

Personal Services Contractor Work Scope Data Quality Assessment Consultants

Work Scope No. 4366-10 Data Quality Assessment for MAPS Supported States

Period of performance: June 26, 2012 – July 15, 2012

Detailed Task Description:

1. Background

The USAID funded Malaria Action Program for States (MAPS) Project is a 5-year integrated program to increase coverage and use of life-saving evidence-based malaria interventions in support of the Nigeria National Malaria Strategic Plan and the National Malaria Control Program (NMCP). The project is tasked with increasing the quality, access and uptake of identified malaria prevention and control interventions in Nigeria by helping to implement and scale-up interventions in 7 focal states. One of the objectives of MAPS is to strengthen information management system in the state and make data on malaria control activities available for decision making. This involves building capacity on M&E for state, LGA and health facility staff involved in the documentation of malaria control activities. This calls for the need to ascertain the quality of data emanating from the service delivery points to ensure that decision are based on accurate, verifiable and reliable data. Therefore MAPS will engage the services of a Data Quality Assessment (DQA) expert to lead the design and implementation of the MAPS Data Quality Management Plan.

2. Description of the Assignment

Data serves as evidence of program intervention and helps to measure achievement and make projections. Major policies and decisions are based on feedback emanating from program implementation in form of numbers and percentages. The required consultant will work with the M&E unit of the project both at the country and state offices to design and implement MAPS data quality management plan. He/she will work with country office team to adapt DQA tools from the existing pool of tools, develop a training plan for national and state teams and conduct training of trainers on the use of the tools.

2.1 Beneficiary (ies)

The data quality management plan will be implemented in the supported states by the FMOH & SMOH M&E personnel and MAPS state officers. The DQA tool will be used by state and LGA malaria focal persons to assess the quality of data reported from the health facilities quarterly while a national DQA will be conducted twice a year.

2.2 Rationale

Efforts have been made in the past to design appropriate data quality management plan for the state on malaria control which has led to the development of several DQA tools. Furthermore, there is no harmonised DQA tool like the RDQA tool for HIV programs, which assess the data and M&E system generating the data. Thus, the consultant will review all the available tools and design a single tool that will assess the system and quality of data for improved decision making. This will call for the need to train staffs on the use of the new tool in conducting quarterly data quality assessment in the states and LGAs where MAPS is working.

2.3 General objective

The general objective of the consultancy is to design and support the implementation of appropriate data quality management plan for Malaria Control in Nigeria using MAPS supported states as a pilot.

2.4 Requested services

Specifically, the consultant will be required to

1. Adapt/design DQA tools for MAPS project through desk review and consultation with NMCP
2. Retrieve and input recommendations/lessons learnt from previous NMCP reports
3. Develop appropriate DQA manual which can be adopted by the NMCP and SMCPs
4. Develop appropriate training manual for state and LGA level training
5. Train selected individuals as national Trainers
6. Support the conduct of the first DQA exercise in the state

2.5 Required outputs/Deliverables

At the end of the consultancy period, the consultant will be expected to submit the following documents as output of the engagement

1. Data Quality Assessment tool (hard and soft copies)
2. Data Quality Assessment Manual (hard and soft copies)
3. Data Quality Assessment training Manual (hard and soft copies)
4. MAPS Data Quality Management Plan (hard and soft copies)

2.6 Reports

The consultant will be expected to submit detailed report of the exercise as outlined in the MAPS guideline for Consultant's report.

3. Experts Profile

The position is for one person for a maximum duration of 3 weeks. Interested applicant should have advance degree in Public Health, Epidemiology, Statistics, or Demography. PhD in any of the health related field will be an added advantage. Ten years relevant work experience in M&E is required. Knowledge of USAID monitoring and evaluation application and familiarity with developing and implementing data quality assessment tools and plan in a USAID funded project is desired. Evidence of providing similar expertise in a donor funded organisation and published works in peer review journals and articles will be an added advantage.

4. Location and Duration

The successful applicant will be expected to commence work on the 13th of June, 2012 and submit all the required documents by 30th June, 2012. The consultant will work offsite (if preferred) but will meet with the MAPS country office M&E unit at least thrice a week to debrief on progress and seek clarification where necessary.

Location: Zamfara, Nasarawa, Benue, Oyo, Ebonyi, CRS, Nigeria

Application Process

Submissions must be delivered electronically by June 25, 2012 to pshi@fhi360.org.

All submissions should include:

- 1) Consultant's up to date CV including references
- 2) Consultant's cover letter
- 3) Consultant's bio-data using the form 1420 attached

CONTRACTOR PERSONNEL BIOGRAPHICAL DATA SHEET

1. Applicant/Employee Name <i>(Last, First, Middle)</i>		2. Contractor's Name	
		FHI 360	
3. Applicant/Employee Address		4. Contract No.	5. Position Under Contract
		6. Proposed Salary <i>(in local currency)</i>	7. Proposed Salary <i>(in dollars for budget purposes)</i>

8. Telephone Number	9. Place of Birth	10. Citizenship

11. Country of Assignment/Hiring	12. Duration of Assignment/Employment

13. EDUCATION <i>(include all college or university degrees)</i>				14. LANGUAGE PROFICIENCY <i>(See instructions on reverse)</i>		
NAME AND LOCATION OF INSTITUTION	MAJOR	DEGREE	YEAR	LANGUAGE	Proficiency Speaking	Proficiency Reading

14. EMPLOYMENT HISTORY	15. Salary: Net ___ Gross ___		
	16. Employment Period/Salary: <i>(most recent first/in currency paid)</i>		
Give last three (3) years. List salaries separate for each year. Continue on separate page if necessary.	From	To	Amount

SPECIFIC CONSULTANT SERVICES <i>(give last three (3) years)</i>					
SERVICES PERFORMED	COMPANY'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE #	Dates of Service <i>(MM/DD/YY)</i>		Daily Rate <i>(in local Currency)</i>	Days at Rate
		From	To		

18. CERTIFICATION: To the best of my knowledge the above facts as stated are true and correct.

Signature of Applicant/Employee	Date
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19. CONTRACTOR'S CERTIFICATION: *(To be signed by responsible representative of Contractor)*

Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution.

Signature of Contractor's Representative	Date
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INSTRUCTIONS

Applicant/Employee to complete blocks 1, 3, 8-10, 13-17 and sign block 18.

Indicate your language proficiency in block 14 using the following numeric Interagency Language Roundtable levels (Foreign Service Institute levels). Also, the following provides brief descriptions of proficiency levels 2, 3, 4, and 5. "S" indicates speaking ability and "R" indicates reading ability. For more in depth description of the levels refer to USAID Handbook 28.

2 Limited working proficiency

S Able to satisfy routine social demands and limited work requirements.

R Sufficient comprehension to read simple, authentic written material in a form equivalent to usual printing or typescript on familiar subjects.

3 General professional proficiency

S Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations.

R Able to read within a normal range of speed and with almost complete comprehension.

4 Advanced professional proficiency

S Able to use the language fluently and accurately on all levels.

R Nearly native ability to read and understand extremely difficult or abstract prose, colloquialisms and slang.

5 Functional native proficiency

S Speaking proficiency is functionally equivalent to that of a highly articulate well-educated native speaker.

R Reading proficiency is functionally equivalent to that of the well-educated native reader.

PAPERWORK REDUCTION ACT INFORMATION

The information requested by this form is necessary for prudent management and administration of public funds under USAID contracts. The information helps USAID estimate overseas logistic support and allowances; the educational information provides an indication of qualifications; the salary information is used as a means of cost monitoring and to help determine reasonableness of proposed salary.

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