Vacancy Announcement: Consultant

Consultancy Title: Consultancy to provide technical support to develop Information Management System (IMS) in Eastern Equatoria State (EES) South Sudan

Job Location: Torit, EES South Sudan

Reporting relation: WASH Coordinator, The MENTOR Initiative.

Closing date: 19th October 2023

1. Background

The MENTOR Initiative (MENTOR) is a "not for profit", charitable, non-governmental organization devoted to reducing death and suffering from tropical diseases. In South Sudan, MENTOR is currently implementing the Sustainable WASH for Resilient (SWfR) Program through UNICEF with funding from the Kingdom of the Netherlands and Kreditanstalt für Wiederaufbau (KfW) Germany. The objective of the SWfR project is to combat poverty and strengthen resilience by supporting local sustainable recovery through WASH interventions in the communities and institutions. Since 2020, the SWfR project has been supporting WASH interventions for the provision of safe water, improvement of sanitation facilities, and promotion of proper hygiene practices in four counties in Eastern Equatoria State (EES). The Ministry of Water Resources and Irrigation, South Sudan (MWRI) oversee all the WASH activities in South Sudan while the Ministry of Housing, Land and Public Utility (MHLPU) in EES does the same at the state level. MWRI has in the past used a Water Information Management System (WIMS) but currently it is not active and doesn't collect all the required data.

MENTOR needs a qualified consultant to develop a comprehensive and user-friendly WASH MIS that can be used at state level and in a working environment with no or very poor internet connectivity.

2. The Need for a WASH MIS

The WASH project is being implemented by different partners with support from UNICEF with interventions directly managed by the relevant WASH ministries. In the past a WIMS for collecting data on WASH interventions in South Sudan was developed, however, the WIMS is currently not functional and has drawbacks, such as the need for good internet connectivity. The consultant is expected to work closely with MENTOR and other relevant stakeholders during the course of the consultancy period to develop, test and implement a WASH Information Management System (IMS).

3. Objectives/Scope of Work

The objective is to develop a comprehensive WASH IMS that is user-friendly, reliable, and usable in a work environment with no or poor internet connectivity. The field teams should be able to collect, input, and retrieve data easily and efficiently. The IMS should also have advanced tools for data analysis and reporting, which will help in making evidence-based decisions and improve WASH interventions. The database should ensure the security and privacy of sensitive data by following data protection regulations and implementing rigorous measures. Existing data platforms may be used and adapted to the context.

The selected consultant/firm will be expected to complete the following tasks:

- Conduct a thorough desk review and needs assessment to understand WASH data and the requirements.
- Propose, design and develop the WASH MIS.
- Integrate data collection tools, forms, and mobile data entry options as necessary.
- Implement data validation and quality control mechanisms.
- Ensure data security and compliance with data protection regulations.
- Develop user-friendly dashboards and reporting tools for data visualization.
- Provide training to government personnel and MENTOR staff for system usage.
- Offer ongoing technical support and maintenance for an agreed-upon period.

Key Considerations

The consultant will be expected to propose and database system option, taking into consideration the following:

- **Scalability:** Assess whether the chosen system can accommodate the expected growth in data volume and complexity over time.
- **Data Security:** Outline the security measures and protocols that will be implemented to protect sensitive WASH data.
- **Data Accessibility:** Describe how users, particularly those in remote field locations, will access and input data using the chosen system.
- **Data Analysis and Reporting:** Explain how the selected system supports data analysis and reporting, including the creation of dashboards and visualization tools.
- **Cost Implications:** Provide a breakdown of the costs associated with the chosen database option, including licensing fees, hardware requirements, and ongoing maintenance expenses.

Our decision regarding the system option will be based on a combination of factors, including the system's suitability for our specific needs, cost-effectiveness, and scalability.

4.   Proposal Submission

Please send your cover letter and proposals to **recruitment.southsudan@mentor-initiative.net** with the subject line: Consultancy to carry out development of WASH Information Management System.

The deadline for applications is October 19, 2023. However, we will review applications as they come in and may make a decision before the deadline. Therefore, we encourage you to apply as soon as possible.

Candidates, including academic institutions, are encouraged to express their interest by sending applications together with:

- Detailed technical proposal and project plan with timeline.
- Detailed financial proposal (including all expenses separated by cost category)
- Evidence of past performance of similar work and reference
- Curriculum Vitae of professionals to be engaged in the consultancy and team members if any
- Compliance with data security and privacy regulations.
- Proposed database option (SQL, ODK, Access etc.) and justification.
- Any additional information deemed necessary.

5. Timeline

The consultancy period will be of two months (starting in October). The exact start and end date will be agreed with the successful consultant or firm.

MENTOR applies zero tolerance to the exploitation, sexual abuse and mistreatment of women, children and all others, and, mobilizes all its staff in the implementation of its global policy. MENTOR will contact previous employers of applicants to determine if they have had a history of violating codes of conduct relating to sexual harassment, exploitation or abuse and fraud.