Terms of Reference (ToR)

Consultancy for the Development of an Information Management System (IMS) for Zamfara State

Title:	Information Management (IM) Consultant
Number of Consultants:	One (1)
Duration:	30 days

Background:

The Nigeria INGO Forum (NIF) is an alliance of international NGOs providing humanitarian and development assistance in Nigeria. NIF is supporting Zamfara State authorities as a pilot example of state-led integrated coordination. To operate an integrated coordination framework (ICF) with Zamfara as a pilot state, there is a pressing need for a centralized Information Management System (IMS) that consolidates data across sectors, facilitates partner reporting, and enables real-time visualization of activities and needs.

Objectives:

NIF is looking for an experienced information management consultant who demonstrates previous professional experience with humanitarian or development organisations working with conflict affected vulnerable populations (UN, NGOs), to develop a functional IMS to be handed over to Zamfara State Govt that can serve as a data hub for MDAs, donors, INGOs, NNGOs, UN agencies etc.

Scope of Work:

1. **Conduct Needs Assessment:** Consult with relevant focal points on the needs and requirements for an IMS for beneficiary data flow and analysis.
2. **Scope and Develop IM system:** Design the structure/format and set up a relevant functioning Information Management System and database for beneficiary data flow, across several programmes in Zamfara State.
3. **Demo IM system and incorporate feedback:** Pilot the Information Management System and make relevant modifications if required.
4. **Train focal points on IM systems:** Provide detailed training to relevant data management focal points to ensure continuity of the Information Management System.

Reports to: IM Technical Advisor INGO Forum

The consultant will be responsible for the following:

Key deliverables:

- The development of an operational IM system and data analysis process for all programmatic data collected.
- Training delivers relevant focal points on the developed IM system.

Short written handover report to summarize the scope of work provided during the consultancy period.

Methodology & Approach

Time Duration:

- November-December 2025 (30 working days maximum) – The consultant will travel to Zamfara State to hold consultations with relevant programme focal points, develop an operational IM system and train relevant data management focal points on the use of the system.

Qualifications:

- Bachelor's or master's degree in a relevant field (e.g., Information Management, Statistics, Data Science, or related discipline).
- Proven experience in data management within the humanitarian or development sector.
- Proficiency in data collection, analysis, and visualization tools such as Power BI, Tableau, and Excel.
- Strong understanding of Information Management (IM) systems, technologies, and their applications in the NGO sector.

Documents required:

- A detailed CV with relevant experience explained.
- A detailed assignment proposal (1-2 pages max), which outlines a clear workplan in line with the assignment and the related timeline to achieve the objectives set in the ToR.
- Verified copies of relevant education diplomas and training certificates.
- 2 references providing evidence of the previous relevant work and qualifications relevant for this assignment.

Applications:

Technical and financial proposals should include methodology, team composition, CVs, detailed budget, relevant experience shown (bidders should make available their portfolio of similar projects which should include work that has been done previously)

Attach your CAC, TCC, Company profile Including CV of staff and Evidence of similar experiences to your application.

All applications must be submitted to NG.tenders2@nrc.no no later than 17th November 2025

at 15:00 p.m. Nigeria time. Late submissions will not be considered.

The application should be titled: "40/NRC-NAT/NG/2025 – Consultancy – Information Management (IM) Consultant" in the e-mail subject.

In case you have any questions regarding this consultancy, please direct them to: NG.procurements2@nrc.no /+2348025554645

Only short-listed/Successful applicants will be contacted

Confidentiality

All data handled during this consultancy must be treated with strict confidentiality. The consultant will ensure secure data management and ethical handling of sensitive information.