

TOR for DHIS2 for aAMNH Project

Terms of Reference (ToR)

PR668621

Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

Adolescents (10–19 years) make up nearly a quarter of Nepal's population and represent a critical age group for the country's social and economic development. This stage of life is marked by rapid physical, emotional, and social changes, and decisions made during adolescence

often have lasting impacts on health and wellbeing. In Nepal, adolescents face multiple challenges, including limited access to adolescent-friendly health services, early marriage, adolescent pregnancy, malnutrition, mental health concerns, gender-based violence, and limited access to accurate information about sexual and reproductive health.

To address these issues, the Government of Nepal, through its National Adolescent Health and Development Strategy and programs such as the Adolescent Friendly Health Services (AFHS) initiative, has emphasized the need to create safe, supportive, and accessible platforms for adolescents.

Aligned with the government of Nepal's vision for adolescent health, Save the Children is implementing community based healthy transition group sessions to enhance the knowledge, awareness and practices around adolescent sexual and reproductive health and rights in 4 municipalities of Karnali province. SCI is seeking a consultant to assist in establishing the full set of tools from data entry to management to dashboards within an existing instance of DHIS2. The consultant must be highly proficient in administrative functions for the backend of DHIS2, must understand logical frameworks, indicators, program monitoring, must have demonstrated experience in data display / dashboards, and must have functional experience working with teams to manage systems around data entry and management.

Objective

- To design and configure a DHIS2-based MEL system aligned with the project's MEL plan, including mapping indicators, data elements, and reporting frequencies.
- To develop interactive dashboards and data visualization tools to enable real-time monitoring and informed decision-making.
- To build capacity of project staff and partners through training, user manuals, and provide technical support for smooth system adoption.

Location and official travel involved

The consultant will work independently in coordination with the SCI office in Surkhet, Karnali province and Save the Children US team as per need. Regular office hours are 9:00am to 5:00pm, Monday to Friday. The consultant will be required to travel to Birendranagar Surkhet for the three days training. Associated travel cost during this training facilitation should be managed by the consultant.

Services the Consultant will provide

- **System assessment and design**
 - Review projects MEL plan, data collection tools and indicator lists.
 - Create a map of all reporting tools and indicators. This will include understanding of other systems in use in the organization and their links to reporting to DHIS 2.
 - Map data elements, indicators and reporting frequencies in line with the MEL plan and in collaboration with project team.
- **DHIS 2 Backend configuration**

- Create the system in the existing DHIS2 instance which is hosted by SCUS (data entry screens, appropriate relational backend files)
- Configure organizational units, data sets, data elements, indicators etc i.
- Design data entry forms aligned with the project tools.
- Establish user roles, permissions, and access protocols in collaboration with the project team.
- **Data visualization and reporting**
 - Consult with aMNH project team to decide upon which data are to be displayed in filterable dashboards, and in what format.
 - Indicator based visualization in the dashboard
 - Create interactive dashboards, get feedback, refine dashboards
- **Bug fixing and issue resolution:**
 - After the system development and implementation, the consultant will be responsible for the issues and bugs that arise during implementation of the DHIS-2 with the data system.
- **Capacity building**
 - Develop User manual including SOPs and orientation package tailored for the project and project staff.
 - Orient aMNH and SCI staff on data entry, troubleshooting, changing indicators / data elements, and use of dashboards
 - Orient aMNH team including partners on data collection and entry processes. This event will be conducted in Surkhet.
 - Provide post development technical support to the project team for a period of one month. This will be needed (maximum of 3 days) and will only be reimbursed based on the provision of proof of LOE based on the request from project team.

Experience and skill set required

- Undergraduate degree in informatics, computer sciences, information technology, data management or relevant subjects (higher will be preferred).
- Proven experience in DHIS2 backend setup and administration.
- Proven experience with programming or extensive use of national and program instances of DHIS2 (preferably MNH)
- Demonstrated skills with designing and refining dashboards in DHIS2
- Flexible and open to working with teams in the US time zone as needed.
- Candidates with deep understanding of program implementation in the health sector (logic models, indicators, reporting requirements) will be preferred.

Expected Deliverables

- SCI expects the following deliverables to be provided:

SN	Deliverable title	Description	Timeline
1	System Assessment & Design	Initial assessment and design for the DHIS-2	4 days
2	DHIS2 Configuration- Submission of the 1st draft Report	System assessment and design report along with the DHIS-2 configuration, prepare draft report to be shared with SCI	8 days
3	Dashboard Development	Sharing of the Dashboard prepared based on the key monitoring tools and indicators of AMNH.	6 days
4	Testing & Bug Fixing, Submission of the 2nd draft report	Draft report incorporating Dashboard development, testing and bug fixing, to be shared with SCI	3 days
5	Capacity Building & Training	Submission of the Final report to SCI after capacity building	3 days
6	Submission of final report	Final report incorporating feedback from SCI	1 days
7	Post-Development Support	As per need	1 week

Timeline

The total number of days for this consultancy will be 25 days.

Estimated Commencement Date: 25 Dec 2025

Estimated End Date: 31st March 2026

Status updates/reporting

The consultant shall provide status updates for the duration of the services below:

- Bi-weekly progress update with project team
- Monthly progress update with project team
- Report as per deliverable

Payment information

- 50% of the payment will be done after submission of 1st draft report
- 25 % of the payment will be done after submission of 2nd draft report.
- 25 % of the payment will be done after submission of final report.

To Apply: Applicants will be assessed based on the qualifications mentioned in the ToR.

Criteria for the Evaluations:

S. N	Criteria	Description	Weight (%)
1	Relevant Experience	Experience in design and finalization of MNH or health related data monitoring tools in the DHIS-2 system. If meets all the requirements= if not =0%	
2	Technical Skills	Proficiency in DHIS-2 system setup, designing, configuration and dashboard preparation-, if no 0%	
3	Quality of Proposal	Clarity, feasibility, and relevance of proposed methodology and timeline <ul style="list-style-type: none"> • Excellent • Good • Satisfactory If proposal does not meet the requirements =0%	
4	Financial Proposal	Cost-effectiveness and alignment with SCI's budget	

Scoring Method

Each criterion can be scored on a scale of 1 to 4:

- 1 = Poor
- 2 = Satisfactory
- 3 = Good
- 4 = Excellent

How to apply for this consultancy services

Proposal Submission Guideline/Required Documents

- Proposal Submission Deadline- **17 December 2025**
- Required Documents-
 - Filled out Consultancy Proposal Form (enclosed with this ToR)
 - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
 - For firms: Copies of- Firm registration certificate, VAT registration certificate, Latest tax clearance certificate. For firms that are tax exempted by the government, a copy of tax exemption certificate should be submitted.
 - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate.
 - Proposals must be submitted exclusively via email to: - procurementmfwfo.nepal@savethechildren.org

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.