I. Background

The CORE Group Polio Project (CGPP), a USAID funded polio eradication project, conducts community-based activities designed to strengthen supplemental polio immunization, routine polio immunization, and surveillance of acute flaccid paralysis (AFP) in nine countries: Ethiopia, India, South Sudan, Kenya, Somalia, Nigeria, Uganda, Angola, and Niger. Activities are implemented by individual US-based PVOs and local partners and are overseen at the country-level by national secretariats.

Since its inception in 1999, CGPP has introduced and established a number of innovations to global polio eradication which have contributed to the elimination of wild polio virus in the CGPP focal countries including community-based surveillance, independent campaign monitoring for immunization campaigns, and the use of community mobilizers to support polio eradication. More recently, the CGPP has added activities to community-based surveillance and health education/prevention messaging for priority zoonotic diseases (through the Global Health Security Agenda – GHSA) and COVID-19.

During the 20-year program period, each Secretariat has established a stand-alone data systems to capture and collate data on key global project indicators and country-specific indicators. As technology and digital data capturing capabilities improved over the project’s life, CGPP Secretariats moved to digital and mobile data collection and transmission using ODK/ONA, and in some places linking to government led DHIS2 systems. Data on key global project indicators are sent then sent via excel forms to HQ, where they are collated and presented in quarterly and annual reports and used for decision making, presentations, and other publications.

II. Primary Purpose

The main purpose of this consultancy is to develop a Power BI digital dashboard to capture quarterly and annual data on key global indicators related to polio/immunization, GHSA, and COVID-19. This database would provide real time data and visualizations data and allow for comparisons within and between countries. In addition, the consultant would take an inventory of current data systems and reporting and propose software solution to streamline the data reporting system from the Secretariat offices to HQ. The dashboard will promote data visibility, allow for more timely use of data for decision making, and allow project staff to address data gaps more quickly.

III. Specific Tasks

The consultant will:
- Create quarterly and annual data reporting systems that feed from the country systems to HQ and all forms that capture the key project indicators needed for reporting
• Establish and create essential project dashboards in Power BI to showcase project quarterly data in real time and show annual FY data. These dashboards should be accessible to CGPP staff from different international organizations.
• Ensure that created dashboards capture key global project indicators for polio, GHSA, and COVID-19 work.
• Provide on the job training to the HQ and Secretariat Teams on the dashboard, reporting forms, and other pertinent information.
• Provide guidance on the purchase of necessary software and licensing needed to operate and manipulate data in the dashboard or for the reporting system.

IV. Deliverables and Estimated LOE
• Power BI Dashboards that are able to capture and display data on a quarterly and annual basis for polio, GHSA, and COVID-19.
• Presentation and training to key CGPP staff on how to use and update the dashboard and transmit data.

Below is a list of specific deliverables under each tasks that the consultant will produce. In addition, is an proposed estimated number of working days it will take to complete each deliverable, with a completion date no later than September 30, 2022:

<table>
<thead>
<tr>
<th>Specific Tasks</th>
<th>Deliverables</th>
<th>Est. Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>PowerBI Dashboards</td>
<td>Plan for streaming of data reporting systems</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Plan for Dashboard and streaming of data reporting</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Finalized dashboard</td>
<td>5-10</td>
</tr>
<tr>
<td></td>
<td>Sub total of days</td>
<td>13-18</td>
</tr>
<tr>
<td>Presentation and training to key CGPP staff</td>
<td>Training of key staff</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>Sub total of days</td>
<td>1-2</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>14-20</td>
</tr>
</tbody>
</table>

A firm work schedule will be established once the consultant is on board and as per the Key stakeholders’ availability.

V. Qualifications:
We are looking for a qualified consultant who has experience in creating dashboards and streamlining data processes.

VI. Application Components:
Applicants must submit the following:
• Cover letter, which describes a brief summary of approach that demonstrates qualifications in undertaking the Scope of Work. This summary should highlight how the applicant will complete the deliverables and also highlight key experience and other similar project deliverables. (Document cannot exceed 3 pages single-spaced.)
• A link or links to previous Power Bi Dashboards created.
• Compensation rate per day and total cost for completing the assignment, including a confirmation of the level of effort (number of billable days) to complete the assignment.
• Resume/CV.
• Three professional references, with the following details about the references: (a) name, (b) position, (c) company, (d) phone number, (e) email address, and (f) city, state, country

Proposal Deadline
All proposals must be sent to gscmconsultancies@crs.org no later than July 25, 2022 [11:59 PM EST for electronic submission]. The solicitation name “US4723 Digital Data Systems Consultant” must be included in the subject line.

Q&A Opportunity
Prospective bidders may submit any clarification questions to gscmconsultancies@crs.org, by July 14, 2022. Responses will be provided to any known prospective bidders on July 19, 2022.

Terms of Payment
The consultant/s shall be compensated for provision of the deliverables outlined above. Payment shall be processed after all work is completed upon receipt and approval of an invoice. Payment terms are net 30 days. Payment of actual days worked will be provided at the completion of the assignment.