

# Request for Proposals (RFP)

Issue Date: March 27, 2017

Due Date for Questions: March 30, 2017

Due Date for Response: April 07, 2017, 12:00 PM EST

World Vision Inc. (WV) is hereby seeking a consultant to develop a comprehensive web-based Management Information System (MIS) that will broadly comprise routine periodic monitoring and evaluation, beneficiary-based surveys, and GIS to manage key data/information that is necessary for program planning, management, reporting, quality assurance and decision-making. The purpose of the MIS is to import, store data collected by program staff and provide sufficient information and opportunity for analysis of program information to support informed decision-making and reporting to donors and other stakeholders. The MIS will be developed in close consultation with implementers and stakeholders in the US and Ethiopia. The consultant will be responsible for the following tasks:

1. Meet the relevant project staff and work with World Vision to design and develop a realistic, feasible and user friendly automated online & offline platform for comprehensive and real time information management, taking into consideration the World Vision DFAP proposal, and the government of Ethiopia PSNP4 Project Implementation Manual, FFP/USAID reporting requirements (requirements are specified in DFAP proposal, M&E plan, USAID's Office of Food for Peace Policy and Guidance for Monitoring, Evaluation, and Reporting for Development Food Assistance Projects, Theory of Change narrative, LogFrame, Indicator Performance Tracking Table (IPTT), Performance Indicator Reference Sheet (PIRS), Implementation strategy), Country Office Reporting Requirement for Awardees like PIRS<sup>1</sup>, and the nature of data use for monitoring or decision-making purposes.
2. Design & Develop the following documents for developed and/or customized system
  - System Design Document (SDD)
  - Entity Relationship Diagram (ERD)
  - Detail Operational/User Manual
  - Training material for different group of user
3. Organize and facilitate trainings with staff or other specified partners
4. After creation of the MIS, work with World Vision to review and incorporate any changes necessary on an ongoing basis to respond to changes in M&E requirements or other desired changes. Requested and required changes must be made by contractor within 14 business days of submitting the request, and urgent fixes must be addressed within 24-48 hours.

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<sup>1</sup> Program Impact and Information Reporting System which is a global requirement for CARE Country Offices

Required qualifications include:

1. Experience working on USAID-funded programs, preferably Title II DFAPs and producing MIS for similar projects.
2. An advanced degree (Masters or higher) in relevant discipline.
3. Strong communication, interpersonal and organizational skills.
4. Ability to interact effectively with local and international staff as well as government and private sector representatives.
5. General familiarity with Ethiopia laws, policies and requirements, with experience in Oromia and Amhara region preferred.

The assignment is expected to start no later than April 17, 2017. The potential candidate will be required to submit a work plan outlining the schedule of tasks to be implemented in order to develop the IEE. The estimated level of this assignment is 40 business days. Travel to Ethiopia will be required.

If you are interested in this opportunity, please contact Daniel Assefa at [daassefa@worldvision.org](mailto:daassefa@worldvision.org) to receive the full RFP. Note that all bids must be submitted to World Vision, Inc. no later than Friday April 7, 2017, 12 PM EST. Please send questions by **email only**. Please include "Ethiopia DFAP MIS" in the subject line. Responses will be provided as soon as possible. To ensure transparency, all questions received and the corresponding responses will be shared with everyone participating in this RFP.

Thank you for considering this opportunity.