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REQUEST FOR QUOTATION

**Consultant on information technology (IT) and tools (software) of database management**

Branch of Family Health International (FHI 360) in Tajikistan

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| RFQ #: | 009 |
| Solicitation Title: | Consultant on information technology (IT) and tools (software) of database management |
| Submit Proposal to: | [procurement\_epic.tj@fhi360.org](mailto:procurement_epic.tj@fhi360.org) |
| Date of Issue: | February 23, 2024 |
| Date Proposal Due: | 17:00 (EST), March 05, 2024 |

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| **Method of submission** |
| Respond via e-mail with attached document in MS Word / PDF format.  The Consultant agrees to hold the prices in its offer firm until FHI 360 finalizes the consultant agreement approval process. |

**Background**

FHI 360 is a global organization that mobilizes research, resources, and relationships so people everywhere have access to the opportunities they need to lead full and healthy lives. With collaborations in over 60 countries, we work directly with local leaders to advance social and economic equity, improve health and well-being, respond to humanitarian crises, and strengthen community resilience. We share data-driven insights and scalable tools that expand access and equity so communities can effectively address complex challenges, respond to shocks, and achieve thriving futures.

**Tajikistan Project Descriptions**

The Meeting Targets and Maintaining Epidemic Control (EpiC) project lead by FHI 360 is an eight-year initiative initially designed to provide strategic technical assistance and direct service delivery to achieve control of the HIV epidemic and promote self-reliant management of national HIV programs by improving HIV case finding, prevention, treatment programming, and viral-load suppression. EpiC was modified in early 2020 to include improvement of health systems’ capacity to respond to the COVID-19 pandemic. In August 2022, EpiC was modified again to respond to Mpox.

EpiC received funds in 2023 and started a new USAID Global Health Security Program (GHSP) project in Tajikistan. Designed to help the country better respond to any possible future pandemic, this new program will assist Tajikistan to detect infectious disease threats early, respond rapidly and effectively to new outbreaks, and prevent those outbreaks that are avoidable.

**Scope of Work**

The IT Consultant will provide technical services to the GHS project team for digitalization of Emergency preparedness and response (EPR) and other assessment tools. The IT consultant also assists in data management and reporting, which is an important segment of EPR/other assessment tools and contributes to the organization's mission by ensuring the quality of data needed to make program-related, evidence-based decisions. The consultant's primary responsibility will be to provide technical support, including the functionality of digital platform and troubleshooting of software problems.

If necessary, the consultant may be asked to work in the EpiC Tajikistan office in Dushanbe, and work under the supervision of the GHS Program Manager. If necessary, he/she will have to travel to the site to provide technical assistance.

1. **Duties and responsibilities**

* Development and implementation EPR and other assessment tools on the DHIS2 platform.
* Designing the database structure and user interface for the digital EPR and other tools.
* Configuring forms, dashboards, and reports in DHIS2 according to EPR and other tools requirements
* Regularly updating software and its components to ensure relevance and security
* Monitoring data access and responding to security incidents.
* Tracking the data entry process and addressing software gaps.
* Supporting to GHS SI team in data collection, report analysis, documentation preparation. Preparing and providing analytical reports and recommendations for improving data collection and analysis processes.
* Close interaction with the GHS team to inform the project manager of any deficiencies and requirements to ensure the efficient operation of digital platform.
* Conducting staff training on the DHIS2 platform and digital EPR and other tools

**II. Expected Deliverables**

* Digitalized EPR and other assessments tool with synchronization with DHIS2;
* Ensuring smooth work of EPR and other digital data collection tools;
* Timely data generation and visualization.

Consultancy position is open to Tajik nationals.

**Travel**

20-35%, within cities and districts of the Republic of Tajikistan.

**Procedure for payment of rendered services**

Payment of rendered services is carried out upon the fact of their provision, in Tajik Somoni (TJS), minus taxes, according to the agreement.

**Evaluation Criteria**

Proposals will be evaluated based on the compliance with the Section II Required qualifications and proposed daily rates.

**Required Documentation**

Proposals must be submitted directly to [procurement\_epic.tj@fhi360.org](mailto:procurement_epic.tj@fhi360.org) with the subject line: **Consultant on Emergency Preparedness and Response** and include the following documents:

* + Updated CV;
  + Letter of interest or cover letter;

**Timetable and Address for Submission**

Proposals are due no later than 17:00 EST on March 05, 2024. Required documentation listed in the Section “**Required Documentation”** must be e-mailed to [procurement\_epic.tj@fhi360.org](mailto:procurement_epic.tj@fhi360.org).

1. **Required qualifications**

* At least a bachelor’s degree or its equivalent in IT. Knowledge of the Java programming language (if required for configuring DHIS2).
* At least 5 years of relevant experience in developing and supporting data software, management of information systems for health activities, in DHIS2 and other data management solutions.
* Ability to manage tasks, time, set realistic priorities, and plan for the successful implementation of activities.
* Proven computer software skills and professional experience working, using and maintenance of the health database systems.
* Demonstrated experience maintaining confidentiality of sensitive information accessed or discussed while performing duties of a position.
* Fluent Russian and Tajik is required. Basic or advanced English is an asset.
* Legally authorized to work in Tajikistan.

**FHI 360 Disclaimers**

* FHI 360 may perform a background check on any selected Consultant candidates
* FHI 360 may cancel the solicitation and not award
* FHI 360 may reject any or all responses received
* Issuance of the solicitation does not constitute an award commitment by FHI 360
* FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
* FHI 360 will not compensate any offeror for responding to solicitation
* FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
* FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
* FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.