



Terms of Reference (TOR)

For Developing a Country Database for Care Egypt

"مؤسسة كير مصر للتنمية"

هي مؤسسة أهلية مقيّدة برقم التسجيل 833 لعام 2018 بالإدارة المركزية للجمعيات والاتحادات بوزارة التضامن الإجتماعى وتخضع لأحكام قانون تنظيم ممارسة العمل الأهلى الصادر برقم 149 لسنة 2019

تستفيد المؤسسة من إرث هيئة كير الدولية في مصر في كافة المجالات منذ عام 1954، وتهدف المؤسسة إلى تمكين المجتمعات المحلية وبناء شراكات قوية تعمل على تطوير وتحسين نوعية الحياة والظروف المعيشة للجميع، من خلال استثمار الطاقات والأفكار والمبادرات التي تتماشى مع السياق المحلي والوطني والتي تتسم بالابتكار والاستدامة، كما تعمل على نشرها على المستوى الإقليمي والدولي.

تبنى كير مصر مفهوم التنوع في أوسع معانيه ، وتتجاوز التصنيفات العادية للجنس والعرق والجنسية. لدى كير ثقافة سائدة تفرض مبادئ وممارسات تكافؤ فرص العمل والتميز من خلال تنوع قوتها العاملة بطريقة تقوي المنظمة ككل وتضمن المساواة بين الجنسين. يعد تطبيق القيم الأساسية (التعلم والنزاهة والتنوع والمساواة والامتنياز) من نقاط القوة الرئيسية سواء بين الموظفين أو مع شركائنا وأصحاب المصلحة. بالإضافة إلى ذلك ، تقدر كير سياسات حماية الطفل العالمية وتطبق بصرامة جميع التدابير ذات الصلة لضمان أن موظفينا وبرامجنا وعملياتنا "لا تؤذي الأطفال". تطبق كير مصر سياسة عدم التسامح مطلقا تجاه سوء المعاملة والاستغلال الجنسي أو التحرش في مكان العمل.

بشدة الطلبات كير مصر لديها حزمة مزايا ممتازة ، مع فرص تطوير وظيفي جيدة للموظفين. وتشجع المقدمة من النساء والأشخاص ذوي الاحتياجات الخاصة وذلك تطبيقا لتكافؤ الفرص.

نبذه عن البرنامج

الهدف العام لبرنامج التعليم: بنهاية عام 2025 يتمتع الأطفال المستبعدون من الفرص التعليمية بحقوقهم في تعليم جيد في بيئات تعليمية نظامية وغير نظامية تدعمهم وتتيح لهم فرصة الحصول على حقوقهم وطاقاتهم الكامنة ليصبحوا مواطنين نشطاء في مجتمعاتهم المحلية عندما:

- يكون الأطفال على وعى بحقوقهم وبشاركون بفاعلية للحصول على هذه الحقوق.
- يتبنى أفراد المجتمع المحلي والمجتمع المدرسي مواقف تمنع التمييز ويقدر التنوع والاختلافات الفردية بين الأطفال.
- يكون لدى المجتمعات المدرسية تأثير على إدارة الموارد التعليمية المتاحة
- تكون لدى المجتمعات المدرسية القدرات اللازمة لاستخدام أساليب تعلم نشطة محورها الأطفال.

I. Scope of Work

The main objective of this consultancy is to develop a country database for Care Egypt that will enable a better monitoring and reporting on the projects achievements across its four programs (Agriculture and Natural Resources, Women Rights, Education and Governance). The consultant will work closely with the project managers and M&E officers to:

- 1) Determine the best base/tool for the database.
- 2) Hold regular meetings with CARE staff to determine the needs and receive feedback.
- 3) Build the Database based on the indicators and data that are needed.
- 4) Domain purchase and web hosting of database.
- 5) Create user guidance for the database
- 6) Develop standard operation procedures SOP for data management using Care guidance
- 7) Develop the data Migration plan.
- 8) Train the team members for data entry and extraction.
- 9) Troubleshooting of the web Database.

II. Characteristics of Database

- ❖ User-friendly interface compatible to low-bandwidth internet facilities.
- ❖ It should be able to form relationships between any two entities in the database across all projects.
- ❖ Data could be represented in different forms including reports, graphs and trends.
- ❖ Database should be able to get exported in different forms, including excel sheets.
- ❖ Database should be able to compare data from different projects and show trends across the years according to specific indicators.
- ❖ Database should not allow any duplication of data or missing data.
- ❖ Database should maintain history of views; users edits and any changes that occurs.
- ❖ Database should have a strong query language. If users want to see any specific data, they can apply as many filtering conditions that they want and extract the data needed.
- ❖ Multiple users should be able to access the same database, without affecting the other user.
- ❖ It supports multiple views to the users, depending on their role. Hence a single database provides different views to different users.
- ❖ Ensure a secure password protected login system to allow safe authentication. Different level of access to the web-database needs to be ensured.
- ❖ Database should be able to determine the overlap of beneficiaries between different projects.

- ❖ Database should support large quantity of beneficiaries' data (estimated 250,000 entered on yearly basis).
- ❖ Ensure database protection by applying query restrictions and be able to provide respondent privacy, owner privacy and user privacy.
- ❖ Access should not be restricted to email domain, taking into consideration all needed security measures.

III. The Main Users of Database

- 1) Database Developer/Designer: They design the structure of data base which includes tables, indexes, views, constraints, triggers, stored procedures. They control what data must be stored and how the data items to be related.
- 2) Database Administrator: They are responsible for everything that is related to database. They makes the policies, strategies and provides technical supports
- 3) End Users: End users are those who access the database from the terminal end. They use the developed applications and they don't have any knowledge about the design and working of database. They should have different levels of access for the database. For example; they can be:
 - a. Community Service Organizations (Edit with restrictions)
 - b. Field Supervisors (View, edit & extract reports)
 - c. Monitoring and Evaluation Officers (View, validate & extract reports)
 - d. Project Managers and Directors & upper management. (View & extract reports)
 - e. Casual or Temporary users (View & extract reports)

IV. Levels of Data Cross Tabulation

1) Minimum Data required for project:

Basic information (Project name and short description, Type of project (humanitarian, development, other), Donor name, CSOs/ Partners names, Geographical location, Start and end date of the project, Project manager name, Project Budget, Impact area, Number of target beneficiaries, Type of activities, etc).

2) Minimum Data required for beneficiaries:

Basic Information (Name, ID number/ passport number, age, date of birth, gender, telephone number, address, email, nationality, disability, government, district/village, number of family members, date of joining activities, type of activities they are part of, etc).

3) Minimum Data required for CSO's/ Partners profile:

Each project should have a profile of the CSO's or partners who are part of the project. The basic data needed for them are (Name, partner category, start date of partnership, partnership duration, type of partner contract, partnership geographical coverage, partnership objective, partner programmatic focus, type of partnership with Care Egypt, partnership description, partner TOC domain and number, titled domain, type of leadership (women, youth), partnership results (if any), partnership available documentation and evidence (link), number of beneficiaries reached, etc)

4) Double counting:

It should be taken into consideration that the double counting issue can be avoided by including some specific data to make the beneficiaries unique and avoid duplication, like their ID number, government, district/village, thematic area and type of project. Returning beneficiaries who are using different services in CARE should be highlighted.

5) Analysis:

Finally, for the analysis, a cross tabulation can be done between different data to see how they are affected by each other. For example, thematic area can be cross-tabulated with nationality, age, gender and district. In addition to: Direct and indirect target beneficiaries, planned vs achieved numbers, beneficiaries reached in specific duration, impact vs reach, overlap vs unique, markers, burn rate vs financial rate, etc).

V. Qualifications of the Consultant/ Consultancy Firm

- ❖ Bachelor degree in informatics and computer science or related, Masters degree is preferred.
- ❖ Minimum of 7 years' experience in designing, developing and maintaining of web-based database.
- ❖ Previous experience in developing web database a large number of project beneficiaries and households, with non-profit organizations is a plus.

- ❖ Previous experience in troubleshooting problems and dealing with challenges related to web database.
- ❖ The consultant/ consultancy firm should be able to maintain deadlines and confidentiality.
- ❖ People Skills: Ability to work independently and as a team player who demonstrates leadership skills.
- ❖ Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and principles.

VI. Deliverables and Estimated Timeline

It should be rigorously timed and coordinate for the consultant to keep the process on track and for the M&E officer along with the project managers to validate each step taken. The consultant will deliver the followings:

1. Inception meeting (January, 2023)

During a first exploratory meeting with stakeholders, the consultant will request all needed document and existing database/list of indicators and all needed information to determine the appropriate base for the database.

2. Inception Report & Presentation (February, 2023)

The consultant will write an inception report and create a presentation of the database about its different features, use and how it meets the expectations. The consultant will receive feedback and modify accordingly if needed.

3. Database and User Guidance (April 30th, 2023)

The consultant should provide a step-by-step guidance on how to use the database, operating instructions, technical descriptions, and any needed diagrams to clarify the usage.

4. Standard Operation Procedure (SOP) for data management using Care guidance. (April 30th, 2023)

The consultant should create a step-by step instructions on how data will be managed in the database using care guidance in order to achieve efficiency, quality output, reliability, validity and integrity.

5. Database Testing and Data Migration Plan (May 30th, 2023)

The consultant should provide a data mapping on how to transfer data within different projects to the country database. It should provide the steps needed and actions that should be taken.

6. Database Internal launch (May 30th, 2023)

The database should almost be finalized. The consultant should test the database with staff members of the organization, receive feedback and adjust if needed.

7. Data migration (June 24th, 2023)

The consultant should import the data of different projects into the country database, depending on the data migration plan.

8. Training on the database (June 29th, 2023)

The consultant will provide a total of 5 days training with different entities in the organization. Three days training with CSOs and Field Supervisors in each of the 3 programs (WR, ANR, Education), one day training with Project Managers and M&E Officers, and one day training with Program Directors and Upper Management. The Consultant should take in consideration that the training will be also an appropriate moment to receive feedback and conduct final modifications accordingly before sending it for last approval.

- 5-days training for the teams,
- Final database with team feedback included and validated by M&E officer and Project managers.

Note that this consultancy is expected to be completed in 6 months (to be ended in June 30th, 2023 maximum) therefore, the consultant should propose a timeline to submit the deliverables in their proposals considering the aspects above. Months mentioned in the text above should be respected as much as possible.

VII. Level of Effort

About 6 months including preparation, designing and training.

I. Execution of the Assignment

Consultancy start and end dates: The expected start date for developing the database is on 1st of January 2023, and the end date will be 30th of June 2023.

II. Coordination and Reporting

The consultant will report to the MEAL officer and MEAL director responsible for the country database (Nada Shalabi and Iva Tanku) and they shall within 5 working days of receipt notify the consultant of their decision concerning the design or reports received, giving reasons, should s/he reject the reports or design, or request amendments.

III. Application Requirement and Modality

Interested consultants should submit the following documents in their offers:

1) Technical Proposal:

A short technical proposal in English should contain the following:

- TOR Comprehension: A statement of the consultant understanding of the TOR, assignment, general approach, and the context.
- Methodology of work and expected results: Suggested methodology to reach objectives; an indicative time plan for implementation highlighting milestones and deliverables; expected results; and complementary information upon consultant suggestion.
- Annexes: Resume(s) of proposed consultant/team; and a capabilities statement highlighting relevant (similar) assignments undertaken by the consultancy firm, research agency or individual consultant over the past 5 years.

2) Sample products from previous assignments

Reference to be contacted:

Assignment title / year	Ref. (name. position/ org. email and cell phone number)	Description

3) Financial Proposal:

Note: Location of the assignment is in Cairo.

The consultant is requested to submit a **firm fixed price (including taxes)** offer separate from the technical proposal. The financial proposal should include a breakdown of the cost elements to assist in determining the rationale of the given rates.

Note: CARE will withhold applicable taxes and deposit the funds with the applicable for tax authorities under this agreement (based on the proposal submitted' please ensure that it is included in the proposal).

The deadline for sending the technical and financial proposal is 24th of December 2022. The financial proposal should include Taxes and other expense.

Interested consultants/ consultancy firm is invited to an orientation online session on Dec. 19, 2022 at 1pm. Please send an email ((nermin.mohamed@cef-eg.org) prior to send the meeting zoom link.

* Any proposals received after the deadline will not be considered. Thus, please ensure that the proposal should be received by CARE no later than **24th December 2022 at 11:59pm**. Please accept our apologies for not giving any exceptions or accepting any justification for late receipt or not received via website. **The proposals should be submitted ONLY via CARE website at <https://care.org.eg/consultancy/>.**

Please feel free to contact us via email (nermin.mohamed@cef-eg.org) for any further details or inquiry prior Dec. 21 (COB).

Proposals will be assessed against weighted criteria that include (but not limited to): understanding of the task; proposed methodology; previous experience and value for money.

CARE Egypt will respond to applicants with its decision within 3-7 working days from the proposal deadline.

CARE keeps all rights to accept or refuse any offer received without giving reasons.

Technical and financial offer will be discussed upon selection.

IV. Payment Schedule

Interested consultant should submit a budget. Please note that the consultants would be required to use their own computers, printers, etc. Payment will be made in three instalments:

- a) 25% after inception report,
- b) 25% upon database internal launch,

c) 50% upon data migration and completion of training.