



## **TERMS OF REFERENCE**

### **CONSULTANCY FOR PROVISION OF DATA ENGINEERING SERVICES**

#### **About Us**

The African Institute for Health and Development (AIHD) is a non-profit, Non-Governmental Organization (NGO) established in June 2004 in Nairobi, Kenya by a group of accomplished African researchers and academicians. The Institute mainly focuses on implementing evidence-based programmes and conducting research, training and advocacy on health and development issues that are contextually relevant to Kenya and the African continent in partnership with the National and County Governments in Kenya, and working in collaboration with local, national, regional, and international partners. The AIHD is involved in policy formulation on key development issues such as poverty alleviation, gender mainstreaming, health promotion, Non-Communicable Diseases (NCDs), Neglected Tropical Diseases (NTDs), social protection, among others. Over the years, the AIHD has acquired experience and expertise to improve the well-being of individuals, communities, the nation, and region at large. To this end, the Institute has implemented programmes in several African countries including but not limited to, Kenya, Ghana, Uganda, Ethiopia, Tanzania, and Zambia.

#### **Background**

As mandated by the Data Protection Act 2019 and the Office of the Data Protection Commissioner, AIHD aims to regulate the processing of personal data and protect individuals' privacy. To achieve this, AIHD is establishing an institutional mechanism to safeguard the personal data of participants in surveys and programme interventions. AIHD is seeking to recruit a consultant to install an internal server to host existing data and continuously capture new data collected in the field.

#### **Purpose and Objectives of the Assignment**

The purpose of the consultancy is to support institutional capacity building to achieve sustained data storage, visualisation and access with minimal interruptions in line with the Data Protection Act 2019 and AIHD's programmes. This will be achieved by

providing technical support, mentorship and supportive supervision for the server and domain, enhancing data management, visualisation and analysis. The exercise will ensure seamless data collection and access for the entire program team while safeguarding the privacy of the targeted population of the interventions including research.

### **Scope of the Consultancy**

The consultant is required to perform the following functions at minimum:

- 1) Configure a domain for the server for AIHD that can carry out data management and visualization in liaison with the M&E officer.
- 2) Synchronize all existing datasets into a single file in the server for easier access and use.
- 3) Domesticated ODK collect server to AIHD on-premises mini-server and synchronise the process of data collection to flow internally in the desktop computer.
- 4) Provide technical assistance to the programme and M&E team as required and where necessary until they understand the processes of data collection, management, manipulation and visualisation.
- 5) Develop the overall structure and content based on existing resources and good practice in the management of data at AIHD using the on-premises mini-server and summarise this in a manual for use and reference.
- 6) Perform any other tasks assigned by the organization.

### **Deliverables**

- A functional internal data server.
- A detailed manual for use and reference.
- A training manual/ user guide.
- Log-in credentials.

### **Duration of Assignment:**

The proposed assignment is estimated to take 6 weeks with approximately 30 days of level of effort (LoE).

## Qualifications

- Must be a holder of a bachelor's degree in computer science/statistics/demography with an undergraduate in computer science/mathematics. A master's degree will be an added advantage.
- Experience in conducting assignments that require configuring ODK collect app to internal servers.
- Ability to analyze and interpret domain.
- Certification in cloud computing.
- Ability to manage databases and multiple tasks against tight deadlines.
- Knowledge of writing reports, and designing tools for data collection, analysis, and production of reports.
- High attention to detail and strong organizational skills, planning and time-management skills.
- Fluency in spoken and written English, including excellent writing skills, particularly in drafting reports concisely.
- Proven ability to manage highly confidential and sensitive information through a protection lens.

**How to Apply:** Interested and qualified candidates (individual consultants and not firms) are invited to submit their technical and financial proposal, a profile of their work of similar assignment, and a detailed C.V. with addresses of three referees in pdf format via email to [info@aihdint.org](mailto:info@aihdint.org) not later than **26<sup>th</sup> August 2024** by **1700hrs EAT**. Only shortlisted candidates will be contacted.

*AIHD provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to gender, ethnic group, marital status, disability status, political and religion ideology.*