

# Call for Consultancy: Development and Digitization of PPHPZ's Monitoring & Evaluation (M&E) System tender at People's Process on Housing and Poverty in Zambia

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## Peoples Process on Housing and Poverty in Zambia

Website :

### 1. Background

The People's Process on Housing and Poverty in Zambia (PPHPZ) is a community-driven organization dedicated to improving housing, land rights, and livelihoods for marginalized urban and peri-urban populations. To strengthen its impact, PPHPZ seeks to develop and digitize a comprehensive Monitoring & Evaluation (M&E) system to enhance data collection, analysis, and reporting for its various programs.

This system will provide real-time insights into project performance, enable evidence-based decision-making, improve accountability, and ensure alignment with national and international development frameworks. The digitized M&E system will integrate mobile data collection, dashboards, and automated reporting to facilitate efficient tracking of program outcomes.

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### 2. Objective of the Assignment

The primary objectives of this assignment are:

1. Design a robust M&E framework aligned with PPHPZ's strategic goals and key performance indicators (KPIs).
2. Develop and digitize an M&E system that enables efficient data collection, storage, analysis, and reporting.
3. Integrate mobile and web-based tools for real-time data capture and visualization.
4. Enhance capacity-building by training PPHPZ staff on the use and management of the system.
5. Ensure compatibility with global reporting standards and donor requirements.

### 3. Scope of Work

The consultant/firm will be responsible for:

Phase 1: Needs Assessment & System Design

- Conduct a needs assessment with PPHPZ teams and stakeholders to define system requirements.

- Review existing M&E processes, tools, and data management practices to identify gaps.
- Develop an M&E framework, including indicators, data collection methods, and reporting structures.

#### Phase 2: System Development & Digitization

- Design and develop a user-friendly digital M&E system that supports offline data entry, enabling users to collect and input data without an internet connection. Once connectivity is restored, the system will automatically synchronize and securely store all data on the cloud, ensuring seamless access and centralized management across both web and mobile platforms.
- Integrate mobile data collection tools such as ODK, KoboToolbox, or customized mobile applications to facilitate efficient field data gathering.
- Develop real-time dashboards for data visualization and automated reporting, allowing stakeholders to monitor progress and make informed decisions promptly.
- Ensure data security, accessibility, and compliance with data protection laws by implementing robust security measures and adhering to relevant regulations.

#### Phase 3: System Testing & Training

- Pilot-test the system with selected PPHPZ programs.
- Refine the system based on user feedback and functionality tests.
- Conduct training sessions for PPHPZ staff on system usage, troubleshooting, and reporting.
- Develop a user manual and provide ongoing technical support.

#### Phase 4: Deployment & Support

- Fully deploy the digitized M&E system across PPHPZ programs.
- Provide technical support and maintenance for at least six months post-deployment.
- Establish a monitoring plan for continuous improvement of the system.

### 4. Deliverables

The consultant/firm is expected to deliver the following:

1. Inception Report – outlining the work plan, methodology, and timelines.

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2. M&E Framework – including indicators, tools, and reporting templates.
3. Developed & Digitized M&E System – a fully functional web/mobile-based system.
4. Training Sessions for Staff – hands-on capacity-building sessions.
5. Final Report – detailing system deployment, challenges, and recommendations.

### 5. Duration and Timeline

The assignment is expected to be completed within 1 month from the date of contract signing, as follows:

### Phase Activities Timeline

Phase 1 Needs assessment & M&E framework design 1 Week  
Phase 2 System development & digitization 1 Week  
Phase 3 Testing, training & refinement 1 Week  
Phase 4 Deployment & support 1 Week

### 6. Required Qualifications & Experience

The ideal consultant/firm should have:

- Proven experience in M&E system design and digital transformation.
- Expertise in database management, mobile data collection, and dashboard development.
- Experience working with nonprofits, NGOs, or community-driven organizations.
- Knowledge of data security, privacy laws, and global reporting standards.
- Strong training and capacity-building skills for diverse teams.
- A degree in Demography, Monitoring and Evaluation or any other related fields will be an added advantage

### 6. Submission Requirements

Interested consultants/firms should submit:

1. Technical Proposal – detailing approach, methodology, and work plan.
2. Financial Proposal – including a breakdown of costs.
3. Company Profile/CVs – highlighting relevant experience and references.
4. Sample of Previous Work – showcasing similar M&E system development.

Deadline for Submission: 19 MAY 2025

Submissions Should be sent to: [pphpz@outlook.com](mailto:pphpz@outlook.com) and copy [emmanuelmwiambango@gmail.com](mailto:emmanuelmwiambango@gmail.com)

## Job Info

**Job Category:**  
Tenders in Zambia

**Job Type:** Full-time

**Deadline of this Job:**  
Wednesday, May 21 2025

**Duty Station:**  
Lusaka | Lusaka | Zambia

**Posted:** 15-05-2025

**No of Jobs:** 1

**Start Publishing:** 15-05-2025

**Stop Publishing (Put date of 2030):**  
15-05-2066