



مشروع الحد من الزيادة السكانية  
بين الأسر المستفيدة من برنامج تكافل  
وعلى القد مكسب بجد



جمهورية مصر العربية  
وَرَأْسُ التَّضَامِ: الإِحْتِمَالِي

**TERMS OF REFERENCE**  
**THE DEVELOPMENT OF a TORS for AN AUTOMATED MIS SYSTEM**  
**For PD integration in Poverty Reduction Program /T&K Beneficiaries**  
**“Etneen Kefaya”**

**1.0 Introduction:**

With reference to Egypt's efforts towards containing the rapid population growth which is considered a main challenge facing the developmental efforts taking place, and to the National Population strategy 2015-2030 which states that “the population issue with its different dimensions represents a challenge which requires an environment that motivates and encourages the participation of civil society, and stimulates the volunteering efforts confronting this issue”.

Consequently, the Ministry of Social Solidarity has launched Itneyn Kifaya project to fulfill its part in this strategy, focusing mainly on retaining the role of civil society in supporting the population program in Egypt.

**2.0 Main Objective:**

The Project aims to strengthen the concept of the small family and correct social misconceptions that instigate families towards excessive birth, while committing at the same time to a main principle that couples have full right to determine the size of their family; ensuring they have full access to information, services and family planning methods (contraceptives) in order to make sure that they attain the number of children they had planned for

**3.0 Objective of the Assignment**

The project has developed a comprehensive framework for monitoring. The project is currently collecting the data using data collection forms that are compiled in excel sheets from the different awareness raising and or service provision points in the contracted NGOs.

The objective of the assignment is that the consultant / Firm (Service Provider) will be contracted to develop a TORs for a consultant or a firm to develop a comprehensive automated MIS system to simplify and speed up the process, analyze data in a variety of ways, improve the quality and consistency of information through automation and to establish database linkages for monitoring between the CSOs (on the data of their targeted Takafol beneficiaries) with MOSS central level (Project Management Unit) with the possibility to establish linkages with other databases

**4.0 Expected Duties**

١. Understand the current manual system of Monitoring and flow of data
٢. Write a TORS for a consultant or a firm which will:
  - Get familiarized with the current manual system and database of targeted Takafol beneficiaries and assess the requirements.
  - Propose validation points



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- Provide a rationale of the options for automation as per the proposed scope of work after examining the current system.
- Select the automation option after approval of Project Director
- Develop the system using the suitable programming language for the size of the data generated and to be generated.
- Develop an MIS data base that captures the project needs e.g. searchable beneficiary code/ID, name, age, family information, location, grant provided, pathway, inputs, FP data and training status etc.
- integrate the existing data of the project (in existing M&E data collection tools) into the developed MIS database
- Will be responsible for domain purchasing and web hosting with specs that guarantee database smooth and secured operation (in case the Project Management Unit needs a WEB Database).
- Suggest innovative secure solutions for database remote access in case of depending on local servers.
- Provide training of trainers on operating database
- Advise on possibility of future integration with mHealth
- Other duties as recommended by the TORs developer

## 5.0 Deliverables

The Service Provider will provide a TORs for a consultant or a firm to develop a comprehensive automated MIS system and to establish database linkages for monitoring between the CSOs with MOSS central level (Project Management Unit).

The deliverable will be delivered in both electronic version and hard/printed copy.

## 6.0 Qualifications and skills

The contractor will have to present CV of the main developer of the TORs which should have the following minimum criteria. Also, the organization chart of the team who will be involved in the process of development should be mentioned (if any).

### Education:

- Bachelor's degree in Information Communications Technology (ICT) or a closely related discipline.

### Experience:

- A minimum of 5 years of work experience mostly in planning and/or developing MIS systems.
- Demonstrated ability to provide input to business processes re-engineering, elaboration and implementation of new systems.
- Ability to design requirements based on users output requirements.

### Skills:

- Good communication skills, both orally and in writing.
- Fluency in written and spoken English and Arabic

## 7.0 Co-ordination of visits or interviews



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The Service Provider will be responsible for arranging his own logistics, including meetings, transport and accommodation to the governorates.

## 8.0 Payment

The Service Provider will be paid for the amount agreed between the project and the Service Provider with payments made directly to the Service Provider (Tax Inclusive) as follows:

- 10% on completion and submission of the work plan, detailing how assignment will be accomplished with realistic timelines.
- 40% on completion of the 1<sup>st</sup> draft of the TORs
- 50% on completion and acceptance of the TORs

Deliverables will be reviewed and certified as satisfactory by the Project Director and MOSS Minister's Assistant.

## 9.0 Starting Date: December 7<sup>th</sup>, 2019

## 10.0 Duration of Contract: 15 days

## 11.0 Proposal Requirements

**For the Technical Proposal the service provider should provide the following information:**

- Brief outline of the approach to providing the services noted above
- CV of Consultant or CVs of firm key staff
- Experience demonstrating successful provision of services similar to the work described above

**For the Financial Proposal the service provider should provide the following information:**

For Consultants:

- صورة من البطاقة الضريبية للمهن الحرة

For Firms:

- صورة من السجل التجارى
- صورة من البطاقة الضريبية
- صورة من شهادة القيمة المضافة

N.B: The proposed budget is tax inclusive

**Interested candidates, kindly send your updated CV / firm Profile, technical proposal and your financial proposal (Tax inclusive) to the following e-mail:**

[2kefaya@moss.gov.eg](mailto:2kefaya@moss.gov.eg)

**The deadline for receiving the needed documents will be November 30<sup>th</sup>, 2019**