

ANNEX 1. TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS

PART I		
Title of Assignment	<i>Junior Contractor for Data management and Monitoring(yoma)</i>	
	<input checked="" type="checkbox"/> International	<input type="checkbox"/> National
Contract Type	<input type="checkbox"/> Individual Consultant	<input checked="" type="checkbox"/> Individual Contractor (Full Time)
Indicate level of consultancy	Junior Level (P1)	
Hiring Section	ICT4D	
Location	<i>Remote</i>	
Duration	<i>11.5 months</i>	
Start/End date	From:15-Oct-21	To: 30-Sep-22

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTORS/ CONSULTANTS

PART I		
Title of Assignment	<i>Junior Contractor for Data management and Monitoring(yoma)</i>	
Section	ICT4D	
Location	Nairobi	
Duration	11.5 month	
Start/End date	From:15-Oct-21	To: 30-Sep-22

Background and Justification

ESARO has entered a partnership with Botnar aiming at the creation of a new platform that supports digital innovation across Africa. A relational ecosystem emerged as a result of an one year design process, where different ecosystem partners agree to the key principle of Agency or Players First. At the core of the system is the young person with his/her identity and his/her control over his/her data and growth journey (Autonomy). The ecosystem facilitates interaction with other youth, communities, service providers, employers,... based on shared values (Relatedness). Young people are offered the opportunity to participate in tailored skills acquisition that involves growth in action through impact tasks (Competence). The ecosystem is basically a market place that mediates along three lines: (a) between the demand for impact and youth that can achieve the impact, (b) between the personal aspirations and psychometric profile of young people and on/offline learning/skills acquisition opportunities and finally (c) between a more rich CV of the youth and employers/entrepreneurship opportunities. Given its focus on the agency of young people the ecosystem is called the **youth agency market place** or **yoma.africa**. Yoma builds upon exponential technologies such as blockchain and seamless ledgers, Self Sovereign Identity, privacy preserving and open AI/Machine learning and psychometric matching.

The first large scale minimum viable product (MVP) of yoma was initiated in mid-May 2020 through a challenge around COVID-19: More than 90,000 young people in Africa registered for the challenge, exceeding expectations and showing the potential for scale. Since then, yoma - together with its partners - has launched several challenges that reached over 300,000 youth across Africa. Rich data has been collected and consolidated in a first version of a dashboard. In future, the important metrics will need to be defined further to be able to prove the concept to potential partners and allow for internal and external transparency and success monitoring. For certain key performance indicator the dataset will need to be complemented by the insights from the challenges and, hence, will have to allow for the integration of data from yoma partners and the google analytics data.

The contractor will focus on the data management and presentation and monitoring of key performance indicators across all workstreams of yoma.

Scope of Work

- 1) **Goal and Objective:** Under the supervision of Johannes Wedenig (Senior Programme Manager/ICT4D), the consultant will help create a comprehensive dashboard with important metrics to prove the concept of yoma to potential/existing partners and allow for external and internal transparency and success monitoring. In this process, the consultant will clean and consolidate data and implement ways to regularly update data from yoma partners as well as

define key performance indicators with the different yoma workstream leads to be presented on the dashboard. He/she will create various dashboard for different audiences (e.g. partners, externals, internal core team).

Provide details/reference to AWP areas covered: Oversee overall coordination and provide TA to CO's on innovative platforms for youth engagement, skills building, and employability (ie YOMA, Atingi), as well as the African Data and Drone Academy (ADDA)

Activities and Tasks:

- a) **Familiarization with data:** There are several data sources used within yoma such as Google Analytics, data from challenges organised by partners and the database from the platform. The contractor is expected to familiarise him/herself with the data.
- b) **Familiarization with PowerBI:** If the contractos does not have previous in-depth experience, he/she is expected to familiarise him/herself with PowerBI to build a dashboard for yoma.
- c) **Identify key metrics for overall dashboard including key performance indicators for each work stream:** Together with the yoma team and specifically the workstream leads, the contractor is expected to identify key metrics to be presented on the dashboard. In a second step, the contractor will support in identifying data that would need to be collected additionally to monitor the identified key performance indicators.
- d) **Develop a functioning yoma monitoring tool including a dashboard that responds to key stakeholders needs (UNICEF, GenU, Fondation Botnar, GIZ/BMZ,...), hence, build different dashboards for internal and external use with PowerBI**
- e) **Desktop research and development of integrating external data, which updates itself automatically on a regular basis:** The contractor is expected to build a dashboard that integrated data from partners and updates the data regularly and automatically.
- f) **Regular check-ups to identify and eradicate bugs**
- g) **Manual data updating for partner data where automatic data funnel cannot be developed yet due to data privacy**
- h) **Support the yoma tech team with any data-related tasks**

2) **Work relationships:** The contractor will work in close collaboration with the Senior Programme Manager. He/she will focus on the data management and monitoring of yoma.

3) **Outputs/Deliverables:**

As an active UNICEF team member, efficient, timely, responsive, client-friendly and high-quality support rendered to Yoma and its ecosystem partners in the accomplishment of her/his functions, including:

- o Updated and easy to use yoma dashboard for an array of users using PowerBI or similar tool
- o Regular monitoring reports (weekly/monthly/quarterly) to be shared with partners
- o Quality performance related data for yoma reporting

A table may be used to summarize the tasks, deliverables, specific timeline, and milestones (Sample below). Please state when and whether or not timeframes are negotiable - and if so under what circumstances.

Deliverables	Duration (Estimated # of days or months)	Timeline/Deadline	Schedule of payment
Functioning integrated yoma dashboard	1	15 November 2021	Monthly payment

Monthly report on data & monitoring related activities + up to date dashboard	1	15 December 2021	Monthly payment
Annual report on Yoma's performance against set metrics + up to date dashboard	1	15 January 2022	Monthly payment
Yoma monitoring system established and agreed to (concept available) with particular focus on Botnar requirements+ up to date dashboard	1	15 February 2022	Monthly payment
Monthly report on data & monitoring related activities + Up to date dashboard	1	15 March 2022	Monthly payment
Quarterly report on Yoma performance + dashboard reviewed based on user feed-back	1	15 April 2022	Monthly payment
Monthly report on data & monitoring related activities + Up to date dashboard	1	15 May 2022	Monthly payment
Monthly report on data & monitoring related activities + Up to date dashboard	1	15 June 2022	Monthly payment
Monthly report on data & monitoring related activities + Up to date dashboard + quality data inputs into the GIZ end of project report	1	15 July 2022	Monthly payment
Monthly report on data & monitoring related activities + Up to date dashboard + recommendations on how to improve Yoma monitoring system	1	15 August 2022	Monthly payment
Final report on Yoma data and monitoring + revised monitoring system based on feed back + Revised dashboard	1	15 September 2022	Monthly payment

For all contracts, please ensure that the due date of the last deliverable leaves a buffer for the supervisor of the assignment to review the final output before paying. This ensures that internal quality assurance is performed so that the work is up to standard before the final payment. In addition, for deliverable based payments, the last payment cannot be less than 10% of the total payment as per policy.

Payment Schedule

As per table above

Desired competencies, technical background, and experience

- a) Education: Postgraduate degree in an academic field related to data science.*
- b) Experience in cleaning and working with large datasets.*
- c) At least six months of experience working with data and monitoring post-graduation*
- d) Strong analytical skills*
- e) Good drafting skills*
- f) Fluency in English, Knowledge of French an asset*

Administrative issues

The contractor will work under the supervision of the senior programme manager. As most of the yoma team is working remotely most meetings will be online with occasional in person meetings.

The contractor is expected to work from his/her own premises with potential travel to several countries in Africa and beyond depending on COVID-19 travel restrictions in 2021/22 for which the UNICEF office would cover DSA and travel costs. Travel will be in economy class. If the contractor is required to quarantine while traveling, UNICEF will pay for the quarantine if not organized by the host country.

Conditions

- *The consultant will work from his/her own premises with agreed check ins in the UNICEF office and use his/her own computer and related infrastructure.*
- *As this would be an individual contractor for the youth agency market we are looking for talent young candidates aged up to 30 years*
- *all travel is by most economical fare and reimbursement as per UNICEF policy,*
- *“As per UNICEF DFAM policy, payment is made against approved deliverables. No advance payment is allowed unless in exceptional circumstances against bank guarantee, subject to a maximum of 30 per cent of the total contract value in cases where advance purchases, for example for supplies or travel, may be necessary”.*
- *Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.*

Risks

All reasonable and risks associated with the consultancy assignment should be identified, and a relevant risk response and possible mitigating action defined.

How to Apply

Qualified candidates are requested to submit a cover letter, CV, P11 form and their technical proposals to the online recruitment portal (Talent Management System) or email provided.

Interested candidates to indicate ability, availability, and monthly rate expressed in US\$ to undertake the terms of reference as an international individual contractor

Applications submitted without a fee/ rate will not be considered.