



## TERMS OF REFERENCE

### Capacity Building on Data Management System- Senior Specialist Individual Consultant (IC) Contract Type: National

<b>Location:</b>	Maputo, with travel to Beira in Sofala Province
<b>Application Deadline:</b>	28 June 2021
<b>Duration of Assignment:</b>	45 working days
<b>Expected Start Date:</b>	5 July 2021

**Project Title:** Mozambique Recovery Facility, Mozambique

### 1. Background

After the devastation caused by cyclones Idai and Kenneth, which hit Mozambique in February and March 2019 the government and its international partners joined forces to address the challenges of emergency response and recovery. To realize this vision, UNDP established the Recovery Facility to implement short to long-term recovery interventions to address the primary causes of vulnerability and to promote resilience for future disasters. The facility has three pillars: (1) livelihoods and women economic empowerment (2) housing and community infrastructure and (3) Institutional strengthening of the Reconstruction Cabinet (GREPOC). In line with the Post Disaster Needs Assessment (PDNA), the facility adopted a comprehensive approach to respond effectively to the needs of the population affected by disasters in Sofala and Cabo Delgado Provinces, which requires close coordination with key development actors and partners, under the leadership of GREPOC.

The Institutional strengthening of the Reconstruction Cabinet (GREPOC), pillar 3 has four key outputs;

- i. Technical and operational capacities of the Government enhanced to coordinate, facilitate, implement, monitor, and evaluate the reconstruction and recovery phase
- ii. Measures in place and implemented across sectors to improve policy coherence and a sustainable, equitable and gender-responsive business environment
- iii. National capacity at all levels enhanced to manage housing, reconstruction and rehabilitation of critical community and government infrastructure with BBB Principles
- iv. An integrated monitoring and evaluation (M&E) strategy developed/ a Recovery fund is operational and managed effectively with high accountability and transparency standards

As part of output (i) above, the UNDP will help to establish and operationalize resilient recovery Information Management System, public engagement, communication and outreach to provide access to comprehensive information of recovery interventions to stakeholders and create citizen feedback loop to enhance transparency and accountability. To realize the assignment, the UNDP planned two phases of support to GREPOC. In the first phase of the support, a consultant supported GREPOC with the development of the online data collection tool and a database management system with incorporated reports. Both systems were reviewed and approved by GREPOC, UNDP and some cooperation partners.



This tool will support GREPOC monitor funds related to cyclone by having accurate information of how and when cooperation partners are contributing resources.

The second phase of the support consists of dissemination of the online data management tool, supporting GREPOC in the management of the focal points in the registration and capturing (uploading) process of the requested data and information, training GREPOC on data management tool, use and report preparation. Details of activities and level of effort for the second phase are shown in table 2 below.

## **2. Objectives of The Assignment and Scope of Assessment**

The Consultant is expected to equip GREPOC staff and partners with skills to disseminate, manage focal points in the registration, capturing (uploading) and extraction of requested data and information, analysis, use and preparation of reports generated from the database management system.

### **2.1. Specific Objectives**

Specifically, the consultant is expected to:

- develop strategies for the dissemination of the online data management tool
- develop workflow for GREPOC to engage with the focal points capturing data
- train GREPOC staff on the use of the data management tool in surveys; and support the capturing and updating of data by partners.
- equip GREPOC with knowledge on data extraction, cleaning, validation, and analysis
- design the strategy for regular updates and train GREPOC staff on this component
- train GREPOC on data management system maintenance and modifications

### **2.2. Expected Outputs and Deliverables**

- Prepare and submit inception report within 5 days of signing contract detailing, interpretation of assignment, methodology and workplan for realizing the assignment (and any other details requested by UNDP and GREPOC)
- Submit draft report and required data management instruments for comments within three working days of completing the assignment for comments by UNDP and GREPOC
- Final report (soft and hardcopy) of between 20 and 40 pages to be submitted and approved by UNDP and GREPOC within 10 days of completing the assignment

## **2. Institutional Arrangements**

The selected consultant will work under overall supervision of UNDP MRF Program Manager, Head of Environment, Natural Resources and Disaster Unit based in Maputo. The UNDP team will coordinate with GREPOC in the execution of the assignment.

GREPOC will be responsible as a user of this service to approve and validate the products generated and implementation objects of the Point 2.2



### **3. Duration of Assignment**

The assignment will be carried for a period of **45 effective working days** between 05 July and 30 September 2021. Clear indication of effort days is shown in table 2 below.

### **4. Duty Station**

Maputo, with regular travels to Sofala Province, Mozambique.

### **5. Qualifications of the Successful Consultant**

#### **5.1. Education:**

At least a master's degree in computer science, information technology, statistics, biometry, data science or related areas

#### **5.2. Professional Experience**

Candidates with master's degree must have at least 5 years and PhD holders 3 years' experience in;

- Use and setting up of on-line data management systems
- Capacity building and or training users of data management systems across all phases from design of data collection tools to report preparation
- Database design principles and data administration standards
- Experience working on similar assignment for UNDP, other UN agencies and international organizations an asset

#### **5.3. Language Requirements:**

- Fluency in spoken and written English and Portuguese

#### **5.4. Competencies**

- Effective communication skills including ability to deliver effective presentations and demos; ability to work with a broad spectrum of people
- Effective writing skills: ability to produce clear, concise, and high-quality reports
- An ability to think critically and an aptitude for problem solving; good trouble shooting skills
- Proven ability to train and capacitate people from different backgrounds
- Strong analytical skills: ability to collect, clean, organize, and analyze data and information

### **6. Scope of Financial Proposal and Schedule of Payments**



### 6.1. Lump Sum Amount

The financial proposal must be expressed in the form of a lump sum all-inclusive cost (travelling, accommodation, field allowances, training materials etc)

### 6.3. Schedule of payments

1. **Inception** 20% of payment upon signing of contract
2. **Submission of draft report:** 40% payment upon submission of a credible draft report
3. **Approval of final report:** 40 % of payment once report is approved

### 7. Recommended Presentation of Offer

Individual consultants interested in the assignment must submit the following documents to demonstrate their qualification:

- a) **Duly Accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- b) **Personal CV**, indicating experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and **a methodology/work plan** (see table 2 below for level of effort and key activities), on how they will approach and complete the assignment.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract costs, supported by a clear breakdown of costs.

### 8. Criteria for Selection of the Best Offer

The candidates will be evaluated based on the following methodology:

Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a max of 30%. Only candidates obtaining a minimum of 56 points of the technical criteria will be considered for the financial evaluation.

Table 1: Consultant evaluation criteria

Technical Criteria	Maximum obtainable points	Weight Percentage
<b>Education:</b>		
At least a master's degree in computer science, information technology, statistics, biometry, data science or related fields	15	15%
<b>Years of Experience and Knowledge of Sector:</b>		

Technical Criteria	Maximum obtainable points	Weight Percentage
Candidates with master's degree must have at least 5 years and PhD holders 3 years' experience in: use and setting up of on-line data management systems, capacity building and or training users of data management systems across all phases from design of data collection tools to report preparation and database design principles	15	15%
Methodology/work plan on how to complete each of the deliverables	15	15%
ability to deliver effective presentations and demos; ability to work with a broad spectrum of people, produce clear, concise, and high-quality reports, good database trouble shooting skills, proven ability to train and capacitate people, and ability to collect, clean, organize, and analyze data and information	10	10%
Fluency in English and Portuguese	10	10%
Regional experience in Southern Africa and particularly Mozambique	5	5%
<b>Total technical score</b>	<b>70</b>	<b>70%</b>
<b>Financial: 30%</b>	<b>30</b>	<b>30%</b>
<b>Final Score</b>	<b>100</b>	<b>100%</b>

Table 2: Summary of activities for the assignment


Activity	Sub activity	Expected Effort
Support in disseminating of the online data collection tool	Development of workflow to engage with the focal points	10 days
	Plan and attend preparation meeting with the focal points	
	Train GREPOC staff in how to use the survey and the strategy to ensure focal points receive assistance when filling the survey and the system for update	
Support with data extract and validation	Train GREPOC staff on data validation and cleaning	8 days
	Interact with the focal points to clarify data entries and perform data cleaning	
	Extract primary database and load in the database management system	
Database management system	Train GREPOC staff on how to load primary database	15 days
	Train on how to Perform analysis and use information for reporting	
	Train on elimination of duplications	
	Train on system maintenance and corrections	



Activity	Sub activity	Expected Effort
	Other possible adjustments and inclusion of additional reports where applicable	
Data updates	Design the strategy for regular updates and train GREPOC staff on this component	8 days

## 7.0 Approval


### 7.1. This ToR is reviewed by:

Signature 

Name and Designation Ghulam Sherani, UNDP Head of Beira Field Office

Date of Signing 19-Jun-2021

### 7.2. This ToR is approved by:

Signature 

Name and Designation: Eunice Mucache, Head of Environment, Natural Resources Management, Climate Change & Resilience Unit

Date of Signing 20-Jun-2021