



*Empowered lives.  
Resilient nations.*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 27, 2016

---

**Country:** Belize

**Description of the assignment:** Consultancy for the improvement of the Tuberculosis Cross Sectional and Longitudinal Data for utilization – a Health Information Strengthening Initiative.

**Expected Start Date:** 1 August 2016

**Period of assignment/services:** 10 working days

**Reporting Lines:** Under the overall supervision of the National Global Fund project Coordinator from the Ministry of Health and HIV/TB/STIs Director.

Proposal should be submitted at the following address: By email to [procurement.bz@undp.org](mailto:procurement.bz@undp.org) no later than **4:30 pm on 8 July 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. United Nations Development Programme will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

---

### 1. BACKGROUND

The surveillance of TB, MDRTB, TB/HIV is necessary as the country strives to control this epidemic and there is an essential need to update data to improve the epidemiological profile of tuberculosis disease in Belize, and to improve the treatment outcomes in those most affected. This significant milestone will help to improve data collection, analysis and socialization of information so as to stimulate policy development.

The Belize Health Information System (BHIS) is a comprehensive electronic health record system and is the Ministry of Health's main tool for the capture of health data, and is a web-based open source

system that consists of several modules. Having been launched in 2008 this can be found in the major health facilities, and represents an unrivaled opportunity for data capture of information that can be utilized for both cross sectional and longitudinal reporting and analysis. The full potential and ability of the system has yet to be explored and capitalized upon therefore this represents a significant opportunity and priority, and that which we must explore to the fullest.

Global Fund Round9 and our country's Combined TB and HIV grants presents us with funding to strengthen Belize's Health System, and we seek the services of a suitably qualified consultant to improve the use of cross sectional and longitudinal, TB data captured within the BHIS in the following areas:

- **TB Case-based Surveillance** – TB case surveillance aims to collect data at the individual patient level on a longitudinal basis, starting from the moment of TB diagnosis. Collated at a regional level these data provide insight into the TB epidemic and care provided in Belize. At this point few countries in the region have a TB case-based system for surveillance, used for national reporting. Much work needs to be done in Belize as we are starting from ground zero.
- **Disease Cohorts for TB, MDR TB and HIV/TB** – The EMR of the BHIS facilitates the tracking of patients over time. The analysis of this longitudinal health data can allow for more meaningful and probing analysis which can ultimately be used to improve patient care and outcomes. Moreover, the longitudinal data analysis of various disease cohorts such as HIV is increasingly being seen along with the increasing trend towards EMRs and the advancement in technology. This feature of the BHIS EMR has not been utilized in this manner to date.
- **TB and HIV/TB Cross Sectional Data** - Traditionally these HIV and TB data are analyzed and presented on an annual and/or quarterly basis for the purpose of informing strategic programmatic direction and action. A comprehensive revision of the information presented and method of data analysis since the implementation of the BHIS has yet to be done for TB all forms. Moreover, although much of the TB data is being captured in the BHIS it is still largely being reported via a parallel manual mechanism. This has lead to duplication of efforts on the part of the already limited staff and hampered the buy-in of the BHIS.

This consultancy is also intended to be a capacity building exercise for the National Epidemiology Unit, the TB Coordinator, the monitoring and evaluation officer in data manipulation and analysis utilizing relational database structures through the engagement and mentoring of the relevant staff throughout the entire process. This is intended to utilize HIV and TB data as entry points in the first instance with the aim for the eventual extension of methodologies, approaches and lessons learnt to work with data for other diseases such as NCDs.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

### Scope of work

#### **Specific tasks of the consultancy will include:**

To strengthen the health information system of Belize by improving the collection and analysis of Tuberculosis cross sectional and longitudinal data.

- To revise and improve upon the presentation and analysis of cross sectional TB,MDRTB,TB/HIV data captured within the BHIS
- To establish disease cohorts for TB,TB/HIV & MDRTB

- To enhance capacity of the relevant staff of the National Epidemiology Unit in data manipulation and analysis involving relational database structures

#### **Duties and Responsibilities**

The consultant will be required to:

- Familiarization with the BHIS data structure insofar as gaining insight into all relevant variables (demographic, clinical, laboratory and pharmaceutical) currently being captured as it relates to HIV and TB and the conceptual relationships among them
- Revision of current methodology of presentation and analysis of HIV & TB cross sectional data with recommendations for improvement with an emphasis on maximizing use of data captured within the BHIS
- Creation of the physical data structures as indicated
- Guide the extraction and assembly of the data into the appropriate datasets as indicated
- Finalization of protocol for analysis of longitudinal and cross sectional data analysis within the BHIS
- documentation of challenges encountered and recommendations for the way forward
- Engagement of relevant staff in capacity building during the process in data manipulation and analysis utilizing relational database structures

#### **Deliverables:**

- 1) Finalized datasets for TB,TB/HIV,MDRTB cohorts from data captured within BHIS
- 2) A 1st TB,TB/HIV,MDRTB CBS report
- 3) Finalized datasets for TB,MDRTB and TB/HIV cross sectional data analysis
- 4) Protocol for analytical methodology for TB,MDRTB,TB/HIV cross sectional data
- 5) Protocol for analytical methodology for TB,TB/HIV/MDRTB CBS

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Required Skills and Experience**

**Education:** A Master's degree or higher in biostatistics/epidemiology, health informatics, information technology or related fields

#### **Experience:**

- Experience in relational databases and interfaces, and report building from relational databases for cross sectional and longitudinal reports
- Experience conducting data mapping exercises
- Medical background or degree highly desirable
- Familiarity including prior working experience within the local and regional contexts
- Familiarity with regional indicators, reporting forms and content desirable

**Language Requirements:** Fluency in spoken and written English is essential.

#### **CORE VALUES / GUIDING PRINCIPLES**

**Integrity:** Demonstrating consistency in upholding and promoting the values of UN in actions and decisions, in line with the UN Code of Conduct.

**Cultural Sensitivity/Valuing diversity:** Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

**Corporate Competencies**

- Demonstrates integrity by modeling the UN values and ethical standards.
- Promotes the vision, mission, and strategic goals of the UNDP in Belize.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Excellent analytical and organizational skills.

**Development and Operational Effectiveness:**

- Ability to lead strategic information collection, analysis and result-based use of information.
- Ability to lead formulation of strategies and their implementation.
- Excellent writing and presentation skills.

**Functional Competencies:**

- Excellent client orientation and inter-personal skills;
- Good knowledge of UNDP programme and operational issues

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications: The presentation of Offer to be submitted along with the following:

A. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

B. **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional references;

C. **Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology**, on how they will approach and complete the assignment.

D. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

#### 5. FINANCIAL PROPOSAL

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

**6. EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

*Combined scoring method – where the qualifications and technical proposal will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%. Technical proposal will be assessed as noted in TOR:*