**TERMS OF REFERENCE FOR ConsuLtancy**

**Conduction of TRaining on kobo, odk AND COMECARE**

**Date:** 02 March 2021

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| **Organization** | Plan International Sudan |
| **Consultancy Title** | Conduction of training on KOBO, ODK and ComeCare , SPSS |
| **Location** | Kassala, Kassala State |
| **Task Type** | Capacity Development |
| **Task duration** | 3 days- 30th March to 1st April 2021 |
| **Participants** | 1. M&E coordinators 2. Project managers 3. Local partners |

1. **Introduction to Plan International Sudan**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. In Sudan, Plan International has been working for more than 40 years, building powerful partnerships with and for children in over 300 communities in White Nile, Kassala, North Kordofan and North Darfur. In South Kordofan, Gedarif, East and West Darfur, projects are implemented through partner organizations.

Plan International Sudan is implementing its new Country Strategy which covers the five-year period from June 2018 to May 2022. The strategy will guide Plan’s work for the 5 years in line with the government of Sudan’s development, the Sustainable Development Goals, and the child rights agenda with specific focus on the rights of girls and excluded groups. Our overarching goal is to ensure that “Vulnerable children and youth are able to realize their full potential within protective and resilient communities which respect and promote girls’ equality”. This will be achieved through five strategic objectives:

1. Vulnerable Children 6-14 years particularly girls and young women complete quality gender responsive and inclusive formal and non-formal basic education to succeed in life.
2. Vulnerable Young people particularly young women (15-35 years old) are able to decide on their lives and lead in economic, social and civic life of their communities.
3. Vulnerable children particularly girls and young women live in communities free from all forms of violence, traditional harmful practices and gender discrimination and are able to take decisions on their lives.
4. Vulnerable children particularly girls 0- 5 years grow up equally valued and cared for to thrive in communities and societies that respect child rights and equality.
5. Vulnerable children, especially girls, live in resilient communities and have free and safe access to life-saving services during and after natural disasters and conflicts.

The objectives are utilizing the community and individual level mobilization to promote the attitudinal and behavioral changes which are required to support transformational change for the improvement in the situation of child rights and gender equality in Sudan.

We aim to strengthen the capacity of communities, children and youth to lead their own development, and to this end we will support civil society and local organizations to monitor and support the implementation of policies and laws that create a conducive environment for the attainment of child rights, and those that pertain to girls and young women.

1. **Background and overview**

The exercise of data collection remains indispensable in capturing quality evidence that then translates to rich data analysis. With different organizations, programs, and projects of today, collecting data regularly to evaluate and monitor progress and performance, quality data collection skills are more needed than ever to ensure that data gathered is both relevant and accurate. This is important in guaranteeing that subsequent decisions based on the embodied findings are valid.

Mobile Phone Based Data Collection using ODK, ComeCare and Kobo Toolbox has been acknowledged worldwide by researchers, non-governmental organizations, relief agencies, and health ministries, as very useful and convenient data collection methods - substituting previously used paper-based data collection methods.

This training will provide the participants with the ability to apply correct skills and resources required for a mobile data collection system and data analysis.

1. **Training Course**

**Objectives**

The main objective of the training is introducing and equipping participants with skills in:

* Designing & building a data collection forms using ODK, ComeCare, and Kobo Toolbox
* Uploading the data collection form to server & provide link/access on Android phone
* Setting up aggregate server.
* Mobile data collection using ODK, ComeCare and Kobo Toolbox
* Submitting completed data to aggregate server
* Exporting data from ODK aggregate as CSV
* Importing ODK - CSV file into statistical applications
* Exporting GPS data for Mapping/Visualizing (fusion map)
* Data analysis using SPSS and excel.

1. **Topics To Be Covered**

**Module I**: **Introduction to the course**

* Introduction to mobile based data collection systems architecture.
* Introduction to common mobile based data collection tools, techniques and platform.
* Benefits of mobile based data collection.
* Challenges of mobile based data collection.

**Module II**: **Introduction to Survey Authoring/Digitization**

* Types of survey questions
* Data types for each survey question
* Types of Questionnaires or Form logic
* Extended data types: photographs, images, graphs and multimedia.
* Introduction to XLS forms syntax for survey authoring - Digitizing questionnaires for ODK using XLS forms.
* Intermediate Survey Authoring/Digitization
* Intermediate Survey Authoring/Digitizing questionnaires for ODK using XLS forms.

**Module III: Designing forms manually: Using XLS Forms**

* Introduction to XLS forms syntax
* New data types
* Notes and dates
* Multiple Choice Questions
* Multiple Language Support
* Hints and Metadata
* Hands-on Exercise

**Advanced Survey Authoring/Digitization**

* Advanced survey Authoring/Digitizing questionnaires for ODK using xls forms.
* Questionnaire logic.
* XLS forms troubleshooting
* Converting XLS forms to XML
* XML forms validation

**Module IV**: **Survey Data Hosting**

* Setting up an Apps Engine Account
* Setting up ODK aggregate server in a cloud server.
* Setting up ODK Collect for Mobile data collection.
* Uploading XML forms to ODK Aggregate
* Hosting platform quota management.
* Data Visualization and analysis on ODK Aggregate.
* Downloading/extracting data from ODK Aggregate for analysis.
* Mobile device calibration for data collection.
* Managing data collection in the field

**Mobile Data Collection Using Kobo Toolbox**

* How to digitize questionnaires using an easy web-based interface.
* Hosting data on KoBo Toolbox.
* Setting up KoBo Collect for mobile data collection.
* Mobile device calibration for data collection.
* Visualizing and analyzing data on KoBo Toolbox.
* Downloading/extracting data for analysis.

**Module V (GIS)**: **Spatial Mapping**

* Introduction to GIS
* Working with Spatial data (GPS Coordinates)
* Introduction to Fusion Table
* Exporting GPS Coordinates (Google maps) to Fusion tables
* Exporting data to Fusion tables using QGIS
* Converting data to shape files
* Choice of Platform
* Discussion on the Choice of Platform
* Integrating Mobile Data Collection tools into projects.
* On job training for the participants to ensure understanding and using of the proposed topics.

1. **Timelines**

The duration of the training is 3 days (8 hours daily)

1. **Plan International Sudan provisions to the consultant:**

* Provide linkages to relevant resources and information available.
* Facilitate any necessary approval of the training if required with relevant local authorities in the state.
* Ensure the consultant understands the safeguarding policy, research policy, and code of conduct.
* Ensure the MERL ethics guidelines are in place and considered.

1. **Deliverables and Outputs:**

Below are the expected deliverables by the consultant:

* Deliver three-day training on KOBO, ODK and ComeCare.
* Ensure the participants are able to use KOBO, ODK and ComeCare independently by the end of the training.
* Provide a copy of the training materials.

1. **Expertise and Experience of the Consultant**

The consultant should demonstrate the following skills and provide supporting documents where possible:

* Track-record of previous high-quality assessments, facilitations and trainings on Kobo Toolbox, ODK and ComeCare, using participatory approaches particular in the areas of protection and social norms.
* Have a minimum of a BSC degree in the fields of Social Sciences or any other related fields,
* Know how to undertake desk reviews, as well as rapid assessments, qualitative and quantitative data collection & or evaluations.
* Familiar with applying concepts of gender equality, gender transformations and responsive programming in research.
* Have solid understanding of the situation of the country, local context and the ongoing changes.
* Excellent communication skills (written and oral) in English and Arabic/local language.
* Proven ability to publish concise, focused, and easily understandable research/studies and assessment reports.

1. **Application Process & Requirements**

Interested Consultant must submit the following documents:

1. **Cover Letter,**
2. **Curriculum Vitae of the consultant, as well as that of any extra assistants/facilitators** that will be involved in the training.
3. **Records & Sample of previous work and supporting documents** of the required expertise detailed in **Section F.**
4. **Tentative financial proposal (budget)** detailingconsultancy fees/costs for 3 days (cost details per day will be appreciated)

**Applications**

Applications to be submitted together with the proposal including your financial proposal and documents in a sealed envelope on or **before 4:30 pm of Sunday March 14th 2021** to operations Department at: Plan International Sudan, The Nile Tower, Fourth Floor/ Block 10, Building #20, Street 63/, Alimtedad, East Khartoum.

The envelope must be marked with the title of the assignment. You can additionally submit your detailed proposal to Ahmed Mohamed Ibrahim – Procurement Specialist via his email [Ahmed.Ibrahim@plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org)​ with copy to Guzal M. Nari, Information Management and Programme Reporting Officer – in her email: [nari.guzal@plan-international.org](mailto:nari.guzal@plan-international.org). Kindly note that the closing date of submission above and please ensure all your supporting paperwork is attached.

1. **Safeguarding Children and Young People Policy (SCYPP)**

The firm/individual shall sign and comply with Plan’s Safeguarding children and Young People Policy of and any violation/deviation in complying with Plan’s SCYPP will not only result-in termination of the agreement but also Plan will initiate appropriate action in order to make good the damages/losses caused due to non-compliance to the policy.

1. **Disclaimer**

Plan International Sudan reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.

**Annexes to be provided to the successful candidate:**

1. Plan International’s Safeguarding Children and Youth People Policy – for adherence
2. Plan International’s Non-Staff Code of Conduct – for adherence
3. Plan International’s Research Policy and Standards – as guidance