United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS

Title	Funding Code (WBS and Grant/Fund ID)	Type of engagement	Duty Station:
Subnational Data Analyst (COVID-19) Contractor for Zone/Area 1 : Java Island		☐ Consultant (ZCON) ☐ Individual Contractor Part-Time ☒ Individual Contractor Full-Time	Surabaya

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 COVID-19 pandemic, UNICEF is supporting the Ministry of Health (MOH) to strengthen information system related to COVID-19 and data analytics capacity at the national and subnational level in line with the One Data Initiatives of Indonesia. For this purpose, UNICEF provides strategic technical assistance is provided to improve the overall data and information system of COVID-19, including development and deployment of real-time digital monitoring platforms and big data management and analysis. UNICEF also supports the MOH to build national and subnational capacity in data literacy as well as conduct relevant research and innovation activities to improve results for children.

Under the National Committee for Covid-19 handling & Economic Recover (KPCPEN) and Ministry of Health (MOH) leadership, multiple data collection platforms have been deployed to record data on vaccination coverage and distribution. The MOH is building a data lake as an integrated repository of all COVID-19 data which is coming from multiple databases of various digital platforms. With UNICEF support, the massive amount of data stored in the data lake is managed intensively to maintain data integrity, consistency, and reliability. Further, data is synthesized and visualized in a customised web-based dashboard, in real-time, to guide better decisions.

However, issues remain in reporting incompliance and lack of system use at reporting sites which led to incomplete data, unlinked databases which led to data discrepancy between national and subnational level, and limited capacity in data use and technology savviness at subnational level. These challenges create cascading effect of data inaccuracy up to national level. Therefore, UNICEF seeks 5 (five) Subnational Data Analyst contractors to assist with the management, analysis, and visualization of COVID-19 related data at the 5 designated zones of coordination at the subnational level, which consist of 5 (five) Region/Zone as follows :

1. Zone 1 : Java Island (*6 Provinces*): Central Java, East Java, West Java, DKI Jakarta, DI Yogyakarta, and Banten
2. Zone 2 : Sumatra Island (*10 Provinces*) : Aceh, North Sumatera, West Sumatera, Riau, Kepulauan Riau, Jambi, Bengkulu, South Sumatera, Kepulauan Bangka Belitung and Lampung
3. Zone 3 : Sumalut Area (*8 provinces*): South Sulawesi, North Sulawesi, Central Sulawesi, South-East Sulawesi, Gorontalo, West Sulawesi, Maluku, and Maluku Utara
4. Zone 4 : NTKB Area (*8 provinces*): East Nusa Tenggara, West Nusa Tenggara, South Kalimantan, West Kalimantan, East Kalimantan, Central Kalimantan, North Kalimantan, and Bali.
5. Zone 5 : Papua Area (*2 provinces*) : Papua and Papua Barat.

The contractors will also facilitate capacity building activities to relevant staffs at province and district level for continuing the analysis independently, using the data continuously to improve program, and maintaining visualization dashboard.

The contractors will work under the supervision of NOC Data Project Manager 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/Region 1 (Java 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 level.
2. Support data analysis for priority ICO interventions in collaboration with government, particularly related to the COVID-19 vaccine distribution including development of real-time analytic dashboard using analytical tools (i.e. Tableau, ArcGIS, Power BI).
3. Assist in the development of summary analysis/ report card, presentation as well as assist with the interpretation and effective utilization of data to improve service delivery and access.
4. Support capacity building and troubleshooting related to data and innovation intervention to government counterparts and partner.
5. Provide technical assistance and maintain collaborative & effective working relationship to district/cities and Provinces, as well as UNICEF Field-Office partners.
6. In collaboration with C4D Officer, create attractive and fit-for-purpose Visualization of Sub-National Data.
7. Closely coordinate with FO Staff/Consultant and contributing technical advise related with Data to support various regular programmes within Field Office
8. Support assessment of existing Data in sub-national, and provide technical input to improve the quality of the Data.
9. In coordination with Chief Field Office and other UNICEF-FO Staff/Consultant, support the refinement of Data Advocacy in sub-national, in line with UNICEF program in province/district
10. Support in identifying program and policy needs to strengthen Data collaboration between sub-national and National
11. 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. Every month the Contractor's supervisor(s) will monitor the achievement of deliverables, using reporting/ monitoring template attached in *Annex.1*

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 Surabaya*	*October 2021*	*September 2022*	*11,5 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.	Deliverable 1 : Approved inception report with monthly workplan, outlining initial scoping and mapping of the situation related to data system, planned activities, timeline, proposed method to conduct the task, stakeholders involved, and others.	16 – 31 October (2 weeks)	
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, ArcGIS, Power BI, Ms. Excel) 4. Assist in the development of summary analysis/ report card, presentation as well as assist with the interpretation and facilitated effective utilization of data. 5. Assist in managing databases which hosted data related to COVID19, in consultation with UNICEF Data Center. 6. Support capacity building related to data and digital innovation intervention to government counterparts and partner. 7. Activity and technical assistance in creating visualizations of Sub-National Data (*ie. Interactive sub-national Dashboard)* 8. Technical input to improve existing UNICEF-FO Program and Sub-National Government partner (*ie.sub-national SGD Dashboard Data/Indicator*) 9. Contributing Data & Information System best practice and advise to support Field Office various programme related with Data Analysis. 10. Support in identifying program and policy needs to strengthen Data collaboration between sub-national and National.	Deliverables 2 – 11 : Approved monthly report to document support provided against the task : • In-depth analysis of data • Development of analytic dashboard • Development of summary analysis/ report card, presentation, other data product for advocacy • Database management • Capacity building activities on data and digital innovation • Technical assistance to improve existing UNICEF-FO program and Sub-National partner. • Technical advise, best practices, and required program/policy to improve Data Collaboration in Sub National.	1 November 2021 – 31 August 2022	
11. Development of final report to document overall technical support provided during the consultancy period.	Deliverable 12 : Approved final report outlining background, challenges, achievement, recommendation/ way forward.	30 September 2022	

Minimum Qualifications required:	Knowledge/Expertise/Skills required:
☒ Bachelors ☐ Masters ☐ PhD ☐ Other Enter Disciplines A relevant Bachelor degree 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 3 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 and Data Visualizations tools (Tableau, Power BI, MS Excel, and other analytical tools) would be an asset. • Working experience in data cleansing, data integrity, reliability, consistency, and repository management. • 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, communication, child protection and education is an advantage.