

**Terms of Reference**

**Madagascar - Beneficiary Data Specialist**

**Contract Modality:** TA

**Function:** Social Protection

**Position Title:**  Beneficiary Data Specialist, P3 level

**Reporting Lines:** Social Policy Specialist (Social Protection)

**Duty Station:**  Antananarivo, Madagascar

**Duration:** 6 months

**BACKGROUND**

UNICEF is supporting the Government of Madagascar to expand the coverage of its national social protection system and make it more child and disability inclusive. In 2022 UNICEF launched a universal child grant and a disability grant (ZARA MIRA programme) in selected communes in the South and East of the country in collaboration with the national agency for social protection (FID- Fond d’Intervention pour le Developpement). The programme covers about 80,000 children in three regions (Anosy, Atsimo Andrefana and Fitovinany). In 2023 UNICEF has received an additional 11millions Euro grant from the European Union to expand the ZARA MIRA programme in the South-East of the country, in the Atsimo Atsinanana region. The expansion will reach additional 68,000 children and 3,500 people with disability for a three-year implementation.

Unlike the previous three regions where the programme is implemented by the Government, in Atsimo Atsinanana UNICEF will make a direct implementation of the ZARA MIRA by hiring financial services providers for payments, NGOs for supervision and implementation of accompanying measures and deploying UNICEF Humanitarian cash Operations and Programme Ecosystem (HOPE) to manage the list of beneficiaries, complaints and payments data.

Children will receive 10,000MGA(2.5USD) per month and people with disability will receive 60,000MGA (7.5USD) per months. Payments are cumulated every two months. The programme is universal, and all children aged 0 to 15 years old and pregnant women in the selected intervention communes are eligible for the grant. The list of beneficiaries (children, pregnant women and people with disability) will be extracted from the Government Social Registry system and regular updates in the list (newborn, new pregnancy, new disabilities identified) will be made by the workers of the Social Window of the Ministry of Population and transferred every months to UNICEF.

Atsimo Atsinanana is a region extremely vulnerable to climatic shocks. During and after a crisis (food insecurity or cyclones) the programme will increase its benefit level to cover for the additional needs. The amount during a humanitarian crisis is set at 120,000MGA/months/household (27USD) paid monthly in line with the Cash Working Group guidelines.

In order to support the implementation of the ZARA MIRA in Atsimo Atsinanana, UNICEF is hiring dedicated staff in Antananarivo and in Atsimo Atsinanana, namely: a national coordinator (NOC) based in Tana, a field staff in Manakara regional office (the nearest UNICEF office to the Atsimo Atsinanana region) and an international expert (P3 level) in Tana for six months with mission to the South East to support the initial deployment of the HOPE system and transfer the capacities to the country office team, in order for them to manage the HOPE system independently after the initial deployment.

**PURPOSE**

The Beneficiary Data Specialist will be responsible to uphold UNICEF Data Protection Policy while delivering timely beneficiary data management services for the ZARA MIRA social protection programme.

**KEY RESPONSIBILITIES**

Under the direct supervision of the HCT lead/chief of social policy the beneficiary data specialist will be responsible for the following:

1. **Personal Data Services Management** 
   1. Coordinate with interagency counterpart’s data interoperability initiatives
   2. Provide guidance and oversight for the adequate use of HOPE for UNICEF and partners
   3. Set up a protocol for transfers of payment instructions and reconciliation between HOPE and the financial services providers
   4. Escalate to management risks related to personal data management
   5. Ensure quality of data analysis, reporting, third-party monitoring, grievance and redress mechanism and data protection standards
   6. Provide oversight of personal data use for efficient and effective delivery of individual payments / cash transfers
2. **Data Management representation function**
   1. Coordinate with UNICEF HQ HOPE team on prioritized support
   2. Represent data management function with external stakeholders including de facto authorities
   3. Represent Personal Data Management function within UNICEF CO
   4. Represent Data Management function in donors briefing
3. **Reporting** 
   1. Draft Process and output monitoring report based on data available in HOPE and TPM sources
   2. Support UNICEF CO section in drafting programme monitoring report when required
4. **Data Protection Standards**
   1. Ensure that Personal Data management workstream is aligned with UNICEF Data Protection Policy
   2. Coordinate with HQ technical counterparts to ensure:
   3. Data Protection Impact Assessments (DPIA) are carried out with appropriate frequency on supported programmes
   4. UNICEF partners are trained on Data Protection and Responsible Data for Children principles
   5. Civil society organizations (CSOs) and private sector partners comply with relevant data protection legal tools such as Non-Disclosure Agreements
   6. Timely implementation of DPIA recommendations
   7. Ensure timely arrangement and signature of Non-Disclosure Agreements (NDAs) with UNICEF’s implementing partners, financial service providers and other entities who will require access to personally-identifiable information on UNICEF beneficiaries
5. **Data Processing and Analysis**

a. Write, manage, and update scripts in python and other relevant language to consolidate, parse, clean and prepare external personal data sources for import in HOPE

b. Consolidate different data sources such as KoBo registration surveys, RapidPro surveys, payment records in CashAssist, post-distribution monitoring (PDM) surveys and other monitoring data (such as market monitoring, grievance and feedback data, etc.) for the purpose of data analysis and data comparison, including longitudinal comparisons

c. Perform advanced statistical analysis for report writing

d. Detect individual record flagged as error upon import in HOPE and perform adequate correction based on programmatic instructions

e. Spot check and ensure quality of data stored in HOPE and in other digital platform for the case of programmatic non personal data

1. **Data Team supervision and training**
   1. Create a positive team environment with national officer and partners working on the HCT data workstream
   2. Organize trainings to the local team to ensure they will be fully independent in the use of HOPE after the six initial months of implementation

**MINIMUM REQUIREMENTS**

* An advanced university degree in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field
* Minimum 5 years of program/project management experience, including with multiple stakeholders
* Experience in implementing humanitarian cash transfers programme
* Experience in Beneficiary Data system for humanitarian cash transfer at field level
* Experience in business operation environments with a proven track record of interfacing with multiple stakeholders (internal and external) and successful project completion.
* Experience in working with UN agencies or NGO (UNICEF experience preferred) at interagency level
* Detailed knowledge of the Project Lifecycle and fluency in project management methodologies.
* Fluency in French and English as a working language.

**CORE VALUES**

CARE RESPECT INTEGRITY TRUST ACCOUNTABILITY SUSTAINABILITY

**CORE COMPETENCIES**

Building and maintaining partnerships [I]

Formulating Strategies and Concepts [I]

Analyzing [II]

Relating and Networking [I]

Deciding and Initiating Action [II]

Applying Technical Expertise [II]

Communicating [I]