

## *Terms of Reference*

<b>Title</b>	Individual Consultant to support the development of data entry system for PrEP project
<b>Duration</b>	18 working days
<b>Period</b>	August – September 2024
<b>Location</b>	Thimphu, Bhutan
<b>Project</b>	Sustainability of HIV Services for Key Populations in Asia Program – 2

### **1. Background**

The Sustainability of HIV Services for Key Populations in South-East Asia (SKPA)-2 Program is funded by the Global Fund to Fight AIDS, Tuberculosis, and Malaria to improve the sustainability of evidence-informed, prioritized HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka.

SKPA aims to promote sustainable services for key populations (sex workers, men who have sex with men, transgender people, and people who use drugs in the region) at scale to stop HIV transmissions and AIDS-related deaths by 2030. The objectives are to:

1. Accelerate financial sustainability.
2. Improve strategic information availability and use.
3. Promote programmatic sustainability.
4. Remove human rights and gender-related barriers to services.

In Bhutan, the project is delivered through Save the Children Bhutan (SCB, as sub-recipient) in close collaboration with the implementing partners namely, the National HIV, AIDS & STIs Control Program (NACP) of the Ministry of Health (MoH), Lhak-Sam, Pride Bhutan, and Chithuen Phendhey Association. The aim of this work stream is to ensure that the barriers to the sustainability of key population services are removed or minimized and that the most affected communities and people living with HIV are meaningfully engaged as partners in their national HIV response.

The introduction of Pre-Exposure Prophylaxis (PrEP) for HIV as a part of a comprehensive prevention intervention is designed as a key activity under the project. The NACP, supported by the SKPA-2 project, is initiating a phased PrEP rollout in the country beginning in June 2024. A national consultant under the NACP has been hired to carry out most of the initial activities. To support the national consultant in implementing a monitoring and evaluation (M&E) framework for PrEP introduction and roll-out across the country, Save the Children Bhutan and the NACP is looking to recruit a consultant for the development of an electronic data entry system to capture client-level and facility-level information/data on PrEP services.

### **2. Objectives**

To develop a data entry system to capture client-level and facility-level data and information on PrEP service delivery and use.

### **3. Key deliverables/tasks**

The key expected deliverables are as follows:

#### **Within first 14 Working days**

- Review WHO-recommended PrEP indicators and M&E framework to inform inception plan.
- An inception plan detailing the approach to the assignment with workplan and timeline.
- Develop a data code book based on the M&E framework for the following client forms:
  - a. Suitability/Risk screening form 2
  - b. Baseline Behavioural Questionnaire
  - c. Clinical and lab reports data collection form
  - d. Follow up form to capture data at visits M1, M3, M6, M9 and M12
  - e. Client feedback form
  - f. Walk-in visit forms
- Complete variable coding and labelling of responses.
- Develop data entry tool (excel based or other free opensource software) for both PrEP sites and national level development with a simple analysis output interface and option to export raw data to SPSS / STATA.
- A detailed SOP on the use of the tool including data entry, storage, quality assurance, and overall management.

#### **Within the last 4-5 days of the contract**

- Train PrEP coordinators/personnel on data entry tool and how to ensure data quality at each PrEP site and submit training report.
- Final data entry tool and SOP.
- Assignment completion report.

### **4. Qualifications**

The consultant is expected to have the qualifications, competencies and experience outlined below.

- A degree in Public Health Services/Systems, Social Sciences, Computer Science, Information Technology, or a related field.
- Experience in development of data entry, recording and reporting systems and tools especially for health programs.
- Proven experience use of excel, Stata, SPSS and/or other data management systems.
- Work experience in health programs, especially HIV/sexual health programs and key populations programming will be an added advantage.
- Good communication skills

### **5. Institutional arrangement**

The consultant will work under the supervision of the Senior Health Program Manager at Save the Children and Program Manager of NACP, MoH and in close collaboration with the PrEP National Consultant. The NACP and Save the Children will render all support in terms of institutional arrangements not limited to the issue of office orders, arrangements of meetings, workshop, and necessary support required, or other such facilities deemed necessary for the smooth completion of the assignment, as per SC-Bhutan or RGoB policies, as applicable.

## **6. Reporting**

The consultant will report to the Sr. Program Manager, Save the Children Bhutan and Program Manager of NACP.

## **7. Consultancy duration/period**

The consultant will be contracted for 18 working days to complete the assignment.

## **8. Client contact person**

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