Terms of Reference
Data Scientist for Pintig Lab

Period of Assignment:	15 September 2022 to 30 June 2023, 9.5 months
Duty Station:	Home-based
Recruitment Method:	Individual Consultant - National

A. Project Title: Pintig Lab, 00129148

Strengthening the Digitalisation Capacity of the Commission on Elections to Promote Women's Political Participation in the Philippines

B. Background

In 2010, the Philippines automated its electoral process, paving the way to faster, more efficient counts administered by the Commission on Elections (COMELEC). However, COMELEC itself has yet to digitise its broader processes, and still collates and analyses much of the data in a manual fashion. As a result of this, senior leadership has had difficulty in making administrative and policy decisions which are driven by evidence, thus attenuating the effectiveness and responsiveness of public service.
While data can improve service delivery, it can also unlock the potential for innovative solutions emanating from wider civil society. Currently the academe, think tanks, and civil society organisations have struggled to access up-to-date and comprehensive datasets with which to study and develop responsive policy solutions and innovations.

A critical area wherein accurate, data-driven policies and solutions are needed is women's political participation. Women leaders are still grossly underrepresented at 20.16%, with many of those who do occupy public office often being part of political dynasties, temporarily keeping the seat safe while their male family partners abide by the term limit regulations. According to the Philippine Commission on Women, it is clear that gender stereotypes, wherein women are considered as weak, emotional and indecisive discourage voters from voting for women candidates. At the same time, the "multiple burden" experienced by many women, whether they bear most of the responsibility for performing domestic duties while they engage in political, economic, and social activities discourages women themselves from preparing and running for political office. This is compounded by the preference of political parties or groups to finance male candidates who are perceived to have higher probabilities of winning the election.

These issues are expected to worsen given the physical distancing challenges brought by the COVID-19 pandemic. Indeed, the impact of travel restrictions, reduced physical mobility, and economic depression has meant that many women will struggle to effectively participate.

Data has huge potential to provide more visibility on barriers to women's political participation; inform the design of responsive reforms or initiatives, as well as provide a compelling narrative for its advocacy and implementation. However, COMELEC has limited capacity to both monitor in real time the rate of voter registration, and has difficulty with analysing data for policy development, specifically gender-disaggregated data. Outside of the automated voting system, data gathering is predominantly manual, with some field offices sending compact disk drives to the central office due to poor internet connectivity, and data analysis done in an ad-hoc manner, often in response to a specific policy question or request for information. As such, COMELEC's ability to analyse data and produce evidence-based

policy, given the overwhelming use of data management in elections, needs strengthening.

Considering these issues, there is an urgent need to strengthen the digitalization capacity of COMELEC to ensure that it can develop data-driven and online solutions that can help promote women's political participation, whether as leaders or as voters, in the new normal.

C. Scope of Work

The Data Scientist will work with the UNDP Pintig Lab team on data analysis and reporting to provide insights for analytics and visualizations for policy research and the COMELEC public dashboard that COMELEC and its stakeholders would identify.

OUTPUT: COMELEC Data Analysis Guidance Document

The Consultant will work on analytics and visualizations for policy research, the COMELEC internal and public dashboards, and related data analysis that COMELEC and its stakeholders would identify. The Consultant will submit documentation reports that would summarize their inputs to data analytics that would include but not be limited to the following:

1. During exploratory data analysis of COMELEC data, provide insights for the design of COMELEC digital platforms and portals.
2. Provide guidance to dashboard design and prototyping and may also develop in-house prototypes using the UNDP Pintig Lab sandbox.
3. Work closely with Pintig Lab consultants and contractors to provide and guide data analytics and visualizations to support policy research and COMELEC decision-making.

D. Expected Outputs and Deliverables

The consultant is expected to deliver the following outputs:

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Inception Report: Methodology and Gantt chart	5 days	Impact Advisory Team Leader / Pintig Lab Project Manager
COMELEC Data Analysis Guidance Document, with sample visualizations	25 days	
Updated COMELEC Data Analysis Guidance Document, with sample visualizations	25 days	
Final COMELEC Data Analysis Guidance Document, with sample visualizations, including recommendations for the dashboard design	11 days	
TOTAL	**66 days**	

E. Governance and Accountability

1. The Consultant shall directly report to the UNDP Pintig Lab Project Manager and shall be under the technical guidance of the Impact and Advisory Team Leader. The UNDP Pintig Lab Project Manager, with whom all outputs shall be submitted and through whom all communications shall be coursed or copied, shall regularly communicate with the Consultant and monitor the progress of her/his outputs.

2. The Consultant shall report progress, provide updates, or raise issues to the UNDP on a weekly basis. The Consultant is expected to be accessible to UNDP personnel through mobile and digital collaboration tools on an agreed schedule and when required.

3. Upon the direction of the UNDP focals, the Consultant is expected to coordinate with officials, personnel, and consultants of UNDP, government agencies, CSOs, private sector partners, and other stakeholders of the project.

4. All systems, reports, and video material shall be the sole property of UNDP.

5. The Consultant is expected to provide his/her own laptop for the work requirement. S/he will be provided with desk space and access to office facilities and equipment when deemed necessary by the Project Manager. S/he will also be support by UNDP staff for administrative and logistic requirements, as necessary.

6. The Consultant shall consider at least 10 working days lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs, etc.

F. Expected Duration of the Contract

The IC will be hired for 66 working days spread over 9.5 months beginning 15 September 2022 until 30 June 2023, unless revised in a mutually agreed upon timetable between the Consultant and UNDP.

G. Duty Station

Duty station is Metro Manila (Home-based). All work will be done remotely. Any travel outside of Metro Manila for this consultancy will be shouldered by UNDP.

In light of the COVID-19 pandemic , all work and travel of the Individual consultant shall be done within the guidelines and protocols set by the local and national government. Field work, trainings, meetings, and coordination shall be done in compliance with community quarantine policies. As long as the prevailing quarantine policies of the country allow, the Consultant is expected to attend in-person at least 60% of the meetings, workshops, and other events especially milestone project activities.

H. Criteria for Selection of Best Offer

The Offers received will be evaluated using a combined scoring method - where technical proposal will be weighted 70 points and combined with the price offer which will be weighted 30 points.

The CV will be reviewed using the criteria in the table below. Only offerors who will obtain a minimum of 70% or 49 out of 70 obtainable points will be shortlisted and eligible for evaluation of financial proposal.

Qualification	Maximum Points Obtainable (70 pts.)
Education At least with a master's degree in statistics, data science, demography, or any related field in social sciences, with a preference for those with advanced degrees or certificates in data science or data analytics related field *(7 points for master's degree, 10 points for PhD, additional 1 point for certificate in data science or data analytics)*	10
Experience At least seven (7) years relevant work experience as a data scientist in the fields of statistics, economics, political science, public administration, gender studies, elections, COVID-19 response and socioeconomic development and with knowledge of data science tools like Python, Tableau, Jupyter, SQL, and the like. With preference for those with previous experience working with Philippine government or development organisations on gender-related issues. *(28 points for 7 years of experience and use of data science tools, additional 3 points for each additional year of experience, additional 3 points for working with Philippine government partners)*	40
At least three (3) completed projects/work experience on data analytics projects. Sample work must be submitted. *(14 points for 3 completed work, additional 3 points for each additional work for a maximum of 20 points)*	20
Language Fluency in spoken and written English and Tagalog as indicated in the CV	Pass/fail
TOTAL	**70**

Corporate Competences
- Demonstrates integrity by modelling the UN mission, vision, values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Other Competencies
- Demonstrates strong analytical skills and mature judgement well-planned and organized;
- Ability to work in close collaboration with a group of national and international experts, to meet strict deadlines and plan the work according to priorities;
- Demonstrates capacity to plan, organize and execute effectively;
- Ability to establish effective working relations in a multi-cultural team environment;
- Consistently approaches work with energy and a positive, constructive attitude;
- Facilitates and encourages open communication in the team and with stakeholders;
- Excellent written communication and presentation/public speaking skill.

I. Scope and Price of the Proposal and Schedule of Payment

1. The Consultant should send the financial proposal based on a lump-sum amount for the delivery of the outputs identified below. The total amount quoted shall be "all inclusive" all costs (professional fees x number of person-days, communications, etc.) that could possibly be incurred by the Consultant should be factored into the final amount submitted in the proposal.
2. Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the consultant must be ready to submit proof of insurance valid during contract duration.
3. The contract price will be fixed output-based price. Any deviations from the output and timelines will be agreed upon between the Consultant and the Pintig Lab Project Manager.
4. Payments will be done upon satisfactory completion of the delivery by target due dates. Outputs will be accepted and certified by the Pintig Lab Project Manager, prior to release of payments. UNDP will review and approve outputs within 10 days of confirmed receipt.

Deliverables / Outputs	Due Date	Indicative Percentage of Lump-Sum Price
Inception Report: Methodology and Gantt chart	30 September 2022	10%
COMELEC Data Analysis Guidance Document, with sample visualizations	30 November 2022	30%
Updated COMELEC Data Analysis Guidance Document, with sample visualizations	28 February 2023	30%
Final COMELEC Data Analysis Guidance Document, with sample visualizations, including recommendations for the dashboard design	31 May 2023	30%
		100%

J. Recommended Presentation of the Offer

Interested bidders must submit the following:

1. Duly accomplished Letter of Confirmation of Interest and Availability;
2. UNDP Personal History Form (P11) or Curriculum Vitae (following the template attached) indicating all past experiences from similar projects or requirements, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
3. Financial proposal (following the template attached) that indicates the all-inclusive fixed total contract prices, supported by a breakdown of costs as per template provided and clearly stating payment percentage.
4. Submission of three (3) completed projects/work experience on data analytics and/or business

intelligence platforms. A link of sample work can be indicated in the CV. This is mandatory.