CCT Tech-and-GO! Data Management Consultancy (DM)

Section A: Eligibility

The below criteria should be met when applying for Data Management Consultancy. Your agency:

1. must be a NCSS member or run a MSF-funded programme
2. have attended the consultancy clinic
3. ensures ownership and participation to the data strategy planning
4. is planning to embark on a data management project within the organisation in the mid to long term
5. have dedicated budget and manpower to execute on the findings and recommendation of the data strategy plan

Section B: Funding

As this is a Pre-scoped Consultancy service, the consultancy cost will range from 35K to 115K depending on scope and complexity.

NCSS will fund all consultancy costs at 80% per project, and SSAs can expect to pay between 7K to 23K.

Detailed pricing schedule will be provided to the SSA after the clinic upon assessing the suitable consultancy category to apply.

Section C: Application

Applications are open all year round until 31st March 2025.

To apply, go to the OurSGGrant (OSG) Portal here. Please select the Grant Scheme as Community Capability Trust and Project Category as Tech-and-GO!.

You are required to upload the following in your submission:

1. Completed TNG Consultancy Project Proposal*
2. Your agency's Post-Clinic Report

*Available for download on the OSG Portal

Section D: Project Timeline

Estimated project timeline of up to 12 months.

Section E: Who Should Apply

Recommended for SSAs who require guidance on managing data across the data lifecycle and having a hands-on approach to using and analysing data for improving productivity and service user experience and identify with the following issue statements:

1. What is a good way to manage data within my agency?
2. My agency collects a lot of data. How can I make good use of data to benefit my organisation as well as my service users?
3. What kinds of data tools might be useful for my agency?

Section F: Consultancy Scope

The consultant will provide the following:

Scope	Scopes of Work

1. Data Management	• Identify SSAs' challenges and desired outcomes for data management practices
	• Perform SWOT analysis at organization using the data lifecycle framework
	• Chart above outputs into an agency-wide data management strategy, including guidance on best practices and recommendations in areas of people, process and technology
	• Identify and conduct pilot on 1-2 prioritised data use cases to enable SSAs to:
	    ○ Understand the business issue
	    ○ Prepare the related data sets
	    ○ Perform analysis, modeling and validation of data
	    ○ Visualise data and present findings
	    ○ Leverage pilot project approach to other use cases

2. Change Management	• Guide and work with SSAs to determine internal and external stakeholders affected by the changes and require buy-in (including but not limited to Board, senior management and various staff levels within the agency, clients) • Perform stakeholder analysis to assess the level of impact and develop the appropriate resistance management plan • Identify sponsors/champions and document their roles & responsibilities • Develop communication plans to stakeholders affected by the change with corresponding channels and timeline • Plan & validate change management strategies and provide change management tools to enable the organisation to secure buy-in from stakeholders

Section G: Deliverables and Payment Milestones

Deliverables	Payment Percentage
1. Data Strategy Plan 2. Change Management Plan	40%

3. Pilot Study Report, consisting of:
    a) Project KPIs
    b) Staff/Client Satisfaction
    c) PowerPoint summary slide
	60%

Section H: Key Performance Indicators (KPIs)

Below KPIs to be achieved by both SSA and the consultant for the grant to be fully disbursed:

1. Attain at least 70% Staff Satisfaction
2. Adhere to 100% of Project Timeline