

Terms of Reference (ToR) for Advanced PowerBI Training

Background Information

Deutsche Welthungerhilfe e. V. (WHH) is one of the largest non-governmental organizations in Germany operating in the humanitarian assistance and development fields. It was established in 1962 like the German section of the “Freedom from Hunger Campaign,” one of the world’s first initiatives to eradicate hunger. WHH was officially registered in Türkiye in 2013 to respond to the Syrian crisis by providing emergency food aid and other relief items to the most vulnerable refugees in South-Eastern Türkiye and internally displaced persons in North-western Syria.

As the conflict in Syria continued and the humanitarian crisis worsened, WHH expanded its work in the region and adopted a more comprehensive approach to strengthening people’s resilience. Through its regional programme, WHH supports Syrians living in Türkiye and Lebanon, internally displaced persons (IDPs), and host communities in North-west Syria with projects focused on increasing food security and reducing poverty. WHH’s interventions include life-saving humanitarian assistance, shelter, protection financial support, small-scale agricultural, and the rehabilitation of water, sanitation, and hygiene infrastructure (WASH). WHH also plays a supporting role in providing access to existing protection and social care services through its case management interventions.

To strengthen the Monitoring Evaluation and Accountability and Learning (MEAL) capacity and improve access to real-time data and evidence-based reporting, WHH secured funding to build the capacity of MEAL, Information Management, and IT staff in advanced PowerBI data management, visualisation, and reporting. WHH hereby invites Consulting Firms or Individuals to indicate their interest in the following Assignment: **“Consultancy to Provide Advanced PowerBI Training.”** The interested and eligible Consultants shall provide information on their qualifications and experience demonstrating their ability to provide the services (documentation, references for similar services, experience in comparable assignments, availability of qualified staff, among others).

Objectives of the training

The main objective of the training is to equip and enhance the WHH staff with advanced skills in PowerBI. In particular, the training shall enable the participants to perform the following.

- Master the advanced PowerBI features, prepare data from multiple sources to be used in PowerBI
- Model and visualize data and schedule automated refresh of the reports, including creation and optimization of data models and conduct calculations with DAX
- Perform advanced data visualisation, including creating and sharing of real-time interactive dashboards based on reports in PowerBI desktop or any other data sources
- Manage workspaces and multiple datasets.

Scope of the assignment

WHH proposes instructor-led and virtual training. The Consultant is expected to perform the following tasks:

- Prepare the training content as per the objectives outlined
- Prepare the training materials, including the data and necessary handouts to be used by the training participants for future reference
- Deliver the 5 days’ instructor-led virtual training
- Provide advanced PowerBI certification support to the participants

- Prepare and submit training report with clear recommendations for follow-up
- Provide one-day post-training support to the training participants.

Target audience

The training targets 10 participants, mainly the Monitoring Evaluation Accountability and Learning (MEAL) as well as IT staff some of whom already have some basic knowledge in PowerBI.

Timeframe/schedule

The duration of the training shall be 5 days (8 hours per-day). The training shall run from 14-17 August 2023. However, preliminary works including preparation of the training materials may begin earlier.

Confidentiality

All documents and data shared with the Consultant to prepare the training materials are confidential and used solely for the training purpose. The deliverables and all materials linked to the Advanced PowerBI training prepared by the trainer or participants shall remain confidential and property of the contracting party.

Expertise of the Consultants

The service provider should have the following qualifications:

- Education: The instructor must have University Degree in IT, Computer Science, Information Science, Demography, Statistics, Economics, or a related field
- Minimum of five years professional experience in data management, statistics, analysis, information technology and administration
- Certification in Microsoft PowerBI package
- At least 3 years' experience in providing advanced instructor led PowerBI training
- Experience in monitoring and evaluation of emergency and development projects in international NGOs.
- Fluent in English.

Technical and Financial offer

The applicants must provide the following:

- The company profile (in the case of a company)
- The Curriculum Vitae (CVs) of the training instructor with evidence of PowerBI training certification
- Technical proposal outlining the suitability of the service provider in providing advanced PowerBI training and summarising the relevant experience
- References including names and contact information from the previous clients who can be conducted regarding the relevant experience
- Proposed advanced PowerBI training content and schedule
- Detailed breakdown of costs quoted in Euro for the 5 days instructor-led virtual training, including any other anticipated costs to be incurred while undertaking the training.

Selection criteria

The following ranking criteria will be considered for the contract granting:

Evaluation criteria	Expectations	Max score (%)
Technical qualifications and competence of the Consultant	-Trainer must have a University Degree in the following fields: Information Sciences, Computer Science, Demography, Statistics, Economics, or a related field -Certification in Microsoft PowerBI package	10%
Demonstrated experience in conducting Advanced PowerBI training	-Minimum of 5 years technical experience in data management, statistics, information management -At least 3 years' experience in providing advanced instructor led PowerBI training -Valid references with their contacts and evidence of previous similar work done	15%
Proposed Advanced PowerBI Training Content	-The training content should focus on the Advanced PowerBI training module -A very clear training schedule presented	40%
Proposed methodology for the delivery of training content	The Consultant uses a blend of participatory and practical approaches	15%
Financial proposal	Clear and realistic budget (with clear breakdown)	20%
Total		100%