United Nations Children's Fund

Title	Funding Code	Type of engagement	Duty Station:
Senior data management and systems consultant		☒ Consultant	Amman/ Jordan

Purpose of Activity/Assignment:

- Enhance system security by implementing new measures and protocols to protect against potential threats and unauthorised access.
- Ensure the accuracy and integrity of data through auditing and cleansing processes, specifically for preparing payment lists for payments.
- Provide support in tracking and monitoring performance issues to optimise system performance and ensure smooth operations, addressing any infrastructure-related challenges that may arise.
- Support in maintaining the mobile application involves regular updates, bug fixes, and security enhancements to ensure optimal performance and user satisfaction.

Background/ Scope of Work:

UNICEF seeks a highly skilled and experienced Data Management and Systems Consultant to join their team. The consultant will have a multifaceted role, overseeing data management processes, preparing reports, auditing data, and managing Linux and Azure Cloud servers. They will implement robust security measures to safeguard UNICEF's systems and ensure the integrity and security of their data. Additionally, the consultant will maintain and develop the mobile application, contributing to its ongoing improvement and alignment with UNICEF's needs. This comprehensive role ensures efficient data operations, maintains system security, and delivers a user-friendly mobile application for UNICEF's operations.

Budget Year:	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:
	MIS	*The Yemen Service Centre (YSC) provides payment, reconciliation, and CFM services to the Yemen country office. To deliver these services, YSC will need to establish a flexible capacity to expand and contract based on the need of the country office. The ability to scale up and scale down capacities will be detrimental to YSC to provide efficient and effective services. To this end, YSC will establish a roster for senior-level data management and systems consultants to be used to respond to seasonal demand and provide quality of services.*

Included in Annual/Rolling Workplan: ☒ Yes ☐ No, please justify:

Consultant sourcing:

☒ National ☐ International ☐ Both

Consultant selection method:

☐ Competitive Selection (Roster)

☒ Competitive Selection (Advertisement/Desk Review/Interview)

Request for:

☒ New SSA

☐ Extension/ Amendment

If Extension, Justification for extension:

Supervisor:	Start Date: 1/09/2023	End Date:1/08/2024	Number of Days (working) 240

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Conduct a comprehensive security assessment and implement new measures to protect against threats, ensuring the integrity and security of the systems.	• Security assessment report with identified vulnerabilities and recommendations for improvements. • Implemented security measures and protocols to address identified threats.	30 days – two days a month	
Monitor system performance, resolve identified issues, and optimise configurations to enhance overall performance and user experience	• Performance monitoring reports highlighting bottlenecks and areas for improvement. • Resolved system performance issues and optimised configurations	30 days – two days a month	
Maintain and update the mobile application, addressing bugs, enhancing features, ensuring compatibility, and improving security measures	• Updated mobile application with bug fixes and enhanced features. • Documentation of changes made to the mobile application.	20 days a year	
Review, cleanse, and validate data for accurate payment lists, addressing inconsistencies and errors while ensuring data integrity	• Clean and validate payment lists with accurate and consistent data. • Documentation of data review and cleansing processes. • Reports highlighting addressed inconsistencies and error	150 days a year	
Identify areas for optimisation, resolve identified performance issues, and execute configuration enhancements to achieve measurable improvements in Azure cloud performance.	• List of resolved performance issues with associated documentation	10 days a year	
Estimated Consultancy fee			
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costs[i]			

Minimum Qualifications required:	Knowledge/Expertise/Skills required:
☐ Bachelors ☒ Masters ☐ PhD ☐ Other Enter Disciplines	Master's degree in computer science, engineering or a related field. • Data Management: 5+ years of experience in data management, including database management, data principles, and data privacy regulations. • Systems Administration: 5+ years of experience in Linux and Azure server administration, networking, and system performance optimisation.

	• Mobile Application Development: 5+ years of experience in iOS and Android development, UI design, and mobile app security. • Security Measures: 5+ years of experience in implementing security measures, access controls, and compliance standards. • Problem-solving and troubleshooting: 5+ years of experience in analytical problem-solving, identifying and resolving complex issues in data management, systems administration, and mobile application development. • Proficient in Microsoft Azure services, networking, virtual machines, storage, and security with at least two years of hands-on experience
Administrative details: Visa assistance required: ☐ Transportation arranged by the office: ☐	☐ Home Based ☒ Office Based: If office based, seating arrangement identified: ☒ IT and Communication equipment required: ☒ Internet access required: ☒
Request Authorised by Section Head	**Request Verified by HR:**
Approval of Chief of Operations (if Operations): _____ *Representative* _____	*Approval of Deputy Representative (if Programme)* _____