



CONSULTANCY TERMS OF REFERENCE: Design, Development, and Deployment of a Disability Management Information System (DMIS)

A. **SUMMARY OVERVIEW:** World Education, a division of JSI Research & Training Inc, (JSI/WE) is dedicated to improving people’s lives through greater health, education and socioeconomic equity for individuals and communities and to providing an environment where people of passion can pursue this cause. JSI/WE is **seeking consultant(s) to design, develop, and deploy a DHIS2 based Management Information System** that supports the Malawi Council on Disability Affairs (MACODA) to have effective electronic data collection, reporting and analysis on disability-inclusive service delivery and real-time updated registers of persons with disabilities, organizations for persons with disability in Malawi.

This activity is implemented under the USAID-funded Ana Patsogolo Activity, which seeks to prevent new HIV infection and reduce vulnerability among orphans and vulnerable children (OVC) and adolescent girls and young women (AGWY) in selected districts in Malawi. Through recent funding from USAID under APA, World Education is supporting the Ministry of Gender, Community Development, and Social Welfare and the Malawi Council on Disability Affairs (MACODA), to meet its new mandate under the recently enacted Persons with Disabilities Act (2024) to register persons with disabilities (PWD), organizations, and service providers to monitor the socioeconomic conditions of PWD and promote and ensure inclusive budgeting and service delivery in fulfilment of the rights of persons with disabilities in Malawi.

B. **BACKGROUND**

Currently, MACODA relies on paper-based district registers and project-specific tools like Kobo Collect, developed under collaborations with various stakeholders and partners. However, these tools are not easily accessible, limiting their use in planning and service provision, and advocacy. To address these challenges, the proposed Disability affairs Management Information System (DMIS) will replace existing registers and tools with an accessible, electronic system that supports timely and secure data collection, and reporting, and data informed service delivery, advocacy and regulations. This initiative builds on APA's recent support to the MoGCDSW in upgrading the Child Protection Management Information System (CPMIS), leveraging lessons learned to inform the development of DMIS.

C. **OBJECTIVES**

The primary objective of this consultancy is to design, develop, and deploy a Disability Management Information System using the DHIS2 platform to enable effective data collection, analysis, and reporting on disability-inclusive programs and services.

D. **SCOPE OF WORK**

The consultant will facilitate and provide technical leadership in the development of the DMIS. The consultant is expected to carry out the following:

1. **Initial Needs Assessment**

- Conduct a comprehensive assessment of MACODA’s management of information systems needs. This will include a review of existing disability data management practices, tools, and systems to identify gaps and opportunities, done in collaboration with stakeholders, including MoGCDSW, MACODA, organizations for persons with disability and disability-inclusion focused service providers.

2. **System Design and Development** - based on the findings from the assessment, the consultant will

- Design the architecture of the Disability Management Information System using the open source, web-based DHIS2 platform.
- Configure data elements, indicators, data sets, reporting templates, custom dashboards and visualizations for real-time data analysis.

- Ensure the database supports data entry, validation, and reporting functionalities and is linked to the MoGCDSW CPMIS.
- Integrate accessibility features to ensure the system is inclusive for users with disabilities.
- 3. Testing and Validation**
- Conduct user testing and system validation with key stakeholders at MACODA’s national office and selected district offices.
- Address feedback and refine the system for full functionality and usability.
- 4. Data Migration**
- Migrate data from the existing platform ensuring all historical and active data is preserved and usable.
- Validate migrated data with stakeholders to ensure accuracy and completeness.
- 5. Capacity Building**
- Train relevant staff on system usage and maintenance.
- Develop user manuals, technical documentation, and training materials tailored to different user groups.
- Develop structured in-person and online training modules to support staff learning.
- Help establish a dedicated helpdesk to provide prompt, hands-on troubleshooting to MACODA during the roll-out.
- 6. Deployment and Handover**
- Deploy the Disability Management information System and integrate it into existing data systems.
- Provide post-deployment support for troubleshooting and system optimization.

E. EXPECTED DELIVERABLES

The consultant is expected to deliver the following:

1. **Inception Report** detailing the methodology, work plan, and timeline.
2. **Needs Assessment Report**, a strategy document capturing findings and recommendations from stakeholder engagement.
3. **DMIS Prototype** version for testing and validation.
4. **Functional DMIS** that is fully functional, user-friendly and integrated/linked into the CPMIS DHIS2.
5. **Training and Documentation** – User manuals and technical documentation.
6. **Final Report:** Key activities, lessons learned, and recommendations for sustainability and future improvements.

F. TIMELINE

The assignment is expected to be finalized by **May 30, 2025**. The assignment is expected to be completed within a maximum of 120 work or input days.

G. MINIMUM REQUIREMENTS

The Consultant should possess the following qualifications and experience:

- Advance degree in computer science, software engineering, or a related field.
- Advanced knowledge and experience with DHIS2, including configuration and deployment;
- Knowledge and expertise in designing and rolling out open-source web-based integrated MIS;
- Strong analytical, communication, and stakeholder engagement skills.
- Ability to draft and communicate high quality and concise outputs;
- Proven expertise in designing training materials for MIS or other related products;
- Proven expertise in facilitating stakeholder co-creation and orientation sessions;
- Capacity to set priorities, self-organize, plan, and deliver tasks on time;
- Excellent written and oral communication skills.

H. REPORTING AND SUPERVISION

The consultant will report to the Ana Patsogolo Chief of Party and work closely with the Director of Planning in MoGCDSW and MACODA, Executive Director. Regular progress updates and validation meetings will be required.

I. APPLICATION PROCESS

Interested consultants should submit the following documents:

Technical Proposal – Detailed approach, methodology, and timeline for completing the assignment. This should be a maximum of 12 pages excluding annexes and attachments.

Financial Proposal – Breakdown of consultancy fees and any other associated costs.

Curriculum Vitae – Highlighting relevant qualifications and experience.

Portfolio/Work Samples – Examples of similar projects completed.

References – Contact details of at least three professional references.

Submission Deadline: Applications must be submitted by **22 January, 2025** to Bantwana_admin@mw.worlded.org with the subject line: “Application for Disability affairs Management Information System Consultant.”