



HAND IN HAND  
EASTERN AFRICA

## TERMS OF REFERENCE – Online and Offline Data Capture.

### **Introduction**

HiH EA is a registered Non-Governmental Organization (NGO) in Kenya with mandate to operate within the Eastern Africa Region currently working in Kenya & Tanzania and a member of the Hand in Hand Global Network. Her vision is to empower the society through creation of sustainable enterprises and jobs. The Organization strives to work with the marginalized communities in the area of economic and social empowerment through a participatory approach aimed at lifting themselves out of poverty and vulnerability.

The Hand in Hand enterprise and job creation approach is based on a philosophy of self-help, providing training, skills and support to enable poor people, particularly women and community in general, to build and sustain independent, market-based, economic activities. This provides for a higher level of income for them and their families, which in turn contributes to greater food security, better education for their children, increased access to healthcare, improved housing and overall improved livelihoods.

### **Objective**

The evolution of data capture in Hand in Hand Eastern Africa.

In Hand in Hand Eastern Africa structured data is originated from the field by the BRO and is received in paper form in form of Biodata, Group Daily Report etc. from the BROs and submitted to the Accountants for actual capture in the system (MS Navision v2016).

Hand in Hand Eastern Africa would like to transform to a digital-first process in data capture where BROs will use the tablets to capture data directly to our MS Navision through a third-party solution integrated to our MIS System through the API either real time or offline where data will later synchronize to the system.

This will help Hand in Hand Eastern Africa to avoid errors during data capture by a second person, save time and effort in data capture and processing, and retains the original context of the data.



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### **Minimum Application requirement**

At bare minimum the application will be required to meet the following criteria;

#### **Secure data transfer**

Automatic data synchronization with SSL/TSL encryption for optimal security

#### **Third-party systems**

Application solution that will allow data exchange with existing systems such as MS Navision ERP,

#### **Online and offline**

An Application/software that will seamlessly switch between online and offline mode with automatic data synchronization when online

#### **High mobile usability**

Easy to use and highly intuitive, optimized for work in the field by the field staffs.

#### **Responsive design**

Optimized usability for all device classes, orientations and screen sizes – phone, tablet, laptop, desktop

#### **Geotagging for Members**

Geographical coordinates/ location of members, showing the recording location on a map

#### **Verification of entries**

Application that is able to validate data before it's entered into the system.

#### **Submission of Proposal**

Timeline for Submission of Proposals: Electronic PDF submission of proposals should be made to [Procurement@handinhandea.org](mailto:Procurement@handinhandea.org) by 15th February 2019 at 18:00 hours EAT.