



*Empowered lives.  
Resilient nations.*

## TERMS OF REFERENCE

### **NATIONAL INDIVIDUAL CONSULTANT – OPEN DATA KIT (ODK) DIGITIZATION**

<b>Job ID/Title:</b>	Open Data Kit (ODK) Digitization database Consultant
<b>Scope of advertisement:</b>	Nationally advertised
<b>Category (eligible applicants):</b>	External <sup>1</sup>
<b>Brand:</b>	UNDP
<b>Practice Area:</b>	Information Technology
<b>Application Deadline:</b>	<b>Thursday, 6 May 2020 by 11.59 P.M (GMT+3.00)</b>
<b>Type of Contract:</b>	National Individual Contract
<b>Reference:</b>	<b>KEN/IC/2020/044–Consultant – (ODK) Open Data Kit</b>
<b>Duty Station:</b>	Nairobi, Kenya
<b>Languages Required:</b>	English
<b>Expected Duration of Assignment:</b>	30 working days

#### **I. Background**

Amkeni Wakenya is a UNDP Civil Society Democratic Governance facility that was established in 2008. The project is currently in phase II of implementation, beginning January 2015. The main objective of the project is to provide technical and financial support to CSOs that work in the governance sector (e.g. justice, human rights, & devolution) in Kenya. It also enhances citizens' participation in governance and reforms. Amkeni Wakenya phase II is focusing on four strategic outcomes: 1) access to justice and realization of human rights; 2) entrenching human rights-centered

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<sup>1</sup> External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.

and accountable devolved governance; 3) promoting an enabling environment for CSOs; and 4) building the capacity of CSOs to effectively respond to contemporary governance issues.

## **2. Purpose of the Form D Digitization**

UNDP-Amkeni Wakenya proposes to digitize Form D which is its main data collection tool. The digitization will address the limitations that Amkeni Wakenya has experienced using the Form D paper-based format. These limitations contributed to challenges in uploading the data to the current data processing software (SPSS). Also, this led to spending a great deal of man-hours on data cleaning; a painstaking process involving correcting and removing incorrect, duplicate and unethical data entries to improve the validity of the submitted data. The main objective of this process is to fully digitize the Amkeni Wakenya data collection tool (Form D). More specifically, Form D digitization will;

- Improve the validity of the data submitted by the IPs on the paper-based modules.
- Address the issues of non-responsiveness to all sections of the tool.
- Provide an ample solution to data capture errors.
- Enhance the capacity of the Amkeni Wakenya staff and IP on using ODK for data capture.
- The ODK will be linked to a database, server or a repository for easy data upload on the digitized Form D and data uploaded to the data analysis software. The ODK developer/consultant will develop a roadmap for achieving this milestone.

## **3. Tasks/duties of the Consultant**

The Open Data Kit (ODK) Developer/consultant will work under supervision of the Amkeni Wakenya Project Manager and directly with the M&E Specialist and will be responsible to conduct process mapping and project M&E database needs analysis, gather the database specifications/requirements, design, create and program robust and user-friendly ODK database according to the project needs. The ODK developer will also design and train Akeni Wakenya project staff and roll out a training programme targeted to all the 37 Implementing Partners working closely with the Project Officers in the field. More specifically, the consultant will;

- In coordination with the Amkeni Wakenya M&E specialist, conduct process mapping and project M&E database needs analysis;
- Plan and develop required database for digitizing Form D by creating a robust and user-friendly ODK database according to the project needs;
- Create survey forms using Build and/or XLS.Form;
- Set up the database, install ODK and upload forms to ODK Aggregate server;
- Set up ODK collect and Load forms into Android devices;
- Set up ODK Briefcase on the desktop to export data from Aggregate and Collect required data;
- Undertake pilot trials to ensure stability and efficacy of the digitized tool
- Develop protocols for maintaining database testing, data entry and data checking procedures;
- Develop and present a robust training on the use of databases for the Amkeni Wakenya project staff as well as Implementing Partners in the field.
- Provide technical support for a period of 3 months post-rollout

## **5 Outputs of the consultancy**

- Conduct process mapping and project M&E database needs analysis as it related to Form D data capture;
- Develop required database for digitizing Form D by creating a robust and user-friendly ODK database according to the project needs;
- Create survey forms using Build and/or XLS.Form;
- Set up the database, install ODK and upload Form D to ODK Aggregate server as appropriate;
- Set up ODK collect and Load forms into Android devices for Amkeni Wakenya staff and 37 IP project officers;

- Set up ODK Briefcase on the desktop to export data from Aggregate and Collect required data;
- Develop protocols for maintaining database testing, data entry and data checking procedures;
- Develop and implement a robust training on the use of databases for the Amkeni Wakenya project staff as well as Implementing Partners in the field

#### **4. ODK Developer/consultant required Skills**

- Proficiency in planning, implementing, operating, and maintaining database, including those supporting architecture visualization and biometrics applications;
- Proficiency in planning, implementing, operating, and maintaining database applications in virtualized/cloud hosted environments;
- Experience developing training courses on database is an advantage;
- Excellent oral and written communication skills, including good command of English language;
- Experience working independently to solve problems quickly and completely;
- Ability to work in a fast-paced, stressful environment.

#### **5. Qualifications**

- A master's degree in social sciences, computer science, software engineering, statistics, or any other related relents field;
- 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.

#### **6. Key deliverable Digitization of Form D 30 days**

##### Key deliverable 5 days

- Conduct process mapping and project M&E database needs analysis as it related to Form D data capture and develop and present an inception report;

##### Key deliverable 5 days

- Develop required database for digitizing Form D by creating a robust and user-friendly ODK database according to the project needs;
- Create survey forms using Build and/or XLS.Form;
- Set up the database, install ODK and upload Form D to ODK Aggregate server as appropriate;
- Set up ODK collect and Load forms into Android devices for Amkeni Wakenya staff and 37 IP project officers;

##### Key deliverables 5 days

- Set up ODK Briefcase on the desktop to export data from Aggregate and Collect required data;
- Develop protocols for maintaining database testing, data entry and data checking procedures.

##### Key deliverable 15 days

- Develop and implement a robust training on the use of databases for the Amkeni Wakenya project staff as well as Implementing Partners in the field.
- Present final consultancy report

## 7. Reporting Arrangement

The ODK Developer will report to Amkeni Wakenya Project Manager. The consultant will work closely with the Amkeni Wakenya Monitoring and Evaluation Specialist as well as Amkeni Wakenya Project Management Unit for effective programme delivery.

## 8. Time Frame for ODK Digitization tool development

The developer will develop this ODK Digitization database in **30 days**.

## 9. Fee

The ODK Developer will be recruited and paid in accordance with UNDP terms and conditions of remuneration for developers.

## Evaluation Criteria

Criteria	Weight	Max. Points
A master's degree in social sciences, computer science, software engineering, statistics, or any other related relents field;	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</b>	<b>100%</b>	<b>100</b>

Financial Evaluation (30% of total evaluation; maximum 30 points)

### 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 must 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-notice/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)

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