United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS

Title	Duty Station:
Subnational Data Analyst (COVID-19) Contractor for Zone/Area 2 : Sumatera Island	Banda Aceh

Purpose of Activity/Assignment:

This consultancy is intended to support the Multi Year Work Plan (MYWP) Outcome 7: Programme Effectiveness, Output 7.8: Data, research and innovation as a respond to Government's request to support Indonesia's COVID-19 vaccine distribution (targeting and monitoring).

Scope of Work:

Responding to the COVID-19 pandemic, UNICEF is supporting the Ministry of Health (MOH) in strengthening information systems related to COVID-19 and data analytics capacity at the national and subnational levels in line with the One Data Initiatives of Indonesia. For this purpose, UNICEF provides strategic technical assistance to improve the overall data and information management system of COVID-19, including developing and deploying real-time digital monitoring platforms and big data management and analysis. UNICEF also supports the MOH in building national and subnational capacity in data literacy and conducting relevant research and innovation activities to improve results for children.

Under the National Committee for Covid-19 handling & Economic Recovery (KPCPEN) and Ministry of Health (MOH) leadership, multiple data collection platforms have been deployed to record vaccination coverage and distribution data. Currently, The MoH is also building a platform to record Children's Routine Immunization post-COVID-19 pandemic. This platform will be integrated into MoH Integrated Primary Health Care, led by MoH Center Data of Information/ Digital Office (Pusdatin/DTO). With UNICEF's support, the massive amount of data is managed intensively to maintain data integrity, consistency, and reliability. Further, information is synthesized and visualized in a customized web-based dashboard, in real time, to guide better decisions.

However, issues remain in reporting in compliance and lack of system use at reporting sites which led to incomplete data. These unlinked databases led to data discrepancy between national and subnational levels and limited capacity in data use and technology savviness at the subnational level. These challenges create cascading effect of data inaccuracy up to the national level. Therefore, UNICEF seeks Subnational Data Analyst contractors to assist with the management, analysis, and visualization of COVID-19 related data at the Zone 2 (Sumatra Island) which consist following provinces : Aceh, North Sumatera, West Sumatera, Riau, Kepulauan Riau, Jambi, Bengkulu, South Sumatera, Kepulauan Bangka Belitung and Lampung.

The contractors will also facilitate capacity-building activities to relevant staff at the province and district level to continue the analysis independently, continuously use the data to improve the program, and maintain a visualization dashboard. The contractors will work under the supervision of Project Manager (Data) and guidance of respective Chief of Field Office (CFOs) overseeing each zone, in close coordination with the Data & Analytics Team of UNICEF ICO, and as required liaise with the Health and RCCE consultants or staffs embedded in subnational government structures.

Furthermore, the Contractor for Zone Area (Sumatera Island) will support UNICEF program initiative, based on the following **scope of Work:**

1. Act as a link between the UNICEF Data and Analytics team and government partners at all levels
2. Support data analysis for priority ICO interventions in collaboration with the government, particularly related to the COVID-19 vaccine distribution, including the development of a real-time analytic dashboard using analytical tools (i.e., Tableau, Google Data Studio, Power BI).
3. Assist in the development of summary analysis and presentation and assist with interpreting and effectively utilizing data to improve service delivery and access.
4. Assist in improving Children's Routine immunization data in the province of respective FO and provide practical visualization for DHOs and Puskesmas or other health facilities.
5. Provide technical assistance related with Social Policy program initiative in UNICEF FO Aceh and Sumatera Region, i.e : Aceh *Geunaseh* program and technical assistance on *Baitul Mal Aceh* program.

6. Support capacity building and training related to data intervention and digital innovation to government counterparts and partners.
7. Provide technical assistance and maintain collaborative working relationships with districts/cities and Provinces and UNICEF Field-Office partners.
8. In coordination with Chief Field Office and Staff/other Consultant, support in the assessment of existing Data in sub-national and provide technical input to improve and leverage Field Office program.
9. Ensure all data and related project documentation is submitted on-time and is of high quality.

During the assignment, prior initiating each scope of work, the selected Contractor will be required to develop workplan and inception report; explaining work methodology, brief objective, stakeholders involved, others. This workplan will be develop regularly together with Contractor supervisor. Once the inception report and workplan are approved, the Contractor could start working on the agreed deliverables.

Note: in all the work above is expected to maintain and uphold the highest standards of Data Ethics and Data Privacy.

Supervisor:	Start Date:	End Date:	Number of Days (working)
1. *NOC Data Project Manager* 2. *CFO Aceh*	*1 October 2022*	*30 June 2023*	*9 months*

Work Assignment Overview (SMART)			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
1. Develop workplan and inception report in consultation with Field Office Chief/Staff and guidance of the NOC Data Project Manager. Desk reviews of the current program status and the situations related to data system, planned activities.	Deliverable 1: Approved inception report with monthly workplan, outlining initial scoping and mapping of the situation related to data system, planned activities, timeline, proposed and agreed methodologies conduct the task, stakeholders involved, and others.	1 – 31 October	1 month fee
2. Support in-depth data analysis for priority UNICEF interventions at subnational level in collaboration with government, particularly related to COVID-19. 3. Assist in the development of analytic dashboard using analytical tools (i.e. Tableau, Google Data Studio, Power BI) 4. Assist in the development of summary analysis, presentation as well as assist with the interpretation and facilitated effective utilization of data.	Deliverable 2 - 8: Approved monthly report to document support provided against the tasks: • In-depth analysis of data • Development of analytic dashboard • Development of summary analysis/ report card, presentation, other data product for advocacy	1 November 2022 – 31 May 2023	Monthly fee

5. Assist in managing databases which hosted data related to COVID-19, in consultation with UNICEF Data Center.
6. Support capacity building related to data and digital innovation intervention to government counterparts and partner.
7. Technical assistance to improve existing UNICEF-FO Program and Sub-National Government partners this includes:
  a. *ePosyandu* Data, *Baitul Mal* and Child Grant Program in Aceh (Geunaseh)
  b. Improve and monitor routine immunization data system
  c. Improve Covid19 data visualisation at provincial level hosted by provincial government
8. Technical input to improve existing UNICEF-FO Program and Sub-National Government partner
9. Technical support to Health Specialist in improving routine immunization data system at the Provincial level.
	• Database management
	• Capacity building activities on data and digital innovation
	• Technical assistance to improve ePosyandu
	• Technical assistance to improve routine immunization data system.
	• Technical assistance to Improve Covid19 data visualisation at provincial level		

10. Development of final report to document overall technical support provided during the consultancy period and results achieved and suggestions with Annex.	Deliverable 9: Approved final report outlining background, challenges, achievement, recommendation/ way forward.	30 June 2023	1-Month fee

Minimum Qualifications required:	Knowledge/Expertise/Skills required:
☒ X Bachelors ☐ Masters ☐ PhD ☐ Other Enter Disciplines A relevant education degree, secondary degree (Diploma, Advocacy School) in Information management, Computer science, data statistics, engineering, or other closely related discipline.	• Professional experience in data management and analysis & indicator, with a minimum of 2 years' experience. • Practical experience working with Local government in developing relevant stakeholders' capacity. • Technical skills in relational database, structure query language, data analysis, and data forecasting, • Hands-on experience in using analytical tools (Tableau, Power BI, MS Excel, and other analytical tools) would be an asset. • Working experience as programmer and familiarity with programming language will be an asset. • Good management skills and an ability to work with a team and/or independently with minimal supervision; and • Prior experience working with Central/ Local government system clients is preferred.

	• Practical experience in developing Local government and/or UNICEF-Field office relevant partner capacity in Data Management and Analysis • Experience in working with the government, UN agencies, international NGOs is an asset. • Exposure to UNICEF programmatic areas including health, social protection and education is an advantage.

--end--