

SCHEDULE 1 – SERVICES FOR TECHNOLOGY STRATEGIST CONSULTANCY

Background

In the course of our daily work at MC, we collect, aggregate, analyse and communicate enormous volumes of data. Regardless of delivery model - whether we act as a lead, partner, or implementer - the ultimate purpose of collecting programme results data is to allow us to make evidence-based decisions and maximise our impact. But the daily challenges of the field environment, where connectivity problems are a frequent occurrence, where reporting partners are geographically dispersed, and where disconnected data sets routinely have to be manually processed and reconciled, mean that our success in doing so varies greatly.

Malaria Consortium has recently procured a data software to be developed and made widely available to projects, programmes and country programmes. The newly procured system will resource our projects and programmes, offering alternatives to current data aggregation, harmonization and internal reporting: i) Resourcing our programmes, projects and country offices with solutions to monitor their results in near-real-time, according to their needs and providing a basis for adaptive management; ii) Providing a solution to automate and ensure compliance with project requirements and country-specific strategic reporting requirements; iii) Establishing a "go-to" repository of results data, leading to a reduction of time spent on reconciliation of disconnected spreadsheets and systems; and iv) Affirming MC staff by giving them tools to easily define (country) programme / project results visibility and country results visibility in external and internal communications

Objective of Technology Strategist consultancy:

The objective of this consultancy is to support the set up phase of the newly procured software provider in response to identified Malaria Consortium's needs.

Deliverables and associated activities:

The consultancy will be expected to work closely with the identified software provider and Malaria Consortium in the following deliverables:

- **Needs study supported.** The aim of the needs assessment is to analyze the policies and processes Malaria Consortium has in place for the Monitoring & Evaluation (M&E) of their projects and programs, and to establish how the software provider can be implemented to facilitate their operation. The consultant is expected to coordinate with MC and the provider to ensure a smooth running of this activity. There are two main phases for the Needs Study analysis:
 - o Analysis of existing data (Phase 1): work with the software provider to review information related to the current or coming programs and projects. This includes their logframes, activities and reporting templates. This activity will also involve identification and review of the different positions within the organization and their role and responsibilities concerning the data that would be entered into the M&E system. Documents initially identified as relevant are as follows (not restrictive):

IT	- User policy - Data protection policy
Policy level	- Community of Practice documents (structure, other) - Indicator/KPI lists (including BAI and SOI) - Logframes (programs, projects)

Project Results System	<ul style="list-style-type: none"> - Documents containing project and program dashboards - M&E plan templates - Project/Program performance frameworks (details on indicator data, collection methods, frequencies, etc.) - Activity tracking/monitoring templates
M&E data and reporting	<ul style="list-style-type: none"> - Protocols (if any) - Questionnaire/data dictionaries - Example of do files, data analysis plans, data management plans - Examples of final data sets (excel, access, stats, power bi) - External and internal reports (quarterly performance reports, annual, final, etc.)

- Software provider configuration (phase 2): With the information collected in Phase 1, the consultant will support the service provider to review on how best to configure the system in order to make sure that key information can easily be entered into the system, is accessible for the people who should have access to it and that entry to validation workflows work as required.

Expected outputs:

The consultant is expected to support these deliverables from the 15th of October until 15th of December including **35-40 working days** spread across **8-9 weeks**. The estimate distribution of effort across tasks is below:

- Gather and analyze requirements (5 days)
- Coordinate the preparations and activities with MC staff and support the software provider through the needs study (25-30 days)
- Support documentation/report of needs study and preparations for subsequent customisation phase (5 days)

Reporting

- The consultant will report to Arantxa Roca-Feltrer, Head of Monitoring and Evaluation, UK

Total number of contract days:

Up to 40 working days between October and December 2020.