

UNITED NATIONS DEVELOPMENT PROGRAMME
Terms of Reference

General Information	
Job Title:	Data Analyst to support PPMS Phase 2: data governance and data migration
Brand:	UNDP Philippines
Duty Station:	Manila, Philippines
Contract Duration:	October 17, 2022 to March 17, 2023
Type of Contract:	Individual Consultant
Languages Required:	English, Filipino

I. Project Title

Using Strategic Monitoring & Evaluation (M&E) to Accelerate the Implementation of the Philippine Development Plan (PDP) 2017-2022 (Strategic M&E Project)

II. Background and rationale

The National Economic and Development Authority (NEDA) and the United Nations Development Programme (UNDP) Philippine Country Office (“UNDP Philippines”) embarked on a partnership to strengthen the conduct of monitoring and evaluation (M&E) of the country’s milestone programs and projects. Financed by NEDA and implemented with the support of UNDP Philippines, this partnership - the Strategic M&E Project - seeks to strengthen the capacities of NEDA and select government agencies through a host of interventions, one of which is the development and integration of the National Government’s digital platforms and data ecosystems relating to key government programs and projects.

One of the outputs of the Project, under Component 5: strengthening monitoring of the Philippine Development Plan (PDP), is the development of the Programs and Projects Monitoring System (PPMS), which aims to digitally transform the work functions and processes of NEDA’s Monitoring and Evaluation Staff (MES). This project is divided into two workstreams. Workstream 1 is the software development of PPMS based on the current workflows and processes of NEDA MES. The PPMS was successfully deployed in September 2021 and is currently hosted and covered under warranty services by the IT Firm commissioned to develop the system.

As a newly rolled-out system, the PPMS will be starting with a blank dataset. Although the system has been populated with ongoing projects that are being monitored for the year, historical data from previous systems/data sources are not yet accessible and severely limits the year-on-year monitoring and reporting capability of the system.

Given this, the Project is looking for a data analyst to provide augmentation support to the Data Science Firm to be engaged by the Project. Specifically, the data analyst shall support the data profiling and data

cleaning activities of the Firm to ensure the completion of the data migration to PPMS within the set timeline.

III. Scope of Work

Under the overall guidance of the NEDA Monitoring and Evaluation Staff (MES) Director and the Team Leader, UNDP Institutions and Partnerships Programme, and reporting directly and regularly to the Strategic M&E Project Officer, the data analyst shall support the Firm for the PPMS Phase 2 in its data profiling and standardization activities in preparation for data migration. Specifically, the data analyst shall augment in the ff. activities:

- a. Identification of the list of data sources and data sets required to be assessed for migration.
- b. Analyzing the sources of data available and evaluating its contents for any data quality issues such as formatting, missing, incorrect, and duplicate data that may impact data accuracy and completeness.
- c. Analyzing and documenting the definition, structure, format, computations/formula, relationships, and business rules of data elements.
- d. Mapping the current data sets to the data tables maintained by PPMS.
- e. Performing data cleansing based on data conversion rules set to standardize content.

Data to be analyzed will be provided by NEDA-MES but majority of the data profiling activities will be performed by the Firm, with support from the data analyst, while MES data owners/focal persons shall provide occasional inputs or clarifications as needed. The table below shows the scope of data migration:

Table 1: Scope of Data Migration

Data Migration Component	Source Repository	Volume/ Frequency of generation
Loans Database	MS Access Multiple MS Access files may be present for each quarter/year but all files will follow the same template	One MS Access file (approximately 6mb) per quarter containing records from 2003 to 2Q 2022.
Grants Database	MS Excel File Multiple excel files may be present for each semester but all excel files will follow the same template	One MS Excel file (approximately 5mb) per semester from 2007 to 1st semester of 2022.
Project Records	Various files in MS Word and PDF file format	Project Profile (approx. 364 KB per file): 1 project profile for completed projects for the period 2009 and prior years, and 1 project profile per quarter for each record from 2010 to 2Q 2022.

Data Migration Component	Source Repository	Volume/ Frequency of generation
	<p>Multiple files in either PDF or MS Word format might be needed to complete the information needed for one project record</p> <p>Template of the file may vary based on:</p> <ul style="list-style-type: none"> • Project funding type (ODA or LFP) • Template version 	<p>Project Evaluation Report (approx. 1.72 MB): at least 1 for each record from 2010 to 2Q 2022</p> <p>Project Chronology (approx. 56 KB) at least 1 for each record from 2010 to 2Q 2022</p> <p>One 2Q 2022 report on projects likely to be restructured (approx. 1.32 MB)</p> <p>One alert mechanism data call submission (approximately 1 MB) per agency for every quarter from second quarter of 2019 to 2Q 2022.</p> <p>One alert mechanism processed form (approx. 24 KB) for each record from 2019 to 2Q 2022</p> <p>One monthly physical and financial report (approx. 868 KB) per record for every month from 2021 to 2Q 2022</p> <p>At least 6 back-to-office reports per year</p> <p>1 NB letter (approx. 314 KB) for project records for the period 2009 and prior years, and at least 1 NB letter (approx. 314 KB) for project records from 2010 to 2Q 2022</p> <p>1 ICC-TB and ICC-CC letter (approx. 314 KB each) for project records for the period 2009 and prior years, and at least 1 ICC-TB and ICC-CC letter (approx. 314 KB each) for project records from 2010 to 2Q 2022.</p> <p>Other small files (approx. below 1mb each) that may supplement/be used for validation</p>
Workflow Records: Alert Mechanism	<p>MS Excel File</p> <p>Multiple excel files may be present for each quarter but</p>	<p>One file (approximately 500 KB) per project for every quarter from second quarter of 2019 to 2Q 2022.</p>

Data Migration Component	Source Repository	Volume/ Frequency of generation
	all excel files will follow the same template	

IV. Expected Output and Deliverables

The Data Analyst is expected to accomplish the following individual outputs:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Designated person to review and accept the output
Data Profiling Report	50 days	November 30, 2022	Strategic M&E Project Coordinator, in consultation with NEDA MES
Initial cleaned and converted data set and data discrepancy log	50 days	January 30, 2023	
Total	100 days		

V. Institutional Arrangements

1. The Consultant shall be under the overall guidance of the NEDA Monitoring and Evaluation Staff (MES) Director and the Team Leader, UNDP Institutions and Partnerships Programme, and reporting directly and regularly to the Strategic M&E Project Officer, with whom all outputs shall be submitted and through whom all communications shall be coursed or copied.
2. In performing its functions, the Consultants are expected to coordinate, consult, and/or collaborate with the Data Science Firm for PPMS Phase 2 and with NEDA MES technical staff as users of the PPMS
3. The Consultant shall report progress, provide updates, or raise issues to the Project Officer on a weekly basis.
4. NEDA and UNDP shall provide comments and provide outputs within ten (10) working days upon receipt of output.
5. UNDP Philippines shall be entitled to intellectual property and other proprietary rights over all materials that have direct relation to the project.
6. The Consultant is expected to be accessible to the UNDP Project Officer via phone, mobile, or internet. Failure to do so within reasonable timeline may result to termination of the contract.

VI. Duration of Work

The Consultant will be engaged for 100 days spread from **October 17, 2022 to March 17, 2023** unless revised in a mutually agreed upon timetable. Changes in the duration of the contract will be implemented through issuance of a contract amendment.

VII. Duty Station and Resources

1. The duty station is in Mandaluyong City. The Consultant is not expected to report on a daily basis to the duty station but he/she shall be notified within a reasonable period of time of pertinent meetings where his/her presence is necessary
2. The Consultant is expected to have his/her own equipment, workstation, and licensed subscriptions to software necessary to deliver the outputs.

VIII. Qualifications of the Successful Individual Contractor

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 considered for evaluation of financial proposal.*

Qualification	Points Obtainable (70 points)
<u>Education</u>	
Bachelor's Degree in statistics, economics, computer science, information management, engineering, business administration or other relevant degree <i>(Bachelor's degree = 14 points; additional 3 points for each additional degree, per analyst)</i>	20
<u>Experience</u>	
At least three (3) years data analytics or business data analyst work experience <i>(At least 3 years work experience = 18 points; Additional year = additional point up to a maximum of 25 points per analyst)</i>	25
At least one (1) completed work on data governance and migration of similar scope	25

Qualification	Points Obtainable (70 points)
<i>(At least 1 completed work = 18 points; Additional 3.5 points per additional work, up to a maximum of 25 points per analyst)</i>	

IX. Scope of Price Proposal and Schedule of Payments

The Consultant must send a financial proposal based on an all-inclusive lump-sum amount for the delivery of the outputs below. The total amount quoted shall include all cost components required to deliver the services identified above, including professional daily fees X number of person-days and any other applicable costs (e.g., software and online tool/platform subscriptions) to be incurred by the Consultant in completing the assignment.

Medical/health insurance must be purchased by the Consultant at his/her own expense, and upon award of contract, the Consultant must be ready to submit proof of insurance valid during contract duration.

Payments will be made upon satisfactory completion of the deliverables by target due dates. Outputs will be certified by the Project Coordinator prior to payments.

Tranches	Deliverable/Outputs	Target Due Date	Percentage of Fee
Tranche 1	Upon submission and acceptance of Data Profiling Report	December 30, 2022	50%
Tranche 2	Upon submission and acceptance of Initial cleaned and converted data set and data discrepancy log	February 28, 2023	50%
	TOTAL		100%

X. Recommended Presentation of Offer

The Consultant should submit the following requirements:

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate
3. **Portfolio** of at least three (3) relevant sample outputs that best demonstrate the candidate's ability to design, manage, and implement national-level knowledge management and learning activities/events. A hyperlink to the public location of the outputs should ideally be included in the submission.
4. **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management

fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the Individual Consultant must be ready to submit proof of insurance valid during contract duration.