

Terms of Reference (TOR)

Installation of Electronic Data Management software for schools in Kakuma Refugee Camp

Introduction & Background

Lutheran World Federation/World Service (LWF/WS) is a faith-based humanitarian International Non-Governmental Organization operating programmes in emergency relief, rehabilitation and development in 32 countries across the world.

In Kenya, LWF/WS works through its Kenya-Djibouti-Somalia program with operational field Area programmes in Kakuma, Dadaab, Djibouti and Kismayo. LWF is UNHCR's lead partner in implementation of community services, child protection, basic education, youth development, peace building, community safety and social accountability to support refugees in Kakuma LWF also implements a sustainable livelihood project.

The Education program focuses on early childhood education, primary education and accelerated learning programme for over-age learners and special needs education. All the children in the schools in the refugee camp study the validated Kenyan curriculum. Currently, Kakuma refugee camp has 13 ECD centers, 21 primary schools, 12 Accelerated Learning Programme (ALP) centers attached to primary schools and 9 units for special needs education. 55,865(32,324 boys, 23,541 girls) learners are enrolled in school with average attendance rate of 85% against 830 teachers (25% female) as at end of September 2019. The overall goal is to provide access to inclusive quality education for refugee children in a friendly, age appropriate, safe and protective environment and transfer skills and capacities to youth through training and mentorship

About the Project

Lack of data and/or inconsistencies in data continues to be a challenge that affect both reporting and planning of education interventions. Recently, through School Meals Program monitoring, it was discovered that there exist loopholes such that the education sector has not been able to collect and administer accurate and reliable school data in the field. Information collected through SMP sharply differs with data collected through EMIS.

In response to this management inefficiency, LWF has visualized an electronic data management system that is capable of capturing and relaying data real time, whether biometric or through personal-identification number, during enrolment phase, storing the data on site, on separate device, or remotely, identifying accurate attendance figures for purposes of provision of humanitarian aid, e.g., school feeding, academic material, child protection, etc. The software will also be able to provide statistical analysis on absenteeism, school drop out and learner transfers within the camp. For instance, the software system should signal responsible Education Officers and relevant authorities for a follow-up on the incidence. With the assistance of the software, LWF will be able to manage data properly and use it effectively for planning and reporting purposes.

Proposed Solutions

The desired solution is a web based software that will capture and relay data real time. The software, a simple yet powerful integrated platform, connects the schools and LWF education office by combining a single database. With key features such as ; **Enrolment, attendance, teacher establishment, school supplies/inventory including textbooks, learner's assessment forms (CBA KNEC Models), School Meals Program records, teacher training records, track teacher attrition/transition/entry and exit, records on different types of disabilities, support school management and establishment (BOMS, PAs, SMCs and Pupils governments), clubs and societies, financial records to support CBI in schools and co-curricular activities.**

It will streamline paperless administration of schools and help manage, analyze and report on school data whilst saving time by eliminating repeated data entry. The software may employ the use of biometrics at the classroom level to track enrolment, attendance, distribution of school material/supplies. and should capture individual learner information on; name, age, sex, class, nationality, individual number, contact information/physical location, parent/guardian/care giver and disability.

The integrated information system should adopt electronic admission and attendance registers; providing information per class, per school and per camp.

The central data storage provides easy access to data within schools, and removes the redundant administrative tasks of reproducing, presenting and sharing data between the school and the education offices, fits into UNHCR and MoE EMIS with ease.

Key characteristics of the software

- Provides user-friendly, computer-based, online/offline data entry/access, inquiry, and reporting facilities.
- Provides option of first entering the data off-line (and storing locally), and uploading the data to the central database later directly from the local files (e.g., MS Excel, PDF data entry forms that can be uploaded to the web-based data entry system).
- Stores system indicator based detailed records about (e.g. learner enrolment, teachers, participation in co-curricular activities, school supplies, absenteeism, drop out etc disaggregated by nationality, sex, age, disability, among others).
- Ability to import/export data from/to other database software such as MS- Excel, SPSS SQL , etc
- Provides tools for basic data analysis (such as producing summary statistics, simple graphs, trend plots, etc)
- Maintain individual teacher and learner information by providing online/offline electronic data form and keep track of the same
- Provide flexibility to add/delete/modify attributes to data records.
- Able to generate two types of tables: pre-defined tables - the fixed indicator based tables defined by Ministry of Education to prepare EMIS report and user (LWF) defined tables- tables created by system based on user queries, which are available in the system.

General Objective

- To design and develop electronic based integrated school management software for offline/online data entry and inquiry for information based planning, decision making, monitoring and evaluation.

Specific Objectives

1. To develop and establish fully functional computer based data management software useful for schools to automatically generate EMIS report on periodical basis (daily, monthly, quarterly, annually).
2. To ensure flexibility in database design to adapt/accept the changes in data that may be required in future management
3. To decentralize, integrate, expand data collection, process analysis and dissemination to support effective quality assurance and continuous improvement on key education performance indicators

Scope of works

The works includes design, development, installation and deployment of online/offline electronic data management software. Specifically, this will involve;

- Installation of the software in all the 34 schools; 21 primary and 13 pre-schools
- Training of teachers and education officers; at least 100 staff on the utilization of the software, generation of reports, analysis and reporting

LWF Responsibility

LWF will;

- Provide further clarification on the ToR
- Avail all data on schools in its current form
- Identify and mobility teachers for training
- Pay for the services
- Provide transport for the service providers to and from the schools

Contractor

- Submit a technical proposal on the solution demonstrating a clear understanding of the ToR and clear response the task at hand
- Submit a financial proposal
- Prepare a short presentation/demonstration (30-45 minutes). This will only apply to the top 3 (three) bidders
- Develop and install an electronic web based data management software and test to demonstrate its functionality
- Provide operational and technical training for the staff of LWF (teachers and Education officers) on the utilization of the software (data entry, generating reports).