

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title	Funding Code	Type of engagement	Duty Station:
Information Management Consultant	880/008	<input checked="" type="checkbox"/> Consultant	Maputo (with field travel)

Purpose of Activity/Assignment: Support the emergency response in Mozambique Country Office by strengthening information management and monitoring of the Humanitarian action for Children (HAC) indicators.

Scope of Work:

The consultant on Information Management (IM) will be responsible for supporting and strengthening the humanitarian reporting framework in Mozambique and strengthening institutional and staff capacity in the area of information gathering, processing and management on IM tools, procedures and systems. The Information Management Consultant will also assist in the capacity building, analysis and reporting of information to facilitate the planning, implementation, monitoring, and reporting of emergency activities and projects, including support to strengthen the information management capacity of the 4 UNICEF-led clusters. The consultant will be reporting to Under Chief of Field Operations and the Chief, Planning/Monitoring/Evaluation.

Specific activities include:

- Identify key gaps and bottlenecks in the current HPM system and support the enhancement/strengthening of existing information management tools, processes and workflows for information management including data gathering, consolidation, verification, documentation, processing and analysis and reporting.
- Coordinate with clusters and programme teams and produce analyses to show progress against stated indicators to be shared both internally and externally
- Timely information update on progress and results is available by compiling, organizing, analyzing and preparing data for reports, planning, management, monitoring and evaluation purposes as needed. Prepare tables, graphs, visual products (etc.) accordingly.
- Support the UNICEF-led clusters and sectors to review the needs assessment and respective analysis tools
- UNICEF HPM tools and cluster tools are aligned and compatible.
- Advise the Country Office on data gaps and potential tools to collect additional information.
- Build the capacity of UNICEF and partners at the provincial level on information management and data reporting to improve the quality of reported information.
- Support the production of IM products to be used in briefing notes, donor reports and updates on the humanitarian situation.

Expected Tasks/Deliverables:

- Strengthening of information management tools, processes and workflows for information management including needs assessment tools covering gathering, consolidation, verification, documentation, processing and analysis and reporting. Potential support to update Regional Office DRIP platform
- Identify key data needs and gaps, including structural issues (coordination/platform/data management/sampling/data collection/etc.) and gather granular data such as displacement sites, building on the lessons learned from cyclone Idai response

Deliverables: Presentation to PME/Emergency on HPM before/after to show the gaps/ improvements/ suggested changes, and workflows for information.

Time expected: 20% of the time / first payment of 20%

- Coordination of information among UNICEF sections, partners and clusters for effective data collection and consequent advice on data gaps and potential tools to collect additional information, particularly in the timely and quality production of UNICEF SitReps or other public documents.

Deliverables: a) Meetings with each of UNICEF's sections and cluster leads with action points to improve effective data collection and suggestions for addressing gaps. b) production of 3 data visualization tools for review by the Partnership/Emergency team. C) training reports for cholera preparedness/response data collection.

Time expected: 20% of the time / -Second payment of 20%

- Data visualization (including Dashboard) to ensure that timely information updates on progress and results is available by compiling, organizing, analyzing and preparing data for internal/external use

Deliverables: Visuals not previously available/or improved to be embedded in SitReps and other reporting products

Time expected: 20% of the time / third payment of 20%

- Building capacity of UNICEF staff and partners in quality data collection/reporting and data utilization for decision making including for cholera response/preparedness

Deliverables: Training module materials, video of the training, list of participant attendance sheets, travel to all 4 field offices (Cabo Delgado, Nampula, Quelimane, Beira) to deliver trainings to UNICEF staff, partners, and/or Clusters focal points + trainings also done in Maputo

Time expected: 40% of the time fourth / payment of 40%

The total number of days of travel to field location is estimated to 30 days and should be included in the consultant financial offer/proposal

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	Requesting Section/Issuing Office:	Reasons why consultancy cannot be done by staff:	
Budget Year: 2023	Emergency/Field Operations	The multi-emergency response calls for more significant support for the HPM requirements.	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: Support needed as a result of Cyclone Freddy and cholera outbreak and L2 declaration in the country.			
Consultant sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
Consultant selection method: <input checked="" type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
Supervisor: Jane Strachan	Start Date: 1 June 2023	End Date: 31 December 2023	Number of Days (working) 120 days (6 months)

Tasks/Milestone:	Deliverables/Outputs:	Timeline (not sequential)
Review of existing HPM/data tools and presentation (to PME/Emergency/Dep Rep Programmes) findings and recommendations to strengthen IM in MCO	Presentation to PME/Emergency on HPM before/after to show the gaps/ improvements/ suggested changes, and workflows for information.	15 days
Map existing and preferred information flow for humanitarian indicators	Maps and visualization of the HPM results; achievements against targets, and gaps.	10-15 days
The completion of the above 2 deliverables will trigger a payment of 20% of the contract amount		
Support cholera preparedness/response data collection (linked to training below)	training reports for cholera preparedness/response data collection with recommendations; Presentation and training modules made available on Sharepoint, list of participants	15 days

<p>In collaboration with MCO IMO, preparation of HPM data visualisation products to inform humanitarian programming</p>	<p>Meetings minutes with each of UNICEF's sections and cluster leads with action points to improve effective data collection and suggestions for addressing gaps.</p> <p>Production of 3 data visualization tools for review by the Partnership/Emergency team.</p>	<p>30 days (5 days/month for 6 months)</p>
<p>The completion of the above deliverables will trigger a payment of 20% of the contract amount</p>		
<p>Support harmonisation of UNICEF and cluster IM and needs assessment tools (where possible)</p>	<p>Presentations to the cluster on HPM before/after to show the gaps/ improvements/ suggested changes, and workflows for information.</p>	<p>15 days</p>
<p>Data visualisation products for external reports (in collaboration with Emergency and ACP teams) available for May, June, July and August sitreps (and more)</p>	<p>Visuals not previously available/or improved to be embedded in SitReps and other reporting products</p>	<p>20-60 days</p>
<p>The completion of the above deliverables will trigger a payment of 20% of the contract amount</p>		
<p>Training for UNICEF staff, clusters and partners (both Maputo and provincial offices) to build capacity in data reporting, verification and use</p>	<p>Presentations and training modules made available on Sharepointvideo recording of trainings,, list of participants for all 4 field offices (Cabo Delgado, Nampula, Quelimane, Beira) + Maputo to deliver trainings to UNICEF staff, partners, and/or Clusters focal points .</p>	<p>30 days in the fields + 10-15 days in preparation and reports</p>
<p>The completion of the above deliverables will trigger a payment of 40% of the contract amount</p>		

Estimated Consultancy fee	Amount
Travel International (if applicable) TO BE PAID BY CONSULTANT	
Travel Local (please include travel plan) TO BE FULLY INCLUDED IN THE CONSULTANT FINANCIAL PROPOSAL The expected amount of travel is 30 days in all 4 field offices (Cabo Delgado, Nampula, Quelimane, Beira) The consultant will be based in Maputo for the remainder of the contract	N/A
Daily Rate (if applicable) TO BE INCLUDED IN CONSULTANT FEE	
Total estimated consultancy costs¹	
<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Advanced university degree in Public Health, Epidemiology, Statistics, Research, Evaluations, Computer Science, Data Science, Information management or other relevant disciplines</p>	<p>Knowledge/Expertise/Skills required:</p> <p>At least 5 years relevant experience with the Information Management, humanitarian preparedness and response. Active involvement in a humanitarian crisis response program preferred.</p> <ul style="list-style-type: none"> • Experience working with/in programmes, governments/ cluster system • Experience in processing of data. • Experience with database design, data management and analysis. Demonstrated experience in developing information systems and databases and map production. • Experience in liaison with a broad range of stakeholders, including donors, UN agencies and INGOs, national authorities, national/local partner agencies and emergency affected communities. • Excellent training, coaching and mentoring skills. • Background/familiarity with the country situation is a plus. • Familiarity with work in emergency duty stations is an asset <p>Other skills and Attributes:</p> <ul style="list-style-type: none"> • Capacity to work in stressful conditions. • High level of Integrity and commitment to UNICEF's mission and professional values. • Excellent planning and organization skills. • Analytical and conceptual ability, negotiating, communication and advocacy skills <p>Language:</p> <ul style="list-style-type: none"> • English Required, Portuguese/Spanish required.
<p>Administrative details:</p> <p>Visa assistance required: <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input checked="" type="checkbox"/></p>

Transportation arranged by the office: <input type="checkbox"/>	IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>
Request Authorised by Section Head	Request Verified by HR:
<p><i>Approval of Dep Rep Operations (if Operations):</i> _____</p> <p><i>Approval of Deputy Representative (if Programme)</i> _____</p> <p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i> _____</p>	

ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

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

Text to be added to all TORs:

Individuals engaged under a consultancy 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.