



STEWARDWOMEN

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23rd May, 2017

Terms of Reference: Developing Computerised Data Base and Training on SPSS

Introduction:

The STEWARDWOMEN is a not-for-profit non-governmental women organization first registered with the Relief and Rehabilitation Commission of South Sudan in 2009. In June 2016, we renewed our registration with the Relief & Rehabilitation Commission in Juba, under NGO Act, 2016. Our mission is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity, and secure human rights for women and children". Our key values are women on the lead; respect for women & girls; gender equity; accountability and transparency.

We have already procured IBM SPSS 20 data software package to aid our reporting. We are in search of an experienced person who share our values to strengthen our program monitoring and evaluation system.

Methodology:

The successful candidate will hold consultations with the access to justice; SGBV & women economic empowerment program leads, and the Program Director to kick-start the tasks specified herein. He or she will review the reporting templates of the organization and create a computerised data base. The data base shall be tested to ascertain its functionality. The program staff will also be oriented on the SPSS data base. This will be followed by training the program staff on the application of the SPSS data software.

Scope of work:

The specific tasks involved in the assignment are:

1. Review and amendment of reporting templates.
2. Train program staff on the application of SPSS 20 data software package.
3. Develop program database, using the SPSS 20 data software.
4. Provide orientation for program staff on the SPSS 20 data base.

Expected deliverables:

The following are the expected deliverables:

1. Program staff trained on the application of SPSS 20 data software package.
2. Computerised data base developed using SPSS 20 data software.
3. Program staff oriented on the computerised data base.
4. A report highlighting tasks performed, challenges and way forward [using an agreed reporting template with the supervisor].

Draft timeline:

We envision that the tasks described herein shall be accomplished within 7 days as detailed below, subject to review at the time of signing the contract by the successful candidate.

1. Review of reporting templates- ½ day
2. Developing computerised data base- 2 days

3. Program staff orientation on computerised data base- ½ day
4. Training staff on the application of SPSS - 3 days
5. Report preparation- 1 day

Mode of application:

Qualified persons with experience in designing computerised data base and training of NGO staff on the application of SPSS data analysis software should submit their curriculum vitae for the tasks described herein. All applications MUST be submitted to the HRO/Administration Officer latest, Friday, 16th June 2017 through the email address stewardwomen.jobs@gmail.com.

By Ambayo Tom
HR/Admin Officer

