TERMS OF REFERENCE

# DEVELOPMENT OF MANGEMENT INFORMATION SYSTEM (MIS)

## 24/2/2020

Idara-e-Taleem-o-Aagahi (ITA) is currently seeking partners to create a management information system (MIS) for one of its flagship programs (Advancing Action for Adolescent Girls). Firms are invited to submit a tender to undertake the development task.

The MIS will be used for education programs management, which will comprise of following activities:

## Gathering [household data](http://itacec.org/document/tender/2020/Household_survey_parent.pdf) via surveys

* + School wise search string (entry not allowed if school information not available)
	+ Unique Household IDs are to be auto assigned
	+ Skip logics (i.e. skip a few questions based on the answer of a previous question)
	+ Validation checks (i.e. geolocation, device id, enumerator id, pictures, audio recording)
	+ Cascading questions (i.e. a series of repeating questions based on answer to a question)

## [Enrollment record](http://itacec.org/document/tender/2020/EnrollmentRecord.xlsx) management

* + Child IDs are to be auto assigned
	+ Enumerator should be able to search for and autofill information from household survey corresponding to the child being enrolled
	+ Once entered information can not be changed except by super admin

## Attendance Reporting

* + Attendance sheet is populated automatically with currently enrolled students
	+ Validation checks (i.e. picture, audio, video, geolocation, biometric etc.)
	+ Only applicable lists are available to each field enumerator

## Monitoring activities of field staff

* + Community mobilization sessions records
		- Details of attendees
		- Audio Recording
		- Long text for qualitative input
	+ [Teacher attendance](http://itacec.org/document/tender/2020/Teacher_Attendance.xlsx)
	+ [Student attendance](http://itacec.org/document/tender/2020/Student_Attendance.xlsx)
	+ [School monitoring log](http://itacec.org/document/tender/2020/School_Monitoring_Log.docx)
	+ Formative Assessment
		- Needs to be created and deployed daily/weekly by senior admin
		- Conducted weekly using android devices
		- Validation checks (geolocation, images, audio, video, image identification if possible)

## Creation and deployment of surveys

* + Beneficiary Survey
		- School wise search
		- Baseline first
		- Endline After baseline
	+ Life Skills Based Education Survey
		- School wise search
		- Baseline first
		- Endline After baseline
	+ Learning Levels
		- School wise search
		- Baseline first
		- Endline After baseline
	+ Surveys have support for 20 plus commonly used data types (for reference see data types supported by kobo toolbox)
	+ Survey Fields are editable by super admin
	+ Surveys are to accepted/reject by junior admins
	+ Push notifications to field enumerators
* Weekly workplan uploaded by field enumerators and junior admins
* Performance tracking of all program personnel against tasks assignment
* Task assignment capability and reminders
* Following is the split of number and type of activities that are to be accommodated within the MIS
	+ Field enumerators (500-700)
		- Performing activities mentioned above
	+ Junior Program Team (30-45)
		- Monitoring, evaluating and managing activities performed by field enumerators
	+ Senior Program Team (7-10)
		- Monitoring, evaluating and managing activities of junior as well as field staff
		- Creating reports and dashboards
		- Making use of all information gathered for informed decision making
	+ Admin Team (5-7)
		- Tracking and managing field admins activities
		- Managing all admin related tasks
	+ Finance Team (5-7)
		- Tracking and managing field finance staff
		- Managing all finance related tasks of a program
	+ HR Team (5-7)
		- Tracking and managing field HR staff
		- Managing all HR related tasks of a program
	+ Super Admin (1)

The MIS should have, but not be limited to following features

# App end:

* Easy to use
* Offline capabilities
* SMS/MMS reporting for field agents with no smart phones
* Commonly used validation checks (geolocation, pictures, device id etc.)

# Web end:

* Layered hierarchy (i.e. super admin, admins, junior admins, field staff etc.)
* Project management capability (add/delete/edit programs/projects)
* Separate sections within a project/program for various departments
* Survey creation capability (support for 20 plus commonly used data types, validation checks, skip logics etc.)
* Connections among different databases for cross reporting
* Dashboarding capability
* Report generation capability

# Proposal format:

* Technical proposal should include
	+ Organizational profile
	+ Previous relevant experience
	+ MIS development plan
	+ Features of the solution
	+ Data protocols and risk mitigation strategies
	+ Complete timeline for all activities
* Complete and detailed financial proposal
* Development task is to be completed by first week of May
* Source code of the MIS will be handed over to ITA once development is complete

All interested parties should send their proposals to ihsan.hashmi@itacec.org and moaaz.hamid@itacec.org by 7th March,2020. For more information, please contact Mr. Moaaz Hamid, Manager Monitoring and Evaluation, at (+92) (323) 8440686. To view details about ITA, pleasevisit http://itacec.org/.