Terms of Reference

Consultancy: Interoperability of the Disability Management Information Systems to other Government Management Information Systems

1. Background

The Zambia Agency for Persons with Disabilities (ZAPD) under Section 14 (4) (b) of the Persons with Disabilities Act No 6 of 2012, is required as one of its core functions to maintain a Disability Management Information System (MIS) for persons with disabilities. In 2018, with support from the International Labour Organization (ILO), ZAPD contracted the University of Zambia (UNZA) to develop the DMIS Phase I, install it on all institutional computers and provide training on its use to the end users. In 2020, UNZA further developed the DMIS Phase II which also involved migrating data and training of the ZAPD users, due to various challenges faced in the DMIS Phase II, the Agency, in 2023, contracted the University of Zambia developers, who developed the DMIS Phase III, which is an enhanced version of the DMIS Phase II with the ability to detect duplicates among other things.

The GRZ- United Nations Joint Programme on Social Protection (GRZ-UNJPSP-II) has provided resources to interface the Disability Management Information System with other government management information systems, especially the Zambia Integrated Social Protection Information System which has a number of persons with disabilities on it, who are beneficiaries of the various social protection services being offered by the government to allow better planning for interventions and service delivery to persons with disabilities.

With support from UNJPSP, the DMIS will be operationalized to interface with a new rights-based disability assessment tool to be developed and the ZISPIS, once operational, to support information sharing between ZAPD and other government systems whose programmes use disability determination as criteria for eligibility. This activity will serve to further standardize the process of disability assessment across programmes, ensuring that those who are persons with disabilities receive the necessary support from across the spectrum of social protection programmes, increasing transparency and accountability of the system for persons with disabilities in Zambia.

2. Objective of the assignment

1. Interoperate the Disability Management Information System with other Government Management Information Systems, beginning with the Zambia Integrated Social Protection Information System (ZISPIS)
2. Provide a roadmap on how DMIS can inter-operate with Health Management Information System and Education Management Information System
3. Demonstrate interoperability of the DMIS with National Health Management Information System
4. Provide ad hoc maintenance and training of the project.

**Expected results:**

Specific activities to be carried out by the consulting firm will include, but are not limited to:

1. Conduct a diagnostic report on policies, legal frameworks and strategies that support the interoperability of social protection Management Information Systems in Zambia.
2. Interoperate the Disability Management Information System with other Government Management Information Systems, beginning with the Zambia Integrated Social Protection Information System (ZISPIS).
3. Create a condition that allows for data to flow between the systems without interfering with the functionality of each system (MIS systems of Health, Education, and National Health Insurance)
4. Ensure security to the information accessed by each system.
5. Ensures that each system can only access necessary information.

**4. Deliverables**

1. Diagnostic report on the readiness of social protection MIS to support interoperability in Zambia.
2. Successful interoperability of the DMIS to at least one social protection management information systems.

**5. Place and Duration of the Contract**

We expect the consultant/company to work for an initial period of a total of 40 working days. The Contributor will begin work on **11th August 2024** and such performance will be his work completed and delivered by **15th October 2024** the date on which this contract will expire.

**6. Consultant profile**

The assignment shall be carried out by a consultant with the following minimum qualifications and experience:

1. Bachelor’s Degree or master’s degree in Computer science, Information technology
2. A minimum of 5 years of professional experience in Computer science, Information technology.
3. Proven ability and experience in system development and system analysis.

4. Ability to train and provide support to teams in the usage and maintenance of project sites (i.e. teams of 3-6 people) - including the ability to provide solid reporting on maintenance support;

5. Excellent written, oral and interpersonal skills;

6. Have a good understanding of Government system policies and regulation in Zambia.

7. Payments

First: (30% of the contract, or equivalent in USD) upon submission of blueprint on how DMIS will go live with ZIPIS. This should be accompanied by clear operational guidelines on standard operating procedures for DMIS and ZIPIS (operational and functional); lastly, document steps and alignment of the suggested interoperability of DMIS with Government policy and vision in line with Smart Zambia guidelines.

Second: (45% of the contract, or equivalent in USD) upon delivering on the methodology on how DMIS and Health Management Information System and Education management Information system will interface with each other. This should include steps on how the system may enhance the work of the ZAPD inline with provisions of the law.

Third: (25% of the contract, or equivalent in USD) by sharing delivering a pilot of successful interface of ZIPIS with at least delivering about 30 complete trials from all parts of data entry sites (all ten provinces). This must be supplemented with a successful training of the staff on utilization of DMIS in Health and Education in monitoring health outcomes and school enrollments in at least three provinces.

8. Rights

The ILO retains all rights of publication and use products and results of the consultancy.

9. Submission of CVs/Proposals

Interested consultants should submit the following:

1. A letter of interest stating why you are eligible for the assignment.

2. A technical proposal which should include a description of the proposed methodology
to be used to undertake the assignment as well as, a schedule of planned activities.

3. A Financial proposal with a detailed budget including professional fees.

4. CV of the professionals to undertake the assignment including a summary demonstration of similar assignments undertaken previously.

5. At least 3 references of previous mandates.

6. Links to systems developed by the consultant.

Send technical and financial proposal to lusaka@ilo.org. The deadline for submission of proposals is by 26th July 2024 17.00 hrs. Interested consultants are encouraged to send their application with the subject: Making Disability Management Information System Interoperable. Consultants submitting by emails or through post are encouraged to send Technical and Financial proposals (in separate emails) which should be clearly marked as such.