

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR
Information Management and GIS Consultant

Purpose of Activity/Assignment: Under supervision of UNICEF Child Rights Monitoring and Evaluation (CRM/E) Specialist and in close collaboration with the UNICEF Deputy Representative, Emergency Focal Point and Planning and Monitoring Officer the consultant will be responsible for data processing, visualization and use via information management tools, procedures and systems. The consultant will work closely with UNICEF team in Armenia supporting with processing and visualizing data on the situation of children as well as data on UNICEF programmes especially for humanitarian work. The consultant will also assist in the analysis and reporting of this information to facilitate the planning, implementation, monitoring and evaluation of mostly crisis situation and related activities.			
Scope of Work: Following the double crisis of the COVID-19 pandemic and the conflict in and around Nagorno Karabakh at the end of 2020, another escalation between Armenia and Azerbaijan occurred in September 2022, while Armenia is also dealing with the socio-economic impact of the Ukraine crisis. According to official data some 20.000 people in refugee-like situation continue to reside in Armenia, while thousands had to be internally displaced during recent escalations. The situation requires continuous monitoring and updates on the affected populations, their location and needs, as well as UNICEF and partner's preparedness and response planning, monitoring and reporting, including through visual support All those efforts require ongoing data collection, processing, data analysis and visualization using online survey and data processing and visualization tools, like Power Bi, ArcGIS etc. Under supervision of the CRM/E Specialist the consultant will develop online data collection tools, make calculations based on available information, map data on different aspects of emergency preparedness and planning, process and analyse the data and visualize it in different formats.			
Budget Year: 2022	Requesting Section/ Issuing Office: CRM/E, UNICEF Armenia	Reasons why consultancy cannot be done by staff: Workload and required specialized skills	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: This is part of the emergency preparedness priority and actions identified in the Annual Management Plan.			
Consultant sourcing: <input checked="" type="checkbox"/> National <input 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 type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)			
If Extension, Justification for extension:			
Supervisor: Astghik Martirosyan, M&E/CRM Specialist	Start Date: 19 Dec 2022	End Date: 1 Dec 2023	Number of Days (working): 11.5 months

Work Assignment overview Task/Milestone:	Deliverables/ Outputs	Timeline:	Estimate Budget
Data collection using digital tools, data processing and analysis, data visualization and development of maps, including final report, handover note at the end.	Data collection tools, reports, maps	Monthly Dec-22 to Dec-23	
Estimated Consultancy fee			
Travel International (if applicable)	N/A		
Travel Local (please include travel plan)	The IC is not expected to travel, while if required for implementing his/her duties, it will be funded and organized by UNICEF.		
DSA (if applicable)	N/A		
Total estimated consultancy costsⁱ			
Minimum Qualifications required:		Knowledge/Expertise/Skills required:	
<input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines: BSc Degree Management Information System (MIS), Computer Science, Data Analytics, Statistics or related disciplines is an asset.		<u>Work experience</u> <ul style="list-style-type: none"> • Relevant experience in information management or data processing, analytics is required. • Advanced computer and Excel skills is required. • Experience with database design, data management, data processing and analysis, as well as working with statistical data is required. • Experience with data visualization, including familiarity with software for interactive data visualization, like Power BI or Tableau, design of maps, graphs, infographics is required. • Experience with spatial analysis software (e.g. qgis/ ArcGis), field data collection tools (e.g. ODK, Kobo) and content management systems is an asset. • Experience with humanitarian partners and specifically preparedness and response is an asset. <u>Language Proficiency</u> <ul style="list-style-type: none"> • Excellent knowledge of Armenian (written and spoken) • Good working proficiency in English (written and spoken) • Knowledge of Russian in an asset <u>Other skills and Attributes</u> <ul style="list-style-type: none"> • Capacity to work in stressful conditions. 	

	<ul style="list-style-type: none"> • High level of Integrity and commitment to UNICEF's mission and professional values. • Good organizational, communication and interpersonal skills. • Flexibility and adaptability to changes
<p>Administrative details: Visa assistance required: <input type="checkbox"/> Transportation arranged by the office: <input checked="" type="checkbox"/></p>	<p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based: If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input checked="" type="checkbox"/> Internet access required: <input checked="" type="checkbox"/></p> <p><i>The IC is expected to work from home, but to report to the office for meetings and work with the CRM/E Specialist and Emergency Focal point.</i></p> <p><i>The IC is expected to use his/her own computer for work, however s/he needs a UNICEF email account to have access to corporate applications, humanitarian platforms and be able to upload necessary documents.</i></p>
<p>Terms of the application: The deadline for the submission of applications is 5 December 2022. Applications should include:</p> <ul style="list-style-type: none"> • Cover letter; • CV; • Financial Proposal. <p>All qualified applicants should apply online, using the UNICEF E-Recruitment system and following the online application link.</p> <p>Incomplete applications will not be considered.</p> <p>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.</p>	