**Request for Expression of Interest (EOI)**

for

**Identifying gaps and set disability inclusive indicators on DGHS (DHIS2) and DGFP MIS**

**Introduction and background:**

Essential Healthcare for the Disadvantaged in Bangladesh (EHD 2019-2022) project is a consortium project led by Concern Worldwide where CBM-DRRA is the implementing partner for inclusion of the persons with disabilities in all aspect of the project initiatives. “this programme was funded with UK government’s Foreign, Commonwealth & Development Office (FCDO)”.The overall goal of the project is to improve health, family planning and nutrition indicators for the disadvantaged people by reducing mortality and morbidity by increasing access to 'Universal Health Coverage'. In this case, it is necessary to ensure the basic health care of the disadvantaged people including the persons with disabilities. Through this project initiative all the basic health needs of the targeted people will be ensured through availability, accessibility, affordability and quality inclusive health facilities at 15 Upazila of 6 districts under the Khulna and Barishal Divisions. CBM and DRRA are responsible for ensuring the inclusion of persons with disabilities in all aspect of the project initiatives by the downstream partners in those targeted area. The local implementing partners also will have the capacity on disability inclusion in the services through the initiatives. CBM and DRRA also will closely work with icddr,b and Digital Healthcare Solutions for introducing the disability inclusive health technology and finding out the effective approaches for disability inclusive health practices and will conduct national advocacy for making the disability inclusive services package for all, including the disadvantaged and persons with disabilities.

As part of the project activity, project will review existing DHIS 2 of DGHS and DGFP MIS to identify gaps and identify the disability indicator for those platforms. Project also will conduct advocacy with relevant government department to consider those indicators into their existing platform and bring it under practices.

# Objective of Assignment:

To analyse the scope, practice, and areas for further improvement of DHIS 2 of DGHS and DGFP MIS for effectively managing disability specific information and propose necessary strategies and indicators for managing disability data.

**Specific Objectives**

Activity: C3.1. Identify scope and areas for further improvement of DHIS2 and DGFP MIS for introducing data for person with disabilities.

* To identify gaps for collecting disability data through existing system
* To propose relevant indicators for collecting disability data.

Activity: C3.2. Advocacy meeting to facilitate disability inclusive indicators for DHIS2 and DGFP MIS and develop the appropriate protocol and guideline.

To sensitize relevant department for incorporating disability indicator into DHIS 2 and DGFP MIS.

**Target audience:** Government department (DGFP, DGHS, CBHC), health service providers are the primary target audience.

**Users:** Consultant, Project MIS

**Scope of work:**

Activity: C3.1. Identify scope and areas for further improvement in DHIS2 and DGFP MIS for introducing data for person with disabilities.

• Review existing MIS of DGHS including CCs and DGFP

• Identify appropriate indicators.

Activity: C3.2. Advocacy meeting to facilitate disability inclusive indicators for DHIS2 and DGFP MIS and develop the appropriate protocol and guideline.

• Develop advocacy plan and conduct series of workshop and regular meeting with DGFP and DGHS.

**Details of the product:**

*Activity: C3.1. Identify gaps and weakness in DHIS2 and DGFP MIS for introducing data for person with disabilities*.

Hired consultant will lead the team to set the detail methodology for reviewing the overall MIS of DGFP and DGHS. Team will work under leadership of the consultant will closely work with DGFP and DGHS for this assignment and as a part of this series of workshop will be organized. After exploring the indicators, DRRA will hosting the platform to incorporate those indicators as trial basis and pilot it in one Upazila. DRRA project staff will give entry to the system and produce data after piloting. Based on the piloting, a report will be developed by consultant.

*Activity: C3.2. Advocacy meeting to set disability inclusive indicators for DHIS2 and DGFP MIS and develop the appropriate protocol and guideline.*

An advocacy team will be formed to roll out the advocacy plan over the year and as a part of this series of workshop will be organized and regular meeting will be conducted with both the department.

**Development work schedule:**

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| Task/Responsible | Responsible | No. of Days | Expected Dates |
| Activity: C3.1. Identify gaps and weakness in DHIS2 and DGFP MIS for introducing data for person with disabilities | | | |
| Inception meeting to set methodologies of work and prepare detailed work plan with project team | Consultant, Project Team Leader | 4days | TBD |
| Review MIS of DGFP and DGHS including the reporting mechanism and resisters and data recording tools are being practiced | Consultant and DRRA team | 25 days | TBD |
| Prepare the report on gaps and recommendation | Consultant and DRRA team | 03 days | TBD |
| Organize and facilitate consultation workshop/meeting | Consultant | 6 days | TBD |
| Identify and finalize disability inclusive indicators of DHIS 2 and DGFP MIS | Consultant and DRRA team | 20days | TBD |
| Pilot the customized MIS platform at field | Project team | 30 Days | TBD |
| Activity: C3.2. Advocacy meeting to set disability inclusive indicators for DHIS2 and DGFP MIS and develop the appropriate protocol and guideline. | | | |
| Submit piloting report | Consultant | 3 Days | TBD |
| Develop advocacy team and plan | Consultant with Project team | 3 days | TBD |
| Organize and facilitate advocacy workshop and regular meetings with relevant government | Consultant and project team | 12 Days | TBD |

**Deliverables:** Timeline could be adapted based on the proposed plan

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| --- | --- | --- |
| **Deliverables** | **Tentative Timeline** | **Remarks** |
| Activity: C3.1. Identify gaps and weakness in DHIS2 and DGFP MIS for introducing data for person with disabilities | | |
| Inception report and detail plan | By November, 2020 | Details workplan will be developed by consultant |
| Identify gap on existing MIS of DGFP and DGHS | By December 2020 |
| Recommend indicators and customize DHIS2 and DGFP MIS platform | By January 2021 |
| Dissemination Workshop/meeting | By January 2021 |
| Piloting revised MIS | February’2021 |
| Piloting report | By March 2021 |
| Activity: C3.2. Advocacy meeting to set disability inclusive indicators for DHIS2 and DGFP MIS and develop the appropriate protocol and guideline | | |
| Detailed advocacy plan | By November 2020 |  |
| Multiple advocacy workshop and meeting facilitation and report | Dec’20 -March 2021 |  |

**Proposal Submission deadline:**

Interested consultant/ Consulting firm with the relevant experience are requested to submit their technical proposal and financial proposal by 28th November 2020.

For any clarification please write to [bayzed@drra-bd.org](mailto:bayzed@drra-bd.org) by 14:00 HRS, 25th November 2020. You will receive relevant answer on 26th November 2020 by 14:00 HRS.

**Technical Proposal Outline:**

For this mentioned work EHD project required External Expert. Hired team will submit their Technical proposal with details methodology for this work.

**Financial and Technical Proposal:**

* Details budget with the breakdown of all cost to conduct the assignment
* Price should be Applicable VAT/TAX, please mention the Rate accordingly
* Profile and relevant experience of the consultant/consultancy firm

**Payment:**

Payment will be done in three (03) installments. First installment will be paid 30% of total payment after acceptance of inception report and advocacy plan, second instalment will be paid 50% of total payment upon acceptance of “Recommend indicators and customize DHIS2 and DGFP MIS platform” and Third instalment will be paid as final payment after completion and submission of Multiple advocacy workshop and meeting facilitation and report.

DRRA will deduct all applicable VAT/TAX at source according to government rules and regulation.

**Documents need to provide with the proposal:**

* Profile of the Team lead
* Summery profile of the team members
* Legal documents in case of firm – copy of valid trade License, VAT & TIN certificate/for individual TIN certificate
* Bank Information
* Proven record of experience (copy of previous contract/order/work completion certificate with reference). DRRA evaluation committee may contact your client to evaluate your proposal.
* Any publication/journal reference
* Client list

**Required criteria of Consultant/Team:**

* Advanced degree in public health, social science, economics, international relations, international development, public administration, management or another related field.
* Experienced in GoB MIS system for both DGHS (including CCs) and DGFP
* Proven consultancy experience of at least 5 years with a record of providing high quality, MIS expert advice.
* Experience in advocacy, lobbying and negotiation with government and sound knowledge on disability and health structure of in national and international levels.
* Knowledge about local culture, policies and laws to understand the reality for persons with disabilities in Bangladesh.
* Technical expertise in the field of health service delivery is an asset.
* Excellent writing and presentation skills, ability to write in a structured and concise manner
* Proactivity and persistence will be required.
* Proficiency in written and spoken English and Bangla.

**Eligibility criteria for members of working team for conducting advocacy work:**

* Master degree on journalism or higher academic degree related to social sciences/International Development/economic and social development related studies or organizational development
* Proven working experience in the field of Inclusive Health and policy.
* Sound knowledge of ESP services and UHC in Bangladesh;
* Having sound knowledge on disability and health structure of Bangladesh.
* Good analytical skills, Proven working experience in the field of disability and inclusion.
* Excellent writing and presentation skills, ability to write in a structured and concise manner;
* Proven experiences to do advocacy work;
* Experiences to conduct the medial advocacy will get priorities;
* Have proven experiences on event management;
* Proficiency in written and spoken English and Bangla.

**Selection Criteria**

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| --- | --- |
| **Criteria** | **Weighting** |
| Proposed workplan | 20% |
| Proposed Methodology | 20% |
| Relevant experience and skills of the proposed team members | 30% |
| Availability and Budget Efficiency | 30% |

# **Duration and Phasing:** The duration of the work will be 5 months (November 2020 to March 2021) initially and can be extended if required.

**COVID-19 regulations by Government:**

Consultants must abide by the rules and regulations of Government of Bangladesh on COVID-19 crisis and follow strictly in every step of implementations considering limitations/restriction due to COVID-19 affects just after signing the contracts with DRRA.

**Child safeguarding policy:**

As a condition of entering into a consultancy agreement, hired team members and co-facilitators must sign the CBM Child Safeguarding Policy and abide by the terms and conditions thereof.

**Intellectual property rights:**

The ownership of this platform produced under the provisions of this ToR shall be vested exclusively with DRRA, CBM, Consortium lead and DFID. To use any form of this platform, prior written permission is required from DRRA, CBM, Consortium lead and government’s Foreign, Commonwealth & Development Office (FCDO).

**RFQ Issuing Date: 25th November, 2020**

**RFQ closing Date:**Bids must be provided no later than **1600Hrs, GMT+6** on **30th November, 2020**. Bids received after the stated deadline would be considered invalid.

**Submission instruction:**

You are required to submit the proposal in two part, **‘Part 1 - Technical Proposal’** and **‘Part 2 – Financial Proposal’** signed and dated offers on your company letterhead along with relevant documents as requested.

**Please submit the envelop as follows:**

Subject: Submission of Proposal for Identifying gaps and set disability inclusive indicators on DGHS (DHIS2) and DGFP MIS

REF: DRRA/EHD/11.20.02

To

Procurement Committee

Disabled Rehabilitation & Research Association

2/5, Road no: 1, Shyamoli, Dhaka

Any incomplete applications with documents would not be accepted. *DRRA reserves the right to accept or reject any or all the proposal without assigning any reason whatsoever. Based on field requirement and to reach the objective DRRA reserve the right to customize their requirement at any stage with proper agreement of all parties.*