

Terms of Reference

This consultancy is requested by

Department	Health
Unit	Health Care in Detention

1. Background

The Health Information System Project between the International Committee of the Red Cross (ICRC) and the Bureau of Jail Management and Penology (BJMP) is an initiative to enhance the existing recording and reporting system of the latter. It recognizes the minimal resources and capability of the BJMP such as maintaining a combination of paper and Excel- based reports. One of the challenges of the system is the laborious consolidation of a standardized excel form in the regional and national level that caters to hundreds of jail facilities. Based on assessment and studies of the existing procedures, Excel remains the most commonly used, practical, and cost-efficient tool for reporting of health data in the BJMP. An Excel consolidating program shall significantly impact accuracy of reports through the reduction of human-related errors, reduce time-consuming data consolidation and significantly increase time for essential patient care. Hence, the ICRC, intends to support the creation of an Excel consolidation program for the standard excel report.

2. Purpose and Scope of the Consultancy

Technical assistance has been requested from the Directorate for Health Services, BJMP, Department of the Interior and Local Government (DILG), in the area of Health Information System (HIS) through Information Technology to contract a specialist firm/ consultant to design an Excel file report data consolidating program.

The technical assistance will contribute to the improvement of Bureau of Jail Management and Penology's health system under the coordination of the International Committee of the Red Cross' HIS Pilot Project. Whereas the HIS project intends to provide evidence-based tools and processes to streamline recording and reporting of health information across all institutional management levels of the BJMP.

3. Planned timelines

Start date: April 15 2021

End date: May 15 2021

4. Methodology, Tasks, and Deliverables

The selected firm/ consultant shall design/ create a consolidating program that will tabulate contents of the standard Excel electronic reporting form used by the 36 jails of the BJMP in Region 3. The Consolidation program is expected to generate a summary of the data inputs and visualized by the regional office in charge of the 36 facilities. The exact specifications shall be determined after review and assessment of available options in consultation with the ICRC HIS Project Team.



ICRC

Consultancy/ HCD

Programming and Development of the information product including tools and equipment, if ever, shall be provided by the contracted firms/ consultant. The actual details of the consolidation program, the technical specifications of which shall be determined during the consultation and selection and proposal process.

However, the following basic deliverables are expected from the firm:

Output 1: An Excel consolidating program accessible in each of the 36 jails in the pilot region and a dashboard of consolidated data in the regional office and one in the national office.

Output 2: Installation and testing of the respective programs in the 36 jails and the regional and national headquarters.

Output 2: Trouble Shooting and Technical Support and training on the use of the consolidating Program (terms of which shall be defined in the consultation process and proposal document).

Output 3: Maintenance and knowledge transfer to BJMP technical experts for continued technical support. Inclusion a user manual as reference. (terms of which shall be defined in the consultation process and proposal document).

5. Technical supervision

The selected consultant will work under the supervision of:

Responsible Officer	Marianne Legaspi
Manager	Harry Tubangi

6. Specific requirements

Qualifications required:

Advanced university degree on the relevant field of discipline (IT, Comp. Sci., etc).

Experience required:

Knowledge and experience in information systems and/ or similar initiatives. Experience in creating similar platforms and Excel data consolidating mechanisms.

Language requirements:

Fluent in English

7. Competencies

Able to communicate effectively and function well in multicultural environment.

8. Place of assignment

Manila, with needs-based travel to project sites in Region 3.

9. Resources

ICRC with the BJMP, shall facilitate the consultant’s access to people and information to the best of its abilities.



ICRC

Consultancy/ HCD

Whenever possible, ICRC staff shall accompany the consultant in his/her visits to BJMP offices and in the field.

All ICRC internal documents are provided confidentially and shall be returned on completion of the consultancy.

Whenever ICRC personnel accompany the consultant, ICRC may facilitate transport. Moreover, ICRC will cover the costs or facilitate the consultant's transport and related accommodation outside Metro-Manila.