programming software.
- Knowledge of UNDP or other UN Agencies monitoring and evaluation software.

#### **5. Reporting Arrangement**

The Consultant will report to Amkeni Project Manager. He/she will however work closely with the other Amkeni staff for effective programme delivery.

#### **6. Time frame and schedule for the Consultancy**

The Consultancy will be required for 10 days.

#### **7. Fee**

The Consultant will be recruited and paid in accordance with UNDP terms and conditions of remuneration for consultants.

#### **Deliverables IC online reporting consultant (10 days)**

##### **Key deliverables 5 days**

- Make appropriate adjustments to the functions of the developed online reporting tool on the UNDP windows server, IIS Web Server (Internet Information Services);
- Modify the output/result section of the system to allow indicator-based reporting;
- Strengthening the financial data capturing and analysis to enable the system generate value for money analysis, quarterly deliveries and financial summaries;
- Modify the report review section to enable the system to capture comments by the project officers and PMU staff while reviewing the online reports and rely the same to the IPs;

##### **Key deliverables 5 days**

- Reactivating the alert system so that project officers and PMU staff are notified every time an IP submits their reports;
- Modify the report review section to enable the system to capture comments by the project officers and PMU staff while reviewing the online reports and rely the same to the IPs;

- Reactivating the functionality of the planned activities;
- Enabling the system to upload at least 10 photographs;
- Enhancing the retrieval of the reports in the repository section;
- Enable the system to notify new users once created;
- Revise online reporting manual and conduct user training on the revised tool.

**Evaluation criteria:**

Criteria	Weight	Max. Point
	100%	100
A University degree in computer science, software engineering, or other related field in computing and software development.	10%	10
Minimum 5 years of proven and demonstrable experience in software development particularly monitoring and evaluation software	30%	30
Excellent assessment, monitoring, evaluation and report writing skills	30%	30
Knowledge of IIS Web Server (Internet Information Services) and other web-based programming software.	20%	20
Knowledge of UNDP or other UN Agencies monitoring and evaluation software	10%	10
<b>Total (Maximum obtainable points)</b>	<b>100%</b>	<b>100</b>

## 8. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the Financial Evaluation.

## IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in Kenya Shillings **all-inclusive<sup>1</sup> lump-sum contract amount** when applying for this consultancy.

<sup>1</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
On completion of the outputs as per the terms of reference	Project Manager	100 %

### **Submission of the Financial Proposal**

Applicants are instructed to submit their all-inclusive fee proposal in KSH using the financial proposal template provided (Offerors letter to UNDP)

The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

### **Financial evaluation (maximum 30 points):**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

## **XI. WORKING ARRANGEMENTS**

The consultant shall work closely with and under the supervision of the Project Manager, Amkeni Wakenya.

Duty station is home based.

## **XII. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

## **XII. APPLICATION PROCESS.**

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

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

**All applications should be submitted through the UNDP eTendering portal.**

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:

Business Unit: **UNDP1**

Event ID:

- If you do not remember your password, please use the "Forgotten password" link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:

Username: **event.guest**

Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to [undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)