

Terms of Reference

Consultancy in support of the initial phase of development of a new programme data module for Sightsavers

About Sightsavers

Sightsavers is an international NGO working in over 30 countries in Africa and Asia to eliminate avoidable blindness and promote the inclusion of people living with disabilities so that they can enjoy equal rights and lives free from stigma and discrimination.

Sightsavers work with partners in low- and middle-income countries to eliminate avoidable blindness and promote equal opportunities for people with disabilities.

Background

Sightsavers is going through a digital transformation in data management and analytics to leverage operational insights into organisational management information reporting in support of sound decision making. The key objectives of this programme of work (the Business Integration Programme) are to redesign the organisation's data architecture, strengthen the implementation framework and capabilities to support the implementation of new systems, ensuring proper integration and consistency of validation of reported data through integration with other systems containing official data, and, optimise organisational data management and reporting, supporting successful delivery of our organisational strategy.

The current programme data module or Programme Portal was developed on the Sharepoint 2013 platform which is now getting close to end of support which is driving the need for the development of a new data module for programmatic data. This is a critical piece of work for the Business Integration Programme planned over the next two years.

Sightsavers has started the process of scoping the design for a new Data Module that will facilitate the collection and usage of our programmatic data across our 33 countries. An initial Project scoping document has recently received approval.

The next step is to document organisational business requirements for this new data module, including high-level data flows mapping for processes and systems for collecting, storing, aggregating and reporting data of interest and to identify the right platform/software solution for programme data collection at field level in each country.

We should aim to align Sightsavers' new programme Data Module with a platform that can be integrated with National Management Information Systems (NMIS). For this reason, we are currently thinking that the District Health Information System (DHIS2)

global platform would be our preferred solution, subject to proper assessment against our organisational requirements.

Purpose of the consultancy

The consultant will assist the Data Architecture & Governance Manager during the next stage of the Sightsavers Business Systems project pathway, specifically with documenting high-level requirements for the new data module in order to identify the solution(s) which best meets Sightsavers business needs as identified in the approved scoping document.

The consultant will document high-level requirements for the new data module, starting from the available documentations and will undertake the gathering of additional information where necessary. The high-level requirements will set out the key functionality and features that the new data module will need to be able to perform once operational. The requirements will provide an important step in realising the new data module by clearly documenting its purpose, underlying processes and data flows.

These requirements will then form the basis of the evaluation of different software platforms that the new data module could be built on. Before proceeding with a procurement process to select vendors (RFP) we also need to understand if the identified platform, DHIS2, is a possible solution that would meet Sightsavers' needs.

The consultant will therefore be required to provide technical advice to Sightsavers on the selection and evaluation of potential technology platforms, considering not only technical needs but also the wider benefits for the organisation.

The role will consult with key stakeholders to understand the different needs of the various teams that interact with the module.

The consultant will report to the Data Governance & Architecture Manager and will work closely with key members of the Data Analytics & Reporting Team as well as the Business Integration Programme Team where necessary.

Main deliverables

The following key deliverables are expected to be produced by the end of the consultancy:

- A document with high level specifications, including benefits and high-level requirements for the implementation of the data module. This should be supported by process maps, data flow diagrams etc.
- A document with clear recommendations on which data platforms would meet our business requirements. It is requested that one of the solutions included in the evaluation of possible solutions be DHIS2 global platform.

The above list is indicative: flexibility may be required due to the nature of the work. Any amendments to responsibilities will be discussed and agreed with the consultant.

Qualifications and required skills

- Knowledge, experience and skills in Data collection and Information Management System in low- and middle-income countries and complex environments
- Experience in developing requirements for data software/platforms
- Able to get up to speed quickly in a complex environment
- Experience producing analytical reports and communication materials for a wide range of
- Excellent interpersonal and negotiation skills, diplomatic and persuasive
- Problem solving approach
- Able to self-motivate and work independently with minimal supervision
- Collaborative and consultative approach

Schedule of payment

Mode and timing of payment will be as agreed by Sightsavers and the consultant.

The consultant will be engaged for approximately 20 - 40 days in total over the period November – December 2021.

The consultant will submit an invoice and report of activities and outputs at the end of the consultancy.

Please submit a financial proposal that will include:

- Your daily/monthly rate (in GBP) to undertake the work described in the above terms of reference
- Travel costs and daily subsistence allowance
- Any other estimated costs: visa, health insurance, and living costs as applicable.
- An indication of your availability

Payment schedule to be determined by achievement of agreed deliverables as elaborated in detailed workplan