TERMS OF REFERENCE (TOR)

PROJECT: POWER BI ENTERPRISE DASHBOARD & DATA INFRASTRUCTURE DEVELOPMENT ABOUT KENAN FOUNDATION ASIA

Kenan Foundation Asia believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future. Whether it's an entrepreneur, a teacher, a student, a community leader, or non-profit manager, we conduct tailored, engaging activities to train, coach and equip them so they can achieve their dreams.

WHO ARE WE

Kenan Foundation Asia, a non-profit development organization working in partnership with companies, governments, academia, and committed individuals to empower people with the knowledge, technology, and skills necessary for a better future.

1. PROJECT BACKGROUND

Kenan is a Thailand-based non-profit organization dedicated to supporting vulnerable communities and strengthening social impact through evidence-based programming. As part of our organizational development strategy, we are launching an initiative to modernize our data ecosystem and enhance operational efficiency. This effort aims to transition from manual, siloed data tracking to a centralized, automated, and standardized Monitoring and Evaluation (M&E) system.

The primary objective of this project is to design and implement a unified Power BI-based data infrastructure that:

- Integrates data across programs into a centralized repository;

- Automates data cleaning, transformation, and reporting processes;

- Enables real-time and management-ready dashboards;

- Strengthens the organization's capacity to track outputs, outcomes, and key performance indicators (KPIs); and

- Improves transparency and evidence generation for donors and stakeholders.

We are seeking a **Power BI consultant** with demonstrated technical expertise and a strong interest in social impact. The ideal consultant is a proactive problem-solver who understands the realities of non-profit data (e.g., diverse formats, evolving indicators, manual entry risks) and can design logical, sustainable, and user-friendly systems to accommodate such realities. We value a professional who takes pride in "Operational Excellence"—someone who can translate complex data architecture into intuitive dashboards and clear documentation that our team can confidently maintain.

2. SCOPE OF WORK

The Consultant shall provide a full-cycle BI solution, including but not limited to:

A. Backend & Data Engineering

- **Infrastructure Design:** Design an efficient Power BI workspace and data architecture aligned with M&E best practices.
- **Data Preparation (ETL):** Establish automated cleaning and transformation processes using Power Query.
- **Automation:** Implement an automatic data refresh mechanism via cloud-based folders (SharePoint/OneDrive) or local directories to ensure "hands-off" data refreshing.
- **Data Modeling:** Develop a robust Star Schema model with DAX measures for core KPIs.

B. Dashboard Development (4-5 Pages)

The Consultant will develop a management-ready dashboard based on organizational requirements and draft mock-ups provided. The dashboard should present programmatic impact across key perspectives:

- **Executive Insights:** A high-level overview of total reach, engagement, KPI achievements, and overall organizational performance
- **Project Output & Outcome Monitoring:** A generalized overview tracking various indicators across project activities to monitor performance, participation levels, and progress toward social development goals.

C. Features & Interactivity

- **Dynamic Slicers:** Dynamic slicers (Year, Month, Project Type, Demographics, etc.)
- **Analytics:** YTD totals and target vs. actual variance analysis.
- **UI/UX:** A clean, professional layout optimized for management reviews and stakeholder reporting.

3. CONSULTANT QUALIFICATION

- Strong command of Power BI Desktop, DAX, and Power Query.
- 2–4 years of experience in BI development with a portfolio demonstrating financial or social impact dashboards is a plus.
- Ability to explain the data model and maintenance procedures clearly in Thai or English.
- Microsoft PL-300 certification is a significant advantage.

4. DELIVERABLES

- **Automated Pipeline:** Fully configured data connection to source folders.
- **Final.PBIX File:** The complete, unencrypted report file.
- **User Acceptance Testing (UAT):** A validation phase to ensure data matches source records.
- **Handover & Support:**
  - One 60-90 minute training session for the team.
  - A 1-2 page "Update Guide" (PDF) for adding data.

5. TIMELINE & BUDGET

Total Budget: Between 45,000 – 50,000 THB (Inclusive of all platform fees).

Project Duration: 3 Months (Development phase + 2 months of monthly maintenance/refresh support).

Payment Terms:

- 50% Milestone 1: Upon completion of Data Cleaning, Infrastructure setup, and delivery of the First Dashboard Draft.
- 50% Milestone 2: Upon final Handover, Training, UAT approval, and first month of successful live reporting.

Interested applicants are invited to submit full resume indicating qualifications
And experiences, and cover letter to Recruitment@kenan-asia.org

Further information, please contact 02-260-0380 (K. Dolnapat – HR Specialist)