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| **TITLE** | **National Consultant – Business Analyst/Expert for the development of a new electronic system on Database for Person with Disabilities** | | |
| **Requesting Section** | Yes | | |  |  |
| **Reasons why consultancy cannot be done by staff** | The consultant should work closely with the Ministry of Social Policy of Ukraine, work on the development of new electronic systems/subsystems/modules requires a partial stay in the Ministry of Social Policy of Ukraine. | | |
| **Start/End date**  **Duration**  *[up to 11.5 months without mandatory break-in-service]* | May-23 |  |  |
| 5 months |  |  |
| **Duty Station** | Kyiv | | |
| **Number of working days** | 95 | | |

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| **Background:**  **Since the beginning of the conflict in eastern Ukraine, UNICEF has been working to implement key commitments to meet the humanitarian needs of children, in particular access to education and psychological assistance, and the creation of comfortable conditions for the life of every child. In this regard, UNICEF is actively cooperating with the central executive authorities of Ukraine, including the Ministry of Social Policy of Ukraine.**    **Since February 24, 2022, when the Russian Federation launched a full-scale war in Ukraine, the majority of the population of Ukraine has been displaced within the country or beyond its borders. Thus, most families with children have lost the opportunity to receive offline social services. The need of Ukrainian families to receive social services online has significantly increased.**    In order to ensure all the rights and needs of children in the conditions of war in Ukraine, UNICEF began cooperation with the Ministry of Social Policy of Ukraine in developing digital systems that should simplify the process of providing certain types of services to families with children. A case Management and a Children Data Bank system would be developed for this purpose. It is also planned to develop other systems that will simplify the process of obtaining social services.  In turn, the Ministry of Social Policy of Ukraine has already begun work on the digitalization of certain types of social services. Among other projects, the Unified Information System of the Social Sphere (UISSS) was developed, which is a single integrated information and analytical system of the social sphere, designed for the accumulation, storage and automated processing of information on social protection / social support of the population. The system development considers the latest information and management technologies, unified modern standards for the quality of service to citizens, and the possibility of developing effective organizational and structural solutions.  **Purpose of assignment:**  **UNICEF is looking for a consultant in the digital team to support the Ministry of Social Policy of Ukraine in the development of an electronic system “Database for Person with Disabilities”.**  **With the support of the Consultant, UNICEF plans to technically support the Ministry of Social Policy of Ukraine in developing the Concept of the Database for Person with Disabilities. The consultant is expected to prepare technical requirements for the Database for Person with Disabilities, which will be further used by a software development company.**  **Primary tasks:**   1. **Conduct an analysis of the system/systems that are used by the Ministry of Social Policy of Ukraine regarding data on disability issues in order to identify areas for improvement of this system/systems, as well as determine the functions and tasks that can be transferred to the new electronic system of Database for Person with Disabilities (including the analysis of all necessary documentation provided by the developer of the previous system/systems).** 2. **The analyst is expected to participate in the development and adaptation (in cooperation with the relevant divisions in the Ministry of Social Policy) of a new model of automated services for individuals with disabilities.** 3. **The business analyst will support the development of the Central Database for Persons with Disabilities (Централізованого банку даних з проблем інвалідності (ЦБІ)) as part of the UISSS.** 4. **The analyst will analyze the existing procedures, identify bottlenecks, and define the needs and requirements of different stakeholders for automation of services for individuals with disabilities.** 5. **The analyst will develop and describe the business processes (including legislative changes).**   **The Business Analyst/Expert for the development of a new electronic system on Database for Person with Disabilities is expected to coordinate and contribute to product development and communicate with different stakeholders, including the Ministry of Social Policy, Social Protection Fund for Individuals with Disabilities (ФСЗІ) and software developers.**  **The Business Analyst/Expert for the development of a new electronic system on Database for Person with Disabilities will work under the guidance of the program manager of the digital team in close communication with the rest of the team experts, as well as in cooperation with the UNICEF team (social policy section) and the team of the Ministry of Social Policy of Ukraine.**  **It is expected that the consultant will work in the Ministry of Social Policy of Ukraine premises.**  **All reports and other documents prepared by the consultant must be agreed with the Program Manager of the digital team, a representative of the Ministry of Social Policy of Ukraine and UNICEF.** | | | |
| **Minimum requirements:** | **Education** *[specify disciplines]* | Bachelor's degree | Computer science, information technologies, Economics, Finance, Management information systems, Public Administration, Statistics, Social Sectors, Law, or other relevant discipline |
| **Professional experience** *[number of years, relevant to the assignment, other specifics]* | * At least 3 years of experience in business analysis or program management; * Experience with delivery of social services for individuals with disabilities * Experience working with a wide range of stakeholders; * Experience in implementing projects/programs in the social sphere, child protection. | |
| **Language** | Ukrainian | Advanced [C1] |
| English | Intermediate [B1] |
| **Skills and competencies** | * knowledge of the methodology of collection, analysis and formalization; * understanding of the fundamentals of the social sphere; * understanding of software life cycle according to different methodologies; * well-developed analytical skills; * ability to easily understand an unknown area; * ability to analyze the current situation in comparison with the past; * ability to make decisions; * excellent communication skills; * ability to be attentive to details. | |

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| **Work assignment overview:** |  |  |  |  |
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|  | *Consultancy fee per day* | | | *$150,00* |
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| **Deliverable** | | **Deadline** | **# of w/days** |
| Deliverable 1. Develop a report providing an analysis of the existing system/systems regarding the database of individuals with disabilities and recommendations to improveoptimize processes, incorporating global experience and results of review of existing legislation related to individuals with disabilities in view of the principles of the state policy on digital development. | | May 26, 2023 | 20 |
| Deliverable 2. Develop the concept and conceptual model (based on “deliverable 1” aiming to deliver automated services for individuals with disabilities, identifying necessary legislative changes (supported with presentation material). | | June 23, 2023 | 20 |
| Deliverable 3. Draft legislation based on the strategy agreed with the Ministry of Social Policy to reorganize corresponding processes for individuals with disabilities. | | July 30, 2023 | 25 |
| Deliverable 5. Develop technical requirements for the electronic system that can be used in the future by the software development company to develop/improve the corresponding system (technical requirements must be prepared in Ukrainian and English). | | September 8, 2023 | 25 |
| Deliverable 6. Report on the results of the work done, including a description of the tasks that were additionally completed to support the Ministry of Social Policy. The report should also contain recommendations and a description of the next steps that the Ministry of Social Policy needs to take in this direction. | | September 20, 2023 | 5 |

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| **\*Travel plan**: The consultant is expected to work on the development of the system at the Ministry of Social Policy of Ukraine. Business trips on the territory of Ukraine are not provided. |

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| **Administrative details:** | | | | | |
| Visa assistance required: | ☐ | Home Based: | ☒ | If office based, seating arrangement identified: | ☐ |
| IT and Communication equipment required: | ☐ |
| Transportation arranged by the office: | ☐ | Office Based: | ☐ | Internet access required: | ☐ |