

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS/ CONTRACTORS



Title: Technical Assistance for health information management for Health Nutrition Programmes and Hospital Information System in Sierra Leone		Type of Engagement <input checked="" type="checkbox"/> Consultant (National) <input type="checkbox"/> Individual Contractor	Workplace of Consultant: Freetown, Sierra Leone
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Background

Following the Ebola epidemic, Sierra Leone’s Ministry of Health and Sanitation (MoHS) directed a lot of effort towards strengthening the national Health Information System (HIS). With support from UNICEF and other partners, investment towards strengthening administrative data collection, transmission, analysis and use significantly increased, and regulatory frameworks and processes for public health facility reporting in the national health management information system (HMIS) were put in place. Available evidence suggests that overall Peripheral Health Unit (PHU) HMIS reporting has significantly improved; however, hospital reporting remains poor. Accuracy and use of data has remained relatively weak both at PHUs and hospitals levels.

UNICEF is preparing to support MOHS to configure data use applications namely Scorecard, Bottle Neck Analysis & Action Tracker which, once launched, are expected to be radically enhance data use culture in Sierra Leone.

Purpose and Objective of the Assignment:

The purpose of the intervention is twofold, the first is to provide technical assistance to sustain and build the capacity at hospitals for administration of the existing paper-based hospital management information system (MIS), assess the relevance of digitalizing the system, and if relevant, scope for and propose an appropriate electronic management medical system that will support evidence-based management decision making, contribute to improvements in quality of care and the overall management capacity of these hospitals as a Centre of Excellence. The second objective is to provide technical assistance to programme units in the section and MOHS in information management systems.

The specific objectives of the assignment are to:

- provide technical assistance, capacity building, and supplies (equipment and materials) to upgrade and strengthen the existing paper-based system and introduce an electronic filing system.
- carry out scoping and propose a design for the adoption of an appropriate, sustainable, and fully electronic information management system that includes an electronic medical records system throughout the hospital.

Goal - UNICEF health and nutrition programme initiatives have better infographics and dashboard & digital health initiatives such as Scorecard, BNA and Action tracker.

Under the guidance and supervision of HSS Specialist, the Consultant will closely work with the UNICEF Health & Nutrition section units, MOHS & Ola During Children’s Hospital s **related to ODPH and other UNICEF priority hospitals (40%)**

In close collaboration with the Hospital M&E Officer, the International Consultant (MIS/EMR Specialist) will establish in place an effective and functioning paper-based hospital management information system, introduce an electronic filing system and an electronic patient flow system from triage to their destination in the hospital. The Consultant is expected to:

- Sustain the continued functioning of appropriate, effective, paper-based electronic filing systems and patient record management system and deliver improved access to all paper and electronic medical records within and across all departments of the hospitals plus monitor its progress within the hospital capacity.
- Build the capacity of the hospital M&E team on proper data recording and reporting and providing feedback to the technical team on the quality of reported data.
- Support the development and sustained use of a hospital information management dashboard.
- Initiate through training and nurturing, a culture of data use for decision making by the hospital management team.

- Assist the assessment of the existing EMR in the country and support the development, pilot and rollout of a sustainable point-of-care EMR system in the country and ultimately support the integration of the EMR and the DHIS2.

Tasks working with MOHS/UNICEF Health & Nutrition Section (60%),

- Closely work with University of Oslo on national configuration of Scorecard, BNA and action tracker, and other HIS apps to assist & facilitate effective skill transfer to MOHS staff.
- Support the development of data collection tools using EPI Info/Kobo or on other electronic platforms for surveys/assessments required by Nutrition, EPI, RMNCH, Community Health and other programme units in UNICEF Health and Nutrition Section; and support the data collection process, interpreting data, analyzing results using statistical techniques.
- Support Health units in geographic/spatial mapping for Health & Nutrition programme interventions, preparing infographics, data analytic flyer, visual dashboards using Power BI.
- Provide technical assistance on ICT systems, software applications and other tools supported by UNICEF.

Expected Deliverables

Deliverables	Due Date/Duration
Deliverables while working with UNICEF Health & Nutrition section (60%),	
1.Data collection tools developed using EPI Info/Kobo or on other electronic platforms for surveys/assessment for Nutrition, EPI, RMNCH, Community Health and other programme units in UNICEF Health and Nutrition Section. Support of the data collection, interpretation and analysis process using statistical techniques.	Establishment.: September 1/2023 Continued functions to: June 30/2024 (60 consultancy days)
2.Quarterly infographic data and visual dashboard (Power BI) updated regularly for Health & Nutrition programme.	Establishment.: September 20 /2023 Continued function to June 30/2024 (30 consultancy days) 3 deliverables on quarterly infographics
3.Technical assistance provided on ICT systems, software applications and other tools to better understand the requirements for the Digital Health Centre of Excellence (DICE)	Establishment: August 1, 2023 Continued function: to June 30, 2024 (27 working days)
4.Technical assistance provided to the national configuration of Scorecard, BNA and action tracker, and other HIS apps to assist & facilitate effective skill transfer to MOHS staff.	Establishment: October 1, 2023 Continued function to: May 31, 2024 (30 working days)
Tasks related to ODPH and other UNICEF priority hospitals (40%) <i>it is a continuous work and specific number of days could not be assigned</i>	
5. Effective paper-based, electronic filing systems and patient record management systems sustained through internal capacity of the Ola During Children’s Hospital and other priority hospitals.	Establishment: August 1, 2023 Continued functioning: July 15 th , 2024
6. Increased capacity of hospital M&E team for proper data recording and reporting and providing feedback to the technical team on the quality of reported data.	Establishment: August 1, 2023 Continued functioning: July 15 th , 2024
7. Hospital information management dashboard initiated through training and nurturing a culture of data use for decision making by the hospital management team.	Establishment: August 1, 2023 Continued functioning: July 15 th , 2024
8. Assist the assessment of existing EMR in the country and the development, pilot and rollout of a sustainable point-of-care EMR system and ultimately support the integration of the EMR and the DHIS2.	Establishment: August 1, 2023 Continued functioning: July 15 th , 2024

Child Safeguarding

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their

- Management, Organization and Timeframe**

Estimated number of months for the assignment is eleven and a half months from August 1, 2023, to 15 July 2024 (negotiable). The consultant will be stationed 60 % of his time in UNICEF SL and the Ola During Children Hospital (40 %), Freetown, Sierra Leone.

UNICEF recourse in case of unsatisfactory performance: Payment will only be made for work satisfactorily completed and accepted by UNICEF.

Budget Year:	Requesting Section/Issuing Office: <i>Health & Nutrition Section</i>	Reasons why consultancy cannot be done by staff:	
Consultant selection method:		Request for:	
<input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) <input type="checkbox"/> Single Sourcing (exceptional, only in emergency situations, approval by Head of Office required).		<input checked="" type="checkbox"/> New Consultancy <input type="checkbox"/> Extension/ Amendment	
Name (in case of single sourcing/extension):		Justification or Refer to NFR (in case of single sourcing/extension)	
Supervisor:	Start Date: <i>1st August, 2023</i>	End Date: <i>15 July 2024</i>	Number of Days (working): <i>11.5 months period</i>

immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES 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):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Work Assignment Overview	
Terms of payment	<input checked="" type="checkbox"/> Monthly payment, upon completion of each deliverable according to schedule. <input type="checkbox"/> Payment, upon completion of all deliverables at the end of assignment. <input type="checkbox"/> Fee advance, percentage (up to 30 % of total fee)
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other First university degree in Health Informatics, Health Information Management, Health Systems Strengthening, Computer Sciences/Engineering, Information Technology, Public Health, Project Planning and Management or another related field Administrative details: Visa assistance required: <input type="checkbox"/> No Transportation arranged by the office: <input type="checkbox"/> No	Knowledge/Expertise/Skills required: Experience: <ul style="list-style-type: none">• At least 4 years of relevant experience of working in health management information system strengthening in developing countries. Previous working experience with UNICEF and/or other international agencies.• Experience in health MIS project management Additional Expertise/skills: <ul style="list-style-type: none">• Demonstrated ability to develop custom electronic database, ICT trouble shooting., GIS mapping• Demonstrated ability to work effectively with partners, including the MoHS officials and other stakeholders• Demonstrated ability to integrate, synthesize and communicate ideas verbally and in writing, Excellent analytical, conceptual and writing skills• IT proficiency• Fluency in English <input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.