Technical Assistance to the Nutrition International Survey Team to review and revise the NI survey database and build the capacity of the team to manage monitoring data using Excel and Power BI

Terms of Reference (ToR)

Background

Nutrition International (NI) aims to improve the health of adolescent girls and women of reproductive age; pregnant women and their new-borns; and infants and young children through reducing anaemia, birth defects, low birth weight and stunting. To achieve this NI implements interventions with local governments and partners in selected high-burden countries in Africa and Asia.

In the last two years, NI has developed a survey toolkit, the Nutrition Information Monitoring Surveys (NIMS) toolkit to standardize the survey information we collect on our programs. The toolkit included a database of survey results, which stores the data in linked Excel sheets and displays it in a Power BI dashboard.

NI has taken on the administration of this database after it was designed by an external consultant, and feedback within NI on this new approach to storing data is very encouraging. To further consolidate this approach to storing data NI is looking for a consultant who can spend some time with the NI database administrators to fix glitches, mentor the NI team in this approach, and create a short guidance document on using Power BI at NI.

Objectives
Overall objective

Provide technical assistance to the NI survey team to improve and institutionalize the use of advanced Excel techniques[1] and Power BI at NI.

Specific objectives

1. Work with NI Survey Team[2] to review the current database, identify ways in which the dashboard and data storage could be improved, and make the identified improvements

2. Mentor the NI Survey team on the use of advanced Excel techniques and Power BI, giving practical examples through the reforms to the current database and assisting the team to envisage further applications of Excel and Power BI

3. Creating a short (aprox 10-20 pages) guidance document on the use of Power BI at NI, to include guidance on the existing database and the projected future applications of Power BI.

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[1] Advanced Excel techniques include building data models and pivot functions

[2] The NI Survey Team currently has two core members who are database administrators; in order to build capacity, additional members of the survey team will join the sessions at the discretion of NI

Expectations

It is expected that this consultancy will lead to the following results:

1. Review and reforms to the current survey database

2. Increased capacity of the team to use Power BI in future NI projects

3. Reference document on the use of Power BI at NI

Nutrition International is committed to gender equality. Consultant is required to indicate how s/he will ensure that gender equality considerations are included in the provision of TA.

Scope of Work

The consultant is expected to undertake the following activities and produce the listed deliverables.

Under objective 1: Work with NI Survey Team to review the current database, identify ways in which the dashboard and data storage could be improved, and make the identified improvements

<u>Activities</u>

To complete this objective, the consultant will:

1.1. Review and critically appraise the existing NI database

1.2. Work with the NI survey team to identify ways to improve the look and function of the database and dashboard

1.3. Implement the changes to the dashboard and database

1.4. Build capacity of the team to understand how the revisions were carried out

<u>Deliverables</u>:

1.1. Critical appraisal of the NI survey database and dashboard

1.2. Revised survey dashboard and database

Under objective 2: Mentor the NI Survey team on the use of advanced Excel techniques and Power BI, giving practical examples through the reforms to the current database and assisting the team to envisage further applications of Excel and Power BI

<u>Activities</u>

To complete this objective, the consultant will:

2.1 Hold regular meetings with the NI survey team at all stages of the project to ensure that the database administrators gain an understanding of how the database functions and how any changes were made

2.2 Conduct a workshop with the NI survey team to provide advice and input on how advanced Excel techniques and Power BI could be used to further the aims of monitoring at NI

Deliverables:

2.1   Regular meetings with the NI survey team to build capacity in advanced Excel and Power BI

2.2   Workshop to identify ways to improve/implement use of advanced Excel techniques and Power BI in NI monitoring projects

Under objective 3: Creating a short (aprox 10-20 pages) guidance document on the use of Power BI at NI, to include guidance on the existing database and the projected future applications of Power BI.

Activities

3.1   Based on the regular meetings and the workshop, create a short (aprox 10-20 page) guidance document for NI which will be a reference document on the lessons learned during the course of the project

Deliverable:

3.1   Guidance document on the lessons learned on current and future use of Power BI at NI

NB: Applicants are requested to present specific deliverable-based activities along with proposed level of effort required, in terms of number of days, as part of their technical proposal.

Duty Station/Location

Due to the current COVID situation, all meetings and wokshops will be held virtually. The consultant will work from their home station throughout. No travel is envisaged at this time.

Timeline

The project will require at least weekly meetings with NI. We expect to be able to complete all activities and deliverables by October 31st. Consultancy days are not expected to exceed 10 in number.

Management and Reporting/Coordination mechanism

The consultant will directly report to Sara Wuehler, Senior Technical Advisor, Nutrition Surveillance

Profile/qualifications of consultant

The project requires a single consultant with expertise in monitoring, Excel, and Power BI. Expertise in development programs would be considered an advantage.

Lead consultant

- Excellent knowledge of Excel and Power BI, with a demonstrated track record of delivering program monitoring projects using the two software packages.

- Experience in program monitoring including consultancy work in the NGO sector. Experience working with nutrition, health, food security or survey data is an advantage.

- Excellent communication, mentorship, facilitation, analytical and writing skills.

- Demonstrated ability to deliver quality results within strict deadlines.

NI is committed to the fundamental principles of equal employment opportunity. Women are encouraged to apply.

Application Process

Interested firms or consultants are invited to submit the following by email to proposals@nutritionintl.org by 7th September. Mark your proposal "Excel Power BI Consultancy". Please include:

- Up-to-date curriculum vitae (CV)
- Technical proposal: four pages or less, describing the consultant's understanding of the task, proposed methodology, and summary work plan setting out proposed timelines for activities and deliverables.
- Financial proposal: including daily fee rate

Submissions without technical and financial proposals will not be reviewed.