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REPUBLIC OF GHANA

MINISTRY OF HEALTH
P O BOX M-44
ACCRA

19TH JUNE, 2017

DEVELOPMENT OF A DATA COLLECTION POLICY AND GUIDELINES **TERMS OF REFERENCE FOR CONSULTANT**

Background

One of the key functions of the Research, Statistics and Information Management Directorate (RSIMD) of the Ministry of Health (MOH) is the formulation of a Data Collection Policy to be implemented by the Research and Statistics Units of the agencies of the Ministry. The policy will give guidance to personnel on how to make decisions, decrease the amount of direct supervision by the Ministry and at the same time increase the efficiency of work processes.

The absence of this policy at the Ministry has led to a situation, where the agencies have developed their own Data Collection Guidelines to enable them collect data. Hence, there is no uniform criterion for collecting data in the Health Sector, which definitely has effect on data quality.

To address this challenge, the Ministry has decided to engage a consultant to develop a Data Collection Policy and Procedure Guidelines for the Health Sector.

Objectives

The objective of the consultancy is to develop a Data Collection Policy to support and regulate the establishment of data collection in the Health Sector. The specific objectives are to:

- Harmonise existing Data Collection Guidelines of Agencies of the Ministry of Health into the Policy;
- Standardize procedures for new data collection activities within the Health Sector

Scope of work

The policy should apply to all agencies and institutions generating health data. It should also apply to both routine and non-routine data of the Health Sector.

The scope of work:

- Review existing format for collection and capturing data on patients at the records department;
- Review both paper-based and electronic data collection instruments;
- Advise on data entry and other related roles;
- Review data validation and error correction procedures;
- Advise on data protection and security systems requirement;
- Organise commencement and update meetings with management and stakeholders;
- Make a presentation to management for their comments;
- Facilitate a stakeholder validation workshop on the draft documents; and
- Incorporate comments and finalize the reports.

Expected output from the consultancy

The consultant will be required to provide the following outputs:

- An inception report one week after signing the contract;
- Submit draft document (including all templates) one month upon signing contract;
- Finalize and submit both the soft and hard copies (5) of the final draft report to the Director RSIMD

Input to be provided by the MOH

The Ministry of Health will provide the following:

- Two support staff to work with the consultant, and
- Coordination of meetings.

Implementation arrangements

The consultant will collaborate with the Director, Research, Statistics and Information Management (RSIMD)

Assignment period

The period of assignment is sixty days. The consultancy will start on 3rd July 2017 and end on 31st August, 2017.

Terms of payment

The Consultant will be given a consultancy fee of Five Hundred Ghana Cedis per day for 60 days, which amounts to **Thirty Thousand Ghana Cedis (GH¢ 30,000)**.

Qualification and experience

- At least a Master's Degree in Statistics or Public Health from a recognized university
- The individual shall have an in-depth knowledge in data collection, management and information flow in the Health Sector
- The individual shall show evidence of successful completion of at least one similar assignment for a multi-disciplinary organization in the last 3 years
- The individual shall produce either the project completion certificate or a client letter confirming the completion of such assignment