Technical Assistance to Develop MS Projects Digital Solution for NI Programs - Terms of Reference (ToR)

BACKGROUND

Nutrition International (NI) is a global nutrition organization headquartered in Ottawa, Canada. For 30 years, we have focused on delivering low-cost, high-impact, nutrition interventions to people in need. Working alongside governments as an expert ally, we combine deep technical expertise with a flexible approach, increasing impact without increasing complexity or cost.

We serve as a force multiplier across the development ecosystem, using our unique combination of capabilities to help countries overcome barriers to scaling up nutrition, domestic resource mobilization as well as local government capacity and ownership. In more than sixty countries, primarily in Asia and Africa, Nutrition International nourishes people to nourish life. Find out more at www.nutritionintl.org

Nutrition International (NI) aims to improve the health of adolescent girls and women of reproductive age; pregnant women and their new-born; and infants and young children through reducing anemia, 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.

CONSULTANCY OVERVIEW

NI has numerous promising examples of the use of digital technology for routine data collection, analysis, and reporting under implementation at field level, but the scale up or replication of these systems is limited using non-standardized and unconnected platforms due to lack of an overall NI digital health strategy & plan. In areas where digital solutions have not been used, there remains a heavy reliance on the use of Microsoft Excel and Word-based reports either uploaded on SharePoint or exchanged over email.

Through this consultancy, NI is investing in an enterprise project management software solution (i.e., MS Project Online) that facilitates standardization, increased collaboration, improve efficiency and effectiveness in project management and implementation. NI has developed an Excel based project management tool called the Project Management Dashboard. The consultant will migrate this tool to MS Projects. There will be project level PM Dashboards, and the consultant will also create a Dashboard that will track progress of NI's overall project portfolio. The PM Dashboard can be migrated to MS Projects with the expertise of a qualified individual.

OBJECTIVES

Overall objective
Work with the NI OPS team (CO, Regional & HQ) to migrate the Project Management Dashboard to MS Projects.

Specific objectives
1. Develop a version of PM Dashboards using MS Projects online for all projects and migrate existing Excel tools into the PM Dashboard prototype.

2. Design project portfolio level dashboard for all projects that are migrated to the MS Projects prototype.
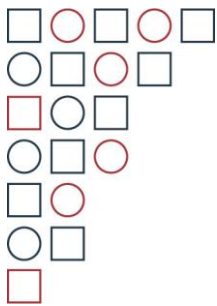
3. Train selected staff on functionality and reporting features of the PM Dashboards prototype.

4. Migrate PM dashboard into MS Projects and liaise with selected staff for quality assurance of the migrated product.

5. Develop learning resources for the use of the PM Dashboard and its links to other existing tools (such as MEAL Dashboards, PM Manual) to guide meetings, track performance, and to inform the Project Set Up phase for new projects.

DUTY STATION/LOCATION

Due to the current COVID situation, all meetings will be held virtually. The consultant will work remotely from their home station throughout except required for in person support by the regional team. No travel is envisaged at this time.

TIMELINE

The project will require once or twice weekly meetings with NI. Suggested timelines are as below:

Activity	Deliverables	Estimated Timeframe
Develop an online version of a Project Management Dashboard using MS Projects	• Project Management Dashboard prototype • Presentation on the draft prototype (PPT slides)	Ten working days (2 weeks)
Design project portfolio level dashboard for all projects that are migrated to the MS Projects prototype.	• Portfolio level Dashboard prototype • Presentation on the draft prototype	Ten working days (2 weeks)
Migrate PM Dashboards to MS Projects and consult with selected staff for quality assurance of the migrated product.	• PM Dashboards migrated to MS Projects	Five working days (1 week)
Develop learning resources for project level and portfolio level Dashboards	• Learning resources to assist users to develop new projects using the Dashboard prototype • Resources to generate reports and analyze progress of Dashboards	Five working days (1 week)
Train relevant MSPO Leads and project focal persons on usage of the dashboard	• Conduct two trainings (1 for Asia leads and one for Africa leads) for MSPO leads on usage of the Dashboards	Five working days (1 week)
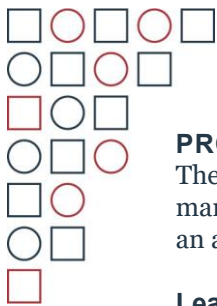
PROFILE/QUALIFICATIONS OF CONSULTANT

The project requires a consultant with expertise in using digital solutions for project management such as MS Projects. Expertise in development programs would be considered an advantage. Experience in Asia and Africa will also be prioritized.

Lead consultant qualifications

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

- Experience in developing or adapting mobile solutions & integrating such technology with existing data platforms (MS Projects or others).

- Excellent Information technology (IT), communication, mentorship, facilitation, and design skills.

- Demonstrated ability to deliver quality results to deadlines.

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

SUBMISSION OF APPLICATION

Please submit proposal via email to the following address with all attachments in docx or PDF to jvallve@nutritionintl.org by the deadline of Friday November 11, 2022. Please use subject line "Technical Assistance to develop MS Projects Digital Solution." Please also reach out for any clarifications on the application process.

The application must include:

1. Cover letter with the respondent's name and address, summarizing relevant experience. The letter must be signed. (1 page)

2. If you are applying from an organization, please include the background of organization with a summary of the mission and mandate of organization. It must also include:

    - Description of the organization's relevant experience in conducting landscape analysis of maternal nutrition programs or projects (include links to relevant reports if available)

3. Qualifications of the key personnel of the team. This shall include a description of 1) roles and responsibilities of each of the team members (up to two pages) and 2) resumes of each of the key team members (up to three pages per resume).

4. Contacts for references.

5. Narrative proposal in English aligned with the Terms of Reference as outlined above, including a workplan aligned with the objectives and deliverables.

6. Financial proposal.