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## Terms of Reference for Open Data Kit (ODK) Installation Consultant

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**REFERENCE NUMBER:** TIK/MERL/003/2024

**DESCRIPTION:** OPEN DATA KIT (ODK) INSTALLATION CONSULTANT

**DEADLINE FOR SUBMISSION:** 5<sup>th</sup> June 2024

**POSTING DATE:** 23<sup>rd</sup> May 2024

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### Organisational profile

Transparency International Kenya (TI-Kenya) is a not-for-profit organisation that exists to contribute to a transparent and corruption-free society. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that is bound by a common vision of a corruption-free world. TI-Kenya is marking 25 years this year, having built extensive experience in governance work at the national and county levels. TI-Kenya pursues advocacy, partnership development, strategic litigation, research, capacity building, and civic engagement as core approaches. The organisation has mainstreamed research within its program work to ensure evidence-based advocacy.

### Background to the consultancy

TI-Kenya has been implementing good governance programs at county, national as well as regional levels in collaboration with other actors. In its programming, TI-Kenya conducts research as well as pre-inception assessments to inform advocacy initiatives as well as get base markers to track progress. During implementation, the organization endeavours to collect implementation data including feedback from beneficiaries, data on participants, data from mid-term assessments and activity-based assessments to track implementation progress, assess the effectiveness of advocacy strategies as well as get initial results for its work. With the expanding advocacy scope, the need for timely data to inform project-based decision-making has significantly increased within the organization. Additionally, the focus on WASH, education, Health, and Natural Resources governance as key sectoral advocacy areas within the current strategy period increases institutional data requirements hence the need to develop data management systems within the organization. TI-Kenya therefore intends to acquire an appropriate data collection and analysis Information Technology (IT) tool to enhance efficiency and effectiveness in organizational data management.

### Purpose and Scope of the Assignment

The overall objective of the assignment is to improve the efficiency and effectiveness of data collection processes within the organization as well as the validity of organizational data by harmonizing project-based data collection and processes within the organization. Specifically, the assignment entails the installation of ODK data collection software within the organization, training of staff and support in initial utilization (handholding). Further, the exercise will include the integration of ODK with other project management systems within the organization. Working closely with TI-Kenya Monitoring and Evaluation lead, the consultant will:

1. Review user needs/ organizational data requirements through an institutional data gap analysis.
2. Assessment of existing project management/monitoring and evaluation systems for compatibility.
3. Set up the database, install ODK and upload forms to ODK aggregate server.
4. Create survey forms using build and/or xls.form; customization of physical data collection tools and a standard consent form with off-line and online capabilities.
5. Set up ODK to collect and load forms into Android devices.
6. Set up ODK briefcase on the desktop to export data from aggregate and collect required data.
7. Integration with existing monitoring and evaluation systems within the organization.
8. Software operational testing/ pilot tests to ensure system stability and efficacy.
9. Training TI-Kenya staff and three other implementing partners on utility using different platforms as well as technical training and support to an institutional data champion.
10. Provision of operational support for three months to TI-Kenya staff and three other implementing partners.
11. Develop protocols for maintaining database testing, data entry and data checking procedures.
12. Ensure robust security measures to prevent unauthorized access, data breaches and uphold data privacy.

### **Specific Objectives of the Assignment**

1. To install ODK database within the organization, configure and customize data collection tools.
2. Integrate ODK with the existing monitoring and evaluation system.
3. To train TI-Kenya staff and three other implementing partners on utilization.
4. Provide handholding support for 3 months.

### **Key Deliverables**

1. User needs assessment report with recommendations and work plan on installation, integration, training and support.
2. ODK software with customized tools including standard consent form.
3. Training report.

4. Technical support report including quality of data collected and areas of improvement.
5. Protocols for maintaining database testing, data entry and data checking procedures.

**Confidentiality of information:** All parties involved in the assignment shall maintain the confidentiality of sensitive information exchanged in the course of the assignment. All documents and data collected will be treated as confidential and used solely to facilitate the performance of the assignment with strict reference and adherence to TI-Kenya's data protection and privacy policies.

**Content and Intellectual Property Ownership:** All the required documents, reports or other outputs in their draft and final versions shall be submitted to TI-Kenya within agreed timelines and shall remain the explicit property of TI-Kenya. The intellectual property rights, including but not limited to copyrights, trademarks, patents, and trade secrets, related to this assignment shall be owned by Transparency International Kenya.

### **Timelines**

The assignment will be undertaken within 30 working days.

### **Qualifications/Profile of Consultant**

1. A degree in social sciences, computer science, software Engineering, statistics, or any other related relents field.
2. Minimum 5 years of proven and demonstrable experience in software development particularly monitoring and evaluation software.
3. Excellent assessment, monitoring, evaluation and report writing skills.
4. Knowledge of IIS web server (Internet Information Services) and other web-based programming software
5. Demonstrable experience in undertaking similar assignments in the last three years.
6. A person of high integrity who will model TI-Kenya's core values.

### **Submission of Bids**

1. An expression of interest documenting your understanding of the assignment, methodology for carrying out the engagement, expected outputs and tax-inclusive costs for conducting the assignment.
2. Profile with resume and latest samples of your past work.

The deadline for submission of expressions of interest is 5<sup>th</sup> June 2024. Applications should be sent by email to [consultancyapplication@tikenya.org](mailto:consultancyapplication@tikenya.org) . Please indicate "**TIK/MERL/003/2024-ODK Database Installation consultancy**" in the subject line of your email application.

## **Complaints Process**

This call for Expression of Interest does not constitute a solicitation and TI-Kenya reserves the right to change or cancel the requirement at any time during the EOI process. TI-Kenya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will be issued in accordance with TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and the final tender award can be addressed, in writing, to the Executive Director and the TI-Kenya Tender Complaints Committee.

The Executive Director,  
Transparency International Kenya,  
Bishop Magua Center, Off Ngong Road – George Padmore Lane  
Ground floor, Wing B, Office No UG7  
P.O. Box 198- 00200, Nairobi

### **Or Email**

[complaints@tikenya.org](mailto:complaints@tikenya.org)