

AKDN Monitoring, Evaluation and Research Consultant Database


Manual for Consultants

Version 1.0 – June 2016

1. Purpose of this Manual

The purpose of this manual is to assist consultants in registering with the Aga Khan Development Network (AKDN) Monitoring, Evaluation and Research (MER) Consultant Database, as well as assisting consultants who wish to edit, maintain or delete their profile. Should you experience any problems in working with this database that are not discussed in this manual, please contact consultants@akdn.org.

2. Registering with the Database

This section will guide you through registering yourself with the MER Consultant Database for the first time and describe the fields contained in the registration form. Please remember that you can **Save** the information you have entered at any point during the registration process and finish at a later time. Do so by clicking on the **Save** button () at the bottom of the registration screen.

Personal Details

	Required Field *	Description
Surname	✓	Enter your surname (family name).
Given Name(s)	✓	Enter your given or first name(s).
Title	✓	Enter the title by which you would like to be referred.
Gender	✓	Enter your gender.
Consultant Type	✓	Enter your affiliation status as a consultant: as an independent consultant, affiliated with an institution (university, company, etc.), or both.
Institution Name		If you noted that you are a consultant affiliated with an institution, provide the name of the institution.
Nationality(ies)	✓	Select the country or countries of which you are a citizen or permanent resident.



* Required fields are marked with asterisk (*)

Contact Details

	Required Field *	Description
Email	✓	Enter the email address at which you would like to receive messages from AKDN.
Alternative email		You may also provide an additional email address at which AKDN staff members may contact you.
Tel. (inc. country code)		Provide the primary telephone number, including the country code, at which you would like to be contacted by AKDN.
Alternative Tel. (inc. country code)		You may also provide an additional telephone number at which you would like to be contacted by AKDN.

* Required fields are marked with asterisk (*)

Skills and Competencies

Language(s)	<p>In this section you will be able to list all of the languages which you speak, read, write and understand, including your native language (mother tongue). To add additional languages, click on the green square () to the right of the last column. To delete additional language rows you have added, click on the red square () that appears next to the green square.</p> <p>For each language, you are asked to rate your ability in each of the following four <u>ability areas</u>:</p> <p><u>Speaking</u>: the ability to produce speech in the language and to be understood by its speakers</p> <p><u>Reading</u>: the ability to read and understand texts written in the language</p> <p><u>Writing</u>: the ability to formulate written text in the language</p> <p><u>Understanding</u>: The ability to follow and understand speech in the language</p> <p>You should rate each of these four ability areas at one of the following four levels:</p> <p><u>Beginner</u>: Basic proficiency equivalent to the A1 or A2 levels of the Common European Framework of Reference for Languages (CEFR) *</p> <p><u>Intermediate</u>: Intermediate proficiency equivalent to the B1 or B2 CEFR levels</p> <p><u>Fluent</u>: Advanced proficiency equivalent to the C1 or C2 CEFR levels</p> <p><u>Mother Tongue</u>: First or native language</p>
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* For more information about the CEFR, see <http://www.coe.int/lang-CEFR>



Thematic Area(s)	<i>Select the relevant area or areas in which you have expertise and in which you are interested in consulting</i>
Skill(s)	<i>Select the applicable area or areas in which you have skills relevant to your consulting work</i>
International Experience	<i>Select the country or countries in which you have work experience on a full-time, part-time or consulting basis</i>
AKDN Agency Experience	<i>Select the AKDN agency or agencies with which you have had work experience on a full-time, part-time or consulting basis</i>


Professional History

In order to register, please note that it is required for you to complete at least one of these three fields: entering a LinkedIn profile (or link to another professional networking site), a personal website or weblog, or a recent copy of a resume or CV.


LinkedIn Profile	<i>Provide the URL for your LinkedIn profile</i>
Personal Website/Blog	<i>Provide a link to any personal website or weblog that you maintain</i>
Upload Resume/CV	<i>You may upload a recent copy of your CV or resume in either PDF or Microsoft Word (.doc or .docx) format</i>

Once you have entered information into the registration form, please read the **Terms and Conditions** by clicking on the phrase “Terms and Conditions”. This will open a pop-up window which displays the Terms and Conditions of the Consultant Database. Accept them by clicking on the box to the left (I agree to the [Terms and Conditions](#)).

Once you have entered information in all of the required fields (denoted by *), click on the light-blue **Save** button or the **Register** button () at the bottom of the screen. The Save button allows you to save the information you have entered and finish your registration at a later time. Clicking the **Cancel** button () will clear all of the unsaved entries to the registration form.

Once you click on the **Register** button (), one of two things will happen. If you have not completed all of the required fields, a red error message will appear. The required fields that you have omitted will be labelled with a description in red lettering. If you correctly completed the registration form, a green message will appear letting you know that your registration was successful.



You will then receive an email (at the account which was used to register your profile) from consultants@akdn.org with the subject line “Welcome to AKDN’s MER Consultant Database”. If you do not receive the email within a few minutes, please check that the email has not been routed to your junk/spam/bulk folder.

You will be asked to click on the link contained in the email in order to verify your profile in the consultant database and to change your system-generated password to that of a password of your choice. Passwords must be at least 8 characters long and contain at least one upper-case letter, one lower-case letter, one digit and one special character (e.g. ! & \$ #). Confirm your password by entering it a second time in the field marked Confirm Password. Once you have done this, click the **Submit** () button in order to change your password.


3. Editing, Maintaining and Deleting Your Profile

This section will guide you through the process of editing, maintaining and deleting your existing profile with the MER Consultant Database. You will start by logging in to the database (<http://consultants.akdn.net/login>) using your registered email address and password.


Editing Your Profile


Once you are logged in to your profile, you can make edits to your profile in one of two ways: 1) Click on the **Edit Profile** button () at the bottom of the page, or 2) Select the **Edit Profile** option from the **Welcome** drop-down menu () at the upper-right corner of the screen.

Once you have performed one of these two functions, you will be able to edit all of the fields in your profile. Please refer to the preceding section, **Registering with the Database**, if you would like further information about any of the fields.

Once you are finished editing your profile, click on the blue **Update** button at the bottom of the screen. Clicking on the **Cancel** button () will undo any unsaved edits you have made to your profile.

Changing Your Password

You can change your password by selecting the **Change Password** option from the **Welcome** drop-down menu () at the upper-right corner of the screen. Enter your current password, and then select a new password. Passwords must be at least 8 characters long and contain at least one upper-case letter, one lower-

case letter, one digit and one special character (e.g. ! & \$ #). Confirm your password by entering it a second time in the field marked Confirm Password. Once you have done this, click the **Edit** () button.

Deleting Your Profile

You can delete your profile by selecting the **Delete Profile** option from the **Welcome** drop-down menu at the upper-right corner of the screen. A pop-up message will then appear asking you if you are sure you want to delete your profile. Once you select the option of deleting your profile, your request will be sent to the database administrators.

Should you experience any problems or have any questions that are not discussed in this manual, please contact consultants@akdn.org.