



Mouvement Social

Terms of reference

“Development of a Database”

Consultancy for Mouvement Social

Beirut, Lebanon

Starting date: September 2019

Contact : Isabelle Mestre

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The service of an external consultant is required to develop a database tailored on the project’s needs to facilitate monitoring and reporting. The consultant will in cooperation with the team suggest the best tool for develop the database and train the team according to the role of each team member.

CONTEXT

Mouvement Social (MS) has been working since 1961 towards sustainable development over all Lebanese territory in a secular approach. It aims to build a fair and humane society, to improve the citizenship and autonomy of the underprivileged through socio-economic development projects and to implicate Lebanese youths in the development and improvement of their society. Mouvement Social works to build social support networks as well as empower individuals to engage in the wider community. MS does not only intervene on behalf of its beneficiaries to improve their access to their rights; it mainly works to increase awareness of social issues and lobbies decision makers to promote policies that take into consideration the basic rights and needs of the underprivileged.

The project this TOR is related to aims to enable children to access and retain in education by providing early child education, homework support, PSS (counseling and animation), family follow up, school follow up (with scholarship support when needed) for vulnerable children in the areas of Sin El Fil (Nabaa) and Jnah (Saint Simon and Saint Michel) since the 1990's.

In those two MS's centers, target groups are vulnerable children and youth from 3 to up to 18 years old who are registered in MS kindergarten or currently attending school in public or semi-private or private schools and are at risk to drop-out of the educational system and covered when needed with scholarship. Their parents are also targeted through awareness sessions on a regular basis. MS follows specific criteria to select beneficiaries through an individual screening process undertaken by MS social workers. By supporting Syrian refugees, host community children and youth and their families to access relevant, quality and psychosocially supported education program in a protective learning environment, MS aims to contribute to the fulfillment of children's rights to relevant education and child protection in Lebanon.

OBJECTIVES

The main objective of this consultancy is to develop a database for the on-going project that will enable a better monitoring and reporting on the project achievements. In this frame, the consultant will work closely with the project coordinator and key team members to:

- Determine the best base/tool for the database (Excel, or Access, or other),
- Build the Database based on the indicators and data that are needed,
- Train the team members for data entry and extraction,

METHODOLOGY

The consultant is free to suggest a methodology preferably based on mixed methods of information gathering.

The consultant will sit with project coordinators and head of centers with relevant team members to design the needs of the database and then formulate recommendation. With approval of the project coordinator, the consultant will develop and document the development of the database.

Restitution and meetings are conceived as key moment between the consultant and the team to confront analyze and statements and create a positive and constructive change. A continuous coordination with project coordinator will be crucial for the good process of this work.

QUALIFICATION

Mouvement Social is looking for an experienced national consultant with experience in developing/designing database and train on use of database.

Both institutions and individuals are eligible to apply.

The consultant should have the following qualifications:

- Bachelor degree in informatics
- Proven experience in designing and developing database,
- Experience working with NGOs is a plus,
- Experience working on educational/school project is a plus,
- Significant professional experience working with Arabic speaking participants and full ability in French or English,

DELIVERABLE AND SCHEDULE

It should be rigorously timed and coordinate for the consultant to keep the process on track and for the project coordinator to validate each step taken. The consultant will deliver the followings:

1. Inception meeting

During a first exploratory meeting with principal stakeholders, the **consultant will request all needed document and existing database/list of indicators and also all needed information to determine the appropriate base for the database.**

- Recommendation report of 3 pages for the best base choice and first design draft

2. Presentation of the database (after a month after starting date)

The consultant will do a presentation of the database, its different features and use and how it meets the expectations. The consultant will receive feedback and if needed modify accordingly.

- A full database is shared with the project coordinator and the head of centers

3. Training on the database (after approval of the database maximum after 2 months since starting date)

The consultant will provide a one-day training with different components to have all relevant team members trained on data entry and data extraction. The consultant should take in consideration that the training will be also an appropriate moment to receive feedback and conduct modifications accordingly before sending it for last approval to the program coordinator and head of center.

- 1-day training for the teams,
- Final database with team feedback included and validated by project coordinator and head of centers,

Note that this consultancy is expected to be completed in **10 to 15 working days within 2 months (to be ended in November 2019 maximum)** therefore, the consultant should propose a timeline to submit the deliverables in their proposals considering the aspects above. Months mentioned in the text above should be respected as much as possible.

ASSIGNMENTS

- I. The consultant shall sign a non-disclosure agreement and maintain strict confidentiality on any information accessed from MS. This condition shall apply even after the end of the contract.
- II. The consultant shall install the database and demonstrate the functionality of the database to the Centre for final approval.
- III. The consultant shall provide a minimum of 1-year support service from the date of delivery.

BUDGET AND PAYMENT

Interested consultant should submit a budget following the form in annexes.

Please note that the consultants would be required to use their own computers, printers, photocopier etc.

Payment is contingent on approval by MS direction and will be made in three instalments:

- a) 25% after inception meeting,
- b) 25% upon first submission of the database,
- c) 50% upon **training and full validation of the database**,

The consultant may propose different payment schedules that will be considered during the assessment of the proposal.

SELECTION CRITERIA:

Consultants are invited to submit technical and financial proposal based on the TOR. Selection process will focus on:

- ✓ Understanding of the subject and objective of the consultancy;
- ✓ Methodology suggested;
- ✓ Qualifications, experiences and competencies;
- ✓ Budget;
- ✓ Schedule;

APPLICATION

Technical and financial proposal should be 3 to 5 pages maximum (in English) CV and budget excluded and sent before 10th of August 2019 to both email addresses below with clear mention of "Development of a Database":

SIKLAWI Zahi – Mouvement Social HR hr@mouvementsocial.org

MESTRE Isabelle – Project coordinator – i.mestre@mouvementsocial.org

Annexes 1: Sample for quotation

Name:
Contact:

Quotation n°

Title of the research:

Title of expenses	Units	Cost per units	Total cost (TTC)
Internal transportation			
		\$	\$
Fees per working day			\$
		\$	\$
Other costs (to be specified)			\$
		\$	\$
		\$	\$
		\$	\$
Total TTC:			\$

Observations:

Annexes 2: Proposal canvas

1. TOR Comprehension

Including:

- Understanding of TOR
- Understanding of the context and the project

2. Methodology of work and expected results

- Suggested methodology to reach objectives;
- Indicative schedule;
- Expected results;
- Complementary information upon consultant suggestion

3. Annexes

- Consultant CV
- Quotation (cf. sample above)