

**TERMS OF REFERENCE**  
**INDIVIDUAL CONSULTANT**

Section	Content
<b>Objectives</b>	<p>Following the successful utilization of the in-house HRIS “Master Data” which was implanted through MS Access, the HR unit is now looking to scale up the existing database by linking it with other units within the operations and security units and make it available for section chiefs. This will allow LCO to have a fully-integrated HR database that can provide real time information and complement Business Continuity plan (BCP), improving efficiency and effectiveness of Administrant and management through direct access to information. To achieve this result, the HR unit requires the support of a Developer and Information System consultant who will aid the operations/Admin and Security units. The consultant will help the units migrate and record information in the database and ensure the functionality, customization and accessibility.</p>
<b>Background</b>	<p>Since November 2016, the HR unit in LCO has been working towards data consolidation in order to enhance the HR infrastructure and provide Head of Office, Heads of Sections, Regional Office and other partners with real time data generated from an integrated HR information System (HRIS) using MS Access. Having partnered with ICT, the HR unit was able on 15 February 2017, to have a functional HRIS Access Database which is updated daily and feeds into the unit’s daily functions including recruitment, vacancy and contract management, starters and leavers, exit list and other HR data. This achievement has improved the way HR collects, records and shares information with LCO staff and managers.</p> <p>The maintenance of the Access database was assigned to a data entry consultant who has maintained and recorded the data by collecting information from the HR team on daily basis and developing solutions to enhance the functionality and accessibility of the database. As of 31 March 2017, the Access database has been shared with the HR Team along with a user manual.</p> <p>While recruitment currently remains one of the main priorities for the HR unit, given the outcome of the 2016 PBR, the HR unit is looking to link Learning, Entitlements, Leave, Property, Travel, Security and other pertinent information to its database. This initiative, which is considered innovative in the MENA Region, has helped to provide real time analytics, partnering with other sections and units to provide quality assured information. While the database has successfully addressed position management, the next phase is designed to link staff data to the existing platform.</p> <p>The consultant will assist in enhancing the existing Access platform. The consultant will help design and develop queries in MS Access based on the units’ needs, additionally help in enhancing data visualization, extend and expand the current structure of the database by developing and creating data entry forms, generating queries/reports and automating processes. Furthermore, the consultant will also link the application(s) to the internal Team Site on SharePoint.</p> <p>The consultant will train internal stakeholders on recording data in the system, creating and generating basic queries customized to the needs of the units. The consultant will also provide a comprehensive manual for future reference.</p>
<b>Scope of work</b>	<p>The Developer and information System Consultant will work under the direct supervision of the HR Officer and in partnership with the Security Officer, ICT Officer and Operations Assistant. S/he will support the information and query needs of the Operations &amp; Security Sections and will ensure customization and reliability of the HRIS database and the generated reports by regularly validating functionality. Additionally, the consultant will update the user manual to ensure the documentation of the applications and Access database.</p>

Deliverables and Schedules	The consultant will be required to submit the following deliverables per the below schedule and timeline and within a period of 4 Months from 15 August until 14 December 2017.			
	#	DELIVERABLES	PAYMENT (%)	DELIVERABLES TIMEFRAME
	Phase 1	Mapping of existing HRIS infrastructure (Access Database) and consulting with internal partners to identify needs. Provide a process map for the implementation phase.	20%	2 weeks
	Phase 2	a. Improvement of HRIS Access database through coding, testing and close collaboration with internal partners. b. Create and generate customized queries and reports. Link applications and HRIS Access database to SharePoint and export data to visualization tools.	50%	3 Months
	Phase 3	a. Roll out the applications and Access database improvements. b. Implement internal stakeholders training on the utilization of the tools. Provide user manual and software documentation.	30%	2 weeks
		Payments will be made based on the above-mentioned payment schedule and progress reports upon certification of deliverable receipt & satisfaction by consultancy manager & presentation of invoice by the consultant.		
Timing	The duration of the assignment is 4 Months days on full time basis, from 15 August – 14 December 2017.			
Reporting Requirements	The consultant will report to the Human Resources Officer and will work closely with the ICT & Security Officer as well as the Operations Assistant, the ICT, Admin/Finance, Travel and property teams and other internal stakeholders. The consultant is expected to provide monthly reports on progress and recommendations and provide a final user manual and documentation process.			
Profile Requirements	<ul style="list-style-type: none"><li>• Bachelor’s degree in Management Information System, computer Sciences and/or relevant disciplines. An advanced degree is an asset.</li><li>• 3 - 5 years working experience in data visualization, consolidation, analysis, collection, entry and reporting, relational databases, coding and proficiency in MS package (Access, Excel, etc.)</li><li>• Working experience in SharePoint is an asset</li><li>• Experiencing in documenting processes is an asset</li><li>• Proven ability to organize, record, edit and review data entries with strong eye for detail</li><li>• Proven ability to work with people from different backgrounds and levels</li><li>• Customer orientation and ability to work under pressure</li></ul>			
Administrative Issues	<ul style="list-style-type: none"><li>• The consultant will be based in UNICEF office on a full-time basis</li><li>• The consultant will provide his/her own laptop and mobile phone. UNICEF will provide office space and access to printing equipment, shared drive and other ICT resources.</li><li>• Under the consultancy agreement, a month is defined as 21.5 working days</li><li>• Consultants are not paid for weekends or public holidays; any absence will be deducted from the negotiated payments.</li><li>• Consultants are not entitled to payment of overtime. All remuneration must be within the contract agreement.</li><li>• The selected consultant may not commence work or travel until the relevant individual contract has been duly approved, signed by both parties and returned to the HR unit, together with the required documents and certifications.</li></ul>			

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|  | <ul style="list-style-type: none"><li>• All material and information created, designed and submitted by the consultant within the consultancy period remains the property of UNICEF LCO</li></ul> |
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