



Terms of Reference SQL Training 2017-Nairobi

INTRODUCTION:

HANDICAP INTERNATIONAL is a non-profit international organization, independent and impartial working in the situation of poverty and exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups, Handicap International actions and testimonies are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.

In Dadaab Handicap has been implementing Community based rehabilitation since 2007. It employs twin-track approach focusing on physical rehabilitation and disability mainstreaming. The community based approach empowers persons with disability, their families and community to take part and support the interventions targeting enhancing living standard of persons with disability.

JUSTIFICATION FOR TRAINING:

Data management cuts across all the thematic areas of Handicap international service delivery and not an exclusive. The profiles of the staffs in data management component lacks adequate skills and capacity in handling SQL database this is evident when the database is always crashing or hanging or take a long time to retrieve data due to the processes of using software like excel where one has to keep on filtering cub the situation. Staff lack the capacity to use simple programming language or even identifying where the problem is a hence creates a lot of dependency on the database consultants who most of the time are not very easily reachable.

It is from this background analysis that the project seeks for Technical support from a consultant to strengthen technical capacity of the team for better accurate and efficient data management.

SQL (Structured Query Language) is the primary language responsible for managing data and data structures contained within a relational database management system (RDBMS) by retrieving information from a database. SQL is the language you use to interact with a database. There are four basic operations that SQL can perform: INSERTs, SELECTs, UPDATEs, and DELETEs (these are sometimes referred to as CRUD operations - create, read, update, delete).

Advantages of learning SQL:

*Because you can get an answer to any question you ask.

* Because you won't ever have to ask yourself, "How did I make that report again?" SQL queries can be easily saved and re-used at any point in time. SQL code can also be edited with comments, so you can include clear descriptions directly in your query. When you work with Excel, you might be stuck doing a long multi-step process. First, you might have to export data from some standard report, and then sort it, then add headers, then filter out certain values, and on, and on, and on, and on...

* High Speed:

SQL Queries can be used to retrieve large amounts of records from database quickly and efficiently records from a database quickly and efficiently.

* No Coding Required:

Using standard SQL it is easier to manage database systems without having to write substantial amount of codes.

* Emergence of ORDBMS:(oriented relational database management system)

Previously SQL databases were synonymous with relational database. With the emergence of object oriented DBMS, object storage capabilities are extended to relational databases.

*Convert the data into Excel sheet for back-up

Once you identify the database that stores the data you seek to explore, SQL empowers you to answer your own questions. You no longer need to rely on overly simplified, pre-built reports or emailing co-workers to track down data. SQL enables you to become a more self-sufficient employee.

*Because you no longer have to deal with Excel crashing.

Ever crashed Excel because you had a ton of rows in a spreadsheet? Relational databases are designed to store millions and millions of rows of data (even billions of rows). SQL allows you perform operations on this vast amount of data without having to worry about crashing a program not designed for that amount of information. Microsoft Excel is a great tool; it just isn't meant to perform operations on tens of millions of rows at once. Relational databases are designed for those larger operations, and SQL is the language that allows you complete them.

Data that is saved in SQL can be converted to Excel sheet and can be used as a detailed back-up with detailed information

I. Objectives and results

General objective: By the end of the training the data management team will be able to improve the quality of data management in both Dadaab and Kakuma.

Specific objectives:

- To build capacity of 8 Handicap International staffs from Dadaab/Kakuma and Nairobi on basic SQL language to better handle the database.
- To be able to address data base programming thus reducing costs of hiring external consultants.
- To improve the quality of data collected, storage and reports produced.

II. Deliverables

The consultant will deliver a manual with the following lessons:

- Lesson 1: Introduction to SQL
- Lesson 2: Retrieving Data
- Lesson 3: Updating Data
- Lesson 4: Inserting Data
- Lesson 5: Deleting Data
- Lesson 6: Sorting and Filtering Data
- Lesson 7: Advanced Filtering
- Lesson 8: Summarizing Data
- Lesson 9: Grouping Data
- Lesson 10: Using Sub queries
- Lesson 11: Joining Tables
- Lesson 12: Managing Tables
- Lesson 13: Using Views
- Lesson 14: Stored Procedures
- Lesson 15: Using Cursors
- Lesson 16: Using Transactions

Others

- Develop and submit SQL training manual
- Submit a training report.

Expected Results:

- There will be high speed data retrieval
- Quick analysis of requested report ie. Tables, graphs and chart
- Detailed back-ups
- User friendly software for data management

III. Scope of work

The training will be for 5 days and held in Handicap International conference hall Nairobi

IV. Profile of participant/Facilitator/Consultant

S/no	Position	Work Station
1.	Training and quality assurance Supervisor	Nairobi
2.	Data officer	Dadaab
3.	Data assistant	Kakuma
4.	Inclusive Livelihood M & E Officer	Kakuma
5.	Ag Area Manager	Kakuma
6.	Ag Area Manager	Dadaab
7.	M&E Officer- Inclusive election	Nairobi
8.	Trainer/Data base Consultant.	Nairobi

V. Time Frame for the implementation

The training will take 5 days ie from 17th – 21st July

VI. Reporting

- The participant will write a training feedback and share with Area Manager and HR.
- Consultant will deliver a detailed report to the Area Managers for Dadaab and Kakuma who will validate and forward to the Regional Coordinator Refugee Affairs

VII. Consultancy fee: Kshs 270,000

Application process

The consultant who meet these requirements and is available within the time period indicated should submit the following:-

- A methodology and detailed work plan clearly indicating how he/she intends to implement the consultancy service.
- Application letter and curriculum vitae indicating relevant qualifications, skills, experience in similar consultancies.
- Full contact details of three referees.

Send electronic copies of the application to reach Handicap International office on or before 19th July, 2017, to the following email address; jobs@handicap-international.or.ke