**REPRODUCTIVE HEALTH UGANDA (RHU)**

TERMS OF REFERENCE

REVIEW, UPDATE AND AUTOMATING M&E MANAGEMENT
INFORMATION SYSTEM
FOR RHU

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## 1) Organisational Background

Reproductive Health Uganda is a volunteer-led organisation established in 1957 in Uganda and registered member association of the International Planned Parenthood Federation (IPPF). It currently operates 18 branches spread in all the sub-regions of Uganda. RHU has made a significant contribution in the area of Sexual Reproductive Health and Rights (SRHR). Many of these efforts have redefined the SRHR landscape in Uganda. RHU has a long-standing record of providing quality reproductive health services that include safe motherhood, family planning, HIV/AIDS, adolescent interventions and advocacy in Uganda.

## 2) WISH2ACTION Project Background

Reproductive Health Uganda, with support from DFID through the International Planned Parenthood Federation (IPPF) is implementing a three-years Women's Integrated Sexual Health Lot 2 Project (WISH2ACTION) aiming at transforming the lives of millions of women and girls. The WISH2ACTION is a multi-country program implemented by 11 IPPF Members association (MA) and a consortium of 6 partners. The project seeks to provide integrated and holistic reproductive healthcare to 2.2M additional users of contraception across 16 countries in Africa and South Asia from 2018 to 2021.

In Uganda, RHU WISH2Action project is implemented in 6 regions including Central, Acholi, Lango, Bugisu, Bukedi and Busoga regions. The overall goal of the project is to reduce maternal mortality through increased access to voluntary permanent and long-acting reversible contraceptives among vulnerable women and young people; explicitly aiming to target

- Couple Years of Protection (CYP)
- Targeting the poor and the  populations (including people with disability, those affected by the humanitarian crisis as well as those living in hard-to-reach areas
- Reaching young women and girls particularly youth under 20
- Additional FP users reached by the programme
- Sustainability with at least two sustainability measures achieved

## 3) Justification for MIS

In alignment with the overarching project objective contribution to organisation strategic plan, A functional MIS that can track, analyse store information and performance is expected to increase the operational efficiency, transparency of RHU  management. Currently, the organisation has a functional DHIS2 System, eCMIS and excel automated E-register used for outreach data. The E-register data entry is limited at office and time consuming since it cannot manage huge data. All the three data systems are not integrated leading to data entry errors and time-consuming.  The development of an automated mobile

outreach data collection application and linking it and eMIS to RHU DHIS2 is expected to allow timely, secure, and transparent storage of data, processing and retrieval of large quantities of data, the flow of information, searching and sorting of specific information uniformly, accurately, quickly and easy generation of reports. It expected that a fully operational automated MIS could become a valuable tool to aid decision-making in the management and development of individual institutions and the sector as a whole. Also, MIS will be conditional access system with all branches entering real-time data and the data getting stored and updated in designated (integrated system) central servers, unlike the current monthly data entry.

## 4) Call for consultancy

Reproductive Health Uganda (RHU) with support from WISH project, invites bids from competent and experienced individual consultant(s) or firm(s) to submit applications or interest for review and Upadate DHIS, develop mobile application for outreach data collection and linking M&E Management Information Systems for RHU to enable real-time tracking and reporting of our service delivery Programmes (Clinic, Outreach, CBD).

## 5) Purpose of the assignment

The main purpose of this assignment is to review and Upadate RHU Management Information Systems (MIS), develop a mobile application for outreach data collection and link the application and eCMIS – clinic openEMR to RHU dhis2.

## 6) Objectives of the assignment

The central objective of the consultancy is to review, Update and automate M&E Management Information System for RHU, specifically;

- The consultant will conduct system analysis and identify data gaps of the RHU Management Information System" (MIS).
- Based on system analysis findings, the consultant will propose needed changes in the existing system.
- Develop a mobile application for outreach data collection
- Link the outreach mobile application and eCMIS – clinic open EMR to RHU DHIS2.

## 7) Scope of Work and Responsibilities

The MIS review process will involve the following steps:

### a) Role of the Consultant/firm:

The consultant shall conduct but will not necessarily be limited to the following:

- eCMIS, E-register and DHIS2 system analysis – to identify the data gaps as aligned to RHU data requirements across all stakeholders

- Preparation of an implementation work plan with clear activity schedule accompanied with costing. The final work plan to be approved by RHU

- Update DHIS2 and Develop a mobile application for outreach data collection

- Link the eCMIS to RHU DHIS2 platform

- Link the outreach mobile data collection application to RHU DHIS2.

- Review the data flow processes form public facilities, VHTs and social franchise clinics

- Presentation to SMT on developed application and integration of RHU data systems

- ToT training on newly developed application and system links

- Pilot the developed system in one cluster/RHU branch

- Prepare a status report on implementation process mentioning all the progress made and corrective action taken.

- Import all data from the old E-register to the new system.

b)    Reproductive Health Uganda (RHU)

The organisation shall provide the consultant with following;

- Selecting and contracting the Consultant

- Covering the costs of consultant/firm associated with the assignment

- Reviewing reports and provide feedback

- link the consultant/firm to relevant stakeholders as per the assignment.

- Provide all necessary documentation for the assignment eg data collection tools, eCMIS, DHIS2. and E-register.

- Users' requirement specifications (URS) for the systems.

- Any other relevant data/ information required to the consultant etc.

## 8)  Deliverables
The outputs to be delivered by the consultant/firm include the following:

Table 1: Consultancy deliverables

| Deliverable | Description | Timing (at Contract signing) |
|---|---|---|
| *Inception Report for Systems.* | Inception report (detailing schedule of work, Key staff deployment, methodology, etc.) and Inception meeting to discuss with Client.<br><br>Technical assessment report with recommendations and an action plan developed<br><br>All key aspects of design (MIS structure, indicators, report formats, information flow, internal and external website structure and hosting arrangements, additional hardware or software or data or connectivity requirements, institutional arrangements, etc.)<br><br>The conceptual model developed for Information Management System.<br><br>Presentation of layout and design of system and incorporation of technical suggestions | *Two weeks* |
| *MIS development* | Database underlying forms, sheets and tables developed for data entry and access. Piloting Stage: software testing, full data entry and roll-out for selected modules in selected areas<br><br>Full Roll-out Stage: deployment of the system in all project areas for full functionality<br><br>Post-Roll-out: handholding support, proactive use surveys, bug fixes & updates till end of the assignment<br><br>The final model of a data bank with all features, including all features, developed. | *Three weeks* |
| *Documentation and Training* | MIS documentation (design, use, and training manuals, organisational roles, etc.).<br><br>Migration of all existing data in the new systems and testing including validation<br><br>Staff training session on the management of systems and backstopping plans developed. | All through the assignment<br><br>Workshops at all key project stages and for all key deliverable stages – draft and final versions. |
| *Final Report* | Editor Guidelines available<br><br>Final overview of activities, review of MIS use, user perspectives, issues, suggestions for improvement and sustainability. | One week |

All deliverables should be in electronic and hardcopy formats. These should include all data, manuals, illustrated training manuals, etc.  Pieces of training should accompany all key draft deliverables to ensure that any comments for improvement can be discussed and agreed in a constructive, interactive manner.

## 9) Consultant profile and requirements

The consultant shall have knowledge and skills sets experienced in both Development and deployment of system; in addition the consultant will have the following experties:

- Experience **in development of databases**/MIS systems for similar activities particularly DHIS2
- Ability to train and support staff to maintain and optimise data management
- Must have Practical knowledge in developing system related to health services provision.
- Have Practical knowledge of current government statistical requirements and DHIS2 use, especially at MoH level.
- Familiarity with data import and export functions from various format.
- Previous experience in developing MIS for NGOs/INGOs is an advantage.

## 10) Working arrangement

The overall reporting to ………………the consultant/firm will work closely on a day to day basis for the realisation of deliverables and as the need arises.

## 11) Timing and Payment schedule

The evaluation is expected to start two months from the time of contract signing. The time scheduled with payment term as in Table 2 below

**Table 2: Timing and Payment schedule**

| Deliverable | Timing | Payment (%) |
|---|---|---|
| Signing contract & Inception Report<br>• Inception report.<br><br>• System Requirement Study report | Two weeks | 30% |
| MIS development.<br>• Database underlying forms, sheets and tables developed.<br><br>• Each Piloting Stages report software testing, full data entry and roll-out for selected modules in selected areas.<br><br>• Full Roll-out Stage report (deployment of the system).<br><br>• Post-Roll-out plan (handholding support, proactive use surveys, bug fixes & updates till end of the assignment.<br><br>• New reviewed MIS final versions. The final model of a data bank with all features, including all features, developed. | Three weeks | 30% |
| Documentation and Training<br>• Training session report<br><br>• MIS training manuals<br><br>• Proof of data Migration from old to new systems and testing. | Two weeks | 20% |

| Deliverable | Timing | Payment (%) |
|---|---|---|
| • Backstopping plans developed. | | |
| Final Report- **After the final workshop report** | One week | 20% |
| Total | | 100% |

## 12) Application process

Interested applicants are requested to submit the following documents:
- Technical proposal explaining how you are going to conduct the work. The technical proposal should include verifiable work experience of the consultancy team
- Financial proposal indicating the amount of money you expect to be paid

Please send the above documents in a good label application enveloped or email Title **"Technical and financial proposal for review and automating M&E Management Information System for RHU"** should be handed in no later than February 21st 2020 to procurement team abasiima@rhu.or.ug, and cc dserubiri@rhu.or.ug, anagudi@rhu.or.ug,