

TECHNICAL PROPOSAL FOR CONSULTANCY ASSIGNMENT TO EVALUATE UZIMA PROJECT, AUGUST 2022

1. Introduction

This document is intended to serve as a technical proposal for undertaking the final evaluation of the *UZIMA* project as specified in the scope of the assignment from *UZIMA*'s advertisement in the Daily News Newspaper on 19th June 2022. The proposal is submitted by Mjanja Consulting Firm (MCF) (*herein referred to as the Consultant*) which is based in the Republic of Rehma. This technical proposal outlines the proposed methodology and approaches to implement the assignment. We wish to affirm that we are capable of undertaking the assignment and delivering output that meets your expectations.

2. Understanding of the Assignment

UZIMA has been in operation in *Rehma* Country since 2010. Since then, the primary focus of *UZIMA* is on public health service, education, and research in the Republic of Rehma. The ultimate goal of works done by *UZIMA* is to advance the public health and healthcare interests of the people of the Republic of Rehma. Among others, *UZIMA* has been doing health system strengthening projects to achieve its objective. For example, health Information System Development and Systems Integration Support is a project funded by WHO to integrate, strengthen and improve the existing health information system and HIV services databases. In turn, the project intends to improve evidence-based decision-making and the provision of quality health services through patient information. To achieve this goal, *UZIMA* works with stakeholders including government institutions, funders, project partners, regional Ips, and sub-grantees to streamline, optimize and improve patient care, program M&E, and reporting.

UZIMA has implemented this project since 2018 and is in the final year of achieving its intended goal. After 5 years of implementation, *UZIMA* needs to carry out the project's final evaluation to assess its impact. In particular, *UZIMA* seeks to commission an experienced organization to perform a final evaluation for the *UZIMA* project. The assignment requires the Consultant to work on but not limited to the list provided in the scope of the assignment.

3. Scope of the work

The client has provided the scope of the final evaluation work. The impact evaluation will cover a detailed review of various systems implemented under the *UZIMA* project in the Republic of Rehma: Client Registry, Electronic Medical Records; interoperable HIV services electronic; and biometric unique patient identification systems. To support data gathering, *UZIMA* staff will be consulted and selected beneficiaries of the supported systems under the project will be involved. The project's stakeholders, including government institutions, funders, project partners, regional IPs and sub-grantees will also be interviewed.

In collaboration with UZIMA, specific tasks of the Consultant shall include reviewing UZIMA key documents which in this case are best practices, program reports, and supervision reports. The Consultant will also review the Strategic Plan to determine the project's impact.

4. Key Deliverables

The client has specified the key deliverables of the Evaluation assignment to include:

- (i) Evaluation plan and tools approved by the appropriate ethical review boards;
- (ii) Progress reports;
- (iii) Draft evaluation reports;
- (iv) Final Evaluation report;
- (v) At least 5 case stories and best practices (high impact stories);
- (vi) Visual presentation (video clips, photographs and graphs) should be included in the report to depict trends and performance and
- (vii) Policy briefs, fliers and brochures to facilitate the dissemination of evaluation findings.

5. MCF Experience in Related Assignments

Mjanja Consulting Firm (MCF) is legally mandated to provide consultancy services, community services, and research activities. It has more than 15 years of experience in performing consultancy services in community development, cross-cutting issues such as gender and environment, co-operative management, business management as well as Information and Communication Technologies to the community, public and private organizations, together with local and international institutions. MCF has been instrumental in undertaking several assignments relating to project impact evaluation, baseline research, corporate strategic planning development, organizational structure development, preparation of operational manual, risk management policies and establishment of financial management systems. Details of MCF's experience on related assignments can be found at www.Mjanja.co.nm.

6. Experience of the Consulting Team on Related Assignments

Three experts from MCF will execute the assignment. Their areas of expertise, experience, position, and task assigned. Their CVs are attached as Appendices. Their areas of expertise include: Project Impact Evaluation, Corporate Strategic Planning and Baseline surveys, Information Systems Development and Management, Database Systems, Data Mining, Pattern Mining, Information system security and management, Information and Technology System development, Machine Learning, Evaluation Methodology and Approaches.

6.1 Approach

The approach to be adopted by the Consultant would be holistic and participatory while taking into consideration the nature of issues specified in the scope of the assignment by the client. In carrying out the assignment, the Consultant will undertake data collection and information gathering using different methods in a participatory way.

The participatory methods will include; inception meetings, documentary and systems reviews, key informants' interviews, focus group discussions and checklist-guided observation. These methods will gather information and data that will enable the Consultant to execute the main tasks as outlined by the client. The methods are discussed in items 6.1.1-6.1.6.

6.1.1 Inception Meeting

An inception meeting between the client and the Consultant will be organized at the start of the assignment to get an in-depth understanding of the assignment, discuss and agree on the scope of work, roles of each part, expected deliverables, the time frame for the assignment, the methodology, the logistical support, payment modalities and signing of the contract.

6.1.2 Documentary and Systems Review

The documentary and systems review will involve a review of important documents such as program reports, supervision reports and best practices. In addition, documentary reviews will also include a review of various existing health information systems in the Republic of Rehma.

6.1.3 Key Informants Interviews

Key Informants Interviews will be conducted, involving the stakeholders, funders, partners and subgrantees using checklists. Each group of interviewees shall have its own specific tailored checklist. All interviews will be recorded and transcribed immediately after they have been finished. In addition to tape recording, the Consultant will be taking note of key issues during the interviews. For the interest of time, we will not conduct any Focus Group Discussions.

6.1.4 Checklist Guided Observation (CGO)

It is proposed that CGO will be conducted. Various health facilities and Biometrics systems will be visited. The number of facilities to be visited and logistics shall be agreed upon during the inception meeting. The objective of the CGO shall be to document processes and infrastructure for best practices, challenges/limitations and how they are managed at the facility level.

6.1.5 Client-Consultant Workshop

It is proposed that a client-consultant workshop will be organized. The workshop will mainly present the key findings and gather the client's opinions to prepare the final evaluation report. The modalities for conducting the workshop, date and participants will be jointly discussed and agreed upon between the Consultant and client during the inception meeting.

6.1.6 Data Analysis

The data analysis methods will be guided by the nature and type of data collected. Recorded data will undergo transcription, while data from the documents reviewed will be analyzed following the content analysis approach.