TERMS OF REFERENCE

CITIZEN GENERATED DATA

Gender-Based Violence Project

CONTENTS

INTRODUCTION

Premise

In an effort to strengthen the data ecosystem the Ghana Statistical Service (GSS); the Ministry of Gender, Children and Social Protection (MGCSP); and GIZ have been piloting the use of Citizen-Generated Data (CGD) methodologies. CGD harnesses the power of technology to complement traditional data collection methods by gathering timely and relevant statistics for policy planning and local decision-making. These partners intend to do this by putting the statistical instrument in the hands of citizens in the form of a mobile technology (web platform and/or apps). This current project will use CGD methodologies to gather data using new technologies in the area of Gender-Based Violence (GVB). In addition to harnessing these new data sources to improve the current status of the production of statistics to support decision-making, CGD can be used to track the progress of some of the Sustainable Development Goals (SDGs) indicators in Ghana.

Citizen-generated Data

Citizen-generated data (CGD) is a problem-focused type of data that can take many forms. It is often framed around people collaborating to collect data they need to understand and tackle a problem that affects them. CGD can include monitoring the performance of governments, tracking environmental issues, or collecting local spatial data. By unlocking the power of people-driven statistics and involving the community as human monitors of development, Ghana has the opportunity to build a more sustainable data ecosystem. This would ease the reliance on externally-funded, large-scale surveys and create a more sustainable approach to data collection in line with the *Ghana Beyond Aid* strategy.

This approach of participatory data collection encourages responsiveness in the local context;acilitates sharing and uptake between groups and builds a scalable methodology, provides timely and relevant local data which can be used for policy and management decisions at all levels addressing many of the inadequacies in traditional data collection.

Objectives

This assignment is to design a mobile web-based platform or other mobile technology, which can be used by citizens to generate data on Gender-Based Violence (GVB). The purpose of the pilot project for which this technology will be used is to enable effective transmission of information hard-to-collect data gaps. The developers of this technology are expected to:

1. Design a web-based platform or other mobile technology, which can be used by citizens to generate data on Gender-Based Violence (GVB)
2. Engage in the design thinking (DT) process moderated by GSS thereby including stakeholders in a human-centered design process and in functionality decision making
3. During this process, the firm will be requested to present two iterations of a proof of concept.

4. To provide stakeholders with timely, relevant, user-friendly, innovative products and services;
5. To deliver a product as prescribed by the assignment schedule below

Scope

The project will focus on collecting data in line with the following SDG indicators:

- **5.2.1** Proportion of ever-partnered men and women and girls aged 15 years and older subjected to physical, sexual or psychological violence by a current or former intimate partner in the previous 12 months, by form of violence and by age;

- **5.2.2** Proportion of men and women and girls aged 15 years and older subjected to sexual violence by persons other than an intimate partner in the previous 12 months, by age and place of occurrence;

- **11.7.2** Proportion of persons who experienced physical or sexual harassment, by sex, age, disability status and place of occurrence, in the previous 12 months;

- **16.2.3** Proportion of young women and men aged 18-29 years who experienced sexual violence by age

For an example of the type of metadata that must, at minimum, be collected to in order to compute the above-mentioned indicators, please refer to:

- https://unstats.un.org/sdgs/files/metadata-compilation/Metadata-Goal-5.pdf
- https://unstats.un.org/sdgs/files/metadata-compilation/Metadata-Goal-11.pdf
- https://unstats.un.org/sdgs/files/metadata-compilation/Metadata-Goal-16.pdf

ASSIGNMENT SCHEDULE

S/N	Activities	Timeline	Deliverables
1	Submission of Interest	14 - 25th February	Submission of supporting documents
2	Shortlisting of applicants communicated	28th February	-
3	First DT Event: Understanding the Problem (two days)	Week Commencing 2nd March	Attendance
4	Second DT Event: Ideation and Synthesis	WC 9th March	Presentation
5	Second Phase of Shortlisting	2 days after 2DT event	-
6	Third DT Event: Prototyping	WC 23rd March	Minimal Viable Product
7	Final Decision on Successful Applicant	1 day following 3DT event	-
8	Development	April	
9	Testing	Early May	User-accepted Product

10	Deployment and Launch	Mid May	Live application

OPERATIONAL REQUIREMENTS

The data generated by these platforms should be:

1. Timely
2. Secure
3. Able to compute relevant statistics. This means the data can be disaggregated by at least, but not limited to:
    a. Gender (victim and perpetrator)
    b. Age
    c. Location
    d. Disability status

The platforms themselves should:

1. Consider accessibility needs (digital skills; literacy; etc)
2. Offer value to data inputters
3. Function on feature phone or smartphones (web portal optional)
4. Guarantee the privacy of the respondent

SKILL SET REQUIRED

The developer of the above application should consist of the following relevant skills

General Qualifications and Competencies
● Minimum of 3 years of proven experience in developing responsive web platforms (for mobile devices) used for data collection.
● Experience with both front-end design and back-end database integration.
● Experience with developing Smartphone applications.
● Experience with building and working with APIs.
● Experience with data security and working with privacy-sensitive data
● A background in data science would be an advantage.

Core Responsibilities
● Developing a mobile web platform or other mobile technology, which can be used by citizens to generate data on Gender-Based Violence (GVB).
● Publish this platform and related mobile applications on the relevant app stores.
● Design related data security policies and frameworks.
● Developing a back-end database where the information collected from this platform is securely stored in a format that can be used to create SDG indicator statistics.
● Thinking about novel solutions to measure hard to measure indicators.

Other Critical Skills Required
- Availability of appropriate skills among staff to undertake and complete the project.
- Demonstrated experience in human-centered design would be an advantage.
- Knowledge of context of national, regional, and global development agendas would be an advantage.
- Knowledge in the working areas of Gender-based violence would be an advantage.
- Knowledge of operation of national statistical systems would be an advantage.
- Willingness to participate in a design-thinking process with relevant stakeholders and experts.
- Knowledge of the Data Protection Act (2012), Act 843 and Statistical Service Act (2019), Act 1003 would be added advantage.

PROJECT GOVERNANCE

The multi-stakeholder National Technical Team will guide the projects' direction and consist of members from the Ghana Statistical Service, the respective Ministry (MoGCSP), National Commission for Civic Education (NCCE), Ministry of Local Government, Ghana Health Service, Academia and Deutsche Gesellschaft Für Internationale Zusammenarbeit (GIZ).

Since the project will be piloted on the district-level, the projects' implementation will rely heavily on district-level partners. To this end, District-level Technical Teams will be established to facilitate the local implementation of the projects

SELECTION PROCESS

The selection process will consist of a multi-round process.
1. One week after the deadline of submissions the most promising applicants will be invited to a first "Design Thinking" event. In this event, held in the last week of February, shortlisted candidates will have the opportunity to engage with stakeholders to understand the problem and brainstorm on first ideas.
2. One week after the first event, shortlisted candidates have the opportunity to present their understanding of the first ideas and receive feedback from selected stakeholders. At this event, candidates will be assessed on their understanding of the problem and potential solutions. Only the most viable candidates will be invited to the last selection round.
3. Two weeks later candidates will present their prototypes (Minimum Viable Product) and a winning team will be selected

The contracting firm will be selected by a Technical Task Team consisting of both content and technical experts.

GSS OBLIGATIONS

1. GSS will prepare the contract to engage the selected firm. An activity-based remuneration package will be negotiated with the selected firm.
2. Supervision of the selected firm will happen by GSS and the Technical Task Force
3. Periodic appraisals per contract will be conducted towards key milestones before invoicing will be done by the selected firm and payments are made by GSS.

Legal Framework

All data collected will be managed in line with the Data Protection Act 2012 and Statistical Services Act 2019 which under Enactment 5 Section 18 restricts the sharing of individual-level data for any purposes other than statistical calculation. GSS reserves the right to share aggregated results for the purpose of policy planning.

Complaint

Shall in writing and in-person respectfully present issues regarding shortfalls and differing opinions or perspectives concerning the development, implementing, testing and usage of the proposed system and related working conditions.

DEVELOPER RESPONSIBILITY

Warranty

Provide at least one year warranty after the user acceptance sign-off. During the period, the developer is responsible for the following technical support:

- Update patches
- Fix bugs
- Make post-deployment changes to the system based on feedback from user experience

Technology Transfer

The developer shall engage with the GSS IT team during the project period, this is to harness the transfer of technology as minor corrections and support will be done in house. However, the developer must note GSS IT team has limited capacity.

Ownership of Source Code

The developer is required to hand over the final source code product. The final product; source code, intellectual property, documentation and all items specific to this product will be under the GSS' exclusive ownership. In exceptional circumstances where source code has already been developed for a product, GSS is open to partnership discussions around source code ownership.