



TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A CENTRALISED DATABASE THAT WILL ENABLE VISUALIZATION THROUGH FLUXX GRANTELLIGENCE SYSTEM

1. Background

Children's Rights and Violence Prevention Fund (CRVPF) is a child rights and social justice regional intermediary organisation that provides grants and capacity development support to Community organisations. CRVPF in the past ten years developed three grant-making programs. The Prevention of Violence against children and young people (PVAC), the Adolescent Girls Power Program (AGPP), and the Youth Empowerment through Data and Community Development (EYDCD). CRVPF is currently partnering with over 300 Community Organisations to prevent violence including sexual violence against children and young people, building their power to make the right choices and decisions, and facilitating safe and dignified employment opportunities in Uganda, Kenya, Tanzania and Ethiopia.

The organization currently collects data and information using multiple formats and tools, including Excel, MS Word, Kobo/ODK, and Fluxx. As CRVPF continues to expand its programming and partnerships, there is a growing need to establish a centralized and harmonized data management system that integrates multiple data sources into one comprehensive platform. Developing a centralized database that supports visualization through the Fluxx Grantelligence System (Fluxx's BI platform) will enhance data quality, enable offline access and real-time insights, streamline reporting processes, and strengthen accountability to donors, partners, and program participants. This system will also promote knowledge sharing, improve program learning, and support strategic decision-making across CRVPF's portfolio.

CRVPF is looking for a Database Management Services Consultant to set up a standardized electronic database that connects to Kobo/ODK as an archiving system for storage and

preservation and also connects to Fluxx's Grantelligence for analysis, visualization and reporting/sharing/publishing. The Consultant will also be required to build the capacity of CRVPF staff to use and maintain the database.

2. Objectives of the consultancy

The main objective of this consultancy is to design, develop, and operationalize a centralized database system that integrates data from multiple platforms (including KOBO collect) and enables real-time visualization and reporting through the Fluxx Grantelligence platform. The consultant will work under direct supervision of the Regional Coordinator, Monitoring Evaluation and Learning (MEL) and will work closely with the MEL and IT teams to:

- Assess existing data management systems, tools, and workflows across CRVPF programs and partners.
- Create a comprehensive and flexible Database tailored to our organization's data sources and data needs (specifically KOBO collect).
- Enable creation of connectors between KOBO collect, the database and Fluxx Grantelligence.
- Work with the team to develop user-friendly dashboards in Fluxx Grantelligence.
- Build the capacity of CRVPF staff to manage, update, and utilize the database system effectively.

3. Scope of work

The consultant will undertake the following tasks:

- Physically meet with CRVPF teams to confirm system requirements (Needs Assessment).
- Conduct a comprehensive assessment of CRVPF's current data management systems, tools, and workflows.
- Develop an integrated database framework linking Fluxx Grantelligence, Excel, KOBO/ODK, MS Word, and other relevant data sources.
- Design and build a centralized database that is interoperable with the Fluxx Grantelligence.
- Work with the MEL/IT teams to create dynamic dashboards and visualization tools for real-time monitoring, analysis, and reporting in Fluxx Grantelligence.

- Work with the MEL/IT teams to develop Standard Operating Procedures (SOPs) for data entry, validation, storage, and reporting.
- Train CRVPF MEL/IT teams on system operation and maintenance.
- Pilot the system and incorporate user feedback to refine functionality and usability.

The Database should be designed to meet the following criteria:

- Create Tables and necessary links for all templates/forms created in KOBO.
- Real time record of tasks.
- Automated data pull/pushes.
- Tracking work plans, milestones, and reporting deadlines.
- Standardized fillable fields to input various organization's forms/templates data.
- Scalable
- Highly secure.
- Well documented Schema.

The Dashboard should:

- Have relevant import / export capabilities to pre-designed templates or databases.
- Allow users to overlay and/or compare data on activities, outputs, and outcomes with data on program spending and aggregated results against program indicators data;
- Provide administrators with intuitive tools for reconciling discrepancies between different data sources, and a clear indication in the event that any link between systems becomes inoperable or offline.
- Provide a database administration module, allowing for advanced user management, with a staggered set of privileges for different users as well as user authorization, tracking/authorizing changes to results hierarchy, database download, online backup and other necessary features; and
- Integration with a learning and Knowledge Management platform in place.

4. Qualification and experience

Interested individual consultants or lead developers for consulting firms should hold:

- Advanced degree in Information Systems, Computer Science, Data Science, or related fields.
- Proven experience in developing and implementing Database systems within the non-profit sector.
- Demonstrated expertise in data analytics, dashboard design, and automation of reporting processes.
- Technical expertise in system design, customization, and integration.
- Successful track record in data migration and user training.
- Commitment to data security and compliance with relevant regulations.
- Reference of previously developed management and reporting system for Not-for-Profit Organisations.
- Proven ability to deliver high-quality outputs within tight deadlines.

5. Deliverables and schedule

S/N	Deliverable	Timeline
1.	A detailed technical and financial proposal outlining the approach to meeting our requirements, the consultant's qualifications, experience, and relevant references, and timeline for project completion.	Refer to deadline date
2.	Inception report with methodology, work plan, and timelines, needs assessment and data integration framework.	One Week
3.	Fully functional centralized database integrated with the Fluxx Grantelligence System and KOBO/ODK	4 weeks
4.	The training and piloting process with one of CRVPF partners to capture all the grant processes into the information System.	2 weeks
5.	The close out report detailing system architecture, functionality, recommendations for sustainability or future program improvements.	1 week

6. Assignments

- The consultant shall sign a **non-disclosure agreement** and maintain strict confidentiality on any information accessed from CRVPF. This condition shall apply even after the end of the contract.
- The consultant shall demonstrate the functionality of the MIS to CRVPF for final approval.

- The consultant shall provide technical assistance on call whenever needed within a period of 3 months after completion of the assignment.

7. Disclaimer

For local Consultants, all software, applications, systems, and related works developed shall be the exclusive property of CRVPF. This includes, but is not limited to, source code, algorithms, databases, documentation, and any other intellectual property created during the course of the contract.

By participating in the development of such systems or works, the consultant agrees to assign, transfer, and convey all rights, title, and interest in the intellectual property to CRVPF.

8. Budget and payment

All payment is subject to verification of works at every agreed phase. The payment plan shall be agreed on during the negotiation with the selected bidder.

9. Selection criteria:

Consultants are invited to submit technical and financial proposals based on the Terms of Reference. Selection process will focus on:

- Understanding of the subject and objective of the consultancy;
- Methodology suggested;
- Qualifications, experiences and competencies;
- Budget;
- Task Schedule;
- References;

10. Application process

Interested candidates will be expected to provide the following documentation:

- Detailed Technical proposal in response to the Terms of Reference.
- A brief description of the Consultant; outlining evidence of recent experience of the Consultant on assignments of a similar nature.
- Financial proposal and Work plan indicating respective cost centers.

- Company profile or Curriculum Vitae in case of individual consulting.

Proposals must be submitted via email to info@crvpf.org not later than **28th November 2025** and if selected, present in an interview to be scheduled and communicated after the submission.

Please state “**Consultancy for Database development**” in the subject line.

Proposals must remain valid for 20 days after the submission date or as deemed fit by CRVPF.

Use the same email addresses for any clarifications on the proposals.

Disclaimer: *Children’s Rights and Violence Prevention Fund (CRVPF) works with NGOs and CBOs towards safeguarding the rights of children. We need to keep children safe so our selection process reflects our commitment to ensuring that only those who are suitable to work with children are considered for the assignment.*