

Scope of Work: Ma3an Project Data Entry and Survey Support

1. Introduction

Ma3an Project seeks to engage a Consultant Data Entry Specialist (CDES) to address a backlog of project data entry and conduct surveys. This scope of work outlines the tasks, deliverables, and requirements for the 8-week consultancy.

2. Project Context

The Ma3an ("Together" in Arabic) project is a seven-year initiative funded by the United States Agency for International Development (USAID) in Tunisia. The project's implementation period is from September 1, 2018, to August 31, 2025, and is currently in its sixth year.

Ma3an's goal is to increase Tunisian youth civic engagement and economic empowerment to advance progress towards sustainable, inclusive development in Tunisia. This is achieved through two objectives:

1. Youth have improved access to skills, services, and opportunities for civic engagement and economic empowerment.
2. Tunisian youth lead and meaningfully participate in activities to address youth and community priorities.

To track progress towards these objectives and ensure effective reporting to USAID, accurate and timely data entry is crucial. Additionally, surveys are essential tools to gather insights from beneficiaries and stakeholders, informing project implementation and decision-making. The Ma3an project currently faces a backlog of data entry from various project activities and requires support in completing the entry as well as conducting surveys to gather critical information.

3. Tasks and Responsibilities

The Consultant Data Entry Specialist will be responsible for the following tasks:

- **Data Entry (70%)**
 - Review and organize existing project data from various sources, ensuring accuracy and completeness.
 - Enter data into the designated project database or platform (PowerApps), adhering to established data entry protocols and guidelines.
 - Validate entered data to identify and correct errors or inconsistencies.
 - Maintain accurate records of data entry progress and report any issues or challenges to the Ma3an project team.

- **Survey Support (30%)**

- Administer surveys to targeted project beneficiaries and stakeholders, either in-person or remotely, using appropriate survey tools (e.g., Open Data Kit).
- Collect and compile survey responses accurately and efficiently, ensuring data quality and confidentiality.
- Enter survey data into the project database or platform, ensuring data integrity and consistency.

4. Deliverables

The Consultant will deliver the following:

- **Data Entry**

- Completion of all backlog data entry within the 6-week timeframe.
- Accurate and complete entry of all project data into the designated database or platform.
- Weekly progress reports on data entry activities, highlighting accomplishments, challenges, and next steps.

- **Survey Support**

- Completion of all assigned surveys within allotted timeframe.
- Accurate and complete entry of all survey data into the designated database or platform.
- Summary reports of survey findings, highlighting accomplishments, challenges and ways to improve future surveys.

5. Qualifications and Requirements

The Consultant Data Entry Specialist must meet the following qualifications:

- Bachelor's degree or equivalent experience in a relevant field (e.g., statistics, information management, social sciences).
- Proven experience in data entry and management, preferably with experience in development projects.
- Strong attention to detail and accuracy.
- Proficiency in data entry software and tools like Open Data Kit, KoboTool, Survey CTO, PowerApps
- Excellent organizational and time management skills.

- Ability to work independently and as part of a team.
- Fluency in Arabic and English (both written and spoken).

6. Location and Duration

The Consultant Data Entry Specialist will work on-site at the Ma3an office in Tunis for the duration of the 8-week consultancy.

7. Application Requirements

The consultant must submit the following:

- Profile and relevant experience in providing data entry, survey support services and/or related services.
- CVs highlighting his/her qualifications and experience.
- Daily rates.

8. Evaluation Criteria

The selection of the consultant will be based on the following criteria:

- Qualifications and experience. 40Pts
- Cost-effectiveness of the proposed daily rates. 30Pts
- Overall responsiveness to the scope of work. 30Pts

9. Timeline

- RFP Release: 4th July 2024
- Deadline for Submissions: 10th July 2024
- Selection of Consulting Firm: 12th July 2024
- Start of Consultancy: 15th July 2024
- End of Consultancy: 13th September 2024

10. Disclaimer

This scope of work is subject to revision and refinement based on discussions with the selected consultant.