

# Terms of Reference (TOR) for Database Management System Development

## Project Title: Hatua Network Database Consultant

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### 1. Introduction

#### Organization Overview:

Hatua Network's mission is to end generational poverty by preparing promising youth from low-income families to thrive in Kenya's modern economy. We achieve this through scholarships, mentoring focused on soft skills, and links to professional networks.

- **Scholarships:** Supporting educational needs through high school and Tertiary.
- **Mentoring Programs:** Developing students' communication, collaboration, emotional intelligence, problem-solving, and responsibility skills.
- **Career Coaching and Employer Partnerships:** Building professional networks and securing job opportunities for our students.

Currently, we serve over 1,000 youth, including 222 alumni with a 94.7% employment rate within one year of graduation, significantly increasing their income and impacting their families positively.

For more about our work, visit [Hatua Network](#) or read our latest [Annual Report](#).

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### 2. Objectives of the Task

The primary objective is to design, develop, and implement a customized database to track and analyze Hatua Network's programmatic data, transitioning from a Google Sheets-based system to a robust database management system. This includes training our team to utilize the database and providing support during the first year to ensure it meets our needs.

#### Key Deliverables:

- Conduct discovery and design sessions with Hatua's leadership.
  - Develop and implement the database.
  - Train Hatua's team on database utilization.
  - Provide managed support for one year post-implementation.
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### **3. Scope of Work**

#### **Database Functional Requirements**

##### **Scholarships:**

- Input and review student applications and home visit data.
- Maintain individual student profiles with comprehensive data (biodata, academic performance, mentoring participation, etc.).
- Track educational progress and student case management.
- Manage financial data and student requests to the finance department (optional).

##### **Mentoring:**

- Track attendance and measure learning outcomes for high school mentoring programs.
- Manage peer organization data access and outcomes.
- Track gap year mentoring activities and soft skills assessments.
- Monitor tertiary mentoring participation, including eLearning courses on Moodle and mentor pair engagements.

##### **Alumni:**

- Track professional progress of alumni, including employment rates and income.
- Manage accounts and contacts for employment partners.
- Collect and analyze alumni impact data annually.

#### **Technical Requirements**

- Ensure scalability to accommodate future growth in data volume and user base.
- Provide role-based access control to ensure only authorized users can access sensitive data.
- Ensure interoperability with existing systems such as Google Forms and Moodle.
- Implement automated backup processes and develop a disaster recovery plan to ensure data can be recovered in case of system failure.
- Provide any additional suggestions as you see the need to enhance the database system.

#### **Additional Requirements**

- Create dashboards and reports for KPIs and key metrics.
- Integrate with online forms (e.g., Google Forms) and possibly Moodle.
- Automate data updates and processes where possible.
- Provide comprehensive training to Hatua's team.
- Migrate historical data or train the team to perform data migration.
- Offer managed support post-training to ensure database functionality.

## 4. Skills & Expertise

We seek a consultant or firm with:

- Proven experience in similar projects, preferably within nonprofit organizations.
  - Expertise in impact measurement and database management.
  - Strong project management skills, commitment to timelines, and budget adherence.
  - A deep understanding of Hatua's mission and values.
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## 5. Application Guidelines

Interested consultants or firms should submit their proposals via email to [vivian@hatuanetwork.org](mailto:vivian@hatuanetwork.org) by 15th July 2024, using the subject line "Database Consultant - [Name of Company]". Please note that the applications will be reviewed as soon as we receive them, submit your proposal early as early applications will be given preference. The proposal should include:

- A detailed project plan outlining your solution with:
  - Proposed phases
  - Timeline for each phase
  - Estimated cost for each phase.
- The platform to be used for the database and the rationale for its selection.
- Examples of past work relevant to this project.

Preliminary discovery calls can be requested for further clarity prior to proposal submission.

Thank you for your interest in helping Hatua Network achieve its mission.

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### Contact Information:

Vivian

Hatua Network

Email: [vivian@hatuanetwork.org](mailto:vivian@hatuanetwork.org)

Website: [www.hatuanetwork.org](http://www.hatuanetwork.org)

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## 6. Annexure: Links to Templates

Below are the links to the templates used by Hatua Network for various data collection and tracking purposes. Please use these templates to understand the scope of work required:

### Scholarships:

- [Student Application Scoresheet Template](#)
- [Home Visit Data Template](#)
- [Secondary Student Performance Track Sheet](#)
- [Tertiary Students Performance](#)
- [End of High School National Exam Results](#)
- [University Applications](#)
- [Higher Education Loan Applications and Allocations](#)
- [Students' Case Management](#)
- [Full List of Students](#)
- [Retention and Completion Analysis](#)

### Mentoring:

- [High School Mentoring Attendance](#)
- [High School Mentoring Data Collection Forms](#)
- [Mentoring Learning Outcomes](#)
- [Gap Year Students Attendance](#)
- [Gap Year Partner Schools Outreach](#)
- [Gap Year Pre and Post Test Results](#)
- [Gap Year Soft Skills Learning Outcomes Assessment](#)
- [Secondary Mentoring Attendance](#)
- [Secondary Mentoring Form 1 Information](#)
- [Secondary Mentoring Form 2 Information](#)
- [Secondary Mentoring Form 3 Information](#)
- [Tertiary Mentorship Information Database](#)
- [Moodle Student Enrollment, Engagement, and Performance](#)
- [Mentor Pairs Engagement](#)
- [Workplace Attachment Tracking](#)

### Alumni:

- [Full List of Alumni](#)
- [Employer Partner Opportunities](#)

You can also access all the templates [here](#).