**REQUEST FOR QUOTATION**

**Consultancy Service on Infectious diseases database management**

in the framework of CDC – funded Enhancing Global Health Security (EGHS) program

Branch of Family Health International (FHI 360) in Tajikistan

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| RFQ #: | 013 |
| 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: | April 03, 2024 |
| Date Proposal Due: | 17:00 (EST), April 10, 2024 |
| Number of consultants: | 6 (six) |
| **Method of submission** | |
| Respond via e-mail with the 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.

FHI360 currently is implementing CDC Enhancing Global Health Security (EGHS) project that provides technical assistance to GFTAM C19RM recipients and Government of the Republic of Tajikistan to strengthen COVID-19 responses, develop future pandemic preparedness and response capacity, and mitigate the effects of COVID-19 on HIV, TB, and malaria programs. As part of this technical assistance, EGHS will assess the country’s communicable diseases surveillance system and carry out diagnostic network optimization (DNO) for HIV, TB and COVID-19.

FHI 360 through the EGHS project provides technical assistance to the Republican AIDS Center (RAC) data flow monitoring using centralized software and is looking for 6 (six) qualified and experienced information technology (IT) experts for the following positions:

* 1 position in Kulyab
* 1 position in Bokhtar
* 1 position in Khujand city
* 3 positions in Dushane and Districts of Republican Subordination

IT experts will provide troubleshooting and maintenance support to the digital database called the National Register of Population Survey for HIV Infection for improving data management and surveillance system. The RAC surveillance system is a crucial component of the HIV response system where data flow and analysis are based on the digital platforms (software) ensuring quality data analysis and evidence-based decision.

1. **Key responsibilities of the consultant:**

The key responsibilities of the consultants under this term of references includes but are not limited to:

* Support RAC in managing software activities (specifically National Register of Population database), including software updates, malware cleaning ensuing data security and integrity.
* He/she will be responsible for data tracking implementation progress and addressing gaps in software, and work with RAC surveillance department to address on priority actions related to functioning of the database.
* He/she will assist the surveillance department in entering\extracting data, running reports, preparing documentation, and disseminating lessons learned.
* The incumbent will develop and maintain a productive relationship with the RAC office at national and peripheral levels, including the M&E team, ensure timely data flow, and provide technical expertise in functionality of National Register of Population and system as needed to collect data and ensure regular data flow to central database.
* Enable function of data disaggregation by data providers on new HIV case detection and include pop-up window in the National Register of Population.
* The consultant will closely work with the central and peripheral RAC office teams, keep direct supervisor updated on any gaps and requirements to ensure well-functioned digital platforms.

1. **Additional responsibilities:**

* Consults RAC data management team on the proper use of IT equipment.
* Performs installation, computer setup and optimization of the software used in district level RAC centers
* Connects, installs, and replaces IT devices as needed.
* Tests and, if necessary, fixes IT devices and local area network cable lines through involvement of the specialized companies/agencies or providers, if necessary.
* Eliminates and /or prevents potential hazards that may damage software, databases, and hardware.
* Provides trainings to the RAC employees to improve their IT/computer literacy and handles data management tools.
* Carries out other work within his/her technical competency as assigned by the supervisor.
* Whenever necessary travels to the peripheral offices to support RAC staff for supervision, monitoring, training, or troubleshooting.

**Qualifications and experience:**

The consultant should have the knowledge and skills, and extensive experience to implement the scope of work

* At least a bachelor’s degree or its equivalent in IT
* Relevant experience in developing and supporting data software, management of information systems for health activities, preferably (but not mandatory) in the HIV control program.
* 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.
* Must be able to read, write and speak fluent Russian and Tajik. Basic or advanced English is an asset.
* Legally authorized to work in Tajikistan

1. **Evaluation Criteria**

Proposals will be evaluated in accordance with the following criteria: candidate’s education and relevant experience; proposed daily rate.

1. **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 information technology (IT) and tools (software) of database management** and include the following documents in Tajik or Russian:

* Updated CV.
* Letter of interest or cover letter, including daily rate.

1. **Timetable and Address for Submission**

Proposals are due no later than 17:00 EST April 10, 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)

**FHI 360 Disclaimers**

* FHI 360 may perform a background check on any selected Specialist 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