

Technical Expertise Consultancy
on
Digital Monitoring/Survey Design and Use
of KoBoToolbox

1. Overview and Purpose

MB is a We Effect's partner and is seeking for service provider to develop a full package training on digital project monitoring/survey tool design (KoBoToolbox) for project team of the three partners (CTO, FNN and Mlup Baitong) with approximately 15 participants. The service provider presents the following proposal for the service to achieve the target results.

2. The scope of the assignment

According to the Terms of Reference the scope of this technical expertise consultancy assignment aim to enable the project staff of the three partners to acquire digital monitoring knowledge and skills while increasing capacity to integrate digital monitoring tool (KoBoToolbox) into the planning, monitoring, and evaluation (PME). On the other hand, the assignment emphasis on the increment of knowledge and skills of the project staff to design digital monitoring/survey questionnaires, upload, download data for analysis and reporting.

To achieve this, the service providers will develop a package training program which includes printed training manual.

3. Objective

- Improve the capacity of the project staff on digital monitoring/survey questionnaire design, upload, download data for analysis and reporting by using KoBoToolbox
- Reduce input costs of data collection (printed questionnaires, time...)
- Improve project monitoring process and reporting
- After the training, we expected that We Effect partners will be able develop digital data collection tools and researches for their projects and use them to improve the Organizational Management Information System (OMIS) and project reporting system.

4. Participants

There are about 15 participants from three We Effect partners (MB, FNN, and CTO). They are project managers, project Officers, and Project Assistants.

- MB: 9 persons
- FNN: 3 persons
- CTO: 3 persons

5. Venue and Date

The three-day training course will be held on 13 to 15 November 2019, at MB's Office at # 194, St. 371, Boeung Tumpon, Phnom Penh.

6. Activity

The service providers will be responsible for:

- developing training manual on digital monitoring/survey (KoBoToolbox) ,
- developing session plans, presentation slide and teaching aids,
- delivering two day-training, and
- writing two-day training report.

MB will be responsible for:

- arranging the training place, material for participants and refreshment,
- making copies of training manual and LCD projector for presentation slide for the training workshop,
- inviting participants, and
- facilitating training workshop.

7. Training Methods and Materials

The training workshop is delivered by service provider and is internet based instruction/application. The service provider is encouraged to use applicable methods for the training workshop e.g. student centered approaches. The service provider responsible for developing training manual. The project (MB) make copies of training manual for the participants. Other materials for the training workshop will be provided by the project. Each participant should bring his/her computer laptop to the training course. Internet is available in the training room. The software of KoBoToolbox (appropriate version) will be advanced installed with the support from the trainer after the signed service contract.
