**TERMS OF REFERENCE**

Job Title: Information Management Specialist

Reports to: Head of RCO

Duty Station: Colombo, Sri Lanka

Type of Contract: Individual Contract

Duration of Assignment: 4 months

Contract Start Date: 11 November 2019

**A. BACKGROUND**

The United Nations in Sri Lanka recognizes the importance of information management to inform decision making. As part of the reinvigorated resident coordinator system, the Resident Coordinator’s Office (RCO) aims to support the UN Country Team in (UNCT) strengthening information analysis to better engage with and advise Government to deliver on the Sustainable Development Goals (SDGs) and the commitments outlined in the UN Sustainable Development Framework (UNSDF) 2018 – 2022.

As part of this exercise, there is a need to streamline and strengthen the information management systems that will collect and analyse data effectively around the four pillars of the UNSDF. One of the key requirements is to ensure robust monitoring of the SDG indicators and UN contributions to the ‘Outcomes’ identified in the UNSDF, so that the UN can understand the status of achievement on each Outcome and its contribution. Outcome groups have been established, supported by relevant focal persons from the RCO and a cross-cutting M&E working group to ensure monitoring of progress against the UNSDF. This approach should draw from and add to existing data, statistics, analyses, reviews, research, capacities and resources from within and outside the UN system. These include national and sector-specific development visions and strategies, national budget allocations, and development financing from domestic and international, private and public sources. To leave no one behind, it is important to generate evidence and data disaggregated not only by income, gender, geography and age, but also other grounds of discrimination prohibited under international law. A strengthened approach to capturing data will help improve strategic engagement in each of the outcomes and provide a richer seam of information to support milestone reporting mechanisms such as the Joint Steering Committee Meeting with Government and the Annual Progress Report.

At the same time a review of the UN CCA is planned and the analysis of existing data and data gaps for national SDG indicators will help inform contextual analysis, so that interventions can be grounded on a more robust understanding of the current situation. It should go beyond official national statistics to use new sources of data and diagnostic tools, including but not limited to big data, national surveys and assessments, targeted surveys using mobile technology and others.

**B. SCOPE AND OBJECTIVES**

The consultant will work with the development, humanitarian and peacebuilding teams within the RCO to streamline and strengthen existing information management systems, and identify opportunities to use new data sources, tools and products that will enhance the knowledge products produced through the RCO.

**C. RESPONSIBILITIES**

1. Identifies UNCT, Partners and Stakeholders requirements by establishing personal rapport with potential and actual information providers and other persons in a position to understand information requirements;
2. Review the existing information management systems within the RCO in terms of accessibility, user friendliness, timelines, etc.  Ensuring alignment with information systems that are being used by the different institutions, stating the information collected and the update frequency.
3. Work closely with the Humanitarian Coordination Unit (50%)
* Support the UN System to support the Sri Lankan Government in emergencies by strengthening information management systems including and strengthening the work WFP is undertaking, in relation to the Sendai Framework and to support NDRS data gathering at the local level. This includes setting up and linking the available processes to collect, analyse and share information about the situation amongst stakeholders in Sri Lanka and HQ as relevant;
* Support humanitarian agencies and response institutions to generate information products on emergencies through Sharehub’s easy-to-use format to produce bulletins, infographics, situation reports, snapshots or, dashboards to strengthen information sharing and swift decision-making at all levels.
* Strengthen the disaggregation and quality of data for Humanitarian and Development purposes including funding break downs.
1. Liaise with relevant RCO teams to (50%)
* Develop and create big data generators, create access and linkages with big data providers to monitor SDG’s, NUA, SFDRR and three Rio conventions (UNFCCC, UNCBD, UNBDC);
* Link up with agencies to collects data by identifying sources of information; designing survey and collection methods using standard templates;
* Organize different information requirements by studying, analysing, interpreting, and classifying data;
* Design and Develop formats to compile infographics/bulletins/reports by collecting, analysing, and summarizing information;
* Liaise with local and international agencies and UN system on provision of data to be mapped and production of relent information products for the UN System;

**Expected Outputs**

* A comprehensive list of new data sources to be used in monitoring the UNSDF indicators/outcomes making use of big data sources in combination with other data sources.
* A report on how some of these data sources can be combined to create new value-added information/proxies for the UNSDF framework to monitor the progress with minimum cost by:
1. Enhancing the already existing data sources to collaborate and strengthen the information; and
2. Propose new data sources and proxies for incomplete data sources.
* A report containing the respective agency/programme/fund information requirements with probable solutions.
* A set of proposed infographic formats for internal and external dissemination.
* A proposal to enhance existing information management systems such as Sharehub to cater to the changing requirements of the RCO

**D. TIMEFRAME**

The envisaged time frame of the consultancy is 4 months with the possibility of a no-cost extention, ending no-later than 31 March 2020.

**E. CONSULTANT PROFILE**

1. **Competencies**
* Strong communication skills with excellent written English skills.
* Diplomacy and sensitivity
* Contextual understanding
* Demonstrate/safeguard ethics and integrity
* Demonstrate corporate knowledge and sound judgment
* Self-motivation and innovative ability
* Networking with colleagues in similar roles
* Learning and sharing knowledge and encourage the learning of others.

**Professionalism**

* Exposure to a wide range of information management systems related to humanitarian activities, conceptual and strategic analytical capacity, demonstrated problem-solving skills. Good knowledge of the region/country and ability to influence others to reach agreement.

**Commitment to Continuous Learning**

* Willingness to keep abreast of new IM tools.

**Communications**

* Good communication (spoken and written) skills, including the ability to explain and present technical information, effectively advice clients on systems related issues, applications, etc…

**Judgment**

* Demonstrated ability to apply good judgment in the context of assignments given.

**Teamwork**

* Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Planning & Organizing**

* Ability to plan own work and manage conflicting priorities.

**2. Qualifications**

**Education:**

* A Masters’ Degree (or above) in Development Studies, Disaster Risk Reduction, Humanitarian Action, Social Sciences, Geographical Planning.

**Experience:**

* At least 07 years of relevant professional experience in humanitarian information management;
* 3 years of international exposure and field experiences in humanitarian response and developing context is an asset;
* Expertise in big data analysis and able to introduce big data analytical tools by linking relevant agencies and understanding of available common operational and fundamental operational datasets, GIS/RS, image analysis, mapping, including designing of infographics, bulletins using non-commercial datasets, Microsoft Office; Analytical tools; and linkages with pulse labs, UN agencies and machine learning would be an advantage;
* Knowledge about the technical aspects of data and information management and utilization;
* Knowledge about data processing, management and in organizing the collection, storage and usage of geo-spatial data (Big, large and small data);
* Professional experience within the UN system is an asset;
* Ability to share knowledge, experiences of data visualisation and able to train sub-ordinates is an asset;

**Language:**

* Demonstrates strong oral and written communication skills in English.

**F. HOW TO APPLY**

The application should contain:

* Cover letter explaining why you are the most suitable candidate for the advertised position and a brief methodology on how you will approach and conduct the work.
* Personal CV/P11, indicating all experience from similar positions, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references who can certify the candidate’s competencies, professionalism, quality of writing, presentation and overall suitability to this TOR
* Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of cost components;
* Individual consultants will be evaluated based on a combimation of factors including cover letter, the credentials on offer and brief interview (optional) and the offer which gives the **best value for money for the UNDP.**
* Please send the Financial Proposal along with your CV to the following e-mail address: consultants.lk@undp.org stating the position in the subject line.

**G. FINANCIAL PROPOSAL**

All Inclusive Lump Sum Fee: USD (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Or

All Inclusive Daily Fee: USD (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Amount in words: (Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**Note:** Payments will be based on invoices on achievement of agreed milestones i.e. upon delivery of the services specified in the TOR and certification of acceptance by the UNDP. The applicant must factor in all possible costs in his/her “***All Inclusive Lump Sum Fee***” including his/her consultancy and professional fee, travel (economy class flights is required to and from the Duty Station) honorarium, board and lodging, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant. UNDP will only pay for any unplanned travel outside of this TOR and Duty Station on actual basis and on submission of original bills/invoices and on prior agreement with UNDP officials. Daily perdiums and costs for accommodation/meals/incidental expenses for such travel shall not exceed established local UNDP DSA rates.

For an Individual Contractor who is 65 years of age or older, and on an assignment requiring travel, be it for the purpose of arriving at the duty station or as an integral duty required travel under the TOR, a full medical examination and statement of fitness to work must be provided.  Such medical examination costs must be factored in to the financial proposal above. Medical examination is not a requirement for individuals on RLA contracts.

**H. PAYMENT FOR SERVICES**

Payments will be based on milestones certified by the Head of the Resident Coordinator’s Office.

Payment Milestones will be as follows:

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| --- | --- | --- |
| **Output/Deliverable** | **Payment** | **Estimated Due Date** |
| Submission of list of new data sources to be used in monitoring the UNSDF indicators/outcomes  | 20% |  |
| Submission of a report on how data sources can be combined to create new value-added information/proxies  | 20% |  |
| Submission of a report containing agency/programme/fund information requirements with probable solutions | 20% |  |
| Submission of a set of proposed infographic formats  | 20% |  |
| Submission of a proposal to enhance existing information management systems such as Sharehub to cater to the changing requirements of the RCO | 20% |  |