

TERMS OF REFERENCE FOR HIRING OF INDIVIDUAL CONSULTANT (EMIS CONSULTANT)

The Sindh Education Foundation (SEF) has been working since 1992 to empower disadvantaged communities of Sindh towards social change by creating and facilitating new approaches to learning and education. The Foundation works on a diverse portfolio of programs through promotion of Public, Private and Community Partnerships and seeks to address not only the goals of Education For All and quality education targets but also create greater ownership and sustainability of the educational interventions. These objectives are achieved through provision of employment, entrepreneurship and institutional development opportunities at the grassroots level. With financial support from the Department of Education and Literacy, Government of Sindh, the Foundation's portfolio is continuously expanding to reach out to over 500,000 beneficiaries through a network of more than 3,000 schools in underserved areas of Sindh.

Sindh Education Foundation aims to improve the quality and relevance of the data management, monitoring and evaluation of SEF programs/projects through encouraging both innovation and accountability within the institution and by enhancing the technical and institutional capacity. Thus a comprehensive Educational Management Information System (EMIS) with practical tools for planning, risk management, monitoring and evaluation covering SEF's programmes and projects is being put in place

The Educational Management information project consists of two components

- a) A web based ,real-time, role-based, conditional access EMIS application.
- b) Data centre and infrastructure to support entering the data on real-time basis using the web and the data getting stored and updated in designated central servers.

Sindh Education Foundation intends to hire a consultant, who will design and establish EMIS as per the agreed scope of work.

KEY RESPONSIBILITIES:

1. The specific objectives of the proposed consultancy are to:
 - a. Liaise, consult, track and monitor the development, operations, testing ,implementation and maintenance a user-friendly, interactive, web-based EMIS application by selected EMIS vendor. This system should provide suitable flexible interactive user-friendly tools to allow collation of inputs from various stakeholders produce standard reports and disseminate information to policy makers and stakeholders in a systematic way.

- b. Liaise,consult, track and monitor the installation, operations, implementation, testing and maintenance of required IT infrastructure by selected vendor.
- c. Advise on strengthening the capacitybuilding needs of SEF Staff and Stakeholders.
- d. Review and verify, together with SEF Management, periodic progress reports prepared by selected vendors.
- e. Approve, together with SEF Management, the product delivered by selected vendors.

SKILLS AND COMPETENCIES:

The consultant should have a minimum Masters degree in Computer Science/IT/ Business or related field from a recognized university.

The consultant should have at least have 7 years of relevant experience and demonstrated ability in designing hardware and software for a web-based information management system.

The consultant should be a Project Management certified professional

The consultant should possess thorough knowledge of Systems analysis and design techniques, Security and management advisory services etc.

Fluency in English language and good communications skills will be desirable.

DURATION OF THE ASSIGNMENT:

The duration of this consultancy assignment shall be 18 months.

REPORTING REQUIREMENTS:

The following is the procedure for review of progress reports, inception status, final draft and final reports:

- i. The consultant is expected to keep the client informed of all the activities under taken, progress made therein and future plans.
- ii. The consultant shall prepare a Monthly Report mentioning gist of all the activities under taken, progress made, corrective action taken, if any, during the month.

FEE:

SEF will pay the retention fee on monthly basis for the tasks mentioned above. In case of representation of a case to a court of law, fee will be negotiated on case to case basis and reimbursements on the basis of actual expenses incurred.

If you meet the above criteria and consider yourself a potential candidate, please send your application along with detailed CV and copies of testimonials to the undersigned latest by 8th July, 2013.

Only short-listed candidates will be contacted.