Consultancy to develop and streamline UNTFHS information management and reporting tools

<u>TERMS OF REFERENCE</u>

1.0 Overall Objective

- The UN Human Security Unit's overall goal is to (i) mainstream human security in the activities of the United Nations and (ii) extend the global awareness of the approach and its usage by the United Nations system, UN Member States, regional and sub-regional bodies and non-Governmental organizations.

- While accomplishments have been numerous over the last two decades, the Unit and the UN Trust Fund for Human Security (UNTFHS) are at a cross-roads where every effort must be made to strengthen information management and to enhance reporting and outreach capabilities based on the wealth of experience of the UNTFHS to date.

- Accordingly, the overall objective of this consultancy is to improve accessibility, availability and usability of the information and data collected by the UNTFHS since its inception in 1999, as well as well as its preservation for future utilization, through assessing, designing and improving information management databases and comprehensive dashboards.

- The resulting dashboards will provide information in real time, including strategic performance metrics that will support not only executive decision-making, but also, systematic monitoring, quality assurance and support, and transparent accountability mechanisms. In addition, it will provide information and tools for proactively managing the UNTFHS programmes and will also facilitate timely interventions for corrective measures and improve the effectiveness of the risk management process.

2.0 Background

- The UNTFHS was established in March 1999. Through its support to nearly 260 programmes in nearly 100 countries, including regional projects, the UNTFHS has played an important role in translating the human security approach into practical actions that have helped strengthen the reform priorities of the Secretary-General and the international community. By combining a set of fundamental principles that characterize the human security approach, programmes to date have drawn on the combined expertise of the United Nations system and have contributed to reducing the likelihoods of conflict, overcoming the obstacles to social, economic and sustainable development, and promoting human rights for all.

- In this period through its programmes, the UNTFHS has collected valuable information and lessons learned that can support efforts to further advance and mainstream human

security. This information and data are preserved in several separate databases and tables within the Human Security Unit.

3.0   Duties and responsibilities

In consultation with the HSU, the consultant will be responsible for the following:

- Review and assess the existing programmatic and financial monitoring and reporting tools of the UNTFHS and provide recommendations to improve data collection, input and management, streamline and consolidate the available separate databases into coherent and comprehensive dashboards that can provide accurate, dynamic and real-time information.

- Create or adapt the existing databases to streamline data management, including populating and verifying the data for all the databases.

- In consultation with the HSU, design dashboards for UNTFHS portfolio management, programme and financial management, knowledge management, and donor reporting to improve efficiency, accountability, transparency as well as visibility of the UNTFHS.

- Train HSU staff on how to use the databases and dashboards. Create short manuals on how to use the databases and dashboards.

4.0   Educational qualifications and experience

- A Bachelor's degree in development policy, international relations, political science, history, social sciences, psychology or related field is required.

- For this position, at least two years of professional experience, including experience with data management or information management.

- Experience with the United Nations common system is desirable.

5.0   Required competencies

- Familiarization programme and financial monitoring and reporting tools and databases used within the United Nations system.

- Experience in creation of tailored reports for business needs.

- Experience working in Microsoft Excel, Microsoft Power BI and other comparable applications.

- Strong research and analytical skills, including the ability to assess the relevance and reliability of information and to integrate information from a variety of sources in a timely manner and in language that is comprehensive and yet easily understood.

- Excellent interpersonal, communication, and writing skills.

6.0   Expected outputs and delivery dates

The consultant is expected to deliver the following outputs:

	Output	Format of delivery	Timeline	Payment Milestone
1.	Deliver fully populated excel-based databases for information management and knowledge management	Electronic copy	15 Feb	50%
2.	Deliver final dashboards, manual and training to HSU staff	Electronic copy	15 March	50%

7.0   Language

- English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

8.0   Management arrangements

- The consultant will work closely with and report to the Chief of the HSU, as well work closely with the Resource Mobilization Officer.

9.0   Duration, Dates and Fee/Rates of Consultancy

- The contract will commence on 15 January 2021 and will end on 30 March 2021. The total number of working days will be 30 to be paid in 2 installments as outlined in section 6.0.

10.0   Duty Station

- The contract is home based.

11.0   Unpublished information

- The consultant shall not communicate to any person, Government or other entity external to the HSU any unpublished information made known to the consultant by his or her association with the HSU except upon written authorization by HSU. This provision shall survive the expiration of this consultancy.

12.0   Copyright

- All material produced under this consultancy will be under the copy right of the United Nations.