

**Terms of Reference:
Developing and Piloting Digital Data Collection and Management for Fonkoze’s
Chemen Lavi Miyò**

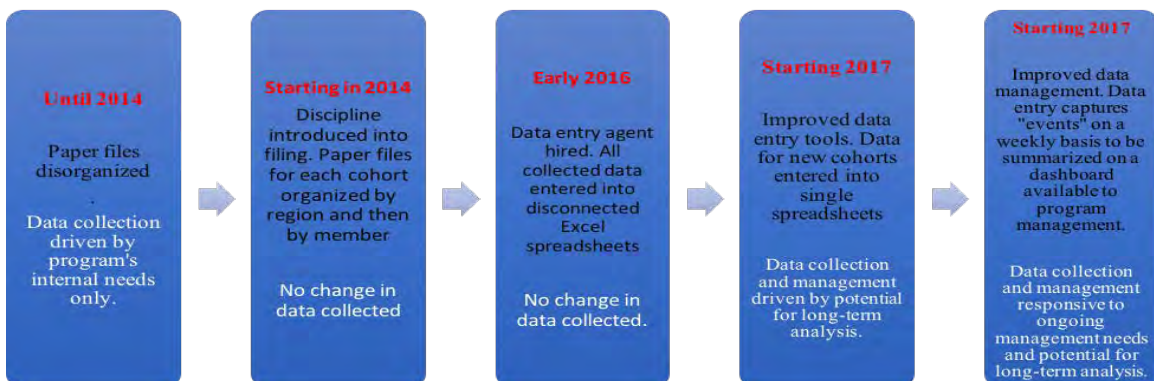
Fonkoze is seeking proposals for development of a digital system that enables staff for its Chemen Lavi Miyò graduation program for families living in ultra-poverty to collect necessary data in the field on tablets or smart phone and permits its management to track key data on simple dashboards and generate reports as needed.

Background:

The Fonkoze Foundation is a Haitian non-profit organization founded in 1994, which works alongside and in partnership with Sèvis Finansye Fonkoze, Haiti’s largest microfinance institution, to strengthen individual and community abilities to effectively use financial services and improve livelihoods, build resilience and create prosperity.

Chemen Lavi Miyò (CLM) is Fonkoze’s adaptation of BRAC’s graduation program for families living in ultra-poverty. (See: [http://www.fonkoze.org/what-we-do/step-1-clm/.](http://www.fonkoze.org/what-we-do/step-1-clm/)) After carefully selecting families through application of a range of inclusion and exclusion criteria, Fonkoze offers them the training and assets they need to establish income-generating activities, help with latrine construction and home repair, and close accompaniment from a trained case manager. Operating since 2007, the program has reached over 7000 families to date, and over 95% of them meet graduation criteria after 18 months.

The program depends on the collection and management of a significant amount of information concerning the families it serves, and its team has struggled since the program’s beginnings to collect and manage the data it needs. The team has improved its ability to manage data in recent years. The following graphic summarizes the progress already made:



The CLM team is taking an additional step towards ensuring that its management has easy and timely access to the data it needs to make the program work while

continuing to improve the program's ability to provide researchers with access to information for study.

Objectives:

Fonkoze is seeking proposals from providers of digital data management and collections systems with experience working with graduation programs for those living in ultra-poverty. The institution needs a complete monitoring and evaluation, project management, and reporting platform designed for graduation programs. The system should especially include:

- Real-time mobile data collection,
- Data visualization for tracking the progress of individuals and cohorts, which can be tailored to staff members who have different areas of responsibility, and
- Report generation that serves project and staff management.

Areas of Responsibility

Fonkoze has identified a vendor willing and able to adapt a data collection and management system that has already been used for the graduation approach, and it is now looking for an organization to provide training for its staff and other implementation services. The successful proposal for this position must include the following:

1. Product configuration, including staff and permissions hierarchy setup, geographical hierarchy setup, program workflow configuration, indicator configuration, survey design and set up, ,
2. Training, including
 - a. Remote training, preparation, app deployment, prior to arrival
 - b. Training of program management to add users, input teams, user test survey design and workflow
 - c. On-site training of all users
3. Following step-by-step implementation of the 21-month pilot to respond to problems that are encountered proactively,
4. Assistance establishing a system of basic technical support within Fonkoze, and
5. Establishing and staffing a help desk through the course of the pilot.

Applicant Profile

A successful applicant can be a for-profit or a not-for-profit provider of digital data management systems with experience working with the graduation approach for families living in ultra-poverty.

Deadline

Fonkoze will be accepting proposals through the end of June 2018.