

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Junior Data Analyst	SC200920	<input checked="" type="checkbox"/> Consultant	Amman/ Jordan
Purpose of Activity/Assignment: <ul style="list-style-type: none"> Gather, analyze, and interpret data from various sources to facilitate effective monitoring and evaluation tools. Generate insights and identify trends to enhance program effectiveness and impact. Develop interactive dashboards and reports using Power BI or other tools. Conduct data auditing to ensure data accuracy and reliability for preparing payment lists. Prepare comprehensive reports based on data analysis and findings, providing valuable insights for informed decision-making. 			
Background/ Scope of Work: UNICEF Yemen is seeking a talented Data Analyst at the junior level to support our mission to improve the lives of children in Yemen. This assignment aims to gather, analyse, and interpret data related to our various programs and initiatives, enabling evidence-based decision-making and effective monitoring and evaluation of our projects.			
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 junior data analyst consultants to be used to respond to seasonal demand and provide quality of services.	
Included in Annual/Rolling Workplan: <input type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input checked="" type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview)		Request for: <input type="checkbox"/> New SSA <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension:			
Supervisor:	Start Date:	End Date:	Number of Days (working)

Work Assignment Overview			
Tasks/Milestone:	Deliverables/Outputs:	Timeline	Estimate Budget
Data gathering	Cleaned and validated datasets from various sources	5 – 10 days per payment, depending on the complexity of the payment. 20 payments per year on average.	\$20000
Data visualisation	Developed dashboard using Power BI or Kibana	15 days per dashboard - 5 dashboards per year	\$7500
Report generation	Reports supporting the team's decision-making	1 day per report – 15 reports per year	\$1500
Data preparation	Audited and cleaned beneficiary list for payment	2 days per payment cycle. 20 Audits per year	\$4000
Estimated Consultancy fee			\$33000
Travel International (if applicable)			
Travel Local (please include travel plan)			
DSA (if applicable)			
Total estimated consultancy costsⁱ			
Minimum Qualifications required: <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other Enter Disciplines		Knowledge/Expertise/Skills required: <ul style="list-style-type: none"> • Bachelor's degree in a relevant field (e.g., Statistics, Mathematics, Computer Science, or related disciplines). • Demonstrated experience in data analysis, interpretation, and visualisation using tools such as Power Bi, Kibana, Excel, Python, or similar. • Knowledge of statistical methods and techniques for data analysis and visualisation. • Strong analytical and problem-solving skills with an eye for detail and accuracy. • Excellent communication and reporting skills to present findings to various stakeholders effectively. 	

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 type="checkbox"/>
Request Authorised by Section Head	Request Verified by HR:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <i>Approval of Chief of Operations (if Operations):</i> <hr/> <i>Representative</i> <hr/> </div> <div style="width: 45%;"> <i>Approval of Deputy Representative (if Programme)</i> <hr/> </div> </div>	

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