



A Holistic model of care
Medical Care
Social Support
Community Network

Contact us at:

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TERMS OF REFERENCE

DATABASE DEVELOPMENT CONSULTANCY

1.0. Introduction and Background Information

Reach Out Mbuya Community Health Initiative is a faith-based Non-Governmental Organization that was started in 2001, with a mission to curb the further spread of HIV infections among the less privileged members of the communities and enable those already living with HIV and AIDS to live a responsible and dignified life. ROM provides holistic care to its clients through the provision of comprehensive health, social and economic programmes.

ROM works with the rural, peri-urban and urban poor communities within Kampala, Wakiso, Luwero and Nakaseke districts. ROM operates four static clinic sites of Mbuya, Kinawataka and Banda in Kampala and Kasaala in Luwero district where HIV/AIDS services are integrated with Primary Health Care (PHC) Services.

ROM engages HIV-positive clients as peer community health workers who identify, refer and support clients and provide home-based care in their own communities. Over the past fifteen years, ROM has served nearly 10,000 clients with comprehensive medical, psycho-social, economic and spiritual support services.

ROM's M&E framework is premised on tracking the activities, outputs and outcomes of its Strategic Development Plan and various projects. This is done by collecting and analyzing data on all the activities, outputs and outcome indicators. As such, there is huge amount of monitoring data that is collected regularly and is analyzed and reported on quarterly, bi-annual and annual basis thus necessitating the adoption of a database to support data management, analysis and reporting on program and projects performance. ROM seeks to develop a database which will be a hub for all information management of the organization.

2.0. Description of tasks of the Database Developer

ROM seeks to engage a consultant (individuals/firms.) to design an internal database for the organization. Specific tasks for the consultant will be:

1. To produce a conceptual data model that reflects the structure of the information to be held in the database. Producing the conceptual data model involves input from the organization requirements and M&E data collection tools which are already in use.
2. Share the conceptual data model with the organization task force for database development, review and improvement if need be.
3. Translate the conceptual data model into database.
4. Design a database; ensuring that security features are included to protect and secure database system.
5. Pre-test the database for data analysis and produce reports for immediate use.
6. Train ROM staff on database use and maintenance activities.

3.0. Timeframe and Tasks for designing and developing the database

The duration for the entire task will be 45 working days.

4.0. Deliverables

- Presentation of Conceptual Model Design
- Physical database design
- Presentation of model database to ROM
- Pre-test run of database
- Presentation of a final functional database to the task force
- Training of staff on database utilization and management
- Roll out of the database

5.0. Expertise and Experience

The consultant should have the following expertise:

- Experience in database design and roll out for health development projects.
- Proven experience to lead in the structural design of a database according to various system requirements.
- Relevant education certifications e.g. Computer Science, SQL server database development
- Analytical, documentation and presentation of reports skills.

11.0. Proposal Submission Requirements

Interested consultant is required to submit:

a) Technical Component:

- Present a technical component of how the database will be based on HIV/AIDS cascade indicators
- A clear demonstration of capabilities and expertise in carrying out the consultancy as detailed in the ToRs;

- Any comments or suggestions on the ToRs.

b) A financial proposal

This should provide details in costing of the required resources to perform this assignment with itemized budgets and explanatory notes.

12.0. Deadline of Submission

The proposal must be in English and submitted electronically and addressed to:

Procurement Officer,

Reach Out Mbuya Community Health Initiative,

procurement@reachoutmbuya.org

The closing date is **1st April, 2021 by 5:00pm (East African Time)**.