



Free Pentecostal Fellowship in Kenya,  
**HEAD OFFICE**

Kilimani, Kindaruma Road,  
P.O. Box 47469-00100 G.P.O. Nairobi  
Tel: +254 (020) 38 70126, 3874596  
Cell: + 254 (20) 726 155 459  
Email: [hoffice@fpfk.or.ke](mailto:hoffice@fpfk.or.ke)

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Wednesday, December 4, 2024

**RE: RE-ADVERTISEMENT - TERMS OF REFERENCE FOR DEVELOPMENT OF DIGITAL MONITORING, EVALUATION REPORTING AND LEARNING (MERL) PLATFORM**

**1.0 Introduction**

The Free Pentecostal Fellowship (FPFK) is an evangelical church registered in Kenya. It operates in 36 regions in Kenya and has over 3700 congregations, with a combined membership of over 500,000. FPFK was formed in 1977 out of a common fellowship by the Norwegian and Swedish missionaries in 1950s and 1960s, respectively. The missionaries from the two Scandinavian countries operated independently of each other until 1977 when their operations were merged and FPFK as a Kenyan national church came into being. FPFK's vision is a Pentecostal movement meeting the needs of the society holistically based on Christian values. The church's mission is to preach the Word of God to all nations in preparation for the second coming of the Lord Jesus Christ by reaching out and establishing churches which can meet the spiritual, economic, and social needs of the people through evangelism, education, training and social economic activities based on Christian values. Our core values are love, integrity, obedience, unity, humility, stewardship and service. FPFK plays an active role as a civil society through membership to Act Alliance Kenya forum and National Council of Churches of Kenya (NCCK).

**1.2 The Social Ministry Office (SMO)**

FPFK has a semi-autonomous department of social development that currently runs various development projects in different thematic areas of Gender Resilience, Peacebuilding, Human Rights, Environment and Climate Change Resilience. The interventions include the FPFK Resilience Program focusing on Anti FGM advocacy in Kajiado, promotion of Resilience Livelihoods in Soim and Nyakach and Peace initiatives in Turkana and West Pokot Counties. Other current projects include the Ubunifu II Project, Peace Resilience Project, Nyando Flood Response project, Widow's empowerment project, Inuka Dada Project, Malaba Gender Advocacy Project, Women inclusion in Leadership Project, Narok Peace Project, Freedom of Religion or Belief Project, Linda Mtoto project, Kajiado Climate Change Project and Strategic functions project all funded by PMU Interlife, Sweden NPM, Norway, LM International and IAS Denmark. The projects are managed by a team of professional and competent staff based at both national and regional offices.

### **1.3 Focus of the M&E Framework**

Over the years, FPFK has been relying on the manual systems to store and manage data and information gathered through project activities. As the SMO department grows, the more data and information it comes across. This information is critical in guiding future decisions making processes. So far, FPFK does not have a digital MERL database in place making it disadvantaged and as such, FPFK has embarked on a process of developing a MERL platform to guide its project management. FPFK is therefore seeking services of an Information Technology (IT) expert to develop a MERL digital platform to support and strengthen, the collection, aggregation, summarizing, storage and reporting of projects results, in a structured and harmonized way.

### **1.4 Objectives for the Consultancy**

The main objective of the consultancy is to develop a cloud based - MERL platform to be used to monitor the processes, outputs and outcomes as well as support evaluation of the impact of the projects. The system should have the ability to collect data using mobile applications. The data/information captured will also contribute to reporting on achievements of the FPFK's strategic plan and other information needs. Specifically, the System is expected to have the following Key Features and Functionality;

#### **1.4.1 User Management:**

- i. Role-based access control for different user types
  - I. User registration and profile management.
  - II. Compatibility with multiple devices (smartphones, tablets, desktops).

#### **1.4.2 Digitized data collection Function**

- I. Application for offline and online data entry.
- II. Ability to capture quantitative and qualitative data (surveys, interviews, etc.).
- III. Data validation and error-checking mechanisms
- IV. Visualization tools (graphs, charts) for presenting data.
- V. Support for various data formats (text, images, GPS coordinates).
- VI. Tools for analyzing trends and patterns in collected data.

#### **1.4.3 Technical Specifications:**

- III. Cloud infrastructure (e.g., AWS, Azure, Google Cloud) for data storage, frequent and consistent data back – up
- IV. Security features (data encryption, user authentication).

#### **1.4.4 Monitoring and Evaluation Tools:**

Dashboards for real-time monitoring of project metrics;

- I. Capture all project activities processes, outputs, targets and achievements.
- II. Track implementation of project activities

#### **1.4.5 Learning and Feedback Mechanisms:**

- I. Integration of learning resources and documentation to support continuous improvement.

#### **1.4.6 Reporting Capabilities:**

- I. Provide summarized automated reports in formats that are ready to use, or formats that allow additional/further analysis to meet the FPFK data/information needs.
- II. Customizable reporting tools based on predefined templates for generating insights on processes and outcomes.

#### **2.0 SCOPE OF WORK**

The assignment will be undertaken from 15<sup>th</sup> December to 15<sup>th</sup> January 2025. The Consultant is expected to develop a comprehensive work plan for the assignment.

The consultancy assignment will be implemented in the following steps:

- i. Familiarization with FPFK working structures and systems, FPFK IT Policy, strategic plan, project monitoring, evaluation and learning plans, project Result frameworks, and other key documents to understand FPFK's information needs and required data formats.
- ii. Hold consultative meeting with FPFK staff to clarify the system and data needs
- iii. Prepare an inception report that explains the consultants understanding of FPFK data/information needs, including the framework for the system design and hardware requirements.
- iv. Undertake a system design development and testing against the set objectives and specified data needs.
- v. Operationalize the system while checking elements of usability (user friendly), controls and confidentiality, among other aspects of a quality a good and functional system.
- vi. The consultant is expected to induct FPFK staff on the MERL digital platform.
- vii. The consultant is expected to offer extend support beyond the creation and induction process to ensure staff and partners are able to use the system seamlessly.
- viii. The consultant is expected to provide Ongoing technical support and system maintenance.
- ix. The consultant is expected to provide regular updates based on user feedback and evolving needs.

#### **3.0 Key Deliverables**

- A Detailed work schedules
- MERL digital platform
- Final acceptable assignment report

#### **4.0 Duration of the Consultancy**

The consultancy is expected to take a maximum of 30 days. The Consultant should develop a feasible costed-work plan/activity schedule covering a maximum of 30 days including preparation and submission of MERL Framework draft and requirements for the MERL Database Development. The assignment is expected to commence immediately after the signing of the contract.

#### **5.0 REMUNERATION AND PAYMENTS**

The consultant is expected to carry out the assignment in accordance with the plan, budget, utmost ethical standards, and as per the FPFK IT policy. The cost of this task shall be agreed upon by the successful bidder but shall not exceed the budget allocation in accordance with Kenyan rates for such work. The payment for this assignment shall be based on the financial proposal developed for this consultancy agreed with FPFK, and according to the regulations of the government of Kenya.

Agreed upon payments will be based on the deliverables as shown below:

<b>Deliverable</b>	<b>Content</b>	<b>%Payable</b>
20% of lump sum shall be paid upon signing of the agreement and submission of an acceptable inception report	The inception report shall outline the Consultant's implementation plan/ methodology and a detailed architecture of the system (diagram), and an updated implementation workplan with clear schedules for the assignment.	20%
30% of the lump sum shall be paid upon deployment and full rollout of the MERL system	Process report of the development, status and gaps in the process, if any needing attention	30%
30% of the lumpsum paid upon a functional MERL system and staff trained on the use of the system	A cloud-based MERL system with a user guide, and a report of the trained staff	30%
20% of the lumpsum shall be paid upon submission of an installation and report of a functional system	Final acceptable assignment report	20%
	<b>TOTAL</b>	<b>100%</b>

## **6.0 CONFIDENTIALITY OF DATA AND INFORMATION**

The ownership and copyrights of all the data, and outputs of this initiative will be sole property of FPFK and shall not be disseminated in any form to a third party without permission from FPFK. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public. (see the FPFK IT Policy).

## **7.0 MANAGEMENT OF THE ASSIGNMENT**

The consultant will work closely with the FPFK team led by the Monitoring, Evaluation, reporting and Learning officer (MERL) who will monitor and track the progress of various activities under the consultancy.

## **8.0 QUALIFICATIONS AND SELECTION CRITERIA**

### ***a. Recruitment process of the Consultant***

The consultant will be recruited based on procurement principles and guidelines as per the procurement procedures contained in FPFK's Financial policy and the project agreements. The service contract for the assignment will be between FPFK and one selected consultant/organisation/company.

### **b. Minimum qualifications**

To successfully undertake this assignment, the Consultant should meet the following minimum requirements:

- i. The consultant must have a minimum of a master's degree from a recognized university.
- ii. The consultant should have a mix of relevant professional skills in Information Technology, computer Science/engineering, programming, and any other related field
- iii. Demonstrated capacity to develop a MERL system for the organization within the proposed timeframe
- iv. Demonstrated extensive experience in development of MERL platforms / systems for organizations working with Multiple programs and projects will be most preferred for this assignment
- v. Must demonstrate understanding of the assignment

## **9.0 Expression of interest**

A consultant that meets the above requirements and is available within the indicated time period above should submit the Technical and financial proposals accompanied by the following:

- a. Company profile giving detailed information of directors and their qualifications and experiences in the development of cloud based- MERL Digital Platforms
- b. Detailed resumes detailing qualifications and experience of key personnel who are proposed to undertake this task.
- c. Certified copies of certificates of registration with the relevant authorities.
- d. Names and contact details of clients for whom relevant works were undertaken, including completion certificates.
- e. Authority to seek references from clients
- f. Copies of PIN and KRA registration certificates including valid tax compliance certificate

NB: Complains related to this assignment should be channeled to [info@fpfk.or.ke](mailto:info@fpfk.or.ke) for more information on this call +254-726 155 459 -Jackie who will direct your communication to MERL team.

Submit your complete application to: **The General Secretary, Free Pentecostal Fellowship in Kenya**, by email at: [info@fpfk.or.ke](mailto:info@fpfk.or.ke) and [procurement@fpfk.or.ke](mailto:procurement@fpfk.or.ke) by midnight of December 11<sup>th</sup>, 2024.

Yours faithfully

**FREE PENTECOSTAL FELLOWSHIP IN KENYA**



**Bishop John Kimursi Kitur,**  
**General Secretary**

**FPFK Headquarters**

☎ (office) +254 20 3870126

☎ (cell) +254 714 653 300 or 726 155 459

: [kitur@fpfk.or.ke](mailto:kitur@fpfk.or.ke)/[info@fpfk.or.ke](mailto:info@fpfk.or.ke)/[hoffice@fpfk.or.ke](mailto:hoffice@fpfk.or.ke)