
CONSULTANCY SERVICE FOR MANAGING THE CLOUD HIMS MODULE

Application along with the CVs and financial proposal in separate envelopes are invited from eligible candidates for the above consultancy by the Project Director Primary Healthcare System Strengthening Project, 3rd Floor, J.R. Jayawardene Center, Dharmapala Mawatha, Colombo 07.

Duly completed Applications, CVs and Financial Proposal should be submitted in two separate sealed envelope on or before 02.00 pm, 21st June 2022 to reach the below address by hand/ registered post or Email psspmoh.lk@gmail.com

“Consultancy service for the Maintenance of HIMS, daily administrative functions and attending to trouble shooting.” shall be indicated on the top left-hand corner of the envelope/ Subject.

Terms of Reference (TOR) for the above consultancy is published here with.

Project Director,

Primary Healthcare System Strengthening Project, Ministry of Health, 191, 3rd Floor, J R Jayawardena Center,

Dharmapala Mawatha, Colombo 07

T.P: 0112680490/0112680549

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Terms of Reference

Topic : Consultancy service for the Maintenance of HIMS, daily administrative functions and attending to trouble shooting for one-year period.

Duration : 01 Year starting from 1st July 2022

Background

The primary health care re-organization process aims to introduce organizational, structural, and logistical updates to the health system designed to restructure primary health care so that it streamlines access to quality, people-center health services, increases the efficiency of these services, and ensures a continuum of primary care for people throughout their life cycles.

A longitudinal electronic medical record has been identified as an integral part of the information management mechanism of the primary health care re-organization process.

The Cloud based Health Information Management System (HIMS-Cloud) developed and piloted by the Health Information Unit in collaboration with the PSSP project. The core system needs further expansion and module development to cater the growing needs of primary care information management; including Healthy Lifestyle Clinics around the country.

The expansion of the HIMS-Cloud to nearly 550 primary care units and 700+ HLC clinics in the island would require technical support that is required through this consultancy service.

HIMS (Health Information Management System), a cloud-based information management system allows entering all personal information & health information of people registered and screened for risk factors required for risk categorization, appropriate intervention and follow up. At present 350 PMCIs are connected to the system and extended to another 200 minimums in 2022.

With the expansion of the system, it is necessary to have a dedicated person to manage user accounts, manage metadata, and manage institution data. It needs round the clock support and troubleshooting and conducting on-demand training. Data analysis and report generation are other requirements.

Personal loggings for end users should be prepared and issued, reports should be generated for health planners and attended to all troubleshooting. As the Health Information unit of the Ministry of Health has no designated officer for the above the Project PMU is expected to provide the above technical support to ensure the project results.

Objective

To maintain the Health Information Management System (HIMS), and attending to its daily administrative functions and troubleshooting to ensure the system sustainability.

Scope of service

#	Feature
01.	To work under the direct supervision of the Directorate Health Information of the Ministry of Health, Colombo 10 in order to full fill the criteria of the PSSP.
02.	Gather requirements for new feature developments and feature improvements for the cloud HIMS and develop specification documents to get approval/ concurrence
03.	Implement cloud HIMS with full concurrence of the Directorate of Health Information of the Ministry of Health
04.	Carry out quality assurance/ debugging of the cloud HIMS
05.	Develop user training materials like user manuals and video tutorials.
06.	Manage Metadata in the system related to the data dictionary and data forms.
07.	Manage institutions, areas, populations and other data in the system
08.	Liaison with all the stakeholders including but not limited to the Ministry of Health, PSSP project, Institution heads of the Primary care units and HLCs, ICTA agency and cloud hosting provider.
09.	May need to provide onsite/remote support to selected HLCs/ Primary care units where remote support for implementation and maintenance is difficult.
10.	May need to be available “on-call” outside office hours for urgent support requirements
11.	Weekly report must be presented to the Directorate of Health Information on every Friday of the week.
12.	Productivity and task monitoring tool will be used to assess the work progress.
13.	Should sign a non-disclosure agreement to ensure information privacy and confidentiality.
14.	Provide remote and on-site support for the implementation and maintenance of the HIMS cloud software for primary care information management

Common deliverables

#	Deliverable	Maximum duration	Payment schedule
1.	Submit advance program for agreed work in each month for approval	Monthly	Monthly
2.	No of events on end user support	Monthly	Monthly
3.	Monthly progress report confirming the completion of monthly work	Monthly	Monthly
4.	Resolving no of trouble shooting.	Monthly	Monthly

Qualification and experience

	Criteria (Explained below)	Maximum Points	Minimum Required
1.	Should be a Sri Lankan citizen.	Mandatory	
2.	Higher National Diploma or Equivalent NVQ Level 5 Qualification	Mandatory	
3.	Proficiency in the institution hierarchy of the Ministry of Health of Sri Lanka.	10	5
4.	Proficiency in the area hierarchy of the Healthcare delivery system in Sri Lanka	10	5
5.	Experience in managing data dictionary	20	10
6.	Experience in managing dynamic data entry forms	20	10
7.	Proven work experience of at least 1 years in; JavaSE JavaEE JSF - Java Server Faces JPA - Java Persistence API MySQL / MariaDB Ubuntu GlassFish / Payara Server Experience in documentation	20	10

8.	Proficiency in source code management in a suitable platform ex. Git	10	5
9.	Proficiency in managing GitHub Repository / Issue Tracking and responding to issues	10	5
10	Experience in state or private health sector information system development and maintenance.	10	5
11.	Have an excellent communication and interpersonal skills	10 (By interview)	5 (By interview)

Application instructions

Please follow the following instructions in applying to the post/s.

The applicant should undertake both consultations. However, two individuals to be deployed for each consultation scope.

Signed curriculum vitae must be provided to demonstrate fulfilment of above qualifications.

Clearly mention the experience of the consultant according to the format given above.

The evaluation will be done solely on the information provided; hence the submission of the necessary details is a responsibility of the applicant.

Short listed candidates will be interviewed to assess the communication skills.

Financial proposal must be on monthly basis.

Inputs from the consultant;

Work from home arrangement

Telephone connectivity

Data connectivity while not stationed at the project office

Ability to report physically at request

Client Inputs;

Technical Coordination of the activities will be by the Director (Health Information), Ministry of Health or an officer designated by him.

Access to Health Institutions where support services need to be delivered.

Laptop will be provided, if necessary by the PSSP

Payments

Payments will be made on monthly basis on satisfactory submission of; Progress report duly signed by the Director (Health Information) Ministry of Health or designated officer based on satisfactory completion of the activities in the advance programme. Submission of the duly signed advance programme by the Director (Health Information) Ministry of Health or designated officer.

Copyright and ownership

The Ministry of Health, will have the ownership over Intellectual Property of content developed through the consultancy.

The consultants are prohibited from using and software code, components that would infringe on the intellectual property of any party.

The consultant shall defend, indemnify and hold harmless the Ministry of Health and PSSP Project or and of its affiliated entities from any and all losses for infringement of a patent or patents, copyrights, trademarks or any other intellectual property right or trade secret misappropriation growing out of or incident to the work or the equipment or material furnished by the contractor in its performance of the work.