

Terms of Condition (ToR)

Training Services for Advance Data Management in SPSS and Excel

REQUEST FOR APPLICATION (RFA) from organizations/ individuals for Training Services of Advance Data Management in SPSS and Excel for Forward Looking staff.

Date of Advertisement: **November 3, 2021**

Deadline for submission of application is **November 12, 2021**

Forward Looking (FL) is the national level non-governmental organization working for empowerment of persons with disability in Nepal, is seeking applications from organizations / individuals to conduct Training Services of Advance Data Management in SPSS and Excel.

Interested organizations / individuals are invited to apply based on the guidelines for Training Services of Advance Data Management in SPSS and Excel. Only the shortlisted applications will be called for further process. Guidelines for preparation of application can be download from: www.flooking.org.np/downloads.

All right is reserved to Forward Looking. If you need more information, please contact:

9851171922 or 01 5010523 / 01 5010730

Application can be submitted through email at: info@flooking.org.np or thapasurya143@yahoo.com

Please apply with detail of course, duration of the course, cost (including tax) of training, per day training time, CV of trainer (How many trainers are delivering), Experience of the trainers, qualification and other required information.

OUTLINE OF SPSS COURSE:

Introduction

- Statistical concepts
- SPSS basic features

Data Entry and Manipulation

- Categorical and continuous data
- Defining and labeling variables
- Adding variables and cases
- Transform, recode and compute variables

Descriptive Analysis

- Simple plots (pie charts and bar graphs)
- Cross-tabulation and Chi-square Tests
- Measures of central tendency (mean, median, mode)
- Quartiles and interquartile range
- Percentiles
- Skewness and Kurtosis

Basic Statistical Analysis

- Introduction to statistical tests and estimation
- Exploratory data analysis and checking assumptions (box plots, histograms, PP plots, QQ plots)
- One sample test (t-tests)
- Two Sample tests (t-tests)

- Introduction to One-way ANOVA
- Correlation and simple/multiple regression analysis
- Graphical Representation
- Custom Table
- Correlation
- Regression
- Chi-Square Test
- Independent Samples t Test
- Adequate Project works
- Link with MS word, Excel and PowerPoint presentation used in non-governmental organization.

OUTLINE OF ADVANCE EXCEL COURSE:

- Number Crunching
- Creating Charts
- Organizing lists
- Accessing other data
- Creating graphical dashboards
- Creating graphics and diagrams
- Automating complex tasks
- Advanced Excel:
- Working with Dates
- Working with Tables
- Working with Charts
- Conditional Formulas and Formatting
- Using Logical Functions
- Working with Lookup Functions
- Documenting and Auditing
- Advanced List Management
- PivotTables and Pivot Charts
- Using 'What-If' Analysis Tools
- Spreadsheet
- Macros
- Adequate Project works
- Link with MS word, Excel and PowerPoint presentation used in non-governmental organization.