



TERMS OF REFERENCE

“Development of Management Information System (a database) for “RARE PROJECT.”

1. Background and Context

Supporting Children’s School Readiness And Retention (RARE) project is a 5 year project (1st July 2012-30th June 2017), funded by Comic Relief. The project seeks to address problems of access, retention and under-achievement in primary schools in Northern Uganda taking a 3 strand strategy; (1) The first strategy will address what happens to children before they enter school, aiming to improve their readiness for the transition from home to school through home-based/community-based Early Childhood Care and Education (ECCE). (2) Secondly, the project will boost parents’ literacy and parenting skills through Labe’s successful Family Basic Education (FABE) model. FABE targets improved educational performance among both primary school children and their parents by promoting shared learning among the two groups; achieved through sensitizing parents on their responsibilities in children’s learning as well as training teachers and parent educators in children and adult learning methods. (3) Thirdly Labe will support women’s pressure groups and local School Management Committees to give counseling sessions to early school dropouts and lobby for their immediate readmission in school.

The project is implemented in Adjumani, Amuru, Arua, Gulu, Koboko, Moyo, Nwoya and Yumbe in northern and West Nile

The project aims is to change societal belief that learner achievement occurs only within formal schools by creating links between school-based Universal Primary Education with home-based Early Childhood Education and Family Basic Education.

Description of services required

Literacy and Adult Basic Education (LABE) is soliciting proposals from individual consultant/s or firms to develop a Management Information System / database in SQL/ MS-Access or other suitable software to enable real-time tracking and reporting of our education programs: RARE/MTE 2. LABE is seeking expert assistance to design a relational database to manage large amounts of data captured through project monitoring and evaluation so that all routine project data can be stored in and accessed from a central location. The data base is expected to capture data and generate reports on various queries, in order to meet the project specific objectives.

The consultant(s) would be requested to work in close collaboration with the MEL, HOP and the regional Team Leaders.

The Management Information System (MIS) will specifically capture the following data:

- Enrolment of pre-school children (3-5 years) in 800 home learning centres (HLCs).
- Enrolment of pre-school disabled children (3-5 years) in 800 home learning centres (HLCs).
- Enrolment of in-school children (6- 13 years) in 120 primary schools (P1-3).
- Enrolment of in-school disabled children (6- 13 years) in 120 primary schools (P1-3).
- Enrolment of adult learners (parent learners) in 800 HLCs.
- In- school children's assessment in NAPE tests; Baseline, mid -term NAPE tests and final NAPE tests and reports generated comparing the performance between baseline and final results.
- Number of pre-school children graduating yearly from the 800 HLCs to join primary one.
- Actual number of pre-school joining primary 1 from 800 home learning centres on a yearly basis.
- Profiles of the Centre Coordinating Tutors (CCTs) trained in family learning and home based ECCE
- Profiles of the head teachers/teachers trained by the project
- Profiles of the Parent Educators (PEs) trained by the project
- Profiles of Women Pressure Groups (WPGs) working with the project
- Profiles of School Management Committees (SMCs) in 120 primary schools
- Profiles of Village Health Teams (VHTs) in 120 school communities
- Profile of Home learning centre management committees in 800 home learning centres

2. Scope

The database code will be developed using SQL architecture and user interface(s) using Access with the provision for upgrade for future projects. A high-level scope of the applications and interfaces and a description of some features of the application are given in the table below.

Scope	Description
User management	The system should provide different levels of access to the database: administrator with full Access, read, writes.
Database maintenance	The system should enable administrator users to insert, update and delete records in database tables.
Transfer mechanism	The system should enable users to transfer data from other databases and Excel files to the SQL database, and to export data into other formats, including but not limited to Excel and SPSS.
Data manipulation functions	The system should enable users to perform operations including but not limited to the basic four operations, merging/demerging dimensions, handling data qualifiers, conditional operations.
Macro language	The system should include a macro language that allows if conditions and loops plus all the data manipulation functions listed above, with a recording engine, macro management tools (create, save, delete, load, change).
User interface	The system should allow the display of data as time series in an Excel-based environment and all the functionalities listed above.
Data transfer	The system should allow the data transfer between the internal and external databases.
Database history	The system should include a log of all changes to the records in the database that can be used as a "restoration table" to undo changes that were made.
Training and closure	The developer of the system should provide all the tools, training and maintenance necessary for the effective use of the solution, including but not limited to: system usage guides, trainings for administrators, and users, system documentation, system maintenance contracting, system support

3. Duration of the assignment

The above described tasks (assignment) should be carried out in April 2014 (maximum of 26 days including pre-testing).

4. Consultant Qualifications

The consultant, either as an individual or group of individuals, must demonstrate the following qualifications:

Essential:

- Bachelor's or higher degree/qualifications in computer sciences, IT, or related field
- At least three years experience in database development and maintenance, preferable in education projects.

- Ability to train and support staff to maintain and optimize data management
- Skilled user of Structured Query Language (SQL), and other high end Database Management suites.
- Detail-oriented and self-motivated.
- Positive attitude, team player, able to work directly with clients and able to work in difficult and challenging environments

Desirable:

- Previous experience in developing MIS for NGOs/INGOs is an advantage
- Capacity to develop web-based data entry, management and reporting systems
- Experience in monitoring and evaluation of education programs is an asset

5. Requirements from consultants

This consultancy is a maximum of 26 working days and will be awarded to the consultant/s that offers a proposal that demonstrates the experience to develop a database to meet the organization's needs at a competitive rate and timeline.

- _ A summary of experience in the above-mentioned areas
- _ Curriculum Vitae of all staff proposed to work on this project (if more than one person is proposed)
- _ Examples of databases/sample reports developed
- _ Estimated timeline and detailed budget (please include a note of costs to be incurred by LBE not included in the detailed budget)

6. How to apply

- Cover letter outlining your experience in conducting similar work along with your CV
- Brief proposal (2 pages max.) outlining your methodology, design, timetable and budget

All applications should be received by 28th March, 2014.

Email your application to : labe@labeuganda.org