

TERMS OF REFERENCE

NATIONAL INDIVIDUAL CONSULTANT FOR OPEN DATA KIT (ODK)

Organization	UNDP Kenya
Title	Open Data Kit (ODK) Consultant
Title Description	Individual Contractor to enhance the capacity of the Open Data Kit (ODK) Platform.
Contract Type	National Individual Consultancy (IC)
Reference	KEN/IC/033/2021
Application Submission Deadline	Monday, 06 September 2021 by 5.00P.M Kenyan Time (GMT+3.00)
Cluster/Project	Amkeni Wakenya Project – Governance & Inclusive Growth Unit
Duty Station	Home Based
Duration	10 working days

1. BACKGROUND AND PROJECT DESCRIPTION

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 Civil Society Organizations (CSOs.) that work in the governance sector (i.e. 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-centred 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. SCOPE OF WORK (Purpose of the enhancing the current technical capacity of ODK under Amkeni Wakenya)

Amkeni Wakenya digitized the main data collection tool referred to as Form D in 2020 programming cycle. The result of the digitization was the shift from paper and pencil data collection strategies to the use of android phones. To a large extent the digitization addressed the challenges that Amkeni Wakenya had experienced while using the Form D paper-based format. The digitization achieved the following.;

- Improved the validity of the data submitted by the IPs to UNDP server.
- Increased the response rates of submitting the field activity reports to UNDP.
- Enhance the capacity of the Amkeni Wakenya staff and IP on using ODK for data capture.
- ODK was linked to UNDP server and is now downloaded into excel and SPSS.

To further improve the functionality of ODK data capture and analysis the following technical aspects needs to be enhanced;

- Strengthen the process of data capture and provide practical solution to data capture errors by IPs in the ODK system.



- Enhance the data analysis by providing automated linkages between the excel files generated from ODK and SPSS.
- Update the ODK system and address the omissions in the system to accommodate all the counties and organizations where the Amkeni Wakenya programs are being implemented.
- Address all the key technical challenges that have been documented by the IPs over the last one year.

3. TASKS/DUTIES OF THE CONSULTANT

The Open Data Kit (ODK) technical consultant will work under supervision of the Amkeni Wakenya Project Manager and directly with the Monitoring and Evaluation Specialist. More specifically, the consultant will:

- Develop a technical strategy to resolve any data capture errors for data submitted by the IPs in the ODK system.
- Design SPSS data capture and analysis protocols for real time data submitted by the IPs through ODK system.
- Update as appropriate all the active IPs in the ODK system and enable the IPs report real time on all the field activities being implemented by the IPs.
- Update as appropriate ODK training manual and train all Amkeni Wakenya project staff on the upgraded system and working closely with the 4 Senior Project Associates conduct 4 virtual training for all the 32 IPs in the 4 regions.
- Address the following technical challenges that have been documented by the IPs over the last one year.
 - Technical challenges related to data entry before submitting through ODK thus resolving the issue of double entry of information.
 - Provide alternatives to the use of android phones whenever feasible.
 - Develop a strategy of enabling the Amkeni Wakenya project staff and IPs staff to access the data once it's submitted to ODK.
 - Provide technical advice of the usability of ODK with PWDs (deaf, blind etc)

4. OUTPUTS OF THE CONSULTANCY

- A process map of the existing challenges in the use of ODK system.
- A documentation of key technical challenges being experienced by the IPs in the last one year.
- Technical challenges identified addressed through re-configuration of the existing ODK system.
- Fully operational SPSS data capture and analysis protocols for data submitted to the ODK system.
- Updated protocols of all the active IPs in the ODK system.
- A revised ODK training manual and training reports of Amkeni Wakenya project staff and all the 32 IPs in the 4 regions.
- A technical strategy on the usability of ODK with PWDs (deaf, blind etc.)
- A revised protocol for maintaining ODK system, data entry and data checking procedures.



5. DELIVERABLES AND TIMELINE

The consultant will be responsible for the delivery and technical quality of the final product. All deliverables shall be submitted to Amkeni Wakenya in accordance with the following timeline:

Tasks/ Outputs	Estimated duration to complete
1. Signing and Submitting Workplan/Roadmap	
a. Upon signing of contract, the consultant is expected to produce a detail workplan of the activities to be undertaken and timelines, in line with the TOR.	1 day
2. Meeting and consultation (online) with Project Management Unit (PMU), UNDP ICT Team and IPs	
a. Meeting with the PMU and UNDP ICT Team on the specifications of the designs, contents, functions and technical improvement of the ODK Platform. Record of meeting, with details of specification agreed to by UNDP and the Consultant	1 day
3. Enhancing technical capacity of ODK	
i) A process map of the existing challenges in the use of ODK system. ii) A documentation of key technical challenges being experienced by the IPs in the last one year. iii) Technical challenges identified addressed through re-configuration of the existing ODK system.	3 days
iv) Fully operational SPSS data capture and analysis protocols for data submitted to the ODK system. v) Updated protocols of all the active IPs in the ODK system.	2 days



<p>vi) A revised ODK training manual and training reports of Amkeni Wakenya project staff and all the 32 IPs in the 4 regions.</p> <p>vii) A technical strategy on the usability of ODK with PWDs (deaf, blind etc.)</p> <p>viii) A revised protocol for maintaining ODK system, data entry and data checking procedures.</p>	<p>3 days</p>
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6. INSTITUTIONAL 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.

Role of the consultant

- The consultant is responsible to provide his/her technical expertise to produce the expected outputs;
- The consultant shall cover all the related cost during the assignment period;
- The consultant shall report on and submit the above deliverables under this assignment to the assigned person, acting as the focal point for the project;
- The consultant needs to maintain daily communication with the PMU as and when problems emerge during the consultancy period, especially if they affect the scope of the job.

Role of UNDP focal person/team

- The Amkeni Wakenya Project Manager will provide overall quality assurance for this consultancy on behalf of UNDP;
- The Programme Management Unit will review deliverables for payment release;
- The Programme Management Unit will act as the focal person to interact with the consultant to facilitate the assignment, to facilitate the field mission, to facilitate the review of each outputs and ensure the timely generation of the comments from stakeholders on each output.

7. DURATION OF THE WORK

This assignment is expected to be finalized at a maximum of 10 working days upon contract signing.

8. DUTY STATION

Home Based



9. MINIMUM QUALIFICATIONS OF THE INDIVIDUAL CONTRACTOR

Qualification	A Master’s degree in social sciences, computer science, software engineering, statistics, or any other related field;
Professional Experience	<ul style="list-style-type: none"> • Minimum 5 years of proven and demonstrable experience in software development particularly monitoring and evaluation software as well as Open Data Sources system; • 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.
Other Competencies	<ul style="list-style-type: none"> • 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.
Language Requirement	<ul style="list-style-type: none"> • Fluency of English language

10. CRITERIA FOR EVALUATION OF LEVEL OF TECHNICAL COMPLIANCE OF INDIVIDUAL CONTRACTOR.

Technical Evaluation Criteria	Obtainable Score
Qualification	
Master’s degree in social sciences, computer science, software engineering, statistics, or any other related relents field	10%
Experience	
Demonstrated experiences on data analysis and data collection tools development	20%
Minimum 5 years of proven and demonstrable experience in software development particularly monitoring and evaluation software and on Open Data Sources.	30%
More than 5 Years working experience in data management Field	10%
Proven Editorial Skills – report writing in M&E	20%
Experience working with UN agencies or other development actors on Data Management and M&E	10%
Total Obtainable Score	100%



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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 is:
- - Technical Criteria weight is 70%
 - 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.

11. PAYMENT MILESTONE

The prospective consultant will indicate the cost of services for each deliverable in Kenya Shillings **all¹ inclusive lump-sum contract amount** when applying for this consultancy.

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

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

12. PROPOSAL SUBMISSION

Applicants are instructed to submit their all-inclusive fee proposal in KSH using the financial proposal template provided (Offeror’s 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

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

13. CONFIDENTIALITY AND PROPRIETARY INTERESTS

¹ 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 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.

14. 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. Offeror's letter to UNDP- template provided

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

Applications should be received through the UNDP e Tendering Portal on or before Monday, 23 August 2021 by 5.00P.M Kenyan Time (GMT+3.00)

Firms are not eligible for this consultancy assignment. Open to international 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/procurement/business/resources-for-bidders.html>

Email submission of applications will not be accepted.

Queries about the position can be directed to undp.kenya.procurement@undp.org

Incomplete applications will be excluded from further consideration.