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TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

SECTION	Health and Nutrition
CONSULTANCY TITLE	Data Visualization Consultant
TYPE OF ENGAGEMENT	☒ Individual Consultant

PURPOSE OF THE ASSIGNMENT:

UNICEF Zimbabwe Country Office is seeking a Data Visualization Consultant to support the Health and Nutrition Section in enhancing data visualization efforts. The consultant will play a crucial role in transforming complex data into visually appealing and easy-to-understand formats, aiding in evidence-based decision-making and communication strategies. Data should be made accessible to people and institutions leveraging innovative approaches, particularly digital tools. By promoting and supporting graphical visualization of data, UNICEF can help facilitate not only the monitoring of results for women and children but also gaining a better understanding of the environment that enable their rights to be realized and nurtured.

BACKGROUND:

Zimbabwe is witnessing a shift in the populations' health needs largely due to demographic, epidemiological and socioeconomic transition. This triad requires transforming health systems to meet the emerging challenges through strengthening primary health care (PHC). The shift in the population's health needs requires a concerted focus on primary health care delivery, specifically focusing on maternal, newborn, child, adolescent health, and nutrition within a broader context of consolidated and streamlined Primary Health Care (PHC).

Efforts by the Government and its partners to address issues impacting maternal, newborn, child, adolescent health, and nutrition, are yielding some measurable progress. With 85.5% of institutional birth rates, Zimbabwe has one of the highest institutional deliveries with skilled birth attendants, in the region. Yet, maternal, and neonatal outcomes have not improved to the extent expected, suggesting challenges in quality of care. Maternal mortality rate (MMR) is still extremely high despite recent positive trends. According to the 2022 census, (MMR) has reduced to 362 deaths per 100,000 live births, while Neonatal Mortality Rate (NMR) rose slightly from 29/1,000 live births to 32/1,0002 live births in 2019 (MICS, 2019), despite nationwide efforts to improve neonatal resuscitation, essential newborn care, and care for small and sick neonates. The country has also seen a resurgence of humanitarian crises including measles, cholera, polio outbreaks and now El Nino.

UNICEF believes that problems that go unmeasured often go unsolved; and that consistent, credible, real-time data about children's situations are critical to the improvement of their lives – and indispensable to realizing the rights of every child. UNICEF Zimbabwe Country Office is utilizing, real-time data-collection tools, mobile-based and other data sources to monitor the reach of UNICEF-supported interventions and emergency response. It is important to go beyond the exercise of data collection and ensure that data is packaged and delivered timely and in a format that is easy to understand. Timely and visual reporting of data is essential for informed decisions, equitable, and more likely to protect children's rights in Zimbabwe.

UNICEF Zimbabwe is actively engaging with key actors in the Health Sector and other Statistical Systems in strengthening the production and analysis of data. Ongoing initiatives include the development of a virtual situational analysis of children and situation analysis for women and children in humanitarian response. These initiatives require the technical assistance of a data visualisation consultant to support key stakeholders in strengthening data analysis and ultimately its use in planning, policy, and monitoring of women and children including their enabling environment.

Scope of Work

The Consultant will support UNICEF Health and Nutrition Section and other sections in database management and analytics using appropriate data visualization technology, preferably Microsoft Power BI. The Consultant will work collaboratively with the Deputy Representative's Office, T4D, Planning, Monitoring, and Evaluation (PME) section, and programme staff as well as selected partners as may be necessary on how to effectively communicate data and information through data visualizations charts, graphs, dashboards, and other dissemination and communication platforms, that are relevant, engaging, and innovative.

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Assignment

1. **Database management**

    i. Assist UNICEF Zimbabwe Country Office in database management in support of data visualization using primarily Microsoft Power BI and related suitable technology applications as may be needed.
    ii. Examine initially available data and data sources for preliminary mapping and analysis.
    iii. Identify or set up connections (API, web hooks, etc) for data retrieval and sync.
    iv. Map and organize data from various data sources such as the DHIS 2 Platform, Situational Analysis of Children database (UNICEF), and other similar platforms and information systems developed internally by UNICEF or in collaboration with/in support of institutional partners.
    v. Help integrate similar or related data from various sources for data visualization; and
    vi. Build suitable data models and datasets for Microsoft Power BI data visualization.
    vii. Provide inputs in the design or improvement of data platforms and information systems developed internally by UNICEF or in collaboration with/in support of partners with consideration of interoperability with relevant UNICEF-supported technology applications, Microsoft Power BI, and related technology.
    viii. Initiate an easy-to-use data dictionary to document indicators, data types etc being used within Zimbabwe Country Office

2. **Data visualization**

    In collaboration with Health and Nutrition Section, Deputy Representative, and programme staff

    i. Conduct needs analysis and develop appropriate data visualization solutions.
    ii. Prepare relevant communication concepts and stories using key statistical and other indicators and information to help identify specific, relevant, and appropriate data visualizations; and
    iii. Design, develop, or update periodic, relevant data visualizations for statistical and other indicators and information in support of monitoring the SDGs, especially those on children and their caregivers, the country programme on children, and other key relevant programs Zimbabwe Country Office Convergence Initiative.
        - Situational Analysis of women and children report and virtual platform.
        - SDG Data Platform, and SDG reports as may be needed to inform programme dashboards.
        - UNICEF SharePoint portals; and
        - Key UNICEF monitoring including publications within Health and Nutrition, and donor reports as may be needed.
        - Construct a dashboard for the UNICEF Zimbabwe Country Office for each program using the health dashboard as a pilot for the other sections. This will include a set standard page that will be used by Deputy Representative Programmes for monitoring. This can also to be used by programs to track their interventions and administrative indicators.
        - Develop a convergence dashboard that visually shows interventions and results for every program in UNICEF including the crosscutting thematic areas. Results presentation will be by district up to the lowest entity e.g, facility, school, ward, village etc.
        - Setup a user-friendly interface for updating the dashboard, by respective UNICEF Programme Officer for usability and sustainability of the final product.
        - Create an external dashboard that can be used as a source of information and data, for donors, implementing partners, and government to demonstrate convergence. The donor/ funding partners can also see the inputs, processes, and results in real-time using the cholera dashboard as the pilot.
        - Work with relevant programmes to develop an actionable geo-enabled microplan based on geospatial data within the Health and Nutrition Section
        - Finalize a comprehensive georeferenced Master List for Community Health Workers (this includes VHWs and other identified volunteers key for UNICEF programming such as Care Groups, Case Care Workers etc
        - Geo mapping of the district integrated outreach points to facilitate tracking and monitoring implementation.

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3. Capacity development
i. Design and deliver multiple training on data visualization for UNICEF Zimbabwe Country Office Programme Staff and implementing partners.   • Develop teaching aids and necessary materials.   • Conduct the training; and   • Provide post-training support.

REASONS WHY CONSULTANCY CANNOT BE DONE BY STAFF: The work is deliverable based and requires dedicated consultant with skills on Power BI

Child Safeguarding

Is this project/assignment considered as "Elevated Risk Role" from a child safeguarding perspective?

☐ YES   ☒ NO   If YES, check all that apply:

Direct contact role   ☐ YES   ☒ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role   ☐ YES   ☒ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Tasks/Milestone:	Deliverables/Outputs:	Timeline, % invoice
Database management & Data visualization	- Organized database on the Situational Analysis of Women and Children - Data visualization outputs for the Situational Analysis of Children (for report and website) for PHC for RMNCAH; Immunization and Public Health Emergencies, SBC, Health System Strengthening including Deputy Representative's Office monitoring dashboard	65 Days, 31.4%
Database management & Data visualization	- Organized database on SDG Data - Data visualization outputs for SDG Data (for website and infographics) - Convergence dashboard - External dashboard that can be used as a source of information and data, for donors, implementing partners, and government	41 Days, 19.8%
Database management, Data visualization & Capacity building	- Actionable geo-enabled microplan based on geospatial data within the Health and Nutrition Section - Data visualization outputs for the Digital Health Indicators (for website and infographics)	40 Days, 19.3%

	- Comprehensive georeferenced Master List for Community Health Workers, Community groups/ Community structures - Geo mapped district integrated outreach points. - Trained staff in UNICEF	
Final products and SharePoint	- Organized databases for UNICEF SharePoint portals - Approved data dictionary - Data visualization outputs for UNICEF SharePoint Portals - Consultancy report	61 Days, 29.5%

Minimum Qualification required:	Knowledge/Expertise/Skills required:
☐ Bachelors ☒ Masters ☐ PhD ☐ Other **Enter Disciplines:** Advanced degree in public health, health policy, health economics, international relations, diplomatic studies, computer science, health systems strengthening or a related field. Languages: Fluency in English Experience : Previous experience working on Health and Nutrition dashboards and emergency response dashboards	• Knowledge of data management, analytics and visualization tools including Microsoft Power BI, Tableau, and other similar tools. • At least 2 years of substantive experience in data visualization (preferably using Microsoft Power BI), in data management (such as Tableau and similar tools), data analysis (SPSS, SAS), and/or and relevant media arts and sciences. • Demonstrated ability to manage and analyze complex information and/or large data sets and translate them for use in interactive data visualizations for the web and other media. • Ability to collaborate with multiple diverse groups across team. • Ability to work on multiple projects at one time. • Strong interpersonal and collaboration skills - strong oral, written communication, and presentations skills as evidenced by publications or cover letter; and • A strong commitment to delivering timely and high-quality results. • Proficient in MS Word, MS Excel and other statistical packages **Desirable** • Working within the UN system in particular UNICEF is an added advantage

Supervisor: Meggie Gabida, Health Specialist Primary Health Care	**Start Date:** 1 September 2024	**End date:** 30 June 2025	**Total Working Days:** 207 Days

Included in Annual/Rolling Workplan: ☒ Yes ☐ No, please justify:	
Consultant Sourcing: ☒ National ☐ International	**Consultant Selection Method:** ☐ Competitive Selection (Roster) ☒ Competitive Selection (Advertisement/ Desk Review/Interview)
Payment	³**Delivery based:** Deliverable based

Travel International (if applicable)		☒ Yes ☐ No
Travel Local (please include locations)		☒ Yes ☐ No **Locations:** Mash East, Manicaland, Masvingo, Mash West, Bulawayo City, Mat South, Midlands, Mat North
DSA (if applicable) Approximate number of days: **20**		☒ Yes ☐ No
Administrative details: Visa assistance required: ☐ Transportation arranged by the office: ☒ (for field trips)		☒Home Based ☒Office Based: If office based, seating arrangement identified: ☒**Yes** IT and Communication equipment required: ☒**Yes** Internet access required: ☒ **Yes**
Guidance on Travel and Access to UNICEF email and Resources for consultants		Individual Contract types (sharepoint.com)
Application requirement		☒Technical Proposal ☒Financial Proposal

Text to be added to all TORs:

[1] Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Consultants are an important temporary work force that contribute with their knowledge, skills and expertise in their respective fields of work.

3

The assignment of these contracts requires compliance with policy and guidelines and HR practitioners are best positioned to provide the assistance and advise to manager and hiring offices to ensure the effective and efficient use of this resource.

This page provides information regarding policy and guidelines, forms and documents required for the creation and management of contracts.

Please contact us at nyhq.consultants@unicef.org.
Contracts are delivery-based, i.e., the consultant is required to produce pre-determined, tangible, and measurable outputs/deliverables, aligned to the delivery schedule outlined in the Terms of Reference. Any single contract should not exceed 36 months duration to produce a single or set of deliverables under the same contract, to ensure best value for money based on periodic competitive reviews by the office.

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.