



**TERMS OF REFERENCE (TOR)**  
**EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS) TECHNICAL**  
**SUPPORT**

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<b>Study</b>	EMIS (technical support, training and analysis)
<b>Personnel and experience</b>	Design and EMIS specialist/ Consultant(s)
<b>Work period</b>	October 2019 – February 2020
<b>Contact</b>	Ma Ei Ei Phyu, Program Manager, RISE <a href="mailto:crystalwhite.rise@gmail.com">crystalwhite.rise@gmail.com</a> Brenda Britton, M&E Coordinator, ADRA Myanmar <a href="mailto:brenda.britton@adramyanmar.org">brenda.britton@adramyanmar.org</a>
<b>Consultancy days</b>	Estimation of 40 days to be spread over months 5 months.

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**SUMMARY OF CONSULTANCY**

ADRA Myanmar is collaborating with the Rural Indigenous Sustainable Education (RISE) network to conduct an improved alignment and technical harmonization around assessment and EMIS. This includes technical support, training and analytical support.

It is expected that the consultant will support the design of digitized data collection forms (in Burmese and Karen) to capture data on schools, villages, students and teachers within the RISE network. The data collection forms will be integrated with the current RISE network database so as to recall all information that has been collected so far and avoid duplication of effort. They will also include validation checks to ensure completeness of data collection.

Secondly, the consultant will train the RISE network staff over a period of two weeks in designing data collection forms and updating the forms that already exist (so that further consultancy support isn't required). The consultant will also use this time to help the staff get acquainted with the data dashboard and analyse the data as it comes in, in real time.

Finally, the consultant will provide support to the RISE network with data analysis and help them update their database based on the data collected between September – November of 2019.

## **BACKGROUND**

The CASE2Learn Project’s objective is to contribute to a peaceful inclusive society for sustainable development in Myanmar. The project will improve access to Indigenous education services, including Early Childhood Care and Development (ECCD), basic education, Non-Formal Education (NFE) and Technical Vocational Education and Training (TVET), and improved learning outcomes for Indigenous children, youth and women living in ethnic conflict affected and post-conflict affected areas of Myanmar. Specifically, around EMIS, the review and update of RISE school quality standards annually is part of RISE Education Management Information System (EMIS) continuous improvement.

## **OBJECTIVES**

Transform the RISE network’s capability to collect, analyse and act on data

## **METHODOLOGY**

The consultant will design data collection forms that are compatible with the RISE network’s existing EMIS database. Data will be collected on tablets and smart phones. The consultant will also design a two-week long training course which is customized for RISE network staff. Finally, the consultant will generate analytical files that clean incoming data and generate tables and graphs.

## **PROPOSED OUTPUTS**

<b>Key Task / Deliverables</b>	<b>Estimated Timeframe</b>
1. Design of digitized data collection forms to capture data on tablets and smart phones (and recall existing RISE	October 2019

network data) from schools, villages, teachers and students (four separate forms)	
2. Cleaning of existing RISE network database and integration with the digitized forms	October 2019
3. Integration of Karen and Burmese (Unicode) translations	November 2019
4. Training of RISE network staff in designing and editing digitized forms (in country support)	November 2019
5. Training of RISE network staff in updating the database and monitoring incoming data through a digital dashboard (in country support)	November 2019
6. Training of RISE network staff in analyzing incoming data	December 2019
7. Analytical support with incoming data (creating analytical files that generate graphs, tables and charts)	February 2020

## **RESPONSIBILITIES**

*Responsibilities of the Consultant:* To achieve the goal of the consultancy, completing the tasks described above, the consultant will be responsible for, but not limited to, the following processes:

- Designing the digitized data collection tools. This is done in consultation with ADRA and RISE.
- Lead the research process, developing and testing the data collection tools, training enumerators (where needed) conducting consultation/ validation workshops with the RISE network.
- Lead the process of developing the key outputs described above.
- Ensure the quality of all deliverables as per these terms of reference, as well as their timely submission.

*Responsibilities of ADRA:* To support the external consultant develop a good understanding of the partnerships and approaches:

- Participate in discussions regarding methodology.
- Take a proactive role in providing project documents, reports, evaluations and documents for the study, and identifying information relevant to the research process.
- Collect any additional data required by the external consultant.
- Provide write ups or drafts of any sections of the reports requested by the consultant that require the perspectives of ADRA Myanmar and contextual knowledge of the country and the program.
- Participate in the review and finalization process of the reports.

- Lead in supporting in-country workshops / consultations.
- Establish and coordinate with a reference group for additional technical inputs and guidance.

*Responsibilities of RISE:* To support the external consultant in the collection of data for the studies:

- Participate in discussions regarding methodology.
- Utilize extensive networks and relationships with local communities and local authorities to collect the data from schools and communities.
- Participate in the review and finalization process of the study document.
- Provide enumerators who are able to access the target areas, providing costs for enumerator stipends and transportation from current project funding.

### **APPLICATION AND DEADLINE**

Interested firms/individuals should send the requested documents to Ma Ei Ei Phyu, Program Manager, RISE [crystalwhite.rise@gmail.com](mailto:crystalwhite.rise@gmail.com) copying Brenda Britton, M&E Coordinator, ADRA Myanmar [brenda.britton@adramyanmar.org](mailto:brenda.britton@adramyanmar.org) on or before October 7<sup>th</sup>, 2019, 23:59 GMT.

- A narrative proposal which should include the following information (at a minimum):
  - Technical proposal detailing the approach, methods and timeframe
  - CV of key consultant(s) attached to the technical proposal clearly showing the qualification and experience of the consultant and his/her team
  - Proposed budget (if any consultancy fees are charged)

Applicants reserve the right to ask for more clarification. Due to urgent need of the consultancy, proposals will be short listed on a regular basis and we may offer the consultancy before the closing date. Only short-listed consultants will be contacted.