

## Scope of Work

<b>Area of Expertise Required</b>	<b>Data Management, Analysis and Reporting</b>
<b>Assignment</b>	Consultancy
<b>Assignment Type/Location</b>	Borderless Community Center, Ouzai
<b>Duration and Level of Effort (LOE)</b>	15 Days
<b>Maximum Budget</b>	
<b>Brief Description</b>	Borderless NGO is seeking proposals from qualified and experienced consultants in Data Management, Analysis, and Reporting. The consultant will work with the organization to improve its data collection, management, analysis, and reporting processes. The goal is to enhance the NGO's ability to make data-driven decisions, demonstrate impact, and improve program effectiveness.

### 1. About the organization

Borderless is a non-governmental organization (NGO) with a mission to uplift marginalized communities, particularly in Lebanon. Our vision is to address structural barriers to overcoming hardships faced by disadvantaged and at-risk populations, including patterns of discrimination, lack of access to essential services, conflict, and social disorder. Our focus areas include providing support to children, youth, and women through integrated programs aimed at education, livelihood, protection, advocacy, and capacity-building.

### 2. Assignment Overview

Conduct a capacity building program for Borderless' operations and programs team.

### 3. Tasks and Deliverables

- a. Conduct Needs Assessment: Data Management Policy and Procedures
  - Conduct an initial assessment of current data management practices, tools, and systems.

- Identify gaps and areas for improvement.
  - Develop a customized work plan based on the assessment findings.
  - Based on the findings, the consultant is required to submit an outline of the capacity building program covering the remaining days, with an estimated duration of each topic.
- b. Key Objectives:
- To assess and improve the NGO's current data management practices.
  - To build the capacity of staff in data analysis and reporting.
  - To develop a comprehensive data management plan.
  - To establish robust data collection and reporting systems.
  - To ensure data-driven decision-making across the organization.
- c. Develop Data Management Framework
- Using the findings from the assessment, the consultant will develop a comprehensive Data Management Framework tailored to the specific needs and context of Borderless NGO. This framework will outline strategies, policies, and procedures for data management, analysis and reporting effectively.

**Data Management System:**

- Review existing data collection tools and methods.
  - Recommend and implement improvements or new tools as needed.
  - Ensure data collection processes are efficient and reliable.
  - Establish secure data storage solutions.
  - Implement data security protocols to protect sensitive information.
- d. Implement Data Management Strategies & Tools
- The consultant will work closely with Borderless NGO's leadership team to implement the recommended strategies outlined in the Data Management Framework. This may include developing action plans, establishing monitoring mechanisms, and providing training to staff on best practices.

**Capacity Building Workshops:**

- Conduct workshops on data management best practices.
- Train staff on data analysis tools and techniques.
- Provide training on data visualization and reporting.
- Offer one-on-one mentoring and support to staff as they implement new skills.
- Provide resources and documentation for continued learning.
- Develop tools and frameworks for ongoing monitoring of data collection and management processes.
- Establish key performance indicators (KPIs) for data management effectiveness.
- Set up regular evaluation cycles to review data practices.
- Provide recommendations for continuous improvement based on evaluation results.

- e. Measuring Impact:
  - Develop tools that measure the impact of the capacity building program (such as training feedback, pre/post assessments, etc.)
  - An updated and final Data Management, Analysis & Reporting Policy and Procedures should be established by the end of the capacity building program.
  
- f. The consultant must commit to:
  - Sharing the assessment, capacity building program outline and training material with the Borderless team for final confirmation
  - Abide by Borderless' reporting mechanism to allow continuous monitoring of activities
  - Identify and communicate risks/challenges to Borderless team and call for intervention when required

2. **Key Deliverables:**

- a. Post the capacity building program, Borderless should have in place an enhanced Data Management, Analysis & Reporting Policy and Procedures.
  - Documentation and Reporting: The consultant will document all aspects of the data management process, including findings, recommendations, and action plans. Regular progress reports will be provided to Borderless NGO's management team, and a final comprehensive report will be submitted at the conclusion of the project.
  - Initial assessment report of current data management practices.
  - Customized work plan and timeline.
  - Improved or newly implemented data management tools and systems.
  - Training materials and resources.
  - Conducted training workshops and mentoring sessions.
  - Standardized data analysis methods and templates.
  - Reporting framework and templates.
  - Monitoring tools and evaluation reports.

**4. Timeline:**

15 days in person consulting.

**5. Skills and Experience Required**

**6. Required Documents**

Interested candidates should submit the following documents by the specified deadline:

- Cover letter

- Curriculum vitae (CV)
- Samples of previous work
- Financial offer in USD
- Selection Matrix:

The applications will be assessed based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Profile of the organization (please include the CV of consultant who will deliver the training and conduct the need assessments)	10%
Proven experience in the field of training and capacity building, within risk management principles, methodologies, and best practices	35%
Provision of the technical proposal and the methodology used to conduct capacity building program	30%
Provision of the total cost (noting that the price should be submitted per training day)	25%

Please send the required documents to [procurement@borderlessngo.org](mailto:procurement@borderlessngo.org) by July 18, 2024. Include "Data Management, Analysis & Reporting" in the subject line and specify how you learned about this opportunity. Incomplete applications will not be considered.