



AWAZ-E-NISWAN

Membership & Volunteers System Development Consultant Terms of Reference (TORs)

Introduction

Awaz-e-Niswan (AAN) is a membership-based non-partisan network, incorporated as a non-profit with the Securities and Exchange Commission of Pakistan. AAN aims to increase the visibility and influence of women voters and their issues among duty bearers.

In order to pursue its goals for the strategy of next three years, AAN is seeking the services of an experienced consultant (short term) to devise a robust system for membership and volunteers enrollment and engagement.

Key Deliverables

- Design and develop membership and volunteer system and database in line with the approach and model of AAN.
- Design the database application as per agreed software and application.
- Timely sharing of hardware requirements and coordinating with IT for smooth acquisition and installations
- Design input forms & tools and getting them approved from the Executive Committee / ED
- Conduct a field test of the developed system and the input forms in close coordination with Membership Manager.
- Rolling out the system and training relevant staff at AAN secretariat and partner organizations
- Devising a sustainable mechanism for on-going trouble shooting and maintenance.
- Providing complete training to the IT officer, Membership Manager of AAN and hand over system codes and controls as part of the conclusion of the assignment.

Required skills, qualifications and competencies

Consultant with at least 5 years of experience in the development sector, having a master's degree in social sciences or any other relevant discipline, with broader knowledge of development sector issues. Significant experience with development of membership networks, volunteer engagement strategies, program and campaigns management, and knowledge of database and associated web and mobile based applications. Proficiency in Microsoft Office, Excel, MIS, web technologies and database software required. Strong written and verbal communication skills are required. Dynamic self-starter; highly motivated, comfortable in taking initiatives and able to work with minimum supervision. Women candidates are strongly encouraged to apply.

Period of assignment

01 December 2020 till 31 January 2021.

How to apply?

Email your CV with cover letter and 'Consultant Membership & Volunteers System' in subject line to by 29th November 2020 to: HR@aan.org.pk