

TERMS OF REFERENCE

Location	Honiara, Solomon Islands
Application deadline	30 th September 2020
Type of Contract	Individual Contractor
Post Title	National Consultant on Information Management
Languages required:	English and Pidgin
Duration of Initial Contract:	15 October 2020 to 15 April 2021

BACKGROUND

Solomon Islands was affected by two tropical cyclones in the beginning of 2020 which affected livelihood, shelter and water sources of over 80, 000 people. Distribution of staple food items was just completed in July 2020 while recovery of water sources is currently ongoing in some parts of Guadalcanal Province. Running concurrent to this is the COVID-19 Preparedness and Response efforts of Solomon Islands Government (SIG) which commenced in February 2020 and is likely to continue beyond 2020. At the centre of operational coordination is the National Disaster Management Office which provides the secretariat support to the National Disaster Operations Committee (N-DOC). A consolidated COVID-19 Preparedness and Response Plan (COVID-19 PRP) was developed in April 2020 by the six sectors of the N-DOC to guide operations of health and non- health sectors including safety and security. Consolidation of data, information and various reports as well as provision of logistics support is managed through the National Emergency Operations Centre (NEOC) hosted by the NDMO. The NEOC is the main service center for intersectoral efforts to implement the COVID-19 PRP.

The NEOC requires certain products to be released at regular intervals to targeted audience. These products include situation reports, assessment reports, monitoring reports, meeting minutes and meeting briefs for the different committees. To this end, the Information Management is required to support the NEOC on the different developing different information products.

The Information Management Officer will report to NEOC Manager is required to work with the Principle Operations Officer on the following:

- a. Assessment of information needs to support strategic and operational decision- making.
- b. Develop data collection plans based on information needs as well as maintain a database of key data/ information providers/ suppliers.
- c. Develop templates and procedures for data collection and analysis
- e. Provide concrete analysis of data to support situation reports, various committee briefings/ presentations and updating of COVID-19 PRP or any other operational plans.

DUTIES AND RESPONSIBILITIES

Scope of Work

- It is required of the Information Management Officer to develop a work plan in consultation with the NEOC Manager or his designate on the schedule of work and information products.
- Identify main information sources for COVID-19 Preparedness and document them

- Develop formats for presentation of information and data analysis
- Consultations with individual N-DOC Sector Committees information management focal points are required in which the consultant may be required to seek letter or email correspondence from N-DOC Chair and/ or NEOC Manager for meeting appointments as well information requests.
- Meeting minutes of consultations and decisions to be documented and shared with N-DOC Chair and/or NEOC Manager for decision making.
- Any other information management duties as requested by the N-DOC Chair and/or NEOC Manager that meets the overall objective of better preparedness and response.

Expected Outputs and Deliverables

The Information Management Officer is expected to submit monthly summary (30 days) of activities, and accomplishment report to the NDMO Director and Chief Operations Officer with copy to UNDP DRM Specialist. Monthly payment shall be made within two weeks after the receipt of approved summary of activities and accomplishment report as per below outputs and deliverables.

Expected outputs /deliverables	Payment milestones	Deadline
Schedule of work and information products	16.67%	15 November 2020
Database of information identifying who is doing what and where based on COVID-19 Preparedness and Response Plan	16.67%	15 December 2020
Activity Analysis of COVID-19 Preparedness and Response Plan	16.67%	15 January 2021
Gap analysis of COVID-19 Preparedness and Response Plan	16.67%	15 February 2021
Needs Analysis of COVID-19 Preparedness Plan	16.67%	15 March 2021
Final report of COVID-19 PRP with recommendations for implementation	16.65%	15 April 2021

Institutional Arrangement

- The overall substantive work is to be guided by the NDMO and will report to the NEOC Manager. The Information Management Officer will be based at the NDMO and is expected to part of NEOC Team. The deliverables shall be submitted to the NEOC Manager and the NDMO Director for peer review. Payments will be authorized by UNDP's DRM Specialist.
- The Information Management Officer is expected to provide monthly reports of his/ her deliverables. In addition, he/she is expected to provide input to weekly NEOC meetings.
- The Information Management Officer is expected to liaise with other NEOC Function Team members for information and support where appropriate.

Duration of the Work

- This engagement is anticipated to commence on 15 October 2020. The estimated end date is 15 April 2020.

Duty Station

- The Information Management Officer will be based at the NEOC, NDMO Office in Honiara. Any travel to provinces will be covered by hiring organization.
- Delay in reaching the deliverables should be communicated in advance of the specified due dates to the NEOC Manager.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Good understanding of disaster response structure of Solomon Islands
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Bachelor's degree in computer science, information science, natural sciences, disaster risk management, geography or demography or related field.
- Certificate/ Diploma holder with experience and training in information science, climate science, disaster risk management, geography or related field.

Experience

- At least 2-3 years of experience in needs/ vulnerability assessments, data and information management in development and humanitarian work, disaster risk management, climate change adaptation and reporting;
- Experience in creating simple database and analysis of data and information, consolidating disaster assessment data and information, presentation of data to different target audiences.
- Experience in working with international organization including Solomon Islands Government would be an advantage.
- Good understanding of disaster management arrangement in Solomon Islands; and
- Experience in consolidating/developing government reports based on multi- stakeholder consultations and input would be an advantage.

Language requirements

- Fluency of English language is required;

- Knowledge of Solomon Pidgin would be an asset.

Price Proposal and Schedule of Payments

The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a monthly basis based on actual days worked, upon submission of Time Sheet indicating the days worked in the period and verification of completion of deliverables performed by IC’s supervisor and endorsement by Operations Manager.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed. All other official travel undertaken during the course of the assignment will be arranged and paid by UNDP.

Note: The selected consultant will be required to sign a statement of Good Health and present valid medical insurance coverage for the duration of assignment before commencement of work. The cost of medical insurance can be included in the financial proposal and shall be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria	Required Skills and Experience	Points Obtainable (70 points)
1	Bachelor’s degree in computer science, information science, natural sciences, disaster risk management, geography or demography or related field. Certificate/ Diploma holder with experience and training in information science, climate science, disaster risk management, geography or related field.	10
2	At least 2-3 years of experience in needs/ vulnerability assessments, data and information management in development and humanitarian work, disaster risk management, climate change adaptation and reporting.	25
3	Experience in creating simple database and analysis of data and information, consolidating disaster assessment data and information, presentation of data to different target audiences.	15

4	Good understanding of disaster management arrangement in Solomon Islands	15
	Knowledge of MS Word, Powerpoint, Excel. Knowledge of statistical package would be an advantage.	5
		70 Points

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or 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.
- **Financial proposal**, as per template provided in Annex II. Note:

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to procurement.sb@undp.org