

Terms of Reference for the Consultancy on the Development of Reporting Tools for Veterinarians Without Borders Belgium (VSF-B)

Background: Vétérinaires Sans Frontière (VSF-B) is a non-governmental organization that helps livestock farmers in nine African countries build a better future. This future starts with healthy animals in a healthy environment. We vaccinate and care for herds and help farmers to sustainably manage biodiversity and ecosystems. In line with the principles of One Health, we provide answers to the most essential health questions today.

In order to improve data management and project monitoring, VSF-B wishes to develop a new reporting tool that will automatically generate KPIs for steering the organization and financial monitoring of donor funds.

Objective of the Consultation: The consultant will be responsible for proposing and implementing a reporting tool adapted to the specific needs of VSF-B. The main objective is to create a robust system to ensure a smooth flow of financial and operational information. It will also provide regular analysis of the organization's performance to facilitate decision-making and enhance the agility of VSF-B.

Main tasks:

1. VSF-B Reporting Needs Analysis:

- In-depth understanding of the reporting needs that VSF-B has established internally.
- Understanding of Key Performance Indicators (KPIs) and their components.
- State of play of data availability within the organization.

2. Tool Selection:

- Based on point 1, make a proposal for one or more appropriate tools, presenting the advantages and disadvantages of each.
- Selected reporting solution: analysis of the feasibility of the requests made by VSF-B in terms of reporting and KPIs and any limitations.

3. Roadmap & Implementation:

Develop an action plan

- Draw priority reports (see VSFB list)
- Perform thorough testing of the tool to ensure proper operation.
- Incorporate VSF-B's comments and make revisions as needed.



4. Training & Documentation:

- Train VSF-B's referents in the use of the reporting tool.
- Provide detailed documentation of the operation of the tool, including maintenance procedures.

Expected deliverables:

1. Detailed specifications of the reporting tool.
2. Functional reporting tool in line with demands.
3. Comprehensive documentation, including user and maintenance manuals and description of the tool settings.
4. Report on the consultancy mission.

Timeline: The consultant will need to provide a detailed timeline proposal, including milestones, and expected delivery dates. The total duration of the consultancy is 8 days.

Selection Criteria: The selection of the consultant will be based on relevant experience, understanding of the needs of VSF-B, appropriateness of proposed approach and financial cost.

Submission Terms: Interested consultants should submit their proposal, including a detailed technical and financial proposal, as well as relevant references to Mathieu Munoz @ m.munoz@vsf-belgium.org

The deadline for submission of proposals is 09/02/2024.