EASTERN ARCHDIOCESAN DEVELOPMENT NETWORK

Kwapa Road, Nyangole Cell,
Tororo Municipal Council,
P.O Box 182,
Tororo, Uganda.

Tel: +256 454431191
Email: info@eaden.org
Website: www.eaden.org

TERMS OF REFERENCE (TOR) TO DESIGN, DEVELOP AND DEPLOY A MANAGEMENT INFORMATION SYSTEM (MIS) FOR EASTERN ARCHDIOCESAN DEVELOPMENT NETWORK

1. BACKGROUND

Eastern Archdiocesan Development Network (EADEN) is a network of Caritas organizations in Tororo Ecclesiastical Province responsible for coordination of designing and implementation of interventions promoting social and economic development among communities in Eastern Uganda. EADEN focuses on key thematic areas including climate resilient and sustainable livelihoods, advocacy and research, disaster risk reduction and humanitarian response and institutional development.

Under its Strategic Plan 2025–2029, EADEN seeks to strengthen institutional systems to enhance programme effectiveness, accountability, learning, and evidence-based decision-making. To support this objective, EADEN intends to design and deploy a robust Management Information System (MIS) that will support project management, monitoring & evaluation (M&E), reporting, and strategic oversight through real-time dashboards and structured reporting.

2. PURPOSE OF THE CONSULTANCY

To design, develop, test, deploy, and train EADEN staff on a secure, scalable, locally hosted but online-accessible Management Information System (MIS) that supports project and programme management functions of the organization.

3. SCOPE OF WORK

a) Needs Assessment & System Design

- stakeholder consultations (management, programme staff, M&E, finance, field officers).
- Review EADEN Strategic Plan 2025–2029.
- Define system requirements (functional and non-functional).
- Propose appropriate system architecture suitable for local hosting, secure online accessibility, role-based access control and offline data capture capability

b) Design Core MIS Functional Modules

The system should include (but not be limited to) the following functional modules:

i. Network Member Organization (MO) and Secretariat enrolment module

- Member organization name
- Districts of active projects
- Start and end date of MO Strategic Plan
- Total beneficiary outreach (Male, female, youth (age group), PwD)
- Number of staff (M/F)
- Number of projects
- Name of projects, start and end date
- Project success stories, lessons learnt and photos
- Critical challenges unique to the diocese

ii. Project enrolment module

- Project name
- Project implementing MO(s).
- Start and end date
- Districts of implementation
- Target number and category of beneficiaries per project: male, female, youth PwD

iii. Beneficiary Management Module

The system must capture:

- Full name of farmer/beneficiary
- Category of beneficiary (farmer, partner CSO staff, EADEN staff, Visitor etc)
- Unique Identification number of the farmer.
- National ID (optional)
- Sex (Male/Female/Other)
- Age/date of birth
- Phone number
- Household details (Hh head, number of members, No. of adults, No. children, No. of PwDs)
- Unique Identification number of the household
- LG Parish/Subcounty/District and Church Parish/Diocese
- GPS coordinates
- Disability status (type of disability)
- Vulnerability category
- Group membership
- Cooperative membership
- Project/program enrolment

Key Features:

- Unique beneficiary ID
- Household-level and individual-level tracking

- Ability to filter by sex, age group, disability, location, project, year of joining the programme/project.
- Beneficiary search functionality
- Duplicate detection system
- Printable lists

iv. Community Demonstration Site & Asset Tracking Module

The system must capture:

- **Demonstration Sites**
- Site name
- Owner/group
- GPS location
- Size
- Enterprise type
- Project linked
- Photos
- Date established

Assets Provided to Communities

- Asset type (e.g., beehives, coffee seedlings, irrigation kits, goats, tools, stores)
- Quantity
- Value
- Serial number (if applicable)
- GPS location
- Beneficiary/group/cooperative receiving
- Distribution date
- Condition status (updated periodically)

Key Features

- GIS mapping visualization
- Asset tracking reports
- Loss/damage tracking
- Asset register export

v. Work Planning Module

The system must allow entry and tracking of:

- Annual work plans
- Quarterly plans
- Monthly plans
- Weekly plans

Each activity should include:

- Objective
- Output/Indicator linked to strategic plan
- Budget line
- Location
- Responsible staff
- Target beneficiaries
- Timeline
- Expected outputs

Tracking Features

- Planned vs actual comparison
- Completion percentage
- Delay alerts

vi. Activity Reporting Module

Staff should be able to enter:

- Activity reports accompanied by activity attendance lists (linked to beneficiaries data)
- Photos linked to the activity (geo-tagged)
- Outputs achieved
- Challenges and recommendations
- Follow-up actions

The system should allow queries to:

- Auto-aggregate activity reports into weekly, monthly, quarterly, and annual summaries
- Link activities to work plan items
- Track progress toward indicators
- Filter and print single or consolidated activity reports

vii. Monitoring & Evaluation (M&E) Module

The MIS must:

- Track indicators aligned to the Strategic Plan M&E framework and projects
- Allow baseline, midline, endline data entry
- Show target vs actual performance
- Generate disaggregated data; sex, age group, disability, Location
- Produce management, Board and donor ready reports.

viii. Dashboard & Analytics

The system must include a dynamic dashboard with:

- Total beneficiaries (disaggregated % Women/men, % Youth, % PWDs)
- Active projects

- Activity completion rate
- Demonstration sites map
- Assets distributed summary
- Performance against strategic indicators
- Exportable charts and graphs

Dashboard must support:

- Filtering by district, diocese, project, time period
- Role-based visibility
- Printable reports

4. DATA INPUTS, WORKFLOWS & OUTPUTS

a) Data Inputs

i. Field data entry via web interface and mobile-compatible interface
ii. Structured forms with validation rules
iii. Bulk data import via Excel/CSV
iv. GPS auto-capture capability
v. Photo uploads
vi. Consent capture functionality

b) Workflow Requirements

i. Field officer submits report
ii. Supervisor reviews & approves
iii. M&E verifies and validates
iv. System updates indicators & dashboards
v. Management reviews dashboard

Workflow must include:

- Approval hierarchy
- Role-based permissions
- Audit trail (who edited what & when)
- Automated alerts

c) Expected Outputs

The MIS must generate:

i. Beneficiary Registers
ii. Activity and progress reports (Daily/Weekly/Monthly/Quarterly/Annual)
iii. Indicator Performance Reports
iv. Asset Registers
v. Demonstration Site Reports

vi. Strategic Plan Progress Reports
vii. Donor-specific customizable reports
viii. GIS maps
ix. Dashboard visualizations
x. Exportable PDF/Excel reports

5. TECHNICAL & ARCHITECTURE REQUIREMENTS

The consultant must propose:

a) System Architecture

i. Locally hosted server (at EADEN office or secure hosting provider in Uganda)
ii. Cloud-accessible via secure login
iii. HTTPS encryption
iv. Secure user authentication
v. Role-based access control

b) Technology Considerations

i. Open-source preferred (to reduce long-term costs)
ii. Scalable database (e.g., PostgreSQL/MySQL)
iii. Modular architecture
iv. Mobile responsive interface
v. API-ready for future integrations
vi. Backup and disaster recovery plan

c) Data Protection

i. Compliance with Uganda Data Protection and Privacy Act
ii. Consent management
iii. Encrypted data storage
iv. User-level data restrictions

6. DELIVERABLES

The consultant shall deliver:

i. Inception Report (requirements & architecture proposal)
ii. System Design Document
iii. Developed MIS system
iv. User manuals (Admin & Field)
v. Training of staff
vi. Pilot testing & refinement
vii. Final deployed system
viii. Source code ownership transferred to EADEN
ix. Maintenance & support plan (minimum 6 months)

7. DURATION OF ASSIGNMENT

Between 3–6 months

8. REQUIRED QUALIFICATIONS

The consultant/team must demonstrate:

- Proven experience developing MIS systems for NGOs
- Experience in M&E systems
- GIS integration expertise
- Dashboard & analytics development
- Knowledge of data protection standards
- Experience working in Uganda or East Africa preferred
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9. EXPRESSION OF INTEREST

Submit EoI including technical proposal (approach & methodology), proposed system architecture, work plan, financial proposal, past similar assignments references to the Chairperson Procurement Committee, not later than 15th October 2026 by email via info@eaden.org.