

TERMS OF REFERENCE

Web- based Information Management System for RMNCAH Service Sites and Providers

1. Introduction

Nepal is committed to different national and international platforms to ensure qualitative, acceptable and accessible sexual and reproductive health and rights and services to all without any discrimination. Government of Nepal has enshrined the reproductive right in the constitution of Nepal, 2015 as a fundamental right of women.¹ Similarly, Right to safe motherhood and reproductive health service act 2018 has stated every person has the right to safe motherhood and reproductive health service should be safe, qualitative, available and accessible to all women and girls.² Nepal is committed to achieve sustainable development goal 3.1 which is to reduce maternal mortality ratio to 70 per 1000 live births and SDG 3.7 which is to achieve universal access to sexual and reproductive care, family planning and education.³ To achieve this, Nepal has been implementing different strategies, intervention and activities including the expansion of the safe motherhood and reproductive health services throughout the country. Right to safe motherhood and reproductive health service regulation 2020 has granted the rights and responsibility to all the three tiers of the government to ensure accessibility, available, affordable and quality safe motherhood and reproductive health services to all the girls and women.⁴

In this regards, federal, provincial and local governments are expanding their reproductive maternal neonatal child adolescent health service such as safe abortion service sites, birthing centers, BEoNC and CEoNC sites, adolescent friendly sites, family planning sites (Implant, IUCD, Minilap, NSV), Cervical Cancer screening sites and Pelvic Organ Prolapse screening sites under their respective jurisdiction as per the public health service act 2018 and regulation 2020. However, there is no proper mechanism of recording or reporting system available regarding the service sites or service providers due to which there is limited information on the availability and accessibility of the services. This has hindered in planning and implementation for the expansion of the service in a strategic manner.

Hence, Family Welfare Division is seeking to develop a web based information system reproductive health service sites and providers data management for the recording and reporting of the safe motherhood and reproductive health service sites and providers which will be used to monitor and track the services through-out the country.

2. Objectives

The overall objective is to develop the web-based information management system on RMNCAH service sites and providers :

¹ Constitution of Nepal. 2015

² Federal Parliament Secretariat. 2018. Right to Safe Motherhood and Reproductive Health Service Act 2018. Nepal.

³ National Review of Sustainable Development Goals. 2017. National Planning Commission

⁴ Federal Parliament Secretariat. 2018. Right to Safe Motherhood and Reproductive Health Service Regulation 2018. Nepal.

- i. To design a web based information management system to record and report the RMNCAH service sites and provider (Safe abortion sites and service provider, Adolescent Friendly Sites, Birthing Center, BEONC, CEONC sites, FP sites)
- ii. Integration of the tool with the Nepal Health Facility Registry and DHIS 2
- iii. Implement the software at all three level of government (Federal, Provincial and Local Level)

3. Scope of the work

The objectives of the activity above define the scope of the work in general. The specific scope of the work is mentioned below.

- i. Drafting of the tool: The tool required to record, and report needs to be drafted that might include the variables such as Safe abortion service sites and Service providers, Family planning sites and service providers, Cervical cancer screening sites and providers, POP screening sites and providers. Additional variables may be added in the tool. The tool will also include the functionality status of the service site.
- ii. Analyze the architecture, variables, indicators and organizational hierarchy in HMIS. Some of the examples of the variables are attached in the annex.
- iii. Designing and development of the software: After drafting the tool, a web-based software will be developed that will be used to record and report of the sites and providers. Central level will be able to monitor the national information while province and the local government will be able to monitor the respective provincial and local information respectively.
- iv. Use unified codes for Health facility and other needed and make inter-operable to health facility registry developed by MoHP.
- v. Generate API connection with DHIS-2 and Nepal Health Facility Registry for the web-based information system with maintaining administrative hierarchies (wards, municipalities, provinces and country) and HMIS central report
- vi. Orientation to the three tiers of Government: After the development of the software, the central, provincial and local level government will be oriented on the use of the information system regarding the recording and reporting of the RMNCAH service sites and providers
- vii. Provide support and maintenance services for smooth function of the system
- viii. Conduct Key stakeholders' meetings as required
- ix. Module development for RMNCAH (Safe Abortion Service sites and Service provider, FP sites, Adolescent friendly sites, POP screening sites, Cervical Cancer screening sites
- x. System analysis and Data entry, table and map generation and presentation for sample data

4. Deliverables

- i. Web-Based Information management System on RMNCAH Service sites and providers will be developed
- ii. System Manual, User Manual and Training Manual (soft copy)
- iii. Code-book for all variables and value generated into the database (word file)
- iv. Source code wherever applicable for the work
- v. Dashboard Reproductive health service sites and providers

5. Working modalities

The service provider will be working under the leadership of Family Welfare Division (FWD) in close coordination with HMIS with technical and financial support of WHO. FWD will manage required access to DHIS server, DHIS software and databases. It will also create users for developing the system, testing and using. The service provider will provide technical support for trainings and further until HMIS provide clearance of completeness even if the contract of work expires, but do not go beyond two months of closing the contract.

6. Responsibilities

The consulting agency should have following responsibilities during entire working period and remedies thereafter.

- Make review of the existing relevant systems, governance and institutional mechanisms
- Use the provided forms and tools for developing the modules and reports
- Sample check of the data for quality monitoring.
- Generate periodical reports with informative graphs and figures
- Monitor and ensure quality of work
- Ensure information confidentiality and data safety
- Ensure proper use of office equipment and address any malfunctions
- Coordinate with system development team for technical issues
- Regularly communicate with the stakeholders on situation updates
- Get feedbacks from FWD, HMIS, WHO and other experts
- Provide technical support for operation of the system until get matured.

7. Budget and Payment modalities

World Health Organization will provide technical and financial support for the work. The payment will be done in two installments as per the following in the first phase

Installment	Payment	Deliverables and Conditions
First installment	50% of the total Budget	After receiving drafting of the tools and required dashboard
Second Installment	50% of the total Budget	Submission of the final deliverable

8. **Timeline:** The assignment needs to be completed within 6 months from the date of signing the contract. Monthly progress needs to be demonstrated through meetings to FWD and WHO technical experts.

9. **Ownership of Work**

Family Welfare Division will be entitled to the web-based information management system and any documents or material produced under this contract. All the information and data collected and generated during the process will be the property of FWD which should be handed over to FWD at the end of the completion of the tasks. The consulting agency ensure the confidentiality and such data and information should not be used for other requirements without the permission of FWD.

10. Annex I: Listing of SAS Provider

S.N.	Affiliated Level of Government	Name of the affiliated organization	Listing number	Date of Enlisted	Health Worker				Health Institution affiliated with			Training of Health Worker			Prepared by		Verified by		Certified by		Transfer out					Transfer In			Functioning	Remark				
					Full Name of Health Worker	Address			Educational qualification	Name	Address			Type of training	Training site	Days of training	Name	Position	Name	Position	Name	Position	Name of the Health Institute	Affiliated government	Address			Name of the Health Institute			Affiliated government	Address		
						Province	District	Municipality			Province	District	Municipality												Province	District	Municipality					Province	District	Municipality
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11. Annex-II: Listing of SAS Sites

[illegible]

12. Annex-III: Renewal of the SAS sites

[illegible]

13. Annex-IV: Type of service (Example)

S.N.	Affiliated Level of Government	Name of the affiliated organization	Name of the Health institution	Type of service					
				BC	BEONC	CEmONC	MA	MVA	D&E/MI
1	Local	KMC	ABC health post	Yes	NO	NO	Yes	NO	NO
2	Province	Bagmati	Hetauda hospital	Yes	NO	NO	Yes	Yes	no
3	Federal	Family Welfare Division	Paropakar Maternity Hospital			Yes	Yes	Yes	yes

14. Annex 5 : Outline for technical and financial proposal

**World Health Organization
Country office for Nepal**

Documents needed for evaluation of proposal

**Name of the work: Development Web Based Information Management System for RMNCAH
Service sites and provider**

Technical Evaluation

1. Institutional profile
2. Institutional experience
3. Work plan and team mobilization
4. Qualification and experience of at experts
5. CVs of all personnel proposed

Financial Evaluation

1. Software development and testing cost
2. Training cost
3. Total cost (taxes separately mentioned)
4. Mode of payment (if mentioned other than ToR)

Other terms and conditions are applied as per terms of reference.