

TERMS OF REFERENCE FOR INDIVIDUAL

(Technical Expert for Online Database System Implementation and Trouble Shooting-Consultancy)	
<p>Purpose of consultancy:</p>	<p>Violence against women remains a pervasive issue in Pakistan, with deep-rooted societal challenges contributing to its prevalence. Pakistan has grappled with the need for comprehensive measures to address this issue, recognizing the significance of safeguarding the rights and well-being of women. The country has faced persistent challenges related to violence against women, encompassing various forms such as domestic abuse, honor killings, intimate partner violence, and harassment. Sociocultural factors, coupled with gaps in legal frameworks and law enforcement, have contributed to the perpetuation of such violence. Recognizing the urgency of addressing this issue, legislative measures have been undertaken, including the services for women survivors of violence in KP i.e Darulamans and GBV Helpline.</p> <p>Rozan in collaboration with UNFPA has supported Social Welfare Department in developing a centralized database, which will play a crucial role in service delivery by managing and responding to GBV cases effectively. The database will play a pivotal role in aligning services with the specific needs of survivors. It will facilitate streamlined case management, referral mechanisms, information and data security, team management, and psychosocial support, ultimately contributing to Darulamans ability to provide survivors the psychosocial support, protection, and equity they rightfully deserve. The collaboration between stakeholders underscores a shared commitment to improving the response to gender-based violence and ensuring the well-being and safety of survivors.</p>
<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>Rozan has provided the general scope of work for this assignment below, the consultant is expected to propose a plausible approach for undertaking this assignment, covering the design/customization of a web enabled program activity database system, and subsequently the linking and integration of the program activity database system with existing databases and systems.</p> <p>RESPONSIBILITY OF THE CONSULTANT:</p> <ul style="list-style-type: none"> • Perform a detailed review and familiarize with the developed database. • The consultant will work with the Program Manager, Provincial Coordinator, and SWD KP MIS team as focal points for this assignment. Develop the written plan and

	<p>ensure that the Managers develop the necessary expertise to use the software and hardware for the developed database system. Issues to determine include:</p> <ul style="list-style-type: none"> a) What are the critical processes which can produce the required information products? b) What data and metadata standards will be employed? c) What procedures will be used to ensure quality (accuracy, integrity, and completeness)? d) How will data storage and preservation be handled? e) How will data security management (access, erasure, security, privacy) be ensured? f) How will long-term access be ensured? g) What procedures will be used to process, upload, transfer, and share data? <ul style="list-style-type: none"> • Incorporate changes and feedback shared by Darulaman managers by assisting Senior Technical expert once data starts uploading. • Incorporate all the changes in the database suggested by the SWD MIS Team. • Activate different user accounts with designated authorizations for the web portal. • Ensure that multiple users can access the track sheet simultaneously. • Only the relevant staff and the IT Officer have access to make changes in data uploaded by the staff. • One section for proposals submitted with segregation, auto-generation of achieved projects. • User manuals and reporting modules are accurately in place as directed by the SWD MIS Team. • Briefly present the developed database to the Senior and relevant Government officials with the support of the Program Manager at Rozan and the Senior Technical Expert. • Assist Senior Technical Expert to execute the roll out plan by conducting On-the-job training of Darulaman staff in 9 districts of KP to operate the portal. • Support VAWC focal points for the data entry. • Submission of bi-monthly reports/updates on the progress of the GBV Database to the Program Manager. • Actively support in trouble shooting.
--	--

Duration and working schedule:	Deliverables	Payment Schedule Deliverable based
	<ul style="list-style-type: none"> Detailed Work Plan within 2 days of the signing of the Contract. Meetings with SWD MIST Team, UNFPA and Rozan Comprehensive Meeting minutes. 	30%
	<ul style="list-style-type: none"> Provide tools for better-friendly use of software Guide and support Darulaman Managers to make it easier to use the web portal as and when required. Support in the Launch of GBV Database Support Senior Technical Expert as and when required. 	30%
	<ul style="list-style-type: none"> User manuals and reporting modules are accurately in place and utilized. Guide Darulaman Managers to make it easier to use the web portal. Activate different user accounts with designated authorizations for the web portal. 	40%
Required expertise, qualifications and competencies, including language requirements:	<p>Qualification and Experience: The consultant should have the following skills and qualifications:</p> <ol style="list-style-type: none"> Advanced degree (Masters Level) in a relevant field (Computer Science, Data/Information Management, Advanced Statistical Analysis, Information Technology, and Software Engineering). At least 5 years' experience related to data management/database development and archiving, including use of web-enabled platforms and common statistical analysis tools. At least 3 years of experience in development and implementation of web applications. Existence of an M&E system/Database/Information web-based solution Experience in client communication, understanding client requirements, and translating them into technical solutions. Understanding of server-side languages (like Python, Ruby, PHP) and databases (SQL, NoSQL). Excellent communication and writing skills At least basic knowledge on the issue of Violence against women. 	

	<ol style="list-style-type: none">9. Strong problem-solving skills and the ability to troubleshoot and debug issues.10. Ability to work effectively with minimal supervision11. Ability to complete tasks within a set time frame; and12. Strong work ethics and commitment to principles of inclusiveness.
<p>Duration:</p> <p>The Consultant is expected to give 4 months, aligned to the scope and methodology for undertaking this assignment.</p> <p>Interested candidates are requested to submit their profiles with the following documents:</p> <ul style="list-style-type: none">• Curriculum Vitae• Full contact details (physical address, telephone and fax numbers and e-mail addresses)• Profile of previous work done which is related to this assignment• Two references and contacts of the referees• Certificates of completion of previous work	