



Terms of Reference

Global Data Quality Audit (DQA) Consultant

StrongMinds was founded in 2013 with the mission to provide life-changing mental health services to impoverished women in Africa where 66 million women are suffering from depression, and 85% have no access to treatment.

To address this, **StrongMinds** implements a simple, evidence-based, and cost-efficient model of group talk therapy, based on group interpersonal psychotherapy (IPT-G). IPT-G is a psychotherapeutic model that has been empirically tested through a randomized control trial conducted in Uganda by Columbia and Johns Hopkins Universities, and subsequently endorsed by the World Health Organization as a first line treatment for depression in low- and middle-income countries.

In a bid to ensure the organization is on track to achieve its objectives, data is routinely collected by staff and community volunteers using Device Magic software and an SMS reporting system. This data is analyzed, and information is disseminated to enable staff and stakeholders track and make evidence-based decisions regarding strategies for better delivery of therapy and other course correction interventions.

Between January and March 2022, the organization treated 20,552 people with depression in Uganda and Zambia through support from staff, VHTs, NGOs and peer facilitators (former clients). Up to 77.5% of clients were reported by service providers as “depression free” post therapy.

To ensure accurate decisions are made, the organization strives to work towards maintaining a data collection, analysis and dissemination system that ensures good quality data and information. **StrongMinds** therefore seeks to hire an external individual consultant / firm to conduct an independent Data Quality Audit (DQA) in the two countries. The purposes of the DQA are to document best practices, identify and address gaps in the quality of the data and the systems used to manage it to inform future improvements.

Purpose:

The purpose of the DQA activities is to analyze the quality of data reported and the systems used to manage it to support the organization in developing effective strategies for improvement.

Objectives:

- Analyze the quality of the existing data management systems in the two countries and recommend strategies for improvement

- Validate data reported through the systems for all completed therapy cycles and establish the level of completeness, consistency, accuracy, and timeliness and recommend strategies for improvement
- Conduct a client audit to verify existence of clients and confirm receipt of IPT-G

Duties and Responsibilities:

The consultant(s)/consultancy firm will be required to develop an inception report detailing the DQA methods and approaches, including an itemized budget and timeline.

The inception report should include tools that will be used to assess of the quality of data and management systems ranging from human resources, information systems, standard operating procedures, and data management tools among other key components of data management systems. This assessment should generate scores based on a checklist assessing the quality of the system as well as qualitative insights describing the quality of the system in terms of strengths, weaknesses, opportunities, threats, challenges, and areas of improvement among other themes as recommended by the consultant.

The inception report should indicate tools and approaches towards comparing data reported in the different key reports and recounts made from hard copy data sources / forms and re-analysis from official organization datasets. These tools should generate insights on reasons for discrepancies reported and recommendations to minimize these in future. Indicators to be verified will include: the number of clients treated; and average PHQ-9 score at pre-group, termination, and the first post therapy assessment.

The aim of these assessments is to also include a review of the completeness, consistency, accuracy, and timeliness of the data collected. A sample of PHQ-9 records will be extracted from the database and compared to hard copy records for validity and reliability. PHQ-9 score outliers should be cross-checked with hard copy records to either confirm the score or determine if the score was an error in recording. Timeliness can be determined by comparing the difference in dates between when the data was collected and when it was captured into the electronic database.

The consultant is also expected to conduct a client audit. This process will involve sampling some of the clients treated and confirming that they received services. For clients who report not to have received services, but are captured in the database, further analysis and inquiries will be undertaken to establish the circumstances that could have led to their inclusion into the organization database.

Once the inception report is agreed upon by all stakeholders, the consultant will be expected to conduct data collection, analysis, report compilation as well as dissemination of findings to all staff and key stakeholders with recommendations for good practices to uphold and areas for improvement.

Deliverables:

- An inception report detailing the approach and tools to be used for the DQA
- A draft report for review and comment
- Final report based on comments and feedback from review of the draft
- Datasets containing all data collected during the exercise

Qualifications and Requirements:

The assignment is expected to be conducted by an individual consultant, team or firm with the following qualifications or requirements:

- Demonstrated knowledge and experience in data science, statistics, or information management
- Proven experience conducting similar data quality audits
- Experience supporting M&E and technical teams as well as collaborating with partners in similar assignments
- Experience with team and project management is required
- Fluency in English (both oral and written) is required

Terms:

This contract shall run for four (4) months commencing in November 2022. This period will include time to review and approve key documents. All products resulting from this contractual arrangement are the exclusive property of Strong Minds. The consultancy amount is subject to statutory deductions including Withholding tax and any other taxes that may be applicable. Up to 50% of the contract amount will be paid upon commencement of the assignment. Depending on the extensiveness of the comments and questions to the first draft, StrongMinds reserves the right to review a second draft. On successful approval of the draft report (s), 25% shall be paid to the consultant. The first draft of the report should be sent by end of the first two months of the assignment. The final payment of 25% shall be made after receipt and approval by StrongMinds of the final report at the end of the assignment.

Submission of Application:

Applications should be submitted by e-mail to infoglobal@strongminds.org with a technical and financial proposal for the assignment. The deadline for applications is Friday September 16, 2022. Only applications submitted by the deadline will be considered.

Please note, due to the volume of applications received, receipt of applications cannot be acknowledged individually. Only successful firms and consultants will be contacted within one month from the application deadline.