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Project Fiduciary
Management Unit –PFMU
Ministry of Finance
13A Howe Street
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Sierra Leone



GOVERNMENT OF SIERRA LEONE

Request for Expressions of Interest (REOI) for Individual Consultant to deliver training on Mobile Data Collection & Management

Date Issued: 11th September, 2020
Sector: Research and Capacity Building
Grant Number: **5900155015951**
Project ID No.: **P-SL-KFO-012**

The Government of Sierra Leone, through the Ministry of Finance, has received funding from the African Development Bank acting as administrators of grant funds under the Transition Support Facility (TSF). The said grant funding from the TSF Pillar III Window is to assist in the financing of the Enhancing Policy Development: Research and Capacity Building Project (ENPODEV) embedded in the Research and Delivery Division of the Ministry of Finance and intends to apply part of the agreed amount for this *grant* to payments under the contract for the recruitment of an Individual Consultant for Short Term Consultancy to deliver training on mobile data collection and Management.

The objective from this training is to provide comprehensive training to all staff of the Research and Delivery Division on Mobile Data Collection and Management using ODK and Kobo Toolbox, thereby strengthening the division's approach to data collection and analysis, ensuring that high-quality data are used to better understand the impact of policies and programs. The Consultant/Trainer will conduct training for all RDD staff on mobile data collection and management using Kobo Collect and ODK from survey authoring, designing forms, advanced survey authoring, conduct training on management of survey data (i.e., building questionnaire, uploading to mobile phones, data collection, downloading data collected to a server, etc., prepare and submit a training manual for participants to peruse after the training period, conduct pre and post-training assessment/evaluation and also to be on call to provide support for one post-training field data collection exercise by RDD Staff.

The Project Fiduciary Management Unit now invites individual **local consultants** to indicate their interest in providing this service. Interested consultants must provide information (detailed curriculum vita, copies of academic and professional qualification certificates and contact details), indicating that they are qualified to perform the services. Key qualification requirements include a Bachelor's degree in Information Technology, Computer Science, Mathematics, Social Sciences or related fields; Advanced practical experience on ICT based data collection particularly Kobo and ODK; Demonstrated ability to

manage mobile devices in data collection, particularly Kobo and ODK; and data analysis using SPSS, STATA and/or Python; Experience in leadership, facilitation and negotiation training delivery in research and development settings; strong facilitation and communication skills (written and verbal); skills in document design (MS Word or Google Docs), databases maintenance (MS Access, MS Excel or Google Sheets) and visual presentations (MS PowerPoint or other tools).

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the **African Development Bank's "Procurement Policy and Methodology for Bank Group Funded Operations" (BPM)**, dated October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Interested **Local consultants** may obtain further information at the address below during office hours from 9:00am- 4:30 pm Mondays- Fridays.

Expressions of interest must be delivered to the address below by **Thursday 1st October, 2020** at 4:30pm and labelled **Short-Term Consultancy Service to deliver training on Mobile Data Collection & Management**

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