



Terms of Reference

Short-term Consultancy

Senior Data Analyst

Type of Contract:	Individual Contract
Role:	Local Consultant
Activity:	Adoption and Expansion of the Integrated Information Management Platform (IIMP) for Belize
Responsible Party:	Ministry of Home Affairs & New Growth Industries through the Belize Crime Observatory
Project:	The Evidence Based Information Management for Citizen Security in Central America Project (INFOSEGURA)

A. BACKGROUND:

The InfoSegura project (Evidence Based Information Management on Citizen Security in Central America and the Dominican Republic) seeks to strengthen evidence-based public policy. It works towards this objective by improving the quality of citizen safety information in the region, promoting its analysis and use in the formulation of public policy, and increasing regional coordination and collaboration in strategies for citizen safety.

The regional project is being executed by the UNDP/RBLAC office and is financed by the United States Agency for International Development (USAID). It is regional in scope, covering six (6) countries: Guatemala, El Salvador, Honduras, Belize, Costa Rica and the Dominican Republic. InfoSegura theory of change proposes a reduction in violence and improvement in citizen safety and coexistence in Central America.

InfoSegura works all along the chain of information management (information collection, analysis, use and dissemination) to strengthen evidence-based public policymaking.

This is to be achieved through:



- Improving regional and national capacity for collecting, monitoring and processing information regarding security, and its use in decision-making and policymaking at both levels;
- Strengthening civil society capacity for collecting, analysing and processing information on citizen safety and monitoring policies and programs on citizen safety; and,
- Supporting regional level knowledge management to enhance knowledge and understanding of fundamental causes of violence and insecurity, and to promote successful policies and practices in citizen safety.

The project also aims to strengthen policy formulation based on evidence by improving the quality and comparability of regional statistics on citizen security, and increased coordination and regional collaboration of effective citizen security strategies. The project focuses on two results:

- Developed the tools and mechanisms for strengthening capacities for the design of public policies based on evidence and sensitive to gender;
- Installed mechanisms for regional collaboration and networking about citizen security.

In Belize, the InfoSegura Project is being co-implemented by the Ministry of Home Affairs & New Growth Industries, through the Belize Crime Observatory (BCO), in partnership with the UNDP. The BCO was established in October 2016 to “foster the development of public policies that address public safety and national security issues through the collection, analysis and dissemination of quality, timely and multidimensional data on crime and violence trends in the country.”

The Ministry of Home Affairs & New Growth Industries has identified the development of an interagency data and information platform as a critical priority for the work of the Belize Crime Observatory. Currently, a range of government ministries, statutory bodies and other agencies collect and report on citizen security related data. They include the Ministry of Health & Wellness (suicides, road traffic fatalities, homicides); the Ministry of Human Development, Families & Indigenous Peoples' Affairs (gender-based violence); Ministry of Education, Culture, Science & Technology (e.g.: school-related incidents of violence); Ministry of Foreign Affairs, Foreign Trade & Immigration (migration-related data and information); and Ministry of Finance, Economic Development, and Investment (socio-economic data and information).

At the commencement of this interagency process in early 2019, there was no structured mechanism for entities to share critical crime-related data and information. Since then, the InfoSegura Project has supported the development of the Integrated Information Management Platform (IIMP), which has been made available initially to 5 pilot agencies:

1. The Belize Central Prison
2. The Belize Crime Observatory
3. The Belize Police Department
4. The National Forensic Science Service; and
5. The Epidemiology Unit in the Ministry of Health

The IIMP was deployed in June 2021, and further work needs to be done to strengthen the capacity of the above agencies, as well as other partner agencies, to leverage its capabilities. This interagency process also feeds into the medium-term establishment of Belize’s Crime Intelligence Architecture (CIA) by 2023.

The InfoSegura Project has approved funding for the initiative. Some funding was allocated under InfoSegura II to initiate the process, and new funding has been allocated under InfoSegura III to advance the work. This national-level



activity falls under COMPONENT 1: Develop capacities of national and regional institutions to collect, process, analyse, disseminate and use gender-sensitive citizen security information, and Sub-output 1.1: Comparable, disaggregated and quality Citizen Security and Justice Indicators developed.

The expected regional outcome is the improved influence, usage and dissemination of relevant information on citizen security; and the national output is the support for the Belize Crime Observatory's coordination with other institutional groups and policies related to citizen security and human development. The activity supports the building of an interagency sharing mechanism for more comprehensive capture of multi-dimensional data, to bridge critical gaps that exist; and the development of policies and procedures for data sharing. It will further aim to strengthen the data management practices across the network.

The activity will also facilitate the implementation of the Data Policy of the Belize Crime Observatory and provide recommendations for enhancement during the implementation and annual review cycle of the policy, around **December** each year.

B. RATIONALE

An effective mechanism for the interagency sharing of crime data and information is necessary to address the following priority areas:

- > Improve data sharing and enhanced interagency coordination;
- > Improve database structure and public access;
- > Produce better maps and apps with geo-referenced data;
- > Open data access to end users;
- > Production of analysis reports, briefs and policy documents on a programmed cycle;
- > Upgrade web portal for easier information access;
- > Stronger data sharing and integration platform;
- > More robust hardware;
- > Continued support for Sex Offenders Registry.

With the deployment of the [IIMP](#) in June 2021, a pragmatic approach is needed to maximize its potential and use across all relevant stakeholder groups. Using a phased approach, starting with the 5 pilot agencies, our goal is to ***adopt and expand the reach of the IIMP's Advanced Analyzer, Situational Analysis Tools, and Territorial Prioritization Index through strengthened analysis capacity to support the generation of information products for data-driven policy and decisions.***

C. OBJECTIVE(S):

A Senior Data Analyst with strong background in Information Management is needed to:

1. To provide an independent assessment of capacities of the Integrated Information Management Platform, to determine the extent to which it meets the core data-sharing needs of the beneficiary agencies, in line with the 2020 Needs Assessment and Gap Analysis of the Interagency Sharing of Crime Data and Information;



2. To recommend targeted measures that need to be taken to leverage the IIMP's full potential for data sharing, analysis and report generation, with emphasis on multi-dimension and gender-sensitive information; and
3. To recommend policies and procedures that would support effective administration and management of the IIMP, considering any internal policies and procedures that pilot agencies (or other beneficiary agencies) may already have in place.

D. SCOPE OF WORK

The Consultant is expected to:

1. Attend a virtual inception meeting and submit a written plan for implementing the consultancy;
2. Assess the capabilities of the IIMP, determine the extent to which it meets the core data-sharing needs of the beneficiary agencies;
3. File a final Consultancy Report.

E. MODE OF IMPLEMENTATION

This Consultancy will be delivered remotely, using virtual and online platforms and tools to engage and consultant the relevant parties. All documentation shall be delivered electronically, in high-quality formats.

F. DELIVERABLES & MILESTONES:

1. Brief inception report and final work plan with updated budget submitted and approved;
2. Analysis Report produced on the use of the IIMP by Inter-Agency Partners with recommended measures that need to be taken to leverage its full potential for data sharing, analysis and the generation of information products (reports and dashboards), with emphasis on multi-dimension and gender-sensitive information.
3. Final technical report

G. QUALIFICATIONS:

- A minimum of a Bachelor's Degree in Computer Science, Data Science, Information Systems, Mathematics, Statistics, or other related field but *a Master's Degree is preferred*
- A well-rounded knowledge of data innovation technologies and methodologies for the evaluation of information management systems and assessment of their effectiveness;
- At least 5 years' experience working in these or a related field.



H. OTHER SKILLS AND COMPETENCIES:

1. Must be a driven professional who is result-oriented;
2. Great interpersonal skills with a high level of discretion, tact and integrity;
3. Skilled in engaging stakeholders and/or interagency partners.

I. SCHEDULE OF PAYMENTS

Deliverable	Deliverables/ Outputs	Percentage of Payment	Estimated Duration to Complete	Due Date of Delivery
1.	Approval of Plan for Implementation of Consultancy	35%	Two (2) days.	January 31 st , 2022.
2.	Acceptance of Draft Assessment Report	40%	Two (2) weeks	February 15 th , 2022.
3.	Delivery of Consultant's Final Report	25%	Three (3) days.	February 25 th , 2022.

The Consultant shall submit an invoice for payment to the United Nations Development Programme, to include full details of the bank or credit union account into which the funds are to be paid.

NOTE: If the Consultant is not registered in the UNDP's System, arrangements will need to be made to resolve the matter as soon as possible.

J. INSTITUTIONAL ARRANGEMENTS

The procurement of services for this consultancy is being done by UNDP Belize. However, the Belize Crime Observatory is the technical supervising body, working on behalf of the Ministry of Home Affairs & New Growth Industries to implement this activity, in accordance with the approved Work Plan for Belize for the period September 2021 to September 2022.

K. CODE OF CONDUCT

It is imperative that the consultant maintains the highest level of professionalism, ethical principles and standards



in providing these consultancy services. The consultant is expected to maintain open communications with the designated point of contact for the Belize Crime Observatory, and to make his or her best endeavour to meet commitments on the agreed schedule. Confidential information provided to the consultant must be treated as such even after the conclusion of this activity.

L. DURATION OF WORK

The Consultant will be engaged for approximately three weeks, commencing 31st January 2022 (for approximately 20 working days) with the final deliverable to be submitted no later than 25th February 2022. Payments shall be in accordance with UNDP's procurement procedures.

M. FINANCIAL CONSIDERATIONS

Proposals are to be submitted to UNDP Belize as per their guidelines and instructions.

N. SUBMISSION OF PROPOSAL

Proposals are to be submitted to UNDP Belize as per their guidelines and instructions.

Attn: Procurement Associate
Email: procurement.bz@undp.org

Deadline for Application: Friday, January 14, 2022 at 5:00 p.m.