

## **CALL FOR CONSULTANCY: DEVELOPMENT OF A DATA BASE**

### **Summary**

Family Support Trust seeks the services of an individual consultant or a firm to develop an electronic health database for its health facilities in Zimbabwe. The individual consultant or firm will build on the current national District Health Information Software (DHIS) 2 tool which is used to capture health-related information including sexual reproductive health and rights (SRHR) and gender based violence (GBV) data and develop an electronic version of this database. The database will be critical in monitoring and evaluating the implementation of projects within the country and provide accurate data on key indicators for the projects which is disaggregated accordingly. In addition, the individual consultant or a firm will also support the digitalization of health facilities data capturing and recording systems that will feed into the newly developed electronic health database.

### **The consultancy**

The overall purpose of the consultancy is to develop an electronic health database that is informed by the DHIS 2 tool and can be used to record SRH and GBV data. The project intends to digitalize data capturing and reporting at FST clinics hence another component of the consultancy will be digitalizing the FST health facility data recording system where data will be captured initially and reflected in the national electronic health database. Taking into account limited internet connectivity the proposed digital database should allow health care providers to record data offline and the system should be able to upload data once internet connectivity has been restored. The database will be hosted by FST.

### **Objectives of the consultancy:**

- To develop an electronic health database to capture SRHR and GBV-related information.
- To digitalize FST health facilities' data recording systems which will capture data that will feed into the newly developed electronic system.
- To ensure accurate record keeping in electronic form and ensure data quality.
- To ensure disaggregation data for the FST projects is embedded in the database for evidence-building and knowledge-sharing.
- To train health service providers on data collection, recording, and management of the new system.

### **Expected Outcomes**

- Electronic database developed in line with the DHIS 2 tool.
- Database to be piloted in the 2 clinics.
- Database to be accompanied by a user guide and revised digital data collection tools which are in line with the newly developed electronic database.
- Health facilities have digitalized health recording systems.
- Quality of SRH and GBV data reporting and management enhanced.
- Training for health service providers on data collection, recording, and management developed.

## **Methodology**

The individual consultant or firm will be expected to conduct the following activities as part of the consultancy:

1. **Review of data collection tools:** FST currently has data collection tools used to record SRH and GBV -related information including HIV testing. A review of the tools will be required to ensure that they incorporate all important information. Following the review, the tools will need to be digitalized and linked to the electronic database.
2. **Develop an electronic database:** the database should be guided by the DHIS 2 tool as well as data collection tools shared by FST which would have been revised and digitalized to allow the collection of data. Disaggregation of data should be ensured and extraction of relevant data per institution should be feasible. The individual consultant or firm must consult FST regarding suitable servers for the database.
3. **Conduct training of health care providers:** a key to the successful use of the database will be the efficiency of the staff that will use the database. As such the individual consultant or firm will be expected to develop a training manual and user guide for the staff. Training on the use of the database will then be conducted.
4. **Pilot database in 2 institutions:** Two clinics will be used to pilot the database. The individual consultant or firm will need to recommend electronic equipment, data-capturing systems, and related software that will be required at the institutional level for the data captured there to be linked directly with the electronic database.
5. **Technical support within 6 months:** the individual consultant or will provide support and maintain the system for 6 months following system launch and go-live. During these 6 months, recommendations for improvement should be identified and documented accordingly.

## **Deliverables and timelines**

The consultancy will be conducted over a period of 9 months from 1 January 2025 to 30 September 2025.

## **Deliverables**

1. Inception report: Develop an inception report which will be followed by an initial meeting with FST. The inception report should detail the consultant's approach to the assignment including a realistic work plan.
2. Revised data collection tools: Initial consultation meeting with FST to guide individual consultant or firm on the key data to be included in the database hence informing the revision of the data collection tools.
3. System design report: The individual consultant or firm should submit a report determining the requirements database including:
  1. System Requirements Specifications
  2. Detailed System Designs (Blueprint)
  3. System Architecture
  4. Process Flow Diagram
  5. Database Design (Entity Relationship Diagram)
4. Uploading of the developed database onto servers: Support uploading of the database and develop reports on the process.
5. Conduct training of health care providers
6. Report on the pilot of the database.
7. Technical support following the launch of the database: 6 months of support and a final report with lessons learned and best practices

## **Reporting**

The individual consultant or firm will be expected to provide an updated status in a written format on a weekly basis. Formal reporting is expected upon delivery of each deliverable. Additional reporting activities may be requested by FST on a need basis.

## **Budget and Payment**

The individual consultant or firm will be selected following a competitive bidding process. Candidates must submit a cost estimation (in USD) as an expression of interest, clearly itemizing costs. Payment will be done upon submission of each deliverable.

## **Copyright, Patents, and Other Proprietary Rights**

All rights, including but not limited to title to property, copyright, trademark, and patent; in any work produced by the consultant by his/her contract, shall be vested in FST which alone shall hold all rights of use.

## **REQUIRED QUALIFICATIONS**

### **Required expertise and qualifications**

Interested individuals or firms are expected to meet or exceed the following expertise and qualifications:

#### *Individual*

- At least a Master's degree in IT, Information management, or another related discipline.
- At least seven years of experience in developing IT solutions and providing IT support and maintenance services.
- Proven professional experience developing and managing databases within private and public sectors. At least 3 references of previous work should be provided.
- A verifiable Sample of previously developed databases with similar functionalities is a must.
- Experience in developing and setting up databases for research/developmental organizations, particularly for community and health-related interventions is an added advantage. At least 1 reference must be provided.
- An understanding of the DHIS2 can be an added advantage.

#### *Firm*

- Proven experience developing and managing databases within the public and private sectors for multiple clients. At least 3 references of previous work should be provided.
- A team of experienced IT and/or information management specialists with relevant certifications.
- A verifiable Sample of previously developed databases with similar functionalities is a must.
- Experience in developing and setting up databases for research/developmental organizations, particularly for community and health-related interventions is an added advantage. At least 1 reference must be provided.
- An understanding of the DHIS2 can be an added advantage.
- A valid business registration certificate and a current bank confirmation letter must be provided.

**\*Failure to meet any of the mandatory criteria will result in disqualification.**

*Details for submission*

*Interested individuals and firms should send their expressions of interest to*

*The Finance and Administration Manager*

*Family Support Trust*

*Email: [info@fst.co.zw](mailto:info@fst.co.zw)*

*Due date: 30 October 2024.*