TERMS OF REFERENCE FOR ATECHNICAL RESOURCE PERSON SERVICES TO UPDATE THE UGANET DATABASE – GOOGLE BASED DATABASE.

1.0 Background

Uganda Network on Law Ethics and HIV/AIDS (UGANET) is a national non- governmental organization that was established to bring together organizations and individuals who are interested in advocating for the development and strengthening of an appropriate policy, legal, human rights and ethical response to Health and HIV/AIDS in Uganda. For the past 20 years, UGANET's mandate lies in promotion of social justice on the foundation that the law, legal policies and human rights are critical enablers in influencing the success of Health, Gender equality and HIV interventions intended to prevent further spread and also mitigate the adverse social impact and suffering caused by gender inequality, HIV and other Health conditions.

UGANET in a Consortium with HRAPF and ICWEA, are implementing the Global Fund resilient and sustainable systems for health (RSSH) and Human Rights component of the Global Fund country priority areas for the year 2021 – 2023 aiming to reduce human rights-related barriers to HIV/TB and malaria services. UGANET received support from International Centre for Research on Women (ICRW) to build a robust M&E system. As such, ICRW supported UGANET to develop data collection tools and a google based database. The dashboards for this database have for long not been updated to reflect years 2020 to date although quarterly data entry has taken place for all years from inception to date. UGANET therefore seeks services of a consultant to update its database.

2.0 Justification

UGANET utilizes a google based databased system shelved in a single individual account and hence requires transfer to the UGANET server and individual UGANET account for both backup and appropriate storage of information. As such, UGANET seeks services of a technical resource person to support in updating the UGANET data base ensuring appropriate storage and revised dashboards for years of the project grant life (NFM3). An update on each of the google forms shall be made starting from 2020 to 2023.

3.0 Main Objective of the assignment

To provide technical support in Updating the UGANET google based dashboards and improve storage of the UGANET database to an individual UGANET account and the UGANET server.

3.1 Specific objectives

- To provide technical expertise & skills in updating the UGANET database while coordinating and endorsing UGANET on appropriate versions for storage and a database.
- To build staff capacity on utilizing the updated UGANET database. The custodian department (Partnerships & Training) staff must be oriented by the resource person on the database and the dashboards.

- To conduct meetings with the UGANET IT consultant, and Partnership & Training department to unpack the roles as stipulated in the TOR while understanding the storage system in place to house the database.
- To ensure a user friendly database is in place. The updated database must be one all staff can use with ease for data analysis and reporting.

4.0 Scope of work

UGANET in implementing the Global Fund RSSH and Human Rights component of the Global Fund country priority areas for the year 2021 – 2023 aiming to reduce human rights-related barriers to HIV/TB and malaria services. UGANET has a set of forms that support in collecting data on Human Rights Violations to document support and services offered to the beneficiaries. The forms include; the legal aid client form, paralegal client form, meeting form, outreach form, partnership form, communication form, strategic litigation form, Stigma & discrimination tool, COVID 19 Human Rights tool, etc. These forms each have a dashboard except the newly developed tools i.e. the stigma & discrimination tool together with the COVID19 Human Rights tool. The technical resource person will;

a) Propose a comprehensive, inclusive and participatory working methodology, integrating the overall process of carrying out the work.

b) Collect and review relevant information on the database. This includes reviewing the database manual, the data collection tools and any related information to guide the updating.

c) Revise and update the UGANET database and dashboards for each of the data collection forms for a period 2020 to 2023.

d) Create dashboards for the new tools that have no dashboard. The new dashboards will run for the period 2020 - 2023

e) Take part in Meeting with staff and the IT consultant understand the work and orient the staff on the work to be done.

5.0 Methodology

- UGANET proposes meetings between the staff and the technical resource person to unpack the task and orientation of staff on the assignment.
- Document review on the database manual and tools.
- The Consultant shall employ any other methods they deem fit to support this process.

6.0 Outputs and deliverables

The following deliverables are expected from the assignment.

a) A comprehensive, updated database for UGANET.
b) Dashboard for each of the tools
c) A report on the assignment undertaken detailing the work done and updates of the training manual if required.

7.0 Experience & Expertise required of the Consultant

The technical resource person must have experience, expertise and skills in development and use of a google based database. The consultant must be one with knowledge to manage and design any databases with particular skill in a google database and excel dashboards or any other dashboards. They must practice principle of confidentiality to ensure safety of client data. They must have good communication skills, interpersonal skills and display good facilitation skills to effectively orient the UGANET staff on use of the updated database and dashboards. The skills are not limited to, Analytical, Research, Writing and any other technical skills for this Assignment.

8.0 Indicative timeframe and proposed work plan

1. Duration of the Consultancy and Key Deliverables

The assigment is scheduled for 5 (five) Person Days according the chronogram below:

Activities	Timeframe	Key Outcomes and/or Deliverables
This assignment shall commence with understanding of the TOR by both parties to it	½ day	A contract for the assignmnet shall be signed by the technical resource person.
Review of the UGANET database manual and the available tools.	½ day	To give Deep understanding on the UGANET database
Updating the UGANET database. This includes Updating all the dashboards. Deevlopment of new dashboards and updating the storage of the UGANET database to the server and a single UGANET account.	3 Days	Revised dashboards for each tool and new storage for the UGANET database.
Orientation of staff on the dashboards and the database.	½ day	Understanding of the updated database and dashboard by staff
Activity report writing	1/2 day	A completed report on the workdone by the consultant

Further to note: The assignment to update the UGANET database should not last more than 2 weeks.

9.0 Management and supervision

The technical resource person shall report to the Head of Partnerships and Training at UGANET.

10.0 Terms of payment

UGANET shall pay the first installment upon delivery of the first set of outputs. These include the dashboards and storage adjustment of the dashboards. The 2nd installment shall be paid upon delivery of the orientation to staff. The last installment shall be made upon delivery of the report on the completed assignment. The breakdown of payment is further illustrated in the table below;

Deliverable	Payment schedule	Cumulative percentage payment
UGANET dashboards and the storage site	1st instalment	60%
Orientation of the staff	2nd Instalment	80%
Complete accepted activity report	3rd instalment	100%

In case more work beyond this assignment arises, new terms shall be generated. Both UGANET and the resource person shall agree to the terms prior to the assignment. The revised terms shall be put in writing.

11.0 Application process

The ideal consultant/technical resource person is to share their CV with a cover letter of expression of interest with UGANET via email applications@uganet.org copying falal.jennifer@uganet.org or through hand delivery to Plot 19 Valley Road, Ntinda. The successful candidate shall be selected based on their competences and budgets.