



*Empowered lives.  
Resilient nations.*

## **TERMS OF REFERENCE INFORMATION OFFICER**

### **I. PROJECT TITLE**

**Information and Database Management Expert**

### **II. DURATION**

**Number of working days:** 128 working days  
**Contract start date:** ASAP  
**Contract end date:** 31<sup>st</sup> December 2020  
**Duty station:** AMMAN

### **III. BACKGROUND**

Established in 1976, the United Nations Development Programme (UNDP) is one of the United Nations Agencies working in Jordan and is the main convener of sustainable human development.

UNDP partners with people at all levels of society (government, NGOs, private sector and communities) to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. In more than 170 countries and territories, UNDP offers global perspective and local insight to empower lives and build resilient nations. As partner countries develop local capacity, they draw on the people of UNDP and our range of partners.

UNDP is guided by its strategic plan and moving away from implementing stand-alone projects to a programme based approach. By using the programme approach, UNDP country office will: a) promote a holistic and comprehensive method for dealing with development challenges; b) participate in a more meaningful policy dialogue with the national actors; c) ensure better focus in supporting national development objectives; d) enhance its support for aid coordination by working with other development partners within the national planning documents; e) in the context of the new programming arrangements, achieve greater impact

in the focus areas than would be possible under the project-by-project approach; and f) empowered to strengthen programme design, as well as implementation, monitoring and evaluation arrangements for successful implementation of its new Country Programme Document (CPD), its support to national priorities, and the 2030 development agenda.

The Inclusive Participation and Institutional Strengthening (IPIS) Pillar is developing a Crisis Risk Dashboard (CRD), which is a dynamic tool that will support UNDP's more effective monitoring and understanding of crisis-related risks by managing and helping digest various information flows, and subsequently visualizing and communicating insights. The IPIS is seeking to develop further the CRD and maintain it in order to i) facilitate information gathering, tracking, and visualization on an ongoing basis to understand the nature and potential impact of crisis-related risks ii) provide increasingly accessible understanding of evolving crisis risk contexts as a resource for the organization to be more systematic in preventive approaches in anticipation of potential crises.

#### **IV. PURPOSE OF THE CONSULTANCY**

##### **Purpose of the consultancy:**

The Information and Database Management Expert is responsible for identifying the relevant indicators, collecting, processing, storing, and analyzing data that will serve as the foundation for the risk database of the UNDP Crisis Risk Dashboard (CRD) and support the design and programming of governance risk management initiatives.

He/she will provide support in the generation and analysis of data and information in order to facilitate informed decision-making. He/She will also set up and manage the existing Crisis Risk Dashboard (CRD) database system using open source applications and produce situation report on a regular basis.

##### **Key tasks:**

Working directly under the guidance and oversight of the IPIS Team-Leader, the Information and Database Management Expert is expected to undertake the following:

##### **Information Management:**

1. Collect, organize, and preserve reports/data and other technical or scientific information relating to the Crisis Risk Dashboard (CRD), or other data related collection;
2. Generate situation reports and other technical documents from assessed needs;
3. Coordinate the timely and effective distribution of information;
4. Organize the exchange of information with major national and international partners and government institutions;
5. Conduct short skill training for Government officials and/or to relevant UNDP staff;
6. Support the provision of data and analysis requirements to the Crisis Risk Dashboard (CRD) and provide technical inputs in the development of the risk and threats analysis;
7. Provide relevant substantive inputs to knowledge management and networking;

8. Establish and maintain the CRD database management system.

- **Data Management:**

Design, develop and manage databases, dashboards, spreadsheets and other data tools; document, and ensure the quality of high-value data for accuracy, consistency and comparability; consolidate operational information on a regular schedule to support analysis.

- **Data Analysis:**

Organize, design and carry out the evaluation and analysis of specific datasets through meaningful techniques; participate in the development and revision of data standards and advise on the application of these standards into local systems and processes; participate in the development, implementation and management of new indicators, together with its accompanying data, to be included in required Dataset; document and ensure the quality of high-value data for accuracy, consistency and comparability.

- **Assessment Analysis:**

Support assessment and needs analysis activities, including secondary data reviews, and initial rapid assessments; provide advice on assessment design to ensure data quality; manage platforms and tools that support data collection and analysis.

- **Visualization:**

Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.

**Deliverables**

- Monthly progress update report
- exchange of information with major national and international counterparts and government institutions;
- Conduct short Skill training on database management for relevant Government officials and UNDP colleagues.
- Data and analysis requirements for crisis management plan
- Risk and threats database
- End of assignment report

## V. EXPECTED OUTPUTS AND DELIVERABLES:

Scope of Work	Deliverables/ Outputs	% of payment (US\$)	Target Date
Production of regular monthly progress reports.	exchange of information with major national and international counterparts and government institutions	15%	July 2020
Conduct relevant research and analysis for the production of knowledge	Conduct short Skill training on database management for relevant Government officials and UNDP colleagues	15%	August 2020

products.	Data and analysis requirements for crisis management plan	15%	September 2020
	Risk and threats database	15%	October 2020
	Produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; develop advocacy materials including posters, presentations and other visual materials.	15%	November 2020
	End of assignment report	25%	December 2020

All deliverables should accompany a monthly progress report. The Consultant will agree on the format and content of each deliverable and output (task order) with the team leader. Specific deliverables and calendar will be agreed within the contract financial envelope and time frame (some deliverables might be changed or disregarded).

## **VI. DURATION OF THE WORK**

The duration of the Consultants' assignment is 128 working days to be conducted. The work will require a presence in country, although some assignments may be completed home-based in consultation with the Programme Manager.

## **VII. QUALIFICATIONS**

### **Education:**

Master's degree, Information Management, Information systems, data management, and experience in mapping, data visualization, or other relevant programmes

### **Experience:**

- At least 4 years of experience in data management and data visualization
- Web and social media content management
- Experience with databases and dashboards
- Web management, data management, geographic information systems knowledge is an asset
- Previous experience with the United Nations is an asset

### **Language:**

- Fluency in written and spoken English, Arabic language is an asset.

### **Core Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and

adaptability;

- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

## **VIII. CRITERIA FOR SELECTION OF BEST OFFER**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) Being responsive/compliant/acceptable, and
- b) Having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:

\* Technical criteria weight: 70%

\* Financial criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation shall be considered for the financial evaluation.

Of those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(P_n / P_l) * 30$  where  $P_n$  is the financial offer being evaluated and  $P_l$  is the lowest financial offer received.

<b>criteria</b>	<b>Maximum points</b>
An advanced University degree in Information Management, Information systems or related field.	10%
A minimum of five (4) years of functionally related relevant professional experience.	20%
Proficiency in the use of office IT applications and internet; including dashboards and early warning systems	20%
Prior experience of working in Jordan or in Arabic-speaking countries.	10%
Communication skills, research and analytical skills, familiarity with international assessment toolkits.	10%
Financial offer, submitted in accordance with the price schedule set out in the procurement notice	30%

## **IX. DOCUMENTS TO BE SUBMITTED**

Interested consultants are invited submit the following documents/information to be considered:

1. Offeror's letter, as per the attached form
2. Personal History Form (P-11), including 3 references
3. Technical proposal

- i. Explaining why they are the most suitable for the work
  - ii. Providing a brief methodology (not more than 3 pages) on how they would approach and conduct the work.
4. Financial proposal in accordance with the attached schedule

Please submit above information no later than JULY 20,2020, at 18:00 hrs (Jordan time) by email to: [ic.jo@undp.org](mailto:ic.jo@undp.org), with subject: **(Information and Database Management Expert )**

<b>VII. Signatures-Job Description</b>		
Incumbent (if applicable)		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date