PROCUREMENT NOTICE

Date: 23 August 2021

Country: Kenya

KEN/IC/033/2021

DESCRIPTION OF THE ASSIGNMENT: NATIONAL INDIVIDUAL CONSULTANT TO ENHANCE THE CAPACITY OF THE OPEN DATA KIT (ODK) PLATFORM.

Period of assignment/services: 10 working days

Firms are not eligible for this consultancy assignment. Open to National Individual Consultants only.

Background

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.

SCOPE OF WORK

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.

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.
  o Technical challenges related to data entry before submitting through ODK thus resolving the issue of double entry of information.
  o Provide alternatives to the use of android phones whenever feasible.
  o Develop a strategy of enabling the Amkeni Wakenya project staff and IPs staff to access the data once it’s submitted to ODK.
  o Provide technical advice of the usability of ODK with PWDs (deaf, blind etc)

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.

Education

A Master’s degree in social sciences, computer science, software engineering, statistics, or any other related field;

Experience

• 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.

Technical Evaluation Criteria (Minimum 70 points)

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<tr>
<th>Technical Evaluation Criteria</th>
<th>Obtainable Score</th>
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<tbody>
<tr>
<td>Qualification</td>
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<tr>
<td>Master’s degree in social sciences, computer science, software engineering, statistics, or any other related relevent field</td>
<td>10%</td>
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<td>Experience</td>
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<td>Demonstrated experiences on data analysis and data collection tools development</td>
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<td>Minimum 5 years of proven and demonstrable experience in software development particularly monitoring and evaluation software and on Open Data Sources.</td>
<td>30%</td>
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<td>More than 5 Years working experience in data management Field</td>
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<td>Proven Editorial Skills – report writing in M&amp;E</td>
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<td>Experience working with UN agencies or other development actors on Data Management and M&amp;E</td>
<td>10%</td>
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<tr>
<td>Total Obtainable Score</td>
<td>100%</td>
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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, 06 September 2021, by 5.00 P.M (GMT+3.00)

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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.