Terms of Reference

This consultancy is requested by

Department	Health
Unit	Health Care in Detention

1. Purpose of the consultancy

Technical assistance has been requested from the office for Health Services, Bureau of Jail Management and Penology, Department of the Interior and Local Government, in the area of health information system (HIS) through evaluation and research.

2. Background

The technical assistance will contribute to the improvement of BJMP's HEALTH INFORMATION SYSTEM under the coordination of the International Committee of the Red Cross. Specific focus is required on identifying key needs and gaps, proposing adequate HIS tools and procedures, considering possible integration with different information systems of the BJMP in order to produce knowledge that supports effectively the management of health services in BJMP (*see annex for more details*).

3. Planned timelines

Start date: January 2019
End date: February 2019
*with the possibility of an extension as needed.

4. Methodology

The study shall collect data through interviews, observation, evaluation of existing guidelines, manuals, SOPs and policies and literature review.

Interviews / observation shall be conducted at

- BJMP headquarters and its targeted regional offices and jails.
- DOH selected and relevant offices and facilities.

Output(s)

Output 1: Provide an analysis of the health data needs of BJMP's Office for Health Services that will produce key information and knowledge to support the management of health services at all levels: Jails, Regional Offices and National Headquarters.
Deliverable 1.1: Technical report on health data needs in all levels in consultation with BJMP office for Health Services and ICRC.

Output 2: Provide an analysis of the needs (in terms of tools, standard operational procedures and policies) to develop an efficient health information system in BJMP (linked with the previous output) and propose a plan to its implementation.
Deliverable 2.1: Technical report of the need's analysis and a proposal to develop a Health Information System, in consultation with BJMP's office for health services, BJMP's Directorate for Information and Communications Technology Management and ICRC (*evaluate if other relevant internal directorates/ offices and external actors need to be consulted*).

Output 3: Provide an analysis of all the processes that need to be considered to integrate the proposed BJMP's health information system with the future BJMP's general information system (e.g. BJMP portal) and the Inmate Database (Single Carpeta), sponsored by the Department of Justice (DOJ) and built as a platform accessible in real-time by BJMP along with DOJ agencies including: BuCor, the Parole and Probation Administration (PPA) and the Bureau of Pardons and Parole (BPP). It should consider technical aspects (e.g. linking data throughout different BJMP's internal and external systems, SOPs, policies etc), ethical aspects (e.g. confidentiality) and level of access of different users and a plan/ methodology for this integration process should be proposed. Efficiency and efficacy (avoiding necessary duplication) in the integrated systems should be pursued.
Deliverable 3.1: Technical report with identification and analysis of all the needs to accomplish the mentioned integration processes and a proposed detailed plan to its implementation, in consultation with BJMP office for health services, the BJMP's Directorate for Information and Communications Technology Management and ICRC (*evaluate if other relevant internal directorates/ offices and external actors need to be consulted*).

Output 4: Provide an analysis of all the processes that need to be considered to integrate the BJMP's health information system with different DOH's health information systems (e.g. iClinicSys). It should consider technical aspects (e.g. linking data throughout different BJMP's internal and external systems, SOPs, policies, need of a Memorandum of Understanding etc), ethical aspects (e.g. confidentiality) and level of access to different users and a plan/ methodology for this integration process should be proposed. Efficiency and efficacy (avoiding necessary duplication) in the integrated systems should be pursued.
Deliverable 4.1: Technical report with identification and analysis of all the needs to accomplish the mentioned integration processes and a proposed detailed plan to its implementation, in consultation with BJMP office for health services, the BJMP's Directorate for Information and Communications Technology Management, relevant DOH departments and offices, Provincial and Local Government's health offices and facilities and ICRC (*evaluate if other relevant internal directorates/ offices and external actors need to be consulted*).

5. Technical supervision
The selected consultant will work on the supervision of:

Responsible Officer	Harry Tubangi
Manager	Mitsuyoshi Morita

6. Specific requirements
Qualifications required:
Advanced university degree is essential with focus on public health or allied medical field.

Experience required:
Advanced knowledge and experience in Health Information Systems.
A minimum of three working years' experience in research and drafting of technical reports.

Skills/ Technical skills and knowledge:
Excellent research and technical writing skills.

Language requirements:
Expert in English, both oral and written.

7. Competencies
Able to communicate effectively and function well in multicultural environment.

8. Place of assignment
Manila

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

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