**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS**

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| **Title****Strengthen HMIS in EHOs Health Facilities in Kachin and Shan** | **Funding Code****MYWP 2020-2021****WBS 0600/A0/05/201/003** | **Type of engagement**[x]  Consultant [ ]  Individual Contractor Part-Time[ ]  Individual Contractor Full-Time | **Duty Station:****Yangon** |
| **Purpose of Activity/Assignment:** National consultant for HMIS will facilitate and provide technical and managerial support to improve existing health information mechanism in facilities managed by ethnic health organization in Kachin, Shan North and Shan East as well as to develop SOP for these respective areas in align with SOP of national Health Management Information System HMIS/DHIS2. |
| **Scope of Work:**The health facilities in Ethnic Health Organizations managed areas across Kachin, Shan North and Shan East are having health information mechanism in place with support of HPA. Information on essential interventions such as maternal, newborn, child health; immunization; nutrition; malaria, HIV, TB; are gathered from these EHOs through HPA seconded staff to EHOs areas. The information is not linked to national health information system and flow of information, indicator definition, data analysis, reporting, etc are not clear. As having real-time and reliable health information is critical in improving access to evidence-based quality MNCH, immunization, nutrition and many other essential health services, strengthening of health information system in these EHOs areas was identified as one of the priorities under Health System Strengthening initiatives being undertaken by UNICEF and implementing partners.The work should be coordinated with UNICEF, Health Poverty Action (HPA) and concerned EHOs/CSOs: Wa Health Department (EHO), Shan Special Region 4 (SR4) Health Department (EHO), Kachin Special Region 2 (KSR2) Health Department (EHO) and (if political situation allows and in align with United Nations Country Team’s guidance & principles) relevant Township Health Departments of Ministry of Health and Sports.The consultant will need to develop a tool and identify methodology in consultation with key stakeholders; UNICEF and HPA to review existing health information mechanism in EHOs areas. The finding will be documented for each areas; Kachin, Shan North and Shan East with clear recommendations. Based on those findings and in align to national HMIS, consultant will pull together the Standard Operation Procedure SOP (including HMIS dictionary and data collection tools) for HMIS to be established in EHO areas. Subsequently, consultant will provide training to relevant EHOs staff and HPA staff on how to manage information at different level as per SOP. |
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| **Child Safeguarding** Is this project/assignment considered as “[Elevated Risk Role](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Guidance%20on%20Identifying%20Elevated%20Risk%20Roles_finalversion.pdf?CT=1590792470221&OR=ItemsView)” from a child safeguarding perspective?        [ ]    YES    [x]    NO     If YES, check all that apply:                                                                                                                                                     **Direct contact role**[ ]  YES     [x]   NO  If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

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 **Child data role**[ ]  YES    [x]   NO  If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

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More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)   |

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| **Budget Year:** | **Requesting Section/Issuing Office:** | **Reasons why consultancy cannot be done by staff:** |
| *2021* | *Health & Nutrition* | *The assignment required to cover five special regions spread across Kachin, Shan North and Shan East. The areas vary in its existing health system and their capacity as well as sensitivity. There is also a language barrier to overcome in communication. Therefore, extra efforts are needed in coordinating and accomplishing tasks in time. Also this assignment is funded by ACCESS TO HEALTH FUND which is expiring in 31 Dec 2021.* |
| **Included in Annual/Rolling Workplan***:* [x]  Yes [ ]  No, please justify: |
| **Consultant sourcing:**[x]  National [ ]  International [ ]  Both**Consultant selection method:** [ ]  Competitive Selection (Roster)[x]  Competitive Selection (Advertisement/Desk Review/Interview) | **Request for:**[x]  New SSA – Individual Contract[ ]  Extension/ Amendment |
| **If Extension, Justification for extension:** |  |
| **Supervisor:** | **Start Date:** | **End Date:** | **Number of Days (working)** |
| Teresa De la Torre | *15 June 2021* | *14 Oct 2021* | *90 days**(with flexi hours)* |

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| **Work Assignment Overview** |
| Tasks/Milestone: | Deliverables/Outputs: | Timeline |  |
| Desk review, discussion with HPA to understand existing data system, national data system | Working papers on review of EHO’s HMIS system including findings, analysis and recommendations(working paper should tailored for Kachin, Shan North and Shan East; therefore 3 working paper to be produced)  | 15 June-30 July(40 working days) |  |
| Review of data collection tools, reporting format, data flow, data management system and databases, data use of existing Management Information System in EHO areas completed |
| Capacity Assessment of EHO Health Staff on data management and analysis skills |
| Adapt HMIS national training manuals, SOPs and data analysis tools for EHO HMIS system in consultation with stakeholders | SOP and Training package of HMIS for EHO HMIS system | 31 Jul- 4 Sep(30 working days) |  |
| Conduct training for EHO health staff on adapted data collection and analysis SOP | Virtual or Face-to-Face Training conducted (subject to travel restriction) | 5 Sep- 23 Sep(15 working days) |  |
| Work on assignment finalization and wrap up | Consolidated assignment report | 24-28 Sep(5 working days) |  |

Note: Travel and DSA cost will be reimbursed based on actual expenditure.

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| **Minimum Qualifications required:**[ ]  Bachelors [x]  Masters [ ]  PhD [ ]  Other Disciplines: Public Health/ Medical/ Health Research/global or international health/ Health policy and/or management or another relevant technical field | Knowledge/Expertise/Skills required:* A minimum of 5 years of professional experience in one or more of the following areas, is required: public health planning and management, maternal, neonatal and child health care, and nutrition or health emergency/humanitarian preparedness
* Prior experience of working on Health Management Information System (HMIS)/ DHIS2 or similar experience is required
* Additional technical experiences such as data analysis, report writing, guideline development, organizing and facilitating workshop/training, advocacy and coordination is an asset
* Relevant experience working with ethnic health organization is an asset

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| **Administrative details:**Visa assistance required: [ ] Transportation arranged by the office: [x]  |  [x]  Home Based [ ]  Office Based:If office based, seating arrangement identified: [ ] IT and Communication equipment required: [ ] Internet access required: [ ]  |
| **Confidentiality**Consultant should protect the anonymity and confidentiality of individual information. Consultant should respect the confidentiality of the information which is being handled during the assignment. Consultants are allowed to use documents and information provided only for the tasks related to the terms of reference of the assignment.  |
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