Request for Expression of interest to develop an Information Management System for CTCA

1. Introduction:

The Centre for Tobacco Control in Africa (CTCA) was established in July 2011 by the World Health Organization, with funding from Bill and Melinda Gates Foundation (BMGF). The current and third phase of funding BMGF is through the Africa Capacity Building Foundation, to build and sustain Institutional Capacity of African governments in tobacco control. CTCA, in its 2019-2025 strategic plan, envisions a tobacco free Africa. The mission of the Centre is to enhance African governments' capacity to formulate and implement Tobacco Control programs through partnerships and cooperation.

The Centre's strategic objectives include;

1. Strengthening the capacity of countries in Africa to formulate and implement FCTC   compliant programs
2. Promoting evidence-based tobacco control policy formulation and program   implementation
3. Mobilising human, material and financial resources for sustainable tobacco control in   Africa
4. Promoting partnerships for tobacco control at national, regional and international levels
5. Enhancing CTCA's ability to support capacity development in tobacco control

CTCA operates in several countries in Africa depending on a particular project and the CTCA secretariat in Uganda coordinates activities in these countries according to their country workplans to inform CTCA's strategic objectives as well as account for effective use of resources.

CTCA seeks to recruit a reputable firm to develop a comprehensive information management system that will facilitate decision making, coordination, performance management and financial management. The system will ensure that all departmental systems are intergrated through tracking and reporting on resource utilisation, financial management, activity progress and provide summarised feedback to users on resources used, outputs, outcomes and impact achieved in line with CTCA annual workplan. The objectives of this assignment include;

1. Introduce a reliable and efficient information management system
2. Ensure a secure protected system which offers collaboration means between CTCA, its employees and partners
3. Generation of data repositories for CTCA activities
4. Offer authentic up-to-date and consistent information

The Specific duties are in two categories and these include:

Monitoring & Evaluation

1. Develop a customized M&E system for CTCA in line with the CTCA strategic plan and annual workplans. The system will require interfaces in English and French. The system should;
   - Capture multiple projects at the secretariat and country levels
   - Include, but not limited to, detailed Activity Reports, Semi-Annual Reports, Activity and Indicators Tracker, Accomplishments, Annual work plan, Progress on activities in the implementation plan.
   - Implement different system alerts for key events such as technical reports, which should be configured to particular group of users

2. Ensure security, consistency and integrity of all data entered into the system
3. Perform regular backups of the system and ensure security and usability of back ups
4. Work with the Inhouse IT to host securely and ensure 99.9% uptime
5. Write user and Administrator guidelines/modules
6. Develop additional system features as may be required from time to time

Financial Management
1. Implement Financial management and Reporting features including, Budgets, Funds Request, disbursement, accountability, procurement and asset tracking, supplier lists
2. Implement a human resource management module to include performance management, reporting, leave schedules etc
3. Implement access and approval levels at each user level
4. Develop standardised information fields

2. **Qualifications**
   It is expected that the successful consultancy firm will have the following;
   a) Advanced academic qualification in Information Technology, Software Engineering, database management or related degree.
   b) Proven experience in designing web based applications with key focus of information sharing
   c) Minimum of five years' proven work experience in software and database development
   d) Language: Excellent command in English.
   e) Skills and abilities:
      - Strong interpersonal skills
      - Excellent Oral and written communications

- Excellent computer skills
- Strong organizational and planning skills
- Experience with M&E processes, systems and procedures.
- Experience in developing similar processes with recognized organizations.
- Proof of previous work
- Strong analytical skills.

3. Expected Key Deliverables
The Consultancy firm will be expected to deliver on the following;

- Comprehensive inception report
- Functional Online system developed & Maintained
- Centralised storage system to minimize information loss and intergration of related information
- CTCA Staff trained on using the system
- User and administration guide
- Maintenance of the system for at least 6 months after completion of the assignment

4. How to apply
Interested and suitably qualified firms may express interest for the assignment by: Submitting a motivation letter of not more than 1000 words and clearly marked as **"Expression of interest to develop the CTCA Information management system"** in soft copies at the address below not later than **17:00 hours EAT on the 23 March 2021.**

a) In addition to the requirement in (a), interested applicants should submit:
    i) Detailed CVs with previous work done related to the assignment
    ii) Copy of all relevant academic documents.
    iii) Team composition
    iv) Company legal documents

b) Applications should be sent to:

Email: eoi@ctc-africa.org