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| **TITLE** | **National Consultant – Data Analyst** | | |
| **Reasons why consultancy cannot be done by staff**  **Type of engagement** | 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. | | |
| **Supervisor** | Consultant | | |
| **Duty Station** | 6 months |  |  |
| Kyiv |  |
| **Duration** | 120 working days | | |

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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 (Data Analyst) in the digital department to support the Ministry of Social Policy of Ukraine in the development of electronic systems/subsystems/modules and electronic services to simplify the process of obtaining social services.**  **With the support of a consultant (Data Analyst), UNICEF plans to support the Ministry of Social Policy of Ukraine in collecting, analyzing and visualizing data necessary for the development of electronic systems/ subsystems/ modules and electronic services in order to digitalize social services. Among other things, the data analyst is expected to support the Ministry in developing the necessary dashboards for presenting analytical information in digital format.**  **Primary tasks:**   1. **Detailed analysis and description of data collection and updating processes used by the Ministry of Social Policy of Ukraine, and recommendations for optimization of data processes.** 2. **Development of the data model of the information subsystems of the Unified Information System of the Social Sphere;** 3. **Formation of SQL-queries to the subsystems of the UISSS, implementation of processing measures and primary data analysis;** 4. **Analysis and optimization of existing SQL-queries, data sources and models of non-specific data of UISSS, which are used for the formation of analytical reports and information panels (dashboards);** 5. **Development of data management recommendations for the Ministry of Social Policy of Ukraine.** 6. **On a monthly basis, analysis of incoming and outgoing information flows, structuring of the data dashboards, and documentation of relevant information flows.** 7. **Development and support of dashboards for the main digital projects and interactive reports for tracking the achieved results of the digital team and monitoring of KPIs.** 8. **Development of appropriate data cleaning and consolidation procedures, continuous control and monitoring of data systems.** 9. **Development and implementation of data storage architecture and standards in accordance with the needs of the Ministry of Social Policy of Ukraine.**   **The data analyst will work under the leadership of the program manager of the digital team in close communication with the rest of the team’s 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 data analyst will work in the Ministry of Social Policy of Ukraine premises.** | | | |
| **Minimum requirements:** | **Education** *[specify disciplines]* | Bachelor’s degree | Data Science, Information Management, Computer Science or other relevant field. |
| **Professional experience** *[number of years, relevant to the assignment, other specifics]* | * At least 3 years of experience in data analysis; * Desirable experience with e-Government architectures; * Experience working in mature information system environments; * Experience with continuous delivery/continuous improvement processes and tools; * Experience in working with large data sets; * Experience in developing information panels (dashboards); * Experience working with a significant number of interested parties will be an advantage. | |
| **Language** | Ukrainian | Advanced [C1] |
| English | Intermediate [B1] |
| **Skills and competencies** | * high analytical abilities; * knowledge of Excel at an expert level; * knowledge of SQL; * knowledge of visualization tools; * knowledge of Python or R; * critical thinking; * initiative and proactivity; * desire for development; * high communication skills; * the ability to perform tasks at a high level and within limited deadlines. | |

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| **Work assignment overview:** |  |  |  |  |
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| **Deliverable** | | **Deadline** | **# of w/days** |
| Deliverable 1. Prepare a report and presentation material describing the data collection and updating processes used by the Ministry of Social Policy of Ukraine with suggestions and steps to be taken to improve the relevant processes. | | May 23, 2023 | 20 |
| Deliverable 2. Form the data model to be used in UISSS.  The relevant model must be agreed with the Ministry of Social Policy of Ukraine. | | June 21, 2023 | 17 |
| Deliverable 3. Develop and configure information panels (dashboards) for displaying indicators of UISSS subsystems. Prepare a report describing the dashboards. Information models (dashboards) must be agreed with the Ministry of Social Policy of Ukraine in advance. | | July 25, 2023 | 23 |
| Deliverable 4: Develop and configure dashboards for the main digital projects under the Ministry of Social Policy and interactive reports to monitor achievement of results and KPIs. | | August 22, 2023 | 25 |
| Deliverable 5. Provide recommendations (with presentation material) on data management in the Ministry of Social Policy of Ukraine. | | September 29, 2023 | 20 |
| Deliverable 6. Generate SQL queries for the main subsystems of the UISSS.  Relevant requests must be coordinated with the Ministry of Social Policy of Ukraine. | | October 20, 2023 | 15 |
| **Sub-total:** | | | 120 |

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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: | ☐ |