**MONITORING & EVALUATION SOFTWARE**

**Location:** Fair Trade Lebanon - Hazmieh

**Application Deadline:** 23-March-2020

**Type of Contract:** Service and software provider

**Languages Required:** English

**Starting Date:** 01-April-2020

**Duration of Initial Contract:** 31-May-2020

**Project Title:** SHABAKE

1. **Project Description**

The proposed project aims at strengthening our organization, root it into the national landscape and establish it as a sustainable organization for the years to come. FTL wishes to build its capacities in better conducting project and designing interventions through the acquisition of software or tools needed to implement M&E tools and procedures for more efficient overall project management.

**2. Duties and Responsibilities**

FTL is looking for well-established service providers to develop and implement M&E software adapted to the NGO eco-system, and that would facilitate monitoring, evaluation and learning process for staff in order to assess the impact and improve future interventions.

**3. Main Functionalities**

|  |  |
| --- | --- |
| **Main Feature** | **Description** |
| Log frame schema and nomenclature | Ability to configure different log frame schemas according to each funding agency’s methodology, number of levels and nomenclature |
| Log frame registration | Ability to configure and register one or more log frame in one or more schemas as one organisation can have projects funded by different funding agencies. |
| Registration of log frame details | Ability to define any or none of the following base components: programmes, projects, outcomes, activities, outputs, inputs, risks. Details must include qualifiers such as description, start and end dates, user responsible, etc. |
| Log frame visual representation | Ability to visually represent the log frame and its various components |
| Indicators | Ability to fully define and describe indicators with baseline and target values. Targets can be defined as absolute numbers and/or percentages. |
| Risks | Ability to define and describe possible risks at any level of the log frame using a colour-coded risk registry chart |
| Filters and drill-down | The system must allow for the filtering and search of the log frames and components |
| Dashboard visualisation | Ability to configure graphical representations (e.g. charts) for high-level views on summarized data |
| Reporting module | Ability to run reports for collected data, rolled up to any level of the hierarchies, with the indicators either aggregated or disaggregated. A report for the risk register must be available. |
| Data export | Ability to export the data registered (log frame, components, etc.) in the system as a .CSV file |
| User interface | Modern user interface facilitating adoption of the system by users. The system must be designed to be fast and responsive. |
| Role-based system | The system must allow the configuration of users based on roles. The system must have the ability to assign specific users or groups of users to specific log frames and to specific components of the log frame (e.g. risk, indicator, etc.). The role-based functionality must allow access to the dashboard up to specific charts. |
| Language | The system must support multiple languages using Latin alphabets |
| System audit trail | The system must provide a fully system stamped audit-trail of all activities by each user (creation, modification, deletion, etc.). the audit-trail must be accessible via a normal user interface. |
| Cloud-based | The system must be usable as a cloud-based install |
| Mobile devices | The system’s design must use responsive technologies and be accessible on mobile devices (smartphones, tablets). |

****4. Required Skills and Experience****

The Candidate should be a registered company, with more than 5 years of activity, with proven experience and expertise in providing adequate services and software with high successful rate.

**5. Methodology**

**The Candidate should submit a portfolio with 1 page cover letter supporting the candidacy, to FTL Project Director** [c.kamel@fairtradelebanon.org](mailto:c.kamel@fairtradelebanon.org) **by 23 March 2020.**