United Nations Development Programme
برنامج الأمم المتحدة الإنمائي

UNDP
Iraq

IC-085/15 - NATIONAL CONSULTANT- INFORMATION MANAGEMENT OFFICER – UNOCHA SULIMANYAH

Location :	SULIMANYAH, Iraq
Application Deadline :	30 July 2015
Type of Contract :	Individual Contract
Post Level :	National Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	Mid August 2015
Duration of Contract :	6 months
Supervisor	Head of Information, Management Unit, UNOCHA

Background

The United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA) has established field offices in Iraq to facilitate coordination of the humanitarian response in Iraq, including assistance to the 2.1 million Iraqis internally displaced since January 2014. Information management is a core component of a comprehensive support strategy for the humanitarian community. The Information Management and Reporting Unit (IMRU) will work to advocate for an environment whereby relevant data (spatial / GIS, non-spatial tabular, statistical, etc.) can be brought into a structure that supports the efficient management of data and information in the context of the humanitarian response.

Duties and Responsibilities

Under the immediate supervision of the OCHA Head of Sub-office Sulimanyah with functional supervision provided by Head of Information Management Unit, the national Information Management Officer will perform following tasks:

- Playing a lead role in the design, development, management and improvement of data management systems including database and spreadsheets, along with related process for data collection, cleaning and verification;
- Maintaining a client-oriented approach that ensures the OCHA provides high-quality information management services and products to the OCHA office and to members of the humanitarian community;
- Collect, compile, analyses and reporting of various primary and secondary data from various

sources and organize the structural record keeping and archival.

- If necessary translate information from Arabic to English or vice versa.
- Database management including: customizing the database as per sector/cluster needs, customizing system vocabularies;
- Integrating, archiving, and extracting large datasets for cross referencing and statistical analysis, designing workflows and data collection models where necessary;
- Contributing to the application of OCHA Metadata Standards and Record-Keeping Policies, including but not limited to the application of metadata standards, project documentation standards and document management conventions.
- Supporting and participating in analytical work by processing data and information in a suitable format;
- Writing data queries for analytical purposes using SQL;
- Maintaining a close working relationship with Information Management counterparts in partner agencies and organizations;
- Liaising with OCHA staff and partners to ensure that database development, data entry, and data extraction methods provide optimum functionality and usability to stakeholders and OCHA clients;
- Conducting regular trainings for sector/cluster members and working closely with the IM focal points making sure that the process of data entry is going smoothly;
- Working with the OCHA team in order to produce reports, maps and charts from the data;
- Promoting the adoption of OCHA Information Management tools and techniques by OCHA staff and partners;
- Together with the other relevant staff of the Office, developing and implementing a dissemination strategy for all information products (e.g. reports, data, maps) through, for example, hard copy, standalone executable programmes, CD-ROMs and websites;
- Promoting the collection of baseline data and indicators;
- Any other duties as need by the office.

No	Reports/Documents/Deliverables	Due date
1	a) 3W (Who does What, Where) for District and Governorate level. Maintain/administered /prepare and publish infographic and maps (Minimum 15 maps produces) for each month b) Training on OCHA standard product and technical support on Activity Info are provided to partners (governorate and humanitarian partners). Minimum 2 training organize for ten partners for each month	End of August 2015
2	a) 3W (Who does What, Where) for District and Governorate level.	End of September 2015

	Maintain/administered /prepare and publish infographic and maps (Minimum 15 maps produces) for each month b) Training on OCHA standard product and technical support on Activity Info are provided to partners (governorate and humanitarian partners). Minimum 2 training organize for ten partners for each month	
3	a) 3W (Who does What, Where) for District and Governorate level. Maintain/administered /prepare and publish infographic and maps (Minimum 15 maps produces) for each month b) Training on OCHA standard product and technical support on Activity Info are provided to partners (governorate and humanitarian partners). Minimum 2 training organize for ten partners for each month	End of October 2015
4	a) 3W (Who does What, Where) for District and Governorate level. Maintain/administered /prepare and publish infographic and maps (Minimum 15 maps produces) for each month b) Training on OCHA standard product and technical support on Activity Info are provided to partners (governorate and humanitarian partners). Minimum 2 training organize for ten partners for each month	End November 2015
5	a) 3W (Who does What, Where) for District and Governorate level. Maintain/administered /prepare and publish infographic and maps (Minimum 15 maps produces) for each month b) Training on OCHA standard product and technical support on Activity Info are provided to partners (governorate and humanitarian partners). Minimum 2 training organize for ten partners for each month	End of December 2015

COMPETENCIES

Corporate Competencies:

- Demonstrates commitment to OCHA mission, vision and values
- Proven organizational and inter-personal skills, and ability to work in a multi-cultural team environment
- Ability to work under pressure and according to tight deadlines
- Essential computer skills in particular competency in the use of Windows MS Office programs (Word, Excel, etc.)
- Fluency in oral and written English is essential
- Knowledge of Arabic and Kurdish is an advantage

Functional Competencies:

- Promotes knowledge sharing and learning culture in the office;
- Ability to research best practices and propose new, more effective ways of doing things;
- Ability to develop and maintain effective work relationships with other sections and colleagues within the organization;
- Ability to develop and maintain effective work relationships with national authorities and other organizations;
- Focuses on impact and results, and responds positively to constructive feedback;
- Consistently approaches work with energy and a positive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.
- Actively works towards continuing personal learning and development and applies newly acquired skills.

Required Skills and Experience

Education:	Master's degree in Computer Sciences, Engineering, Urban Planning or a related field, or Bachelor's degree or equivalent
Experience:	At least 2 years of relevant experience at the national or international level in the area of information management, previous relevant experience with UN and the NGO sector is an advantage.
Other Skills required	• Strong database design and management skills (familiarity with software such as MS Access, Excel, MySQL) • Good knowledge of GIS systems and supporting software (ESRI ArcMap10.2 are required), and experience in the development and management of spatial/geographic data layers; • Solid knowledge of MS Office software products is required (especially: MS Access, MS Excel, MS Power-point, MS

	Word). • Web design and database programming/administration skills (familiarity with PHP, HTML, DRUPAL, etc.). • The understanding of indicators and their development • Publication development/production, especially drafting text, design of graphic elements and layout • Public speaking – able to make presentations in Arabic, Kurdish, English • Knowledge/familiarity with: Google Earth, In-Design, Adobe Photoshop and Illustrator.
Language Requirements:	English and French are the working language of the UN Secretariat. For this vacancy fluency in English is required. Knowledge of Arabic and Kurdish is desirable

Evaluation of Applicants:

- Individual consultant will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal;
- The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
- responsive/compliant/acceptable, and having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation;
- Only the highest ranked candidates who are found qualified for the job will be considered for the Financial Evaluation.
- Only candidates obtaining a minimum of 70 points will be considered for financial evaluation.

A. Technical Criteria - 70%

Criteria A - Education – 20 points
Criteria B - Relevant Experience – 30 points
Criteria C – Others skills required - 30 points
Criteria D - Language requirement – 20 points

B. Financial Criteria - 30%

Maximum total points (technical (70%) + financial (30%) = 100 points

Proposals should be submitted to the following e-mail address IC1.undp.iq@undp.org, no later than **COB, 30 July 2015 (Erbil Time: +3 GMT)**

Applicants should submit the following documents by the deadline to be considered for this position-

1. Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1**
2. Application cover letter explaining why you are the most suitable candidate for the advertised position;
3. Personal History Form (P11), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
4. **UN P11 Form** ("CV Form") **– Annex 2**. UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.

Please submit your offers with the email subject: IC-085/15 NATIONAL **CONSULTANT-INFORMATION MANAGEMENT OFFICER, UNOCHA SULIMANYAH**