Scope of Work

1. Support the development of Ona surveys to be used to in the field to collect data on newly deployed equipment, as well as to update data on existing equipment already in circulation **(June or July 2019)**
   * Create web forms to collect pertinent equipment data modeled after the web forms developed during the previous contract
   * Upload these forms to the IRESSEF Ona account, deploy web forms to Open Data Kit (ODK) Collect for mobile device deployment/collection
   * Verify these data can be extracted from Ona via Application Programming Interface using R
   * Pilot the data collection tools with in the field (not sure what the field personal program is – maybe they would be a good match to try them out)
   * Provide summary report of initial submissions using in-country data
2. Coordinate with PAC members on IT and field-related issues related to identifying the best systems, processes and tools
   * Lead weekly meetings and IT Task Force conference calls (to be scheduled in coordination with the PAC project management team)
   * Develop technical outline for expected work products **(June or July 2019)**
3. Support the deployment of an IRESSEF administered reporting platform
   * Deploy an RStudio Connect Server instance on Amazon Web Services
   * Coordinate any calls as necessary with RSutio Connect customer support
   * Develop reports to display and describe equipment data as needed. Reports should include (**August 2019**);
     + Report describing the current state of equipment and which equipment needs attention
     + Scorecard describing lapses of equipment care or documentation
     + Drill down reports allowing facility leaders to look at maintenance activities by maintenance engineer or facility
     + Build in functionality to alert users when maintenance activities need to be performed
4. Develop a final report describing activities
   * Publish final report as well as any technical documentation to GitHub

Deliverables (Adjust based on start dates)

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| **Deliverables** | **Invoices and Payments** |
| June 2019   * Review existing survey forms from previous period and create in Ona * Test forms in Ona and pull example data into existing reports | June 30, 2019   * 2 weeks at $900 USD/week - $1,800 USD |
| July 2019   * Pilot data collection forms in the field * Deploy forms using Open Data Kit for mobile * Focus specifically on using the form for newly added equipment (*dependent upon field collection of data*) * Create examples of additional drill down reports not created during original period * Provide report summarizing initially collected data * Deliver technical outline of expected work products | July 31, 2019   * 5 weeks at $900 USD/week - $3,500 USD |
| August 2019   * Coordinate the deployment of an RStudio Connect Instance on Amazon Web Services * Coordinate necessary support calls * Add new users * Deploy existing reports to the platform and add scheduled and contextual reminders for users to view these reports | August 31, 2019   * 4 weeks at $900 USD/week - $3,600 USD |
| September 2019   * Add additional new reports and drill downs as requested * Create user instructions (both technical and field oriented) * Support user testing of the tool * Provide final report for the team | September, 30 2019   * 4 weeks at $900 USD/week - $3,600 USD |