

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

<p>Title</p> <p>Data management support for program monitoring</p>		<p>Type of engagement</p> <p><input type="checkbox"/> Consultant</p> <p><input type="checkbox"/> Individual Contractor Part-Time</p> <p><input checked="" type="checkbox"/> Individual Contractor Full-Time</p>	<p>Duty Station:</p> <p>GUINEA-BISSAU</p>
<p>Purpose of Activity/Assignment:</p> <p>The adaptation of mWater and other data management tools to improve program monitoring for UNICEF Guinea Bissau brought to light numerous possibilities of application. The expanded use of these tools for program monitoring triggered a call for them to be used to support projects in other areas as well as sector statistics e.g., EMIS for the Ministry of Education. These tools, when effectively used, increase the efficiency of service delivery to the population. This is especially evident in the use of digital tools for statistics and monitoring of vaccine delivery, vaccine stock management, and community vaccination promotion.</p> <p>This consultancy is intended to ensure UNICEF Guinea-Bissau's capacity to continue to improve its internal monitoring and data management capability. It is also intended to position the Country Office as a key player in supporting Government data-related initiatives.</p> <p>The consultant's work will enable UNICEF programs to strengthen their ability to track the performance of partners and counterparts. Systematized digital data collection within UNICEF program sections has the potential to improve inputs for community and youth engagement efforts as well as accountability to affected populations because these digital tools can be used to directly engage with beneficiaries.</p> <p>The proposed consultancy is necessary to enable UNICEF Guinea Bissau to expand the use of data management solutions and platforms for both multisectoral program monitoring and to design improvements in platform data collection and data visualization systems for new functions such as accountability to affected populations and Education statistics. It will provide technical support which is not available within the country office team's skillset.</p>			
<p>Scope of Work:</p> <p>The objectives of the consultancy over the 5-month assignment are:</p> <ul style="list-style-type: none"> • Update data and design of the mWater platform for expanded multisectoral data for new CPD. • Build the capacity of the UNICEF GBO cross-sectoral team in the use of the updated mWater platform • Support General Inspection Department of the Ministry of Education as it digitizes its data collection system. • Support the Nutrition section as it digitizes its data collection from Acute Malnutrition Treatment centres. • Support the design and introduction of a data management system to support vaccination statistic monitoring • Transfer skills to the UNICEF GBO national ICT or other designated person regarding software upgrades, data systems integration, and cross-platform management data, including RapidPro and PowerBI for birth registration. 			

Applications will be evaluated based on technical and financial offers. The Financial offer should stipulate all-inclusive fees.

Terms and Conditions

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.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

Child Safeguarding

Is this project/assignment considered an “[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 immediate 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](#)

<p>Budget Year: 2022-2023</p>	<p>Requesting Section/Issuing Office: WASH</p>	<p>Reasons why consultancy cannot be done by staff: The consultancy requires specific competencies and technical proficiency in the use of cloud-based data platforms,</p>
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		programming and statistic, which are not available to the current office personnel.	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor: <i>Didier Monteiro</i>	Start Date: <i>01/09/2022</i>	End Date: <i>31/12/2022</i>	Number of Days (working) <i>5 months</i>

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	
Transfer skills to the UNICEF GBO national ICT and other designated personnel	1. Plan for the transfer of technical know-how 2. Terms of transfer with detailed instructions and training guide	31/12/2022	
Provide data management support for Educations statistics (EMIS, WASH infrastructures in schools, and students teacher population statistics)	1. Online data platform for different departments within MoE. 2. Data analysis dashboard developed	30/11/2022	
Provide data management support for routine vaccination and campaigns	1. PAV trained on statistic management and smartphone-based survey deployment. 2. Visualization dashboards as required for reporting program activities	31/10/2022	
Update data and design of the mWater platform for expanded multisectoral data for new CPD	1. Implementation system for tracking sectoral KPIs for UNICEF GBOs 2. Review, validate and dissemination of SOPs for all data collected on mWater.	30/09/2022	
Data management support for the Child Protection and Nutrition	1. Birth registration dashboard set up and connect to RapidPro 2. Survey and dashboard setup for CRENI/CRENAG monthly reporting.	30/09/2022	
Minimum Qualifications required: <input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: Engineering, Architecture and community engagement or related field;	Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> Qualification in the fields of Statistics, Computer Science, Algorithm Design, Database management, Web design or computer programming. Minimum of two years of working experience in relevant related fields such as statistics, programming or data management. Experience in working with an international aid organization is highly desired Previous experience of use of mWater or other smartphone-based monitoring tools meriting 		
Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input type="checkbox"/>	<input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: If office-based, seating arrangement identified: <input checked="" type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>		
Request Authorised by Section Head	Request Verified by HR:		
<i>Approval of Chief of Operations (if Operations):</i> _____		<i>Approval of Deputy Representative (if Programme)</i> _____	
<i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>			

