**Terms of Reference**

**Title: Data Project Manager Specialist (COVID19)**

# Duty Station: Jakarta, Indonesia Level: NO-C

**Duration: 364 days**

**Supervision: Data Center Specialist**

# Purpose of Activity/Assignment (Link with AWP/ MYWP or IMEP)

This position is intended to support the 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).

# Background

The COVID-19 pandemic has eroded recent health and development gains in Indonesia as elsewhere. The introduction of a safe and effective vaccine is a top-tier political, economic and public health priority. The COVAX facility has been established to ensure all countries have access to potential vaccine candidates at affordable prices. Indonesia’s participation in the group ‘AMC92’ eligible countries entitles it to subsidized vaccine pricing and a guaranteed initial supply to meet the needs of 20% of the population.

However, the introduction of a COVID-19 vaccine at scale poses significant challenges to fragile health systems that have been further weakened by the pandemic. Concurrent vulnerabilities related to vaccine preventable disease outbreaks, supply chain constraints, the need for sub-national capacity strengthening and vaccine hesitancy are likely to hinder implementation at-scale.

Initial target groups for the COVID-19 vaccine are not the usual beneficiaries of immunization campaigns, with priority given to front-line workers, the elderly and the sick. Population sizes for each group are incomplete and challenging to estimate, and strategies for identifying and targeting these groups have not been established. Given the political and economic priority of a successful campaign, tailored real-time monitoring systems will need to be specifically designed for COVID-19 to support beneficiary registration, track coverage and identify gaps.

# Objectives

Based on the letter from the Ministry of Health No: SR.02.06/4/9415/2020 dated 6 October 2020, UNICEF has been requested to support the design and introduction of a targeting and monitoring platform for COVID-19 immunization.

Therefore, UNICEF is looking for a Data Project Manager who will work as part of the Data and Analytics Team primarily to provide strategic support to the design of monitoring platform by leveraging existing ministry datasets on front-line workers and a national database from the health insurance agency (BPJS) as well as adapting established real-time monitoring platforms through RapidPro to facilitate the collection of aggregate data (as appropriate), daily feedback and data-coverage visualization through a purpose-built on-line dashboard. In addition, the Data Project Manager will provide support to the Data Centre Specialist with the production and dissemination of documentation and other communication materials for the Data and Analytics team.

# Key Responsibilities

1. Project management of overall digital support to Government for the COVID-19 vaccine distribution.
2. Provide strategic guidance to and facilitate the design, implementation and monitoring of the Deployment of COVID Vaccine Digital Monitoring Platform.
3. Act as focal point for the government counterpart to represent the Data Analytics team and maintain excellent relationships with all stakeholders.
4. Ensure detailed and effective project planning, including developing and executing detailed work plans, weekly team meetings, and budget projections. The Project Manager is expected to identify opportunities for strengthened engagement and help identify bottlenecks in a timely manner.
5. Assist and oversee contracted/implementing partners conducting program monitoring and evaluation activities to document the feasibility, impact, cost and sustainability of various data and analytics projects.
6. Provide capacity building and troubleshooting related to data and innovation intervention to government counterparts and partner.
7. Ensure quality and timely delivery of the project in line with the ICO and government expectations and agreement.
8. Knowledge management of all key project documentation and lessons learned, including developing communication materials, inputs to reporting on progress, and maintaining the KM database for COVAX work.
9. Ensure deliverables are produced and managed in line with open source principles and uphold the highest standards of Data Ethics and Data Privacy.

# Qualification & Competencies:

* Master’s degree in health informatics, public health, public policy, computer science, and other relevant field.
* 5 years’ relevant experience in identifying, designing and implementing solutions for large-scale projects with technical components.
* Project management experience in complex environments is an asset.
* Experience with ICT hardware, mobile phones in Indonesia. Experience with web-based technologies including the database.
* Experience in Open Source, mobile and emerging technology applied to development sector is a requirement.
* Exposure to UNICEF programmatic areas including health, communication, child protection and education is an advantage.
* Experience working with Government on implementing digital solutions. Experience in working with the Ministry of Health or in the health sector is an asset.
* Experience working with UN agencies, international NGOs is an asset.
* Good communication and teamwork skills for liaising with local counterparts and partners.
* A self-starter, flexible and can work independently.
* Fluency in English and Indonesian.

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