



TERMS OF REFERENCE FOR DEVELOPMENT OF A DATA MANAGEMENT INFORMATION SYSTEM FOR NUDIPU

1.0 Introduction

The National Union of Disabled Persons of Uganda (NUDIPU) was established in 1987 as an indigenous NGO of Persons with Disabilities that brings together Persons of all categories of disabilities including the physically, sensory and mentally impaired people. NUDIPU exists to create a unified voice of Persons with Disabilities in order to advocate for equalization of opportunities, involvement and participation in policy influence, planning and implementation of disability programmes in close co-operation with Government, NGOs and the public.

NUDIPU exists to ensure a 'just and fair society where Persons with Disabilities live a prosperous and dignified life'. This is done through Advocacy for the rights of, and opportunities for Persons with Disabilities in a unified voice for improved livelihoods. Currently, the members of NUDIPU are District Unions and National Organisations of persons with disabilities that represent each category of disability across the country. NUDIPU is seeking for a consultant to undertake the development and management of the data management information system.

2.0 Purpose of the Data Management Information System

The management information system will support the organization in;

- i. Data storage
- ii. Data Analysis
- iii. Data visualization of all project/ organization data

This will ensure data usage in a more evidence-based decision-making approach and ensure timely reporting. It is upon this background that NUDIPU seeks services of a consultant to support in development of an appropriate data management information system for the Organization.

3.0 Scope of the Assignment

Specific tasks of the Consultant are as follows.

- a) Assess the organization's strategic objectives, monitoring and evaluation tools and any important literature to inform him/ her on the kind of data system that we need.
- b) Assess the various projects within the organization to enlighten the consultant on the organization's results reporting areas.
- c) Develop the data management information system as per the organization's data and information needs.
- d) Train staff on how to use the system.
- e) Provide technical support on system maintenance.

4.0 Reporting

The Consultant will work with and report to the organization's Monitoring, Evaluation and Learning Manager, who will support the consultant with all relevant literature/ tools required for him/her to accomplish the assignments.

5.0 Budget

The consultant will submit a budget with a breakdown of expected costs along with the workplan.

6.0. Consultant Responsibilities

The consultant is responsible for performing the following activities: The consultant will be required to lead on all the tasks below, in consultation and collaboration with NUDIPU:

- a. Develop a technical and financial proposal on your understanding of the assignment.
- b. Review the monitoring and evaluation tools and relevant literature to understand the organization's data and reporting needs.
- c. Develop data management information system as per Organization's data and information needs.
- d. Train staff on data MIS
- e. System Maintenance

7.0. Deliverable Results

- i. A well developed and simplified data management information system for the organization
- ii. Staff trained and able to use the system.

8.0 Roles of NUDIPU

- a) Pay the Consultant an agreed consultancy fee.
- b) Provide the necessary information/ tools (literature) available.
- c) Organize training for staff in use of the MIS to be facilitated by the consultant.

9.0 Time frame

The assignment shall be carried out in a period of one month from the date of signing the contract.

10. Professional qualification and experience:

The consultant shall possess the following qualifications and experience:

- Demonstrable wealth of experience in database development or Information systems development
- At least an advanced degree in IT or any relevant field
- Familiar with / knowledgeable about disability issues.
- Good writing, communication, and presentation skills

11.0 How to Apply;

We invite interested individuals and companies to submit the following application documents:

- A proposal outlining how the consultant(s) meets the selection criteria and their understanding of the TOR.
- A proposed activities schedule/work plan with time frame.
- Copy of CV of the consultant(s) who will undertake the evaluation.

- One recent example of similar assignment conducted by the applicant.
- Financial proposal detailing consultant(s) itemized costs.

Interested and qualified persons/firms should send their technical and financial proposal as on document to procurement@nudipu.org addressing it to the procurement secretary with the subject “development of a data management information system for NUDIPU” not later than **17th March 2023 at 5:30PM.**