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](mailto:ihsan.hashmi@itacec.org) and [moaaz.hamid@itacec.org](mailto: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/.