

## SWEDISH COMMITTEE FOR AFGHANISTAN

### Terms of Reference

#### Database Development for Education Programme

#### Background

##### Swedish Committee for Afghanistan (SCA)

Swedish Committee for Afghanistan (SCA) has been present in Afghanistan since the beginning of the 1980s. With over 5 000 Afghan employees, it is one of the largest organizations in the country. SCA supports education, health, rehabilitation of persons with disabilities, and contributes to development in rural areas.

In Afghanistan, close to 70 000 children go to schools run by the Swedish Committee for Afghanistan (SCA). Over two million people receive medical care each year at clinics and hospitals run by the organization. Nearly 3 000 children and adults with disabilities receive special education.

In recent years, SCA has moved from being a service delivery oriented humanitarian organization to more of development with emphasis in capacity development for individuals and local organizations related to our development in a bid to enhance their capacity, and advocate for their rights. SCA provides support to a number of civil society organizations.

Activities are based on a Rights Based Approach, for instance, to satisfy hunger and live with dignity is a right, not a gift. SCA emphasizes that women have equal rights and should have the same opportunities as men. Our Programmes support empowerment of women.

SCA operates in 14 provinces of Afghanistan, and contributes to stability in an unstable country. Majority of the programmes are implemented in the rural areas. For more than 30 years SCA has been present to provide services to Afghans with the greatest needs. This is despite war and conflict that has ravaged this country. SCA have decided to stay as long as needed.

##### SCA's Education Program

SCA has been actively involved in the Afghan education sector since 1984 engaging in both service delivery and capacity building. The service delivery is focused on providing access to education for marginalized children living in rural underserved areas through community based education (CBE). The CBE classes run by SCA exist in 13 provinces providing education to nearly 70,000 students. To strengthen the delivery of educational services adapted to the needs of all children SCA regularly provides training in subject knowledge and teaching competence for CBE teachers as well as provided support to the Teacher Education Directorate (TED).

## Rationale for Database Development

In SCA Education Programme the need for a proper Data Management System/Database is different from other SCA Programmes due to its role. For example, SCA Education Programme is not a contractual implementer to Ministry of Education (MoE). Instead it is supporting MoE in improving access to and quality of education through complementary quality enhancement, capacity development and services delivery measures. Although MoE piloted an EMIS for Community Based Education (CBE) in 2013 where partners/ NGOs were adjoined to, the design was based on MoE requirements which could not respond to the SCA Education Programme needs.

In addition, on regular basis, SCA Education Programme needs to update the statistics of the activities i.e. CBE classes, Coaching Classes, Inclusive Education, teachers' development, institutional development and Education Programme staff profiles. This would help in accountability of the activities undertaken by the programme. MoE and other stakeholders also demand to have information on how our activities are being carried out. Every year therefore, we collect huge amount of schools' data at least two times, which need compilation and analysis for different purposes.

Currently SCA Education Programme records the information in excel sheets which are taking long in compilation and analysis. Regional Management Offices (RMOs) collect statistical data from the field, compile them at RMOs level and send to them to Kabul Management Office (KMO). The Education Programme Unit (EPU) in KMO corrects the mistakes, consolidates and analyses the data for use.

The current data excel sheets do not however have the required information in the required detail format. This phenomenon curtails the programme from giving the required inputs. The Education programme feels that excel sheets are not secure to keep accurate and trustable data for a long time.

Therefore, in order to have strong data management and analysis system that will produce the required and reliable inputs/information for planning, reporting, M&E, internal and external audit, SCA management, MoE and stakeholders, we need to establish a unified database which can also be accessible to all RMOs. In short we are talking about a web-based database that will address the problems in Education Programme data records. For this to happen, a database developer or a database development company must be contracted to develop a database management system that responds to our need.

## Database Design

### The purpose

The purpose for the database development is to establish a strong, secure and centralized data management and analysis system for SCA Education Programme that can respond to the needs of Education Programme and the organization for the purpose of planning, reporting, indicators verification, auditing and M&E.

## Objectives

- To establish a centralized, secured and web based data management system for Education Programme that is accessible for all RMOs and related Units in KMO for data compilation and data use.
- To enrich the Education Programme data records with detailed information that responds to the programme needs in a timely manner.

## Methodology

The database development/design for Education Programme is going to be outsourced with appropriate involvement of EPU and ICTU. The following requirements shall apply:

- Design of the database is going to advertised widely through SCA website and other job announcement websites.
- The qualified applicants will be invited to KMO to discuss full details of the requirements for the database development.
- Based on the programme's requirements and functions, applicants will be presented with a conceptual model design for the database. Negotiation regarding payment and time frame will be held during interviews.

## Deliverables

- Physical databased design
- Presentation of model database to SCA Education Programme
- Pre-test run of database
- Presentation of final functional database to SCA Education Programme
- Training of Education Programme staff on database utilization and management
- Roll out of the database
- All basic programing codes and database should be submitted to SCA for future amendments/developments.
- ICT staff should be trained to properly backup/maintain /install the application on corporate network.

## SCA Obligations

- Provide the designer with all relevant tools and data.

## Criteria of the database

Major criteria for the database.

- centralized and web based database with MS SQL and ASP.net mvc5
- Ability to accommodate different data, functions/information and files
- Ability to produce multiple reports based on different criteria that fits SCA requirement for retrieving the data from database (list of the required fields for the report part will be provided).
- User friendly, interface with professional database at backend power by MS SQL
- User management; database should provide different level of access (administrator, read and write) with unlimited account for users.
- Database maintenance; the database should enable administrator to insert and update records in Database.

- Transfer mechanism; the database should enable users to transfer data from other databases and excel sheets as well as between internal and external databases, and to export data into other formats including but not limited to Excel and PDF.
- Database history; the database includes a log of all changes to the records in the database that can be used as 'restoration' to undo changes that were made.
- The developer of the database should provide training and maintenance necessary for the effective use of the database, including but not limited to: system usage guides, trainings for administrators and users, system documentation, system maintenance contracting and system support.

## Job Requirements

### Qualifications

- A minimum of 5 years' practical experience at MS SQL database designs and ASP.net programming with MVC 5.
- Education in IT especially in MS SQL database development.
- Proven experience to lead in the structural design of a database according to various system requirements.

## How to apply

Application deadline: 26<sup>th</sup> of November 2016

Please email the following to: [evaluations@sca.org.af](mailto:evaluations@sca.org.af) Attach the following documents:

- Updated CV
- Cover Letter

In addition to following SCA's regular application process, which typically includes an interview and reference checks, applicants must be prepared to provide at least two samples of past similar work if shortlisted.

### **SCA contact person**

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