

**Terms of Reference to review the existing Human Resource Information System (HRIS) for Health Care Workers in South Sudan**

**Location:** Juba with possible travel to the field

**Application Deadline:**

**Type of Contract:** Individual Contract

**Post Level:** National/International Consultant

**Languages Required:** English

**Starting Date:**

**Duration of Initial Contract:** 22 working days

The Ministry of Health in collaboration with Cordaid are committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

The MOH and Cordaid do not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

**Background**

South Sudan is designated as a challenging operating environment (COE) country by the Global Fund due to its instability and emergency situations. The health system in South Sudan has been significantly impacted by factors such as low national budget allocation for healthcare, limited infrastructure, a shortage of skilled health personnel, and high attrition rate. With the support of the Global Fund, the Ministry of Health and partners are focusing on investing in projects to strengthen and improve the health system for long-term sustainability and resilience. This includes initiatives to enhance human resources for health and overall system improvements.

Human Resources for health play a crucial role in the healthcare system, and dedicated strategies are required to address the challenges associated with this aspect.

A key activity of developing a customizable online web-based HR Management System that adapts to their changing needs with a main goal to enhance the ability of human resources management, which increases efficiency and reduces costs by providing access to a centralized database with up-to-date information.

The country has an existing electronic Health Information System (eHRIS) that has been in place since 2006, initially supported by USAID until 2009. Subsequently, from 2010 to 2013,

this system received support from JICA. In 2014, WHO extended support for a 3-month period, followed by further assistance from HPF between 2015 and 2016.

However, due to a lack of resources to continue support the operation of the system and the team, the eHRIS system is currently inactive.

**The objectives of this project are:**

With technical support and guidance from MOH and CORDAID and relevant stakeholders, the Consultant will:

- ✓ Evaluate the functionality, usability, and efficiency of the existing eHRIS in South Sudan.
- ✓ Identify strengths, weaknesses, opportunities, and threats (SWOT analysis) of the current system.
- ✓ Assess the extent to which the eHRIS meets the needs and requirements of healthcare providers, administrators, and policymakers.
- ✓ Provide recommendations for enhancing the performance, effectiveness, and sustainability of the eHRIS.

**Scope of work**

- + Conduct a comprehensive review of the technical architecture and design of the eHRIS at MOH, public service and partners
- + Evaluate the data collection processes, data quality, and data management capabilities of the system.
- + Review the user interface, accessibility, and training provided to users of the system.
- + Analyze the security measures, privacy protection, and data confidentiality protocols implemented in the eHRIS.
- + Conduct stakeholder consultations and gather feedback from end-users to understand their perspectives and experiences with the system.
- + Assess the integration and interoperability of the eHRIS and DHIS2 database
- + Linkage of the system to Health care workers Biometric Database
- + comprehensive- review of the eHRIS which is interoperable with DHIS2 and includes the below-listed modules:
  - ✓ Basic Information/Profile Data
  - ✓ HR and Employee Dashboard
  - ✓ Leave management system.
  - ✓ Recruitment
  - ✓ Performance management
  - ✓ Timesheets & Attendance
  - ✓ Transfers management
  - ✓ Payroll/Incentive payment
  - ✓ Training tracker
  - ✓ System Access and control management

**Deliverables:**

- ✚ Detailed inception, prototype design, system database and final report outlining the findings of the eHRIS review, including strengths, weaknesses, opportunities, and threats.
- ✚ Recommendations for improving the system, including technical enhancements, capacity building initiatives, and policy changes.
- ✚ Presentation of the review findings and recommendations to key stakeholders in the Ministry of Health.

### **Duration & financial Proposal**

- ✓ The duration for the development, testing, and handing over of the System will be 2 Months
- ✓ Submission of detail work plan with specific timelines
- ✓ Submission of Financial proposal linked to the deliverables (Using CORDAID standard Format)
- ✓ The consultancy fees is subjected to 20% withholding tax

### **Competencies:**

#### **Corporate Competencies:**

- Experience in conducting evaluations of health information systems.
- Familiarity with electronic health records and health information technology.
- Strong analytical and report writing skills.
- Ability to synthesize relevant collected data and findings for the preparation of quality analysis
- Knowledge of the healthcare system in South Sudan is desirable.

### **Required Skills and Experience**



#### **Academic qualification:**

- ✚ Masters in information communication and technology (ICT), Health Informatics, Masters in Business Information Technology/Masters in of Public policy and Administration or related courses
- ✚ Master's degree in the field of computer/software engineering or equivalent

#### **Required skills and experience:**

- ✚ Minimum Experience of 7 years in Human Resource Management or HR policy making HR audit etc.
- ✚ Minimum Experience of 5 years in software development, software platform, and infrastructure
- ✚ At least 4 years of experience with Relational database management system Software (RDBMS), database design, optimization, and best approaches
- ✚ 5 years or more experience in HRIS development and management
- ✚ at least 5 years of experience in Civil Service
- ✚ Experience with HRIS database development and management for healthcare staff.
- ✚ Experience with the DHIS2 reporting tool.

**Language requirements:**

-  Excellent writing English skills are essential.
-  Knowledge of Arabic would be an asset.

Proposals should be sent through; [tendercordaidsouthsudan@cordaid.org](mailto:tendercordaidsouthsudan@cordaid.org)

The deadline for submission of bids is Tuesday **11<sup>th</sup> September 2024 at 16:00hrs** South Sudan local time.