



TERMS OF REFERENCE

Contract: Implementation of the Just Play Programme data collection system

A contract to develop a Pacific-based electronic data collection system for the Just Play Programme that takes into account a new monitoring and evaluation framework, the annual programming cycle and the long-term data collection needs to measure and monitor programme performance.

Programme Area and Specific Project Output

Working alongside the development of a new monitoring and evaluation framework and baseline survey¹ and other OFC's management information systems, design-a-fit for purpose electronic data collection system for the Just Play Programme "e-system." The system needs to inform programme performance and meet donor reporting requirements. Ideally, the electronic system can cope with remote field data collection on tablets and provide up-to-date progress on activities for reporting purposes.

Background and Justification

Oceania Football Confederation (OFC) is focusing on Sport for Development as one critical area of intervention as part of its overall strategy to reduce vulnerability and address social issues affecting children and young people in the Pacific region. By integrating messages into sport and play activities, OFC seeks to reduce exposure to risk factors among children and adolescents in 13 countries (American Samoa, Cook Islands, Fiji, Kiribati, French Polynesia, New Caledonia, New Zealand, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu).

OFC recognises that children who have a positive experience in sport early on in life are more likely to participate in sport and physical activity throughout their lives. OFC also acknowledges that, as a platform, sport helps children and young people to develop lifeskills applicable both on and off the field of play.

Working with key delivery partners, such as the Australian and New Zealand Governments, Football Federation Australia, the UEFA Foundation for Children and UNICEF, OFC uses sport as a programming platform to build confidence in children and young people, creating access to quality sport interventions, educational platforms, advocacy campaigns and public dialogue through active participation. Globally, Sport for Development programmes have been recognized as a key contributor, to the achievement of the Sustainable Development Goals (SDGs), as well as regional and national development priorities.

Therefore since 2009, OFC has implemented a community engagement Sport for Development Programme called Just Play. The purpose is to improve the lives of children and adolescents

¹ TERMS OF REFERENCE: Programme Evaluation Consultancy: Just Play Knowledge Attitudes Practices (KAP) and Baseline Study

aged 6-18 years in 13 PICs and territories through football. Through active participation in a series of interactive sessions with integrated social messages aligned to the four key programming pillars, Just Play supports children to develop healthy lifestyle habits (health and wellness), encourage gender equality, promote social inclusion and child protection, insist on sport for all, and become confident in their abilities.

To support the improvement in regional activities the absence of a suitable electronic data collection system needs to be addressed. The current paper-based system has major limitations and there are major gaps in the reported data that limits the awareness of how well the programme is progressing or if there is greater potential to improve. As a regional programme the ability to compile information on field activities is highly desirable.

OFC is seeking an experienced organisation to setup an electronic data collection system that fits field level reporting and central level monitoring of progress. The management information system will need to be robust enough to adapt to developments and learning, the multi-language environment and the isolated technological-limited Pacific.

Purpose of Contract

The overall purpose of the contract is to have in place an electronic data collection system “e-system” that can:

- 1) Collect data in the field (off-line) across the Pacific;
- 2) Compile result centrally in a dashboard to produce monthly, quarterly and annual reports; and
- 3) Collect field level monitoring reports from each country.

The e-system will provide:

- Dashboards that presents disaggregate data and track trends.
- Collect incidents and stories.
- Assist in producing reports.
- Interoperability.

As a result, the e-system will provide the most comprehensive reporting system available that will allow Just Play to move forward and develop the most effective and efficient programme delivery model across the region.

Objectives

The main objectives of the contract are to:

1. Map the business requirements from the new monitoring and evaluation framework into an electronic data collection system;
2. Identify an off-the-shelf product(s) that best fits the needs of the Just Play programme;
3. Configure the system to collect impact data and other on-going monitoring information;
4. Provide analysis of the compiled information for ease of reporting; and
5. Inform the development of additional monitoring and data collection frameworks for Social Responsibility and Football Development (in the areas of refereeing, coach education, women's football, clubs, leagues, medical and high performance).

Scope of Work and Methodology

The electronic data collection system will be an end-to-end solution by using a “whole system” approach. From capturing what goes into the programme, measuring the manageable outputs and collecting quantitative and qualitative results of activities – changes in knowledge, attitudes and belief from the beginning to end of the programme participants and feedback from volunteers. Gender, social inclusion and safeguarding are specific data areas of interests as with broader engagement with communities and partners. From this the broader social development consequences can be better understood over time.

To determine what is the best software product(s) and solution the organisation will draw on their experience in monitoring and evaluation and tailor the product(s) to work as seamless as possible by:

1. Working with the consultants who are developing the new monitoring and evaluation framework to map out the needs of the electronic data collection system and collect additional business requirements;
2. Review available off-the-shelf product(s) that best fits the needs of the Just Play programme to provide an electronic data collection solution – ensuring that the product identified has the capacity to operate in both English and French;
3. Determine feasibility of electronic data collection system to interface with other organizational systems (including but not limited to the OFC Management Platform, COMET, etc.);
4. Using recommendations of the process of the KAP baseline to support and inform the configuration of the system to collect on-going monitoring information.
5. Assist staff to transition from the paper-based to electronic system.
6. Develop the dashboards and reports from the mapping and actual data.

Translating the monitoring and evaluation framework into current technology will require a practical solution. As the system needs to be stable, accessible, secure and user-friendly to fit with the Pacific context.

Work Schedule

The contract is expected to begin in February 2020, with feedback on the software options in March/April 2021 and a functional data collection system in June/July 2021. After testing and feedback the final e-system with dashboards, reports and manual is expected by August/September 2021.

Payment Schedule

Payment is based on deliverables outlined in the Deliverables/End Product section detailed below.

Deliverables/End Products

Deliverable	Details
Deliverable 1	<ul style="list-style-type: none">• Present a software solution design that best fits the mapping of the information needs of the programme.• The presentation is based a 4-5-page report on the proposed system.• A field level data collection survey.
Deliverable 2	<ul style="list-style-type: none">• Complete end-to-end e-system.• Delivery of a system that demonstrates interoperability.• Delivery of a dashboard capabilities to display targets vs. actuals in real-time.• User manual, data dictionary, IT procedure, legal and privacy consideration.• Transition of country level staff to the use of the system

Supervisor Name and Type of Supervision that will be provided:

The contractor will work under the overall supervision of the OFC Head of Social Responsibility.

Technical direction and quality assurance will be provided by the OFC Social Responsibility Department in partnership with GHD on behalf of the Australian and New Zealand Governments and UNICEF Pacific.

Just Play Programme Managers in football Member Associations will coordinate and supervise in-country rollout of the e-system in Fiji, French Polynesia, New Caledonia, India, Samoa, Solomon Islands, Tonga, and Vanuatu as required.

Consultant's Work Plan and Official Travel Involved:

No travel is anticipated as part of this consultancy, however, should travel be required, the consultant(s) is (are) required to make his/her own return travel arrangements required to facilitate the effective delivery of the consultancy on the most direct route and economical class. Travel costs will be reimbursed to the consultant(s) upon submission of invoice and travel documents for any pre-approved travel.

The consultant(s) is also required to organize his/her own visa as required to facilitate the delivery of the consultancy components – OFC/football Member Association will provide a support letter to assist with visa approval.

Consultant's Workplace:

The Contractor is required to work from their existing home base. The contractor will maintain regular contact/communication (once per week) with the technical supervisor for technical support and for providing weekly updates by email, skype or telephone as required.

Qualifications or Specialized Knowledge/Experience Required:

Qualifications

Consultant(s): Advanced degree in monitoring and evaluation and/or any other relevant field.

Experience

- At least 5-years of recent documented work experience in monitoring and evaluation with focus on the Sport for Development, social development, health, education, child protection and behavior change
- Demonstrated, documented and recent work experience in monitoring and evaluation, data management and analyses
- Experience with information technology, including proficiency in survey design, document management, dashboards, word processing, spreadsheets, and presentation software
- Equipment, tools, and facilities to develop, demonstrate and implement the e-system (access to software programmes, database analyses programmes, software platforms)
- Documented work experience in Sport for Development
- Previous working experience in the Pacific and with Sport for Development and child/adolescent programmes
- Proven software, analytical and report writing skills
- Experience working with the Australian/New Zealand Governments, UNICEF, UN, and government
- Knowledge of the Pacific region required
- Excellent communication, coordination and team working skills
- Strong inter-personal, teamwork and organizational skills

Languages

- Fluency in written and spoken English required. Fluency in French an asset.

Competencies

- Good research, facilitation, negotiation, communication and advocacy skills

Call for Proposals

To apply for this consultancy, interested consultant/agencies should submit expressions of interest together with:

1. A cover letter, no longer than two pages and a curriculum vitae showing how the consultant/agency has/have the skills, qualifications and experience to carry out the study;
2. A technical proposal, no longer than four pages, highlighting:
 - a. The methodology that the consultant/agency will use;
 - b. Work plan which outlines the time frame, risks and highlights key milestones; and
 - c. A financial proposal/budget inclusive of all fees and costs to undertake the review.