



Terms of Reference for Developing, installation and follow-up training for staff in a Comprehensive, Integrated Computerized Monitoring and Evaluation System for Environmental Alert

1.0 Introduction

Environmental Alert is interested in developing a comprehensive, integrated Monitoring and Evaluation System that will strengthen planning, track the implementation progress, assessing the results and impact of its projects and programs.

It will also entail tracking of progress made towards the implementation of its strategic plan and any other approved accords. The system will also monitor inputs, activities, outputs, outcomes and evaluate the impact and effectiveness of specific projects, strategies, programmes and plans. This Terms of Reference (ToRs) provides a framework for developing the desired automated Monitoring and Evaluation system. It presents the key objectives, expected outputs, and timeframes.

It is in this regard that technical services are sought to assist in the establishment of a comprehensive Integrated Automated Monitoring and Evaluation System for Environmental Alert.

2.0 Background

Environmental Alert was founded in **1988** and in **(2018)** it marked **30 years** of contribution to improved livelihoods and development in Uganda through several interventions in sustainable agriculture, environment, natural resources management, water, sanitation and hygiene. Environmental Alert is officially registered with the NGO Board as a Ugandan non-governmental organization, incorporated as a company limited by guarantee. Environmental Alert is governed by an Independent Board that is responsible for providing strategic oversight of the organization including ensuring its integrity as a voluntary service organization.

Vision- *'Resilient and dignified communities, managing the environment and natural resources sustainably.'*

Mission – *'Environmental Alert exists to advocate for an enabling environment, sustainable natural resources management.'*

Further information about Environmental Alert is available in the Environmental Alert profile at: <http://envalert.org/wp-content/uploads/2018/07/EA-profile-Updated.pdf>

2.1 Justification for the assignment

Environmental Alert run several projects and programs to achieve its vision and mission. These projects and programs are run across several regions and from different donors who require different and comprehensive approaches towards measuring the performance of their projects based on agreed indicators. In order to measure project/program progress towards achieving set milestones, the MEL team designed Monitoring and Evaluations Frameworks that guide planning, progress reporting and learning.

The MEL team also aligned different project frameworks to the consolidated organizational program based M&E framework, this streamlined the processes of data collection, management (data cleaning & analysis) and reporting to some extent although in a manual and tedious way. The challenge however is when the M&E system is manually operated. It is time consuming, costly, delays data capture, management and reporting and is subject to various sources of errors. M&E information remains disjointed and scattered in various project templates and reports. Manual M&E systems require Monitoring and Evaluation Specialists in each of the project target areas or even projects to effectively carry out M&E. These are often fully engaged in the tedious process of data capturing, management and reporting.

In order to better aid planning, monitoring, budgeting, reporting, and evaluation within different projects, Environmental Alert needs to automate and align the manually operated M&E with the computerized and user-friendly Monitoring and Evaluation System. The desired system should be able to generate timely, regular, accurate and targeted M&E reports for decision making by donors, Development partners, Board, Management and Staff. This automated system should be more efficient, allows data entry, review and quick analysis. It should have the capacity to accommodate all the performance indicators (both qualitative and quantitative) in projects/programmes frameworks, as well as give room for future enhancements.

Some steps have already been taken to support the transformative shift from a manual M&E system to a computerized system. For example A 500 GB server and networking cables have already been procured and setup

3.0 Overall objective of the assignment

The primary objective of the consultancy is to assist Environmental Alert design an Integrated, computerized / automated M&E system to facilitate tracking the implementation of its projects & programs and progress made towards attainment of Strategic plans including the annual milestones, as articulated in the consolidated M&E Framework.

3.1 Responsibilities and Tasks

The main responsibility of the Assignment is to develop an Integrated and Automated Monitoring and Evaluation System for Environmental Alert based on a critical appraisal of its current Monitoring and Evaluation system and Framework. The detailed tasks include:

- a) Review of the corporate consolidated M&E Framework (for both Program and projects) and identify gaps;
- b) Support in setting strategic program indicators and milestone/targets.
- c) Identify an appropriate software / program for hosting the system, this should be simple, affordable based on the EA program portfolio.
- d) Design and install a comprehensive integrated computerized M&E System on the server. The system should be networked, up-gradable, compatible with data analysis software like (SPSS,STATA, MS access and MS excel) and it should be user-friendly for effective information management;
- e) At the inception stage, assist with population of relevant data for the system and provide on job-training on M&E skills required to run the system to the responsible staff in the M&E department, staff at Environmental Alert and other stakeholders as you will be directed;
- f) Work with the M&E department as a counterpart in the assignment.

4.0 Expected outputs/ deliverables

During the assignment, the Consultant will be expected to ensure the production, delivery and execution of the following outputs and indicated timeframes:

Table 1. Key tasks, expected outputs and related timeframe for submission of the outputs.

Task	Output	Duration
A) Inception meeting	Inception report	0.5 day
B) Signing of contract	Signed contract	0.5 day
C) Review of the corporate consolidated M&E Frameworks , project frameworks and relevant documents	Gap identification report	2 days
D) Design and install a comprehensive integrated computerized M&E System on the server	An Automated M&E system installed and networked	6 days
E) Train and support staff in using the system	Staff able to use the system ably	2
F) Prepare and submit an installation and operational report	Final assignment report	4 day
Total days		15 Days

Assignment Management in production of deliverables:

Work with the M&E department as a counterpart in the assignment, Provide briefing sessions on work progress to the team leader MEL department and/or the executive director Environmental Alert.

5.0 Duration and timeframe:

The assignment is expected to begin on **11th/March/ 2020** and must be completed **31st/March/2020**. Thus, by then an established Integrated Automated corporate M&E System and the Final assignment report should be present. The total duration of this engagement will be **15 working days**.

6.0 Facilitation

A modest professional fee will be given to the consultant/facilitator as compensation for his technical expertise, competence and time. This will be agreed upon based on the interpretation by the intending consultants and available resources. Other administrative costs associated with delivery of the assignment will be covered by Environmental Alert.

The remuneration will be subject to 10% of the (total cost) charge for covering costs associated with procurement of the consultant/ resource person.

7.0 Skills/competencies:

- a. The Team/consultant/consultancy firm should have a minimum of a Master's Degree in Monitoring and Evaluation, Economics, Computer Science, software engineering, IT or Statistics and any relevant qualification.
- b. Experience in M&E frameworks and systems development
- c. At least five (5 years of relevant work experience in development planning and monitoring and evaluation. The consultant should have prior experience in designing, developing and supporting implementation of computerized and web-enabled MIS systems

- d. Considerable experience in the design and operationalization of similar automated systems is an added advantage.

8.0 Contract:

A short term contract will be signed by both parties and will be the overall guiding document of the assignment.

9.0 Requirements:

Environmental Alert requires that you submit both technical and financial proposals covering the following:

- a. *CV of expert/s;*
- b. *Evidence of previous experience especially in developing similar systems;*
- c. *Technical proposal (1-2 pages) highlighting the system design, approaches and tools required, including timeframe for delivery of the key outputs;*
- d. *Financial proposal.*

These should be sent to the following by **Wednesday 4th/March/ 2020:**

Environmental Alert

Plot 475/523 Sonko Lane, Kabalagala off Ggaba Road

P.O. Box 11259 Kampala, Uganda

Email: po.mel@envalert.org with copy to ED@envalert.org