



DEVELOPMENT AND OPERATIONALIZATION OF THRDC'S M&E SYSTEM

Job Title: Consultancy

Client: Tanzania Human Rights Defenders Coalition

Assignment Duration: 1 month

1.0 Introduction

The Tanzania Human Rights Defenders Coalition (THRDC) is a non-governmental, non-partisan human rights organization registered under the Non-governmental Organizations Act, 2002. As an umbrella organization, THRDC comprises more than 150 individual and organization members who are Human Rights Defenders (HRDs) operating both in Tanzania mainland and Zanzibar. The Coalition is now implementing its five years strategic plan (2018-2022). As a means to track its interventions implementation effectiveness and achieved results (annually and for the SP life time) THRDC is planning to engage a consultant to develop a Monitoring and Evaluation system to save the purpose. The system will be one of the components within the Coalition's website.

1.1 About the Monitoring System

A monitoring system is a way of steering and organizing the monitoring work so that it is less time consuming and easy to implement. Monitoring systems vary in sophistication from a piece of paper and some notebooks or files, to electronic filing systems and databases. The most important thing is not how sophisticated the system is but whether the information needed for decision-making is collected, reviewed systematically and used for necessary adaptations and up-scaling.

A well-designed and organized M&E Database / system will ensure that the **right data** are being collected at the **right time** during and after project implementation and that this data will help guide project implementation and strategic decisions. It will also ensure that project staff and stakeholders will not be overwhelmed by the amount of data gathered and that a reasonable amount of time and money is being spent in collecting and analyzing data, and collating and reporting the information.

In order to build and realize interventions achievement, it is recognized that an adequate IT Consultant with skills in M&E system development will be required to develop the system for THRDC. The System will further articulate the linkages, reporting relationships, and indicators used to measure inputs, outputs, outcomes, and impact of the programs implemented by THRDC.

The M&E Database / System shall monitor the implementation and performance of the Strategic Plan. Also the system will comprise sections that provide an understanding on the collective responsibility of all stakeholders in M&E processes from THRDC team, Members organizations / HRDs and lastly public users

1.2 The current situation

Under current situation, the following are the main challenges which require a solid system to address them:

- i. **Members Profiling:** THRDC needs a single system which will be used to manage profiles of all member organizations and their locations.
- ii. **Centralized reporting:** THRDC needs a single system which will be used by all the members (Human Rights Defenders) to submit data and required reports.
- iii. **Centralized Data Access:** THRDC needs a single system which will be used by the secretariat to access Data from all members. Members should have access to data submitted preferably over the internet to allow for data access even outside the office.
- iv. **Data Visualization:** To promote data driven decision making, THRDC needs a single system which will be used to track progress against set targets (or expectations) for all the members. THRDC needs a visual appealing system with relevant reports for decision making related to M&E, management, finance etc.

2.0 OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is to develop the THRDC's online M&E System which will guide the process of tracking progress made in THRDC and its member's interventions to enhance adaptation, up-scaling and informed decision-making.

2.1 Specific objectives

- i. To review the existing THRDC's program management systems and recommend for advancement
- ii. To develop the new THRDC's online (website- component) M&E system (encompassing the components below))
- iii. To orient staff and support the operationalization of the developed system for 3 months post assignment submission

3.0 SUB- DELIVARABLES OF THIS TASK

The M&E system should have the following components/ features:

- i. **Members' management:** This module will allow THRDC to add into the system profiles of all the member organizations. This will include their location, key persons, nature of services offered etc.
- ii. **Target settings:** This module will allow THRDC on annual basis to set and manage targets (expectations) for services to be offered by each organization, location, beneficiary's gender and age groups etc. This will be used to track progress when member's organization submit data into the system
- iii. **Data management:** This module will allow member organization to enter data and manage it in the system
- iv. **Data access:** This module will provide access to raw data entered into the system. Each member organization will have access to their own data while THRDC will have access to data from all organizations
- v. **Data use and visualization:** This module will comprise of tabular and graphical reports of interest to THRDC for tracking Key Performance Indicators (KPIs)
- vi. **Users management:** This module will ensure each user in the system has access to data and features based on his/her user role, data access level and location/organization eligible to few data
- vii. **M&E System Manual and Training:** This will be done after the project completion before project Handover to THRDC.
- viii. **M&E System Maintenance:** This will be conducted after the project handover and will last for a 3 months period of time

4.0 ASSIGNMENT DELIVARABLES

- i. A full developed and operational THRDC's M&E system
- ii. M&E system operation manual

5.0 TIMELINE

This assignment is expected to be accomplished within a one month after signing the contract.

5.0 QUALIFICATIONS AND EXPERIENCE

Education; A degree in IT/ Project management or any other related field

The Consultant/team is expected to have the following capacities;

- 5 years' experience in developing projects/ program management systems
- Experienced in assuming the same or related assignment before
- Well-articulated, knowledgeable, motivated and timelines observer
- Excellent writing and presentation skills
- Fluent in English and Swahili languages

6.0 INSTITUTIONAL ARRANGEMENT:

The consultant will be directly supervised by the THRDC secretariat with immediate supervision from the Coalitions' National Coordinator.

7.0 SUBMISSION OF PROPOSALS

The applicant should submit the following documents in English for consideration; A cover letter, technical proposal, financial proposal and CV for the professionals who will work on this assignment detailing their technical knowledge, familiarity with the same assignment or other related assignment before.

8.0 HOW TO APPLY

Interested qualified consultants/team should submit their proposal (technical and financial) through the addresses below not later than 23:00hrs of 24th of June 2019.

To: The National Coordinator, Tanzania Human Rights Defenders Coalition, and P.O BOX 105926, Dar es Salaam.

Or via

info@thrdc.or.tz

NOTE: Tanzania Human Rights Defenders Coalition provides equal opportunity to all bidders. We encourage all qualified candidates to apply for this assignment irrespective of their gender, race or affiliation.