Terms of Reference

GENERAL INFORMATION

Title: Humanitarian Data Advisor
Project Name: Pulse Lab Jakarta/UN Global Pulse
Reports to: Head of Office
Duty Station: Jakarta
Expected Places of Travel: N/A
Duration of Assignment: March - April 2019 (40 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

X	TERMS OF REFERENCE
	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select:
	(1) Junior Consultant
	(2) Support Consultant
	(3) Support Specialist
	(4) Senior Specialist
X	(5) Expert/ Advisor
	CATEGORY OF INTERNATIONAL CONSULTANT, please select:
	(6) Junior Specialist
	(7) Specialist
	(8) Senior Specialist
X	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

X	P11/CV
X	Copy of education certificate
X	Completed financial proposal
X	Completed technical proposal

Need for presence of IC consultant in office:
□   no requirement
X   intermittent - *The consultant is required to conduct interviews at locations around Jakarta and undertake missions to countries where PLJ is operating across Southeast Asia and the South Pacific*
□   full time/office based

Provision of Support Services:
Office space: X Yes   □ No
Equipment (laptop etc):   □ Yes   X No
Secretarial Services   □ Yes   X No

Signature of the Budget Owner:

I. BACKGROUND

Global Pulse is an innovation initiative in the Executive Office of the United Nations Secretary-General, harnessing today's new world of digital data and real-time analytics to gain a better understanding of changes in human well-being. Global Pulse is being implemented as a global network of Pulse Labs, bringing together expertise from UN agencies, governments, academia, and the private sector to research, develop, test and share tools and approaches for harnessing real-time data for more effective and efficient policy action. For more information on Global Pulse go to www.unglobalpulse.org.

Pulse Lab Jakarta

Global Pulse established a Pulse Lab in Jakarta in 2012 in partnership with the Government of Indonesia. Pulse Lab Jakarta functions as an open innovation space where policy experts together with UN development practitioners and other partners experiment with new types of data and emerging technologies to evaluate their potential to enhance both public policy decision-making and community resilience. Following the development of useful approaches, Pulse Lab Jakarta supports institutional adoption of these innovations into policy and practice.

Humanitarian Data Advisor

As part of PLJ's Mission to help harness big data and artificial intelligence responsibly as a public good and to accelerate the discovery and adoption of data innovation for sustainable development and humanitarian action, PLJ intends to engage a Humanitarian Data Advisor with expertise in Disaster management/humanitarian sector network that can provide advice, mentoring and connect the analytics team on a part time basis.

The advisor will be able to use his network and connection to engage on the use of big data analytics in general and at the same time providing the partners and potential partners advise on data harmonisation and data standardisation to meet the growing demand for humanitarian data. The incumbent will need to be familiar with common and fundamental operational datasets across Asia and the Pacific. The advisor will also need to be familiar with PLJ's existing data project and initiative and expected to provide general improvement and additions data sources for humanitarian data in general.

Work Relationships

The Humanitarian Data Advisor will report to the Head of Office or, as assigned, to other senior members of Pulse Lab Jakarta.

II. SCOPE OF WORK, ACTIVITIES AND DELIVERABLES

Pulse Lab Jakarta would like the Humanitarian Data Advisor to evaluate the disaster resilience and humanitarian environment summarizing analysis, key findings and recommendations to be used by PLJ in refining its prototypes to ensure they are ready to use.

The scope of work consist of:
- Contribute to existing platforms on a technical basis with advice on their scalability and adoption;
- Engage with new and existing partners around the region, bringing in new projects and new datasets for PLJ
- Contribute to the development of new prototypes for disaster resilience/humanitarian sector
- Collaborate with HDX ensuring more connected data systems across the region
- Provide advisory support to the data analytics team on humanitarian sector
- Secure the additional new datasets and features to PLJ disaster monitoring platform (Disastermon).
- Contributing to other PLJ projects and not limited develop the relationship with LAPAN and secure access to nightlight satellite imagery for PLJ research projects. Advise on the layout and secure additional data sets to complement the Port network statistics visualisation and the shiptrack visualisation.
- Leading the work with Telkomsel and IOM Agency regarding the Palu displacement analysis which include presentations to partners in the humanitarian sector and the Government of Indonesia.
- Support the full deployment of PLJ Disaster Monitoring (DisasterMon) and secure data for the regional urban transport analysis with Grab.

Expected deliverables:

Deliverables/ Outputs	Estimated Number Of Working Days	Target Due Dates	Review and Approvals Required
Report on the progress of the new adding datasets features to provide more comprehensive information related to disaster affected areas	10	12 March 2019	Head of Office
Progress report on the first online version of the DisasterMon platform, as well as new data sets. The report should contribute the development of MoU with Lapan	10	31 March 2019	Head of Office
Deliver a report on collaboration model with HDX with PLJ Disaster Monitoring (Disastermon) platform	10	12 April 2019	Head of Office
Deliver the final complete report on PLJ Disaster Monitoring (DisasterMon).	10	30 April 2019	Head of Office

III. WORKING ARRANGEMENTS

The advisor will report to the PLJ Head of Office and will liaise closely with the rest of the team. In the performance of her/his duties the advisor will engage with Pulse Lab Jakarta's partners. The assignment involves 40 working days, with completion expected by 30th April 2019. The work will be Jakarta based with some mission travel expected to PLJ's priority markets. PLJ will cover travel costs in line with UNDP financial rules and regulations.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
- Bachelor's Degree in Civil Engineering, Sociology, Political Science, Engineering or other related disciplines.

II. Experience:

- At least ten (10) years of relevant professional work experience managing data systems.
- Experience working with humanitarian data. Ideally with informational management experience in disaster risk and recovery.
- Experience in using Java and Python programming, CKAN open-data portal. Demonstrated proficiency in Excel and/or Google Suite, knowledge of Tableau, Arc Gis ODK, qGIS and regional databases
- Experience with geodata, databases and its processes
- Experience in working with Government of Indonesia and any Humanitarian Actors (Institution/UN Agencies/Private/NGO)

III. Competencies:

- Demonstrates expertise in humanitarian data
- Contributes effectively to team-based activities, working collaboratively and sharing information openly; works effectively with colleagues as well as with partners and other stakeholders to pursue common goals;
- Facilitates and encourages open communication in the team, communicating effectively;
- Remains calm, composed and patient when facing conflict, manages conflict productively, focusing on mutually acceptable solutions;

- Takes initiative and seeks opportunities to initiate action;
- Actively produces and disseminates new knowledge; creates/contributes to mechanisms to collect and share knowledge;
- Good database skills;
- Proposes innovative ideas and new solutions to challenges.

IV. Functional Competencies:
- Ability to speak and write persuasively in English, adapting style and content to different audiences;
- Proficient in speaking with wide range of stakeholders, from government counterparts to private sector companies;
- Ability to communicate insights, expertise and trends in a way that non-specialists can comprehend;
- Comfortable with data, particularly in the humanitarian sector
- Good presentation skills in a workshop setting.
- Professional and intellectual interest in big data and humanitarian sectors.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following approach:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%
* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
Technical		*100*
Criteria A: qualification requirements as per TOR:	*70%*	70
• Bachelor's Degree in Civil Engineering, Sociology, Political Science, Engineering or other related disciplines.		10
• At least ten (10) years of relevant professional work experience managing data systems.		10
• Experience working with humanitarian data. Ideally with informational management experience in disaster risk and recovery.		15
• Experience in using Java and Python programming, CKAN open-data portal. Demonstrated proficiency in Excel and/or Google Suite, knowledge of Tableau, Arc Gis ODK, qGIS and regional databases		10
• Experience with geodata, databases and its processes		10
• Experience in working with Government of Indonesia and any Humanitarian Actors (Institution/UN Agencies/Private/NGO)		15
Criteria B: Brief Description of Approach to Assignment (based on technical proposal submitted as part of application)	*30*	30
1. Understands the task and applies a methodology appropriate for the task.		10
2. Important aspects of the task addressed clearly and in sufficient detail.		10
3. Logical, realistic planning for efficient project implementation.		10