Position Title: Conducting Advanced Data Analysis, Visualization, Supervision, and Monitoring Training
No of Position: 01
Duty Station: Kabul
Announcing Date: 30/01/2024
Closing Date: 13/02/2024
Vacancy Number: CS/KBL/01/24/013

The Aga Khan Foundation, Afghanistan (AKF (Afg)) is an agency of the Aga Khan Development Network (AKDN), a group of international, private, non-denominational development agencies working to improve living conditions and opportunities for people in some of the poorest parts of the developing world. The Network's organizations have individual mandates that range from the fields of health and education to architecture, rural development and promotion of private-sector enterprise and institutions that seek to empower communities and individuals, usually in disadvantaged circumstances, to improve living conditions and opportunities.

The Aga Khan Foundation (AKF) is a non-denominational international development agency established in 1967 by His Highness the Aga Khan. Its mission is to develop and promote creative solutions to problems that impede social development, primarily in Asia and East Africa. Created as a private, non-profit foundation under Swiss law, it has branches and independent affiliates in 19 countries.

AKF seeks to provide sustainable solutions to long-term problems of poverty, hunger, illiteracy, and ill health. In Afghanistan, AKF works with rural communities in mountainous, remote or resource poor areas to improve quality of life in the areas of natural resource management, market development, governance, education, and health.

1. Rationale
Aga Khan Foundation (AKF-A), health & nutrition department is planning to conduct data analysis, visualization, supervision, and monitoring training for its relevant staff at AKF Afghanistan in Kabul. We are seeking to contract a consultancy or firm to carry forward this assignment in Kabul NPO during February 2024.
The F4HE project is a complex project which are implementing in different services delivery points like health facilities (maternity waiting house, play corner and eHealth site), early child development center, community libraries, health rooms and communities council development by multiple agencies (AKF, AKHS-A, AKES, AKU, FMIC and DHRS) in 5 provinces (Badakhshan, Baghlan, Bamiyan, Kabul and Kandahar). The project data needs to be recorded and reported in different levels like input, process, output, and outcome (immediate outcome, intermediate outcome, and ultimate outcome) through different tools like narrative, PMF and reach. In the other hand we need to conduct annual outcome assessments, baseline and endline survey, analyze, visualize, and interpret and disseminate their data for donor, internal and external stakeholders, communities, and government.
To ensure from accurate recording and reporting of the project data in the different level, transforming data to the information, analyzing, interpreting, visualizing and disseminating of the project data and ensure that the project activities are implementing according to the project goals and objectives, we need to have qualified and skillful MIS/M&E tam, because of that we planned to provide the data management and supervision & monitoring training facilities for them.
In the current situation, we felt the most need for local MIS and M&E expertise within the organization, considering this need we seek to hire someone who has the right capacity and experience to commence this training.

2. Project Background

Around 20 MIS/M&E staff from national program office, regions, and areas from different sister agencies and AKF sectors which are involved in F4HE implementation will be participating in this training. The training is expected to be conducted for 7 days. According to the project MERL plan, these training expenses will be covered by the 4HE project under MERL budget. The Overall object of this assignment is to improve the knowledge and skill of AKF MIS/M&E team and its sister agencies to develop, and design required recording, reporting and assessment tools, analysis, transforming data to information, interpretation, visualization, and dissemination of data and designing and developing dashboards. The project also focuses to enable the participation how to set criteria for including a service delivery point in supervision and monitoring plan, allocating resource for supervision and monitoring, know about supervision and monitoring skills, conduct quality supervision and monitoring, provide mission report, track, and follow up the action points and ensure themselves that the gaps are resolved. The participant needs to know the overall information about software which is used for data analysis and visualization and how to access and use it for their practice.

3. Scope of work / Overall objective

The specific objective of the training is to carry out the concepts in theoretical and practical ways as below:

- Data analysis and interpretation
    o How to ensure form data quality.
    o Data cleaning and triangulation.
    o How to convert data to information, basic statistic concepts and technique.
    o Qualitative and quantitative data analysis.
    o Using excel (advanced) and SPSS for data analysis.
    o Data Interpretation Techniques & Methods.
    o Data Analysis & Interpretation Problems.
    o Using Data to Make Informed Decisions.

- Data visualization
    o One dimensional and multidimensional data visualization.
    o Details about Presenting information on Table, Matrix charts, graphs, histogram, diagram, and map.
    o Using excel (advanced) and power BI to visualize the data.
    o Creating and developing dashboards.

- Supervision and monitoring
    o Basic concept on controlling elements (supervision, monitoring, evaluation, and MIS).
    o Comparing supervision, monitoring, and evaluation.
    o Introduction to project cycle and project logical frameworks.
    o Setting project goals and objectives.
    o Developing project M&E plan and PMF.
    o Project Indicators and target setting.
    o Supportive supervision and supervisor skills.
    o Providing feedback.

4. Work Location (s)

Kabul – Afghanistan

5. Main duties and responsibilities
- Consultancy is responsible for creating structured and comprehensive training materials, courses, and curricula. He or she must develop training modules, training plans, and instructional materials that cater to different levels of data analysis and data visualization expertise.
- Provide lectures, demonstrations, hands-on exercises, and real-world examples, to effectively impart data analysis and visualization as will supervision and monitoring concepts and skills to participants.
- Before conducting the training, the consultancy should assess the needs and skill levels of the trainees to tailor the training content accordingly. They may conduct pre-training assessments, surveys, or interviews to gather information about the trainees' existing knowledge and learning goals.
- The consultancy will need to evaluate trainees' performance, provide constructive feedback on assignments and exercises, and offer guidance to help individuals overcome challenges and improve their data analysis, visualization, supervision, and monitoring skills.
- Consultancy must conduct pre and posttest to evaluate the participant progress of knowledge and skill on data analysis and visualization as well as supervision and monitoring before and after receiving the training.
- Consultancy must provide required training facilities and material like suitable environment, required stationery, food, and refreshment for the participant.
- The constancy must evaluate the training daily and arrange themselves according to participant feedback and comments.
- They are responsible for compiling reference and training material (text, presentation, videos, groupworks) according to training content and deliver to participant both in soft and hard.
- Detail training report need to provide and submit to AKF L&D and technical department (health and nutrition).
- Supporting the participant and providing response and guidance to the participant during 2 weeks after the training.

6. Methodology
- The successful firm required to consider adult learning methodology with more practical sessions to transfer the necessary knowledge to the participants and make sure that the participants are gained the full knowledge of data analysis, visualization and supervisor and monitoring to transfer it to the other relevant staff.
- It is recommended to consider all tuition methodology including problem base learning, brainstorming, presentation, discussion, review, and exercise, displays, question and answer, and exam/evaluation during the learning journey rather than making the training as event through various follow ups mechanisms.

7. Deliverables
7 days training with some follow up sessions for two months and supporting the participants to cascade their learnings within the organization.
- Pretraining assessment document.
- Document of overall and Individual progress against pretest.
- Hard and soft copy of references and training materials for each participant (textbook, presentations, videos and working group and practical documents).
- Certificate for participant.
- Details training report according to training plan and schedule.

8. Qualifications Required
- Extensive experience in conducting MIS and M&E related training to the NGOs.

- Comprehensive knowledge on software using for data analysis and visualization and programing language.
- Domain knowledge in analysis, visualization, interpretation of healthcare data and information.
- An ability to work to tight timelines.
- Ability to prepare analyses, presentations, and reports in English.

9. Consultant/ individual profile

Where the Consultant is a team of individuals, the members of the MIS/M&E team should possess a mix of evaluative skills and thematic knowledge specially on health-related data and information. In particular, the Consultant/ MIS/M&E Team must have the capacity to ensure that the training is well developed according to the need of the organization.

10. Terms of Payment

20% upon signing the contract and 80% after task completion and report approved.

11. Timeline / Work plan

This Training is expected to be carried out in the period from February 2024. The Consultant must specify in the work plan when each activity will start and end.

12. Ethical protocols and documents required (where applicable)

Technical and Financial proposal, methodology and ethical considerations to keep the profile confidentiality as well as all other identifier documents that further illustrate the trainer's working background.

13. Additional Significant Information to know.

List of participants will be shared with the successful training centers if needed.

Application:

Interested firms or individual should submit their proposal to Jobs.Afghanistan@akdn.org no later than 13th February 2024. For more technical information and query please contact Mr. Habiburrahman Haziq at: Habiburrahman.Haziq@akdn.org on or before the cutoff date.

Important Points:

- Please quote the Vacancy Number as the Subject of the e-mail when applying.
- Please submit the resume of the responsible individual along with the company license when applying.
- Only shortlisted proposals will be contacted for further assessment.

Aga Khan Foundation Afghanistan recruitment and selection procedures reflect our commitment to equal opportunity and safeguarding of children, beneficiaries, partners, community members and employees in accordance with AKF(Afg)'s safeguarding policy.

Female candidates are encouraged to apply.

Your details and information shared in this advertisement shall remain confidential.