TERMS OF REFERENCE FOR DEVELOPMENT OF A WEB-BASED MONITORING, EVALUATION, REPORTING & LEARNING (MERL) SYSTEM FOR TAITA TAVETA WIDLIFE CONSERVANCIES ASSOCIATION (TTWCA)

1. Background

TTWCA is a landscape community-based organization established in 2013 with the mandate to support the development of wildlife conservancies and other related economic activities among its members for improved livelihoods and coordinate sustainable management of the Tsavo ecosystem. TTWCA also serves as a landscape umbrella body for the 33 conservancies/ranches covering approximately 1 million acres within the larger Tsavo ecosystem. The conservancies/ranches form a migratory corridor for the Tsavo National Park which is 5.8 million acres.

2. Programme description and system requirement

TTWCA in her effort to ensure coordination and aggregation of data, seek to enlist the services of a consultant/consulting firm to develop a comprehensive web-enabled and geo-referenced biodiversity Monitoring, Evaluation, Reporting and Learning (MERL) System. The online system will be designed to support programme monitoring, evaluation, learning and information sharing about the periodic implementation status as well as outputs and outcomes of the programme in relation to TTWCA expected results. The online system must allow for quantitative and qualitative data entry provisions, export in a variety of formats, data analysis and generation of reports as per the needs of the programmes.

3. PURPOSE AND OBJECTIVE OF THE MEAL SYSTEM

The overall purpose of this consultancy is to support TTWCA develop a system for management of monitoring, evaluation, learning and sharing information of its programs, through the design and development of an integrated online (web-enabled) MEAL system. Specifically, the objectives of this consultancy are:

(i) To define requirements for an integrated online (web-based) MEAL System accessible to different stakeholders to enhance the ability of TTWCA to monitor and report results periodically;

(ii) To design and develop the system as a common tool for reporting and assessing performance and development results;

(iii) Clearly define roles and responsibilities for the system users with varying level of access

(iv) To build the capacity of the relevant staff to manage the system on a sustainable basis through specific training, help documents and tutorials.

4. SCOPE OF THE CONSULTANCY.

The scope of work for the assignment can be broken down into three main components as discussed below. However, it should be noted that the terms outlined within this document are a high-level description. It will be the role of the consultant to propose the specific and comprehensive low-level technical requirements for each of the components of the assignment.

4.1 Prototype Model

The consultant will be responsible for defining the requirements of the desired system in consultation with relevant TTWCA staff. In summary, the Consultant will be expected, among other duties, to:

- Establish requirements of the new system based on the TTWCA programme results and consultation with relevant staff.
- Identify possible linkages with results collected and managed at available IT infrastructure and facilitate a discussion on realizing the links;
- Define roles and responsibilities for the system administrators and users; and
- Develop and present a prototype model for the new system and supporting IT infrastructure.

4.2 Integrated Monitoring, Evaluation, Reporting & Learning (MERL) System

The consultant will assist in developing a user-friendly MERL, accessible to different stakeholders. The system must be designed in a way that all core monitoring and evaluation tasks can be easily undertaken by programme staff. The new system will be a web-based platform with both online and offline capability that contains and tracks down the achievement of performance indicators and targets of major planning and reporting documents in use by the TTWCA programme such as;

- ✓ The Results Framework;
- ✓ M&E plan;
- ✓ Indicator performance matrix;
- ✓ Programme based budgets;
- ✓ Feedback & response flow chart;
- ✓ Learning plan.

The system should contain the logic models of the above documents (outcome and output performance indicators, their targets, budget allocations). It should also allow necessary data entry or importing of data from other information systems and data sources. The system should work both offline and online. The system must have a summary dashboard that is able to display clean data visualization and with summarily statistics of the main programmatic indicators. More specifically, the MERL should have the following functionality.

(i) Have web-based front-end data entry tools using appropriate and efficient web technologies as well as web-based querying tools for data retrieval;

(ii) Have relevant import/ export capabilities to pre-designed templates or databases;

(iii) Display dashboard and summary pages showing data from all available sources, aggregate statistics and summary visuals which illuminate what is and is not working;

(iv) Allow users to overlay and/or compare data on activities, outputs, and outcomes with data on programme spending and aggregated results against programme indicators data;

(v) Provide administrators with intuitive tools for reconciling discrepancies between different data sources, and a clear indication in the event that any link between systems becomes inoperable or offline;

(vi) Provide administrators with tools for defining core headline indicators and defining the relationship between those indicators and higher-level programme objectives;

(vii) Provide a database administration module, allowing for advanced user management, with a staggered set of privileges for different users as well as user authorization, tracking/authorizing changes to results hierarchy, database download, online backup and other necessary features; and

(viii) Capability for integration with other platforms such as Knowledge Management Platform, Membership Management System, livestock management system etc.

(ix) Provide a high security and a cost effective online effective platform

(x) The M & E system must be compatible with windows, Mac and mobile capability

(xi) Generate notification emails for approaching and past deadlines of periodic data updates/reports with automatic escalations in case of defaults

The end result will be to collect as much raw real-time data as possible, that can be accessed from anywhere, anytime over the internet, then harness role-based user dashboard tools incorporated into the MERL to generate useful information that can be automatically populated onto the TTWCA's website portal.

4.3 Training

Sustainability is an important aspect of the assignment and it is important that relevant TTWCA programme staff are fully trained and engaged with the system developed. With this in mind, the consultant will be expected to hold multiple planning and review dialogues with staff in order to ensure that the system is both relevant and useful and that a sustainability plan is in place. All installation steps and steps for linking database systems to the MERL must be documented and communicated to staff clearly. Further to this, the consultant will be expected to:

(i) Develop guide/manual about the system which shall be shared with TTWCA

(ii) Conduct specific training to relevant staff on each area of the assignment; and ensure relevant staff are in a position to manage all components of the system upon inception and modify them as needs arise.

(iii) Provide at least six months of free post implementation support to the TTWCA program team

5. DELIVERABLES

The following deliverables of the assignment have been identified and will be tied to the release of funds.

1) Prototype for MERL developed, shared and agreed upon between the consultant and TTWCA;

2) MEAL system and individual modules on it developed and operational and;

3) Staff training, training modules, help systems and technical documents, and handover completed.

6. REPORTING TIME FRAME

The overall Monitoring and Evaluation System development process is expected to take a maximum three months (90 calendar days) from the date of sign off which includes an Inception/Launching workshop, development of the M&E System, training of the project team to operate the system by means of piloting of the system operation. Specifically, the consultant will be expected to deliver the following within the prescribed timelines:

Inception Report – the consultant should produce an Inception Report within 7 days after the contract is signed. The report should provide a clear picture of how the consultant understands the ToRs and intends to achieve the expected tasks.

Prototype report – the consultant should present a report determining the requirements of the system and a prototype model within 21 work-days after commencement of the assignment. The report will be presented for validation by TTWCA and incorporate feedback and comments from the discussion.

Completion Report – upon completion of the assignment, the consultant should submit a final completion report. The report should outline all work undertaken, including characteristics of the system developed. Any follow-ups and/or recommendations should also be included in the report.

7. REQUIRED SKILLS AND EXPERTISE

The team/firm should have experience in development of web-enabled geo-referenced database systems (Minimum five years). The consultant/firm to be selected is preferred to have recognizable experience in the fields of management of environmental information, in particular in the field of biodiversity information management and conservation.

The following are key requirement/qualification for the team to be engaged.

Position	Education	Experience
Team Leader / IT Expert	University degree in IT, computer science or related fields	Should have proven experience in the analysis and development of database solutions. At least 7 years' experience, of which a

Position	Education	Experience
		minimum of three years' relevant experience in the development of web-enabled and geo-referenced database solutions. Experience in biodiverse, M&E and Community Based Natural Resource Management or related field.
Tourism/Biodiversity Expert(s)	MSc or higher degree in related fields.	The expert(s) should have proven experience in undertaking assessments of biodiversity, knowledge of biodiversity conservation strategies and plans.
Developers	University degree in IT, computer science or related fields	Should have proven experience in development of database solutions.
GIS/mapping Specialist		Should be able to cover all mapping requirements for the solution.

8. Application procedure

Interested and suitable candidates should forward the following:

(i) Application
(ii) Technical proposal
(iii) Examples of previous work done in designing monitoring and evaluation system.

Email: jobs@ttwcakenya.com & **CC:** info@ttwcakenya.com

Or

Hard copies addressed to:

Taita Taveta Wildlife Conservation Association (TTWCA)
P.O Box 26 – 80300, Voi
Contacts: 0707780438

On or before, 25th February 2022