

## Terms of Reference for the Development of a Computerized Web-Based Management Information System (MIS)

Save the Children International (SCI) Somalia program hereby invites interested consultants to bid for consultancy to develop and build web web-based MIS for the RFSA Adkeeysi Consortium program in Somalia.

<b>Title of Consultancy</b>	Terms of Reference for the Development of a Computerized Web-Based Management Information System (MIS) for RFSA Adkeeysi Consortium.
<b>SCI Contracting Office</b>	Save the Children Somalia Office
<b>Period of Consultancy</b>	<b>3 months for setup and 9 months for post-deployment</b>
<b>Consultant type required</b>	Individual or Firm.
<b>Responsibility for Logistics arrangements and Costs</b>	Save the Children will pay the consultant fee in a lump sum and will not reimburse any incurred costs during the assignment. The consultants will cover their own Logistical arrangements and costs; including food, accommodation, and local transport, and all cost associated with data collection work and whole activities.
<b>Taxation Provisions</b>	The consultant shall be responsible for all Taxes arising from the consultancy in line with the local Tax regulations applicable at the SCI contracting office named above.
<b>Travel requirements</b>	The consultant will cover his travel costs (tickets) and arrange local travel to field sites and accommodation. He/she will be expected to provide their own laptop, and other necessary equipment that meet the quality requirements for the assignment.
<b>Security requirements</b>	If the consultant is a foreigner, he/she will comply with the standard of Save the Children Security procedures, including the completion of SCI online security training prior to travel to Somalia.
<b>Qualification and Experience</b>	<p>To qualify for this assignment, the consultant must have the following mandatory professional experience and knowledge</p> <ul style="list-style-type: none"> <li>• Advanced university degree or masters in database management, MIS or related field is a MUST for at least 2-panel experts including a Lead Consultant</li> <li>• Certification/ degree in any branch of Rehabilitative sciences and/or a certification in assessment</li> <li>• At least seven (7) years of experience in MIS development and maintenance.</li> <li>• Must have excellent communication skills to interact with consortium partners</li> <li>• Be able to work with students in both one-on-one and group settings, while understanding the abilities and needs of each child</li> <li>• Practical experience in working with MIS and related fields.</li> <li>• Must be able to employ different techniques such as encouraging, creative, and flexible, with the ability to motivate students and inspire the confidence needed to attempt new tasks.</li> <li>• Understanding the key issues involved in early childhood education, gender dynamics in Somalia</li> <li>• Outstanding communication skills, with excellent command of spoken and written English.</li> </ul>

<b>Evaluation Criteria</b>	The consultant must meet the above-required qualifications and experience.
	<ul style="list-style-type: none"><li>• Technical proposal on how the screening, assessment and interventions will be done (30%).</li><li>• Prior experience in conducting similar assignments about MIS (30%) for about a minimum of three contracts from discrete entities</li><li>• Detailed and reasonable financial proposal with budget breakdown. (20%).</li><li>• Suitability Policy Alignment of the proposed policy with Save the Children International (SCI) standards (10%).</li><li>• Clear workplan stating the timelines of the assignment (10%)</li><li>• <b>Overall rating out of 100%.</b></li><li>• The candidate should score 70% and above to be shortlisted for the next stage of the process.</li></ul>

## 1. Background Information

Save the Children (SC) and its partners, Fondazione AVSI, Gargaar Relief and Development Organization (GREDO), and Shaqodoon Organization launched the Adkeeysi (which means “resilience” in Somali) Resilience Food Security Activity (RFSA) on October 1, 2024. The five-year program aims to provide a locally customized classic graduation approach (GA) that carefully and deliberately sequences and layers five graduation components to enable the ultra-poor to “graduate” into resilience. The primary purpose is to enable socially marginalized populations in both internally displaced person (IDP) camps and surrounding host communities to achieve resilience and sustainably graduate out of poverty. Adkeeysi will work through graduation groups to reach 298,620 participants (42,660 households (HHs)) with 11050 households targeted, with a focus on economically active women, and male and female youth aged 18-25 years, in Daynile, Afgoye, and the Afgoye Corridor to achieve the goal of extremely poor, socially marginalized populations in IDP settlements and surrounding host communities improve and maintain their food security despite shocks and stresses.

The goal will be achieved through an integrated three complementary results/purposes:

Purpose 1: Social capital strengthened

Purpose 2: Human capital increased

Purpose 3: Prosperous and resilient livelihoods improved and sustained.

To strengthen data management, the consortium seeks the services of a qualified Software Development Consultant/Company to design, develop, and deploy a Management Information System (MIS) capable of tracking households’ graduation pathways, ensuring data quality, and enabling reporting to Activity stakeholders and donors.

## **2. Consultancy objective**

The purpose of this consultancy is to design and deploy a robust, user-friendly, and scalable cutting-edge Management Information System (MIS) that:

- Digitally captures, stores, and manages participant data across multiple program components.
- Tracks progress of households and individuals against Activity-required, consortium, and custom graduation indicators.
- Provides dashboards for real-time data visualization, monitoring, and decision-making.
- Ensures interoperability with existing digital platforms (e.g., CommCare, Universal Single Registry System (URS), etc.) as needed.
- Strengthens accountability, reporting, and learning within the Activity.

## **3. Objectives of the Consultancy:**

The main purpose of this consultancy is to design and develop a robust computerized web-based Management information system (MIS) for the Adkeysi Activity.

The specific objective of this consultancy entails the following:

- To develop a Management Information System that clearly captures, conveys, stores, processes, and adequately visualizes Adkeysi data in a timely manner to support real-time Activity status review and adaptive decision making.
- To work with the project technical teams to build the reporting logic and template(s) based on the Activity Performance indicator reference sheets that shall be provided.
- To train and transfer the required knowledge to the Monitoring Learning and Evaluation, and Information Technology Staffs, including provision of the source code, programming language to allow them to make basic improvements or changes to the system after handover.
- To grow capacity of Monitoring, Evaluation and Learning team in data management and visualization as a component of the System.
- To carry out corrective and adaptive maintenance in order to improve the software application when necessary.

## **3. Scope of Work**

For all the Key Activities and Deliverables mentioned below, the Consult will consult with the MEAL Lead and T4D. The Consultant's tasks will include but not be limited to the following:

### **a) Task 1: User Requirement Assessment**

The Consultant will present and discuss with Adkeysi all types of information that are needed to be in the internal and external domain. Appropriate measures will be taken to ensure security and minimize vulnerability to hacking/viruses/Trojans, etc. Adkeysi Activity will facilitate the hosting of these web-services using appropriate arrangements and will provide the consultant with all the necessary key Activity documents. During the time of the assessment, the Consultant is expected to;

1. Get an understanding of all Adkeysi activities through review of Activity documents, and discussions with Activity MEAL staff.
2. Determine detailed user requirements for the MIS based on the information needs of the Activity, including:
  - Support determination of MIS stakeholders (all who have a role in data acquisition, processing, reporting, or use/decision making) and their access rights.

- Support determination of various types of information to be catalogued and stored in the MIS (e.g. alphanumeric data, geolocation, reports, photographs, videos, etc.) relating to the status and effectiveness of various Activity components.
- Support development of various tools to be used in data collection and entry
- Basic data flow requirements and types (into, within, and out of the MIS)
- Basic additional hardware/software/dataset requirements where appropriate

### **b) Task 2: Activity Management and Monitoring of the Information System**

The primary function of the MIS will be to track and manage implementation activities in a manner that provides the right information to the right set of people at the right time; and enable adaptive management and decision making. The primary activities of the Consultant in this regard will include:

- i. Development of a computerized web-based Management information system (MIS) appropriate to effective tracking of the Activity progress, keeping in mind the status of the network infrastructure over which data communication takes place. The system will need to be accessed both offline and online.
- ii. The MIS needs to be structured intelligently and appropriately to ensure ease of entry, quality management, access control, processing, visualization, and reporting.
- iii. There will need to be appropriate links to GIS/mapping systems to provide an additional spatial perspective to the project status data and link to the mobile data applications software like Commcare or Kobo collect.
- iv. The system should be able to link participant data to a generated **Bar-code or QR-Code** which will have all the Participant Household data and linked to the Participant identity Cards.
- v. Appropriate security arrangements need to be made (e.g. for data backup and security, access levels, viruses, etc.) as specified in the AMELP.
- vi. The system developed should be compatible with the computer specifications and operating systems (Atleast Windows 11 enterprise 64 bits) for the Adkeeyisi end-users, the use of various visualizations to help better understand the data is essential (e.g. infographics, Activity management charts, maps, before/during/after photographs, queries, etc.).

### **c) Task 3: Implementing the System Interfaces and Template reports**

This task requires the consultant to test and ensure the system components are functional and include:

- i. User-friendly set of interfaces that mirror Activity interventions.
- ii. Robust system with a reliable functionality to synchronize offline data with online data.
- iii. A web app to allow for mobile accessibility and synchronization
- iv. Allow for upload of available data entered in other formats, largely excel or CSV
- v. Allow for submission of data collected using Mobile data collection applications (Commcare or Kobo collect).

#### **d) Task 4: Institutional Capacity Building for Implementation Support**

The consultant is expected to;

- i. Develop electronic and hardcopy documentation for all aspects of the System developed and provide appropriate training to all relevant Staff. This will include not limited to on-the-job support and handholding, in-person, telephone and on-line support.
- ii. Develop System User Manuals and standard operating procedures to guide the system navigation by end-users. This may include a Demo-based interface or test environment interaction to the system.
- iii. Post-deployment support to the team for at least 12 months.

#### **4. Key deliverables:**

- Needs assessment with stakeholders (what data to track, what reports are required).
- Functional live and dynamic dashboards, reports, data entry forms
- Data workflows and user roles (who enters data, who reviews, who approves).
- System hosting rights and safety features.
- Staff capacity building

#### **5. Guiding Principles of Database Design:**

To minimize the complexities and make MIS a useful tool of performance monitoring, the consultant is expected to take note of the following:

- i. The MIS should provide for a two-way flow of information, such that those who collect and transmit the information receive feedback and the information flow synchronizes with the organizational structure. This should entail core modules particularly data entry forms (Registration, coaching attendance, graduation criteria, PDMs, self-reflection, VSLA, Business tracking, etc.) and cloud storage, thorough validation and de-duplication checks/data cleaning.
- ii. Biometric (Facial) enabled registration forms for participants enrolment
- iii. Indicators, the formats and presentation style of the web page are to be identified in a participatory manner involving the key MEAL, T4D, IT and the consultant.
- iv. The design should be intelligent to minimize data entry issues during routine use (e.g. drawing upon lists, dynamic menus/options, validation checks, memorization of demographic details to avoid repetitive and unnecessary entries, etc.).
- v. The system is flexible enough to accommodate internal learning changes in future.
- vi. The MIS should be fully tested through a demo for all functionality before acceptance. Test procedures for the developed MIS software, which must also include procedures for the overall modular software testing (acceptance).
- vii. Prepare a comprehensive technical manual that will be used for the maintenance of the system. The documentation will also be used as a technical reference manual for M&E and IT staff, now and in the future.
- viii. The agency should have adequate manpower to provide implementation assistance during the design stage.
- ix. Ensure a utility for exportation of data to potential data analysis application packages like STATA, Excel, R and PDF.
- x. User management/ administration roles, permissions, password security and audit trails etc).

## 6. Data protection:

Data protection is a key component of this Activity. The consultant and consulting team should ensure to include the following before, during, and after the design.

- Reference to applicable data protection standards, including Save the Children, FGS data protection policy, GDPR, and any applicable national data management and handling laws/policies.
- Design secure login, encryption, and backups accessible to only designated personnel.
- De-activate any consultants' access to the MIS upon handover and finalization of the post-deployment period.

## 7. Consultancy Timing:

The outputs to be delivered by the consultant include the following:

Deliverable	Description	Timelines
<b>Inception Report</b>	Inception report (detailing MIS architecture understanding, schedule of work, key staff deployment, methodology, etc.)	1 week
<b>Systems Requirement Study and or notes</b>	This will include all key aspects of design (MIS structure, indicators, report formats, information flow, internal and external address resolutions, hosting arrangements, additional hardware/ software/ data/connectivity requirements, institutional arrangements, and other data requirements for system development), etc., and external hardware device plug-in requirements, if any	1 Week
<b>System Design: Initial coverage</b>	During the first stage of development, the consultant is expected to lay out a physical design of the system. It's required that relationships and dependencies be established between the groups of data elements, or data files, to determine how data files interact with each other. The result of this sub-procedure should be a schematic diagram that will be used to guide the final application/system. Presentation to the Activity team for comments and further improvement.	1 Week
<b>Second stage development</b>	The second stage of development requires the consultant to incorporate all the changes indicated and further work on the improvement. This will include changes or redevelopment of the Tools/ functions to suit the system requirements. The consultant is expected to present to the MEAL team and Adkeysi leadership/Activity staff for further comments.	1 week
<b>System development:</b>	During the system development, the consultant is expected to use the design document to start the process of establishing what the data entry interfaces will look like; how the data will be entered; how outputs in the	3 weeks

	form of reports/ dashboards will be generated and present the results of this stage to the Project team.	
<b>User acceptance test (UAT)</b>	At the user interface, the consultant is expected to carry out the Incorporation of all the comments. The consultant is also expected to carry out a full roll-out at this stage: demonstration of the system developed in all aspects for full functionality to the Activity MEAL team Leadership.	1 week
<b>Documentation and Training</b>	At this stage, the consultant is expected to document the procedure that has been followed as the system development proceeds. <u>Technical documents:</u> The technical documents should describe in detail every aspect of the development process, from the point of defining the system through a detailed description of what went into building the system. <u>User documents:</u> A user document or manual is crucial.	1 week
<b>Final Report</b>	Final report must contain, overview of activities, a review of MIS use, user perspectives, issues, security and data protection aspects, and suggestions for improvement and sustainability.	At the end of the Assignment
<b>Post-deployment support</b>	Once completed, the consultant is expected to provide post-deployment support for at least 9 months remotely as the team navigates the system.	Ongoing for 9 9-month period.

**Note:** The total duration of the consultancy should be 3 months for setup, and 9 months post-deployment support.

**Adkeysy RFSA Monitoring and Evaluation-Management Information System (M&E-MIS)  
Summary of Technical Specification and Requirements**

<b>Capability Category</b>	<b>Specific</b>	<b>Example Functionality</b>	<b>Rational</b>
Indicator calculation and automation	Once data entry and validation/cleaning are completed, the database automates the calculation of the indicators as described in the PIRS and IPTT (Performance Indicator Reference Sheets for all the standard and custom indicators). It should allow filtering data by the level of disaggregation specified in the IPTT & PIRS.	Monitoring and Evaluation (M&E) staff are responsible for validating data to ensure consistency with the program's indicator progress tracking. The system should allow all users to view progress against targets (set at least annually for the program's duration) and filter results by date, location, and other disaggregates. Data should be presented through clear visualizations such as tables, charts, graphs, maps, and dashboards, and also be exportable to CSV and Excel formats.	Automating indicator calculations reduces manual errors, ensures consistency, and provides timely insights into program performance against both BHA standard and custom indicators, which are central to testing the theory of change.
Results Framework Management	The MIS graphical user interface should be adopted from the Activity result framework and ToC linking and visualizing low-level results to higher results (logical)	Logged-in users should have configurable views in a dashboard for the items they need/want to see, considering the framework of the Activity design. The access should be based on user rights.	Designing the MIS around the Results Framework ensures staff and partners can clearly see how activities contribute to intended outcomes, improving alignment and accountability to Activity objectives/purposes.
Activity Management	The system should allow us to create and manage key activities associated with results, and accommodate different Activity years (fiscal, award year) and enable quarterly reporting against annual Detailed Implementation Plan (DIP) milestones	User Role-based tool sets for defining, managing, monitoring, and reporting on Activity multi-level work plan activities in various locations (grouped by administrative units), partner and cohorts.	Linking activities directly to outcomes and milestones ensures clear accountability, supports adaptive management, and facilitates reporting under the Collaborating, Learning, and Adapting (CLA) approach.

Capability Category	Specific	Example Functionality	Rational
Data Collection Management	The MIS should support and enable easy design of data collection tools using XLSForm standards, deployable via mobile devices (Android and iOS for iPhone mobiles), with both online and offline functionality. It should enable integration with existing platforms such as Kobo Toolbox or Commcare, and allow multimedia data capture (photos, GPS, barcodes, etc.).	User Role-based toolset for defining, deploying, collecting, and managing data collected from various locations (grouped by administrative units). Also, it should enable photo collection, GPS location, barcode scanning).	Flexible and integrated data collection ensures that high-quality data can be gathered from field locations, even with low connectivity, and supports both quantitative and qualitative program monitoring.
Data Validation Management	The system issues a data quality report that summarizes and lists all flagged records. Defined users review data points flagged as incomplete, incorrect, inaccurate, or irrelevant and then use established data cleaning techniques to replace, modify, or delete the “dirty” data. Identify and flag data outliers (e.g. potential errors). The data warehouse should be dynamic and easily customizable.	A report is available to admins and the staff entering data showing a summary of all the flags as well as a list of all of the flagged records. Records can be unflagged by resolving the issue or waiving the error message (with approval from admin). Protocols on data quality audits (to review a sample of all, not just flagged, records) and regular reviews of the flagged list can be designed by system managers. And audit trace label should be available for Admin to refer to.	Data reported via forms is prone to having errors either reported from the source, transcription error, or other inaccuracies. The system should be able to identify these errors/issues, flag them and report their status to administrators and users for correction.  Automated validation enhances data reliability and reduces errors, while clear audit trails strengthen accountability and compliance with donor requirements.

Capability Category	Specific	Example Functionality	Rational
Data Analytics and Report Management	Define and generate standard and customized reports and dashboards including charts and graphs reflecting trends and patterns. Enable data aggregation functions allowing the cross tabulation of different variables in data sets.	Queries may be performed across all fields/sources/geographic regions for which the user has access. Reports and report templates/structures may be saved within the system for future access, shared to other registered users, printed, or exported to Word, CSV or PDF. Dashboards that can visualize activity information, indicator progress for results on a graph or map, program statistics. Custom Reports can be created to identify conditions such as when indicators actuals have not been recorded for the current period. Longitudinal data analysis should also be available to discern trends in the indicators.	Effective analytics and reporting enable evidence-based decision-making, timely course corrections, and compliance with donor reporting requirements.
Workflow Management	The system should be flexible enough to add new indicators, beneficiaries, or activities mid-program, and track changes with an audit trail. Dashboards should show updates to milestones and implementation plans in real time.	The dashboard should be configured to be able to configure their dashboard to display an audit trail of changes to activities or milestones in the detailed implementation plan.	Flexibility and auditability are essential in dynamic program contexts like Somalia, where adaptations are frequently required while maintaining accountability. Therefore, the system should permit iterative testing of the application before full deployment.

Capability Category	Specific	Example Functionality	Rational
Document Management	<p>Capability of uploading, downloading and store documents associated with results, indicators, activities, milestones, and CLA's resources. Photos etc.</p>	<p>The user based on their respective rights should be able to upload their activity photos, name/rename and download in JPEG/JPG format. And the documents in any Microsoft readable format (CVS, Excel, PDF, word, Ppt, etc.)</p>	<p>Repository for results, indicators and particularly any CLA documents produced by Adkeys. Either in PDF or Microsoft Office format.</p>
Profile Management	<p>The system should maintain unique profiles for individuals, households, businesses, and organizations, integrating QR or barcode identifiers. Profiles should link interventions received, demographic data, and service history, allowing multiple activities to be associated with each profile</p> <p>In addition, the system to profile and track businesses and private sector enterprises engaged among others.</p>	<p>Users should be able to set up a profile for unique individuals and groups, which can be associated with multiple activities. All profiles associated with an activity should also be accessible. For example, everyone having received cash transfer/coaching training should have a unique file with his/her relevant personal information, what he/she has received and when, whether he/she is expected to benefit from future interventions and whether any further actions are needed by any stakeholder.</p>	<p>Comprehensive profile management ensures accurate longitudinal tracking of beneficiaries across the graduation cycle, prevents duplication, and strengthens accountability to targeted households.</p>

Capability Category	Specific	Example Functionality	Rational
Geospatial content management	<p>View and access data through the geographic map. Associate and aggregate data and service delivery to specific geographic points or polygons.</p> <p>Detect user geographic location. Particularly the geolocation of each data collection point.</p> <p>Associate participants and activities with points and polygons (mapping of Albarka intervention)</p>	<p>Users may want to select a sample of Activity participant group or groups to visit with a third party who wants to see a variety of activities but only has limited travel time and security access. The system on the map can show the types of activities that participants (represented by points) participant in and their location for easy selection and location.</p>	<p>Geospatial management enables better targeting, supports third party site visits, and enhances accountability by linking Adkeeyi interventions to specific locations and households. This also supports referral mapping tracking for each referral service accessed by the household.</p>
Offline Management	<p>Fill in and modify data collection forms from computer and/or mobile devices without an Internet connection. Upload and synchronize offline data and documents from computer and mobile devices. Ability to upload reports from a word or excel document that would fill in web-based forms for reporting on milestones and indicators.</p>	<p>Users visit a remote site and conduct coaching sessions/training or PDM assessment. Then they return to the hub office and have internet connection, they can either enable automatic synchronization via Wi-Fi or plug in to transfer records to the computer database.</p>	<p>Offline capability is essential in Somalia, where connectivity is unreliable, ensuring uninterrupted data collection and program monitoring.</p>
System compatibility and integration	<p>Compatible with latest Windows, IOS, Android and chrome operating systems and mobile devices. Compatible with latest Chrome and Edge internet browsers, Google APIs etc.</p> <p>It can be integrated with data analytic software packages eg Power BI and Tableau.</p>	<p>Compatible mobile apps for entering data into certain forms (e.g. survey data, reports, workflow approvals etc.). Compatible with shared drive, Microsoft Azure etc.</p>	<p>Activity will use varying technologies and systems that the MIS should be compatible with.</p>

Capability Category	Specific	Example Functionality	Rational
Back Up & Recovery	Provide robust back up, urgent data recovery and standard disaster recovery both online and offline using cloud system.	Backup data should be stored in the cloud or on a server that can be accessed without a charge to Save the Children. This will be discussed and decided during the design phase.	Reliable backup and recovery safeguard sensitive program data, protecting investments and ensuring business continuity.
User experience and language	The interface must be intuitive, with prompts, skip-logic, and design features suitable for staff with low computer literacy. The system should be available in English and or Somali, and accessible on handheld devices online and offline	The interface should have clear instructions and guidance for the user to follow while interacting with the system.	A user-friendly interface reduces data entry errors, ensures inclusion of community/frontline workers like coaches and CBTs, and promotes broader adoption of the MIS. To avoid data entry errors and/or misinterpretations, user interface should be in English and or Somali language.
Security and privacy	Users should have their own logins and permission; however, the system must be able to prevent a user exporting sensitive personal data of people whose details are stored in the system.	The system has three to four layers of access. Including admin and basic users. Each has their limits e.g. View, edit, download etc. Any access required beyond the user rights should be sent to the System admin for verification and approval.	Department of State and Save the Children collect sensitive information on household living conditions which are useful for providing graduation programing but should be protected.  Some of the datasets collected need to be submitted to the Department of State Development Data Library (DDL), but all private and sensitive information needs to be removed. This should be the security measure for data exports as well.

### 8. Reporting Arrangements:

The consultant will work under the overall guidance of the MEAL Lead and TD4. As the assignment will be time-constrained, the consultancy firm/Individual is expected to work full-time for the duration of the assignment and provide weekly updates on the progress during the assignment.

**Roles and Responsibilities:****a) The consultant will be responsible for:**

- Regular reporting of progress to the Adkeeysi Activity team.
- Production of deliverables in accordance with the stipulated requirements and timeframe outlined in the TOR.
- Active engagement with Adkeeysi team members.
- Preparation of draft and final report and manuals for the MIS developed.
- Provide post deployment support.

**b) Adkeeysi Activity team will be responsible for:**

- Providing Terms of Reference for the assignment and relevant Activity documents.
- Selecting, contracting, and managing the consultant.
- Active engagement with the consultant during the exercise.
- Guide the consultant on the indicators and data requirements.
- Covering the costs and management of communications associated with the assignment.

**9. Proposed Payment Schedule:**

The Payments are made upon satisfactory completion and acceptance by Adkeeysi for the deliverables:

- 20% of the contract value upon submission of Inception Report
- 40% of the contract value upon submission of MIS platform developed as per technical requirements stated in the scope of work
- 40% of the contract value upon submission of the refined Final Version of MIS platform along with documented source code, final user manuals and training materials.

**10. Required:**

- Technical proposal of maximum 4 pages addressing all the requirements above and explaining how the tasks will be handled, methodology, and composition of technical staff.
- Deliverable-based work schedules.
- Financial proposal clearly shows the breakdown of costs and should not exceed 2 pages. The financial proposal should contain itemized costs, at least for the following broader deliverables: System analysis Study; System Design; System Development; User acceptance Test; System documentation and Training; and post-deployment troubleshooting support cost.

**11. Submission instructions:**

- The full proposal with all accessories should be submitted within one week of from the date of receipt of the application.

## 12. Deliverables

- Needs assessment with stakeholders (what data to track, what reports are required).
- Functional live and dynamic dashboards, reports, data entry forms
- Data workflows and user roles (who enters data, who reviews, who approves).
- System hosting rights and safety features.
- Staff capacity building

**Reporting and coordination:** The consultants will report directly to the designated ACCM and MEAL leads and will be required to maintain regular communication and provide updates on the progress of the story collection process.

**Data management and confidentiality:** The consultants will be expected to follow strict protocols for data management and storage to ensure the confidentiality and secure handling of collected stories and personal information.

### TIME FRAME

- The consultancy work will last approximately **3 months for setup and 9 months for post-deployment**. The days will start by the date the contract is signed.

### TERMS AND CONDITIONS

- **Consultancy fee:** The consultant will come up with his/her own rate which will be subject to negotiation within the bounds of donor requirements and set standards of SC in Somalia. The consultant is expected to estimate all relevant costs for the exercise while undertaking activities related to this assignment.

### CODE OF CONDUCT

Save the Children's work is based on deeply held values and principles of child safeguarding, and it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff and other people working for and with Save the Children. Save the Children's Code of Conduct sets out the standards which all staff members must adhere to, and the consultant is bound to sign and abide to the Save the Children's Code of Conduct.

A contract will be signed by the consultant before commencement of the action. The contract will detail terms and conditions of service, aspects on inputs and deliverables. The Consultant will be expected to treat as private and confidential any information disclosed to her/him or with which she/he may come into contact during her/his service. The Consultant will not therefore disclose the same or thereof to any third party or publish it in any paper without the prior written consent of Save the Children. Any sensitive information (particularly concerning individual children) should be treated as confidential.

An agreement with a consultant will be rendered void if Save the Children discovers any corrupt activities have taken place either during the sourcing, preparation, and implementation of the consultancy agreement.

### Copyright and intellectual property:

In consideration of the fees paid, the consultant expressly assigns Save the Children any copyright arising from the work the consultant produces while executing this contract. All information collected, the consultant will not use, reproduce, or otherwise disseminated or authorized others to use, reproduce or disseminate such works without prior consent from Save the Children International Somalia.

### ETHICS AND CHILD SAFEGUARDING

Consultants will collect children's information in an ethical manner, making sure children and project beneficiaries including best practices for collecting information, using a non-judgmental tone, obtaining informed consent, participant privacy and confidentiality, and data security measures. The Consultant will focus on the ethical aspects of data collection and how to ensure the dignity and psychological safety of the children with disabilities, including gender sensitive, child-friendly and inclusive methods. A contract will be signed by the consultant before the commencement of the action. The contract will detail terms and conditions of service, aspects of inputs, and deliverables.

### Application Procedure and Requirements

- Interested candidates in this position are expected to provide the following documentation:
- A technical proposal with a detailed response to the TOR, with a specific focus on the scope of work, methodology, and timelines, and how the participation of the parents of the children with disabilities in the assignment will be ensured.
- Detail work plan with timelines to be shared.
- Firm/company profile on handling the related assignment if the consultant is firm.
- Personal CVs for individual consultants highlighting qualifications and experience.
- Contact details of referees who shall be organizations for which you have conducted similar assignments.
- Financial proposal indicating consultancy fee and other costs related to the assignment
- Contracts or reports of at least two previously conducted similar assignments.

### Supplier Sustainability Policy and the included mandatory policies: [Click Here to Access](#) HOW TO APPLY:

Applications can be submitted by either:

#### Electronic Submission via ProSave (Recommended)

- Submit your response in accordance with the guidance provided in the document below:



Bidding on a Sourcing Event.pptx

- Bidders are encouraged to apply via Ariba system. Please request the Ariba link via email, sending your company profile and Business registration certificate/CV. Please address your request to apply via ProSave to [css.logistics@savethechildren.org](mailto:css.logistics@savethechildren.org)

#### Electronic Submission via Protected Email box (Optional)

- Email should be addressed to [southcentral.supplychain@savethechildren.org](mailto:southcentral.supplychain@savethechildren.org)
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender-related questions to this email address, as they will not be answered.

The subject of the email should be **"Terms of Reference for the Development of Computerized Web-Based Management Information System (MIS).**

– 'Bidder Name', Date'

- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails. Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

– **Your bid must be received no later than 20<sup>th</sup> September 2025**

– **Application Submission address:** indicating "" as the subject.

– Bids must remain valid and open for consideration for a period of no less than **60 days.**