Terms of Reference for Development of GMIS and ASF Pakistan Website

ANNEX-I

Consultancy: Develop and design Gender Management Information System (GMIS) and revamp Acid Survivors Foundation (ASF) Pakistan’s website (https://asfpakistan.org)

1. Background Information

With support of European Union (EU), Acid Survivors Foundation (ASF) Pakistan in partnership with Group Development Pakistan (GDP) is implementing the project titled ‘Taawun Synergies’ which aims to support gender equality and contribute to supporting women rights in Pakistan. Under the aforementioned project, we are looking for services of an agency/company/individual to develop and design Gender Management Information System (GMIS) and revamp Acid Survivors Foundation (ASF) Pakistan’s website (https://asfpakistan.org).

2. Project Objectives

The project’s main objective is to Contribute to Promoting gender equality and enforcing women’s rights in Pakistan as per SDG 5 and 16.2; it aims achieve that by:

a) Contributing to improving legislation to counter VAWG in the country; and

b) Contributing to Improving the regulatory and policy framework to counter VAWG in Pakistan

3. Objective and Purpose

GMIS

The overall objective of GMIS is to provide ready facts and figures on GBV and Acid Burn Victims across Pakistan. The GMIS will serve as a blueprint for all the projects implemented by ASF to end all kinds of GBV in Pakistan and helps relevant stakeholders and policy makers to extract ready data in a desired form.

ASF Website
The website will serve as a working document of ASF Pakistan with real-time information for relevant stakeholders and general public presented via a dynamic user-friendly interface. Through the website, key messages and the highlights of ASF interventions will be disseminated to the decision makers, planners, representatives of the donors and development organizations. It will bring views from the field, success stories and testimonials to give a real-life impact of program's relevance and effectiveness. Webpage narrative is designed to address the program aspect related to the issues, action and impact.

4. Key Tasks
The consultant/service provider will be responsible to develop and design GMIS and revamp existing ASF Pakistan’s website.

4.1. Development of GMIS and ASF Website
- The consultant / service provider will hold preliminary consultation sessions with ASF team to bring clarity in the interface/dashboard of GMIS and suggest innovative changes to make ASF website look more dynamic and interactive.
- The agency/contracting firm will share mock-ups of both deliverables to seek ASF team's feedback.
- The mockups of both GMIS and the website will be reviewed and approved by ASF team and donor organization.
- The agency/contracting firm will be responsible to submit the deliverables on time. The timeline will be finalized after the meeting of consultant/service provider/ agency and ASF Team. The firm must share the deliverables in stipulated deadline (first week of October).

4.2. Reporting:
The consultant/service provider will submit a detailed work plan highlighting methodology and specific milestones within 2 days of signing the contract. With an aim to complete the deliverables and communicate effectively, the agency/contracting firm will maintain effective coordination with representatives from ASF Pakistan and incorporate their feedback on timely basis.
5. Branding Guidelines
ASF’s brand identity will be highlighted on GMIS and the website. Instructions for co-branding will be shared later after the award of contract. Further branding details will also be communicated with clear guidelines and instructions.

6. Deliverables
- Develop an efficient, expandable and aesthetically appealing Management Information System (MIS) for Gender Based Violence and Acid Burn Victims.
- MIS should be capable of providing quick facts and figures against defined indicators at various levels (themes, tabs, search engine, etc.)
- MIS to generate periodic reports (monthly, quarterly, bi-annual and annual)
- MIS dashboard should be easy to navigate and it should serve as the main repository for all cases related to GBV and Acid Burn Victims across Pakistan.
- Develop tabs under GBV and Acid Burn Survivors and further segregate data based on type of violence, region wise, legal, health, etc.
- Train key staff member on developed system.
- Develop MIS user manual / guiding document.
- In case of bugs/errors both in GMIS and ASF Website, the agency/service provider will be available to fix them until next 06 months after completion of the assignment.
- Revamp ASF Pakistan’s website making it more dynamic and interactive with real-time project information

6.1 Key indicators:
The consultant/service provider will provide regular updates on the assignment to Executive Director every week. Some of the key performance indicators for MIS consultant comprise:

- Develop and design draft MIS framework/System and data bases, along with relevant forms, assessment/data collection tools and processes.
- Present draft MIS framework/System and data bases to representatives from Acid Survivors Foundation. Redraft (if needed) after getting feedback from ASF management/Staff, and key stakeholders.
- Trial-run MIS framework/system and produce and analyze quantitative and
qualitative reports for a period of one month (minimum).
- Produce MIS training manual/module and train ASF relevant staff on key aspects e.g. data collection tools and templates, databases, and documenting key lessons.

*The above tasks and time frame will be refined and confirmed in consultation with preferred firm-service provider during contract negotiations.*

Please note that the service provider is required to seek advance approval before carrying out any task and seek feedback of ASF on deliverables for quality assurance.

7. **Assignment Duration**
   The overall time span of the assignment is 55 days during the period starting from August to October 15, 2020 with no flexibility in delays.

8. **Timing and logistics**
The consultant/service provider will preferably be based in Islamabad, Pakistan and will be designing the MIS in close consultation with senior management at ASF. During course of this assignment, he/she may be required to travel to partners office in Islamabad to develop a good understanding of programs related to GBV and Acid Burn Victims.

9. **Copyright & Intellectual Proprietary Rights**
   Both GMIS and website designed by the agency/contracting firm under this contract shall be the sole and exclusive property of ASF and will not be reproduced on any other platform/forum without taking written consent.

10. **Duration of assignment:**
    55 days approximately including weekends

11. **Expected Start Date of Assignment:**
    - The individual/consultant must share the first mockup of ASF Website after two weeks of signing the contract with ASF Pakistan.
- Re-visit ASF Website and incorporate feedback from ASF management.
- The initial mockup of GMIS to be shared with representatives from ASF after three weeks of signing the contract with ASF Pakistan.
- The selected consultant/individual must complete the assignment by October 15, 2020.

12. Required Competencies

The agency/contracting firm must possess qualifications and competencies stated below and adhere to the set criteria:

Advanced University Degree (in case of individual applicant) in a relevant discipline.
Minimum 4-6 years’ experience in developing Management Information Systems.
Experience in undertaking at least two similar assignments in the past and working with diverse organizations.

12.1. Submissions

- a brief resume/company profile highlighting relevant qualifications and work experience
- a summary (including outcomes) of similar assignments undertaken previously
- Samples of work (links) done for previous employers/clients
- relevant experience and knowledge of working with diverse organizations on similar assignments.
- a brief outline of the approach, methodology and work plan
- Track record as an ethical child rights campaigning firm/agency;
- at least three references

12.2. Submissions

Interested individuals/firms are requested to please submit brief technical and financial proposal inclusive of CVs, profile, previous experience and work plan with timelines latest by Aug 04, 2020 (before 1700 hours) at accounts@asfpakistan.org. Incomplete applications and submissions after due date will not be entertained.