**Terms of Reference (TOR)**

**Enhancing information management**

**and data visualisation at the IFRC**

**1.** **Summary**

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| * 1. **Purpose**: The Secretariat of the International Federation of Red Cross and Red Crescent Societies (IFRC) seeks to recruit a consultant to enhance the effectiveness of data and information sharing and visualisation within the organisation.
	2. **Key deliverable**: A final report with findings and recommendations as well as regular progress updates during the consultancy.
	3. **Audience**: The report with its recommendations will be available for IFRC operation and programme managers, PMER ( planning, monitoring, evaluation and reporting) coordinators, and IFRC management.
	4. **Reports to:** The person taking the assignment will report to the Head of Planning and Evaluation in Geneva. Other main stakeholders include the Disaster and Crisis Management department in Geneva.
	5. **Duration**: The overall assignment is scheduled to take up to 3 months.
	6. **Timeframe**: The assignment should take place over April - June 2014.
	7. **Location**: Based at the IFRC HQ in Geneva.
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**2. Background**

The IFRC Planning and Evaluation department in Geneva supports monitoring and reporting in the organisation. The data collected through monitoring at different levels (strategic and operational) and in different contexts (humanitarian response and development) should inform management decisions and is used for different types of reporting. The practice is that a lot of the data collected is not fully analysed, and reports tends be very elaborate, providing anecdotal evidence of results achieved. As a result, a lot of reports are not being used in management decisions, and few reports are even read.

Recent developments in data collection, analysis and data visualization are demonstrating how the above practice can be changed. Smarter data collection, infographics and GIS mapping make it easier to use monitoring data to convey ideas clearly and rapidly in a way that supports better decision making.

**3. Purpose & Scope**

This consultancy is about helping the IFRC to make better use of the above-mentioned developments. The main purpose is to **enhance the effectiveness of data and information sharing and visualisation within the IFRC through an increased emphasis on analysis and presentation, in addition to data collection**.

Furthermore the consultancy will result in recommendations for the IFRC in terms of guidance, systems and people to sustain the application of proposed solutions throughout the organisation.

The consultancy is not intended to be directly involved in any ongoing operations, but may be requested to use the context of these operations to suggest ways for improving information management and data visualisation.

###### **4. Key questions**

Key questions related to the above purpose that the consultancy review will explore include:

* What data is currently being collected? By whom and how?
* How is this data used? For what purposes?
* What are the information needs at different levels throughout the organization?
	+ Is additional data needed?
	+ What are potential sources of this information?
* What are the information needs of the IFRC’s main stakeholders?
* How can data be represented differently to various stakeholders/audiences (senior management, national societies, donors,…) to prompt a better use of the data and to effect desired actions or responses?
* What are the systems requirements for any proposed solutions?
	+ What is available within the existing architecture?
	+ What systems exist to meet the needs?
	+ Are they interoperable with current systems?

**5. Methodology**

The following methodologies are suggested for this consultancy:

* desktop review of documentation,
* interviews with key informants,
* develop possible alternatives/solutions,
* testing out alternatives/solutions.

**6**. **Proposed Timeline and Deliverables**

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| **Time Schedule** | **Activities** | **Deliverables** |
| ***Week 1-2*** | * Desktop study
* Identification of key informants and stakeholders to provide input/review drafts
* Discussion with key informants
 | 1. Draft inception report
2. List of key informants and stakeholders to review draft guidance package
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| ***Week 3-6*** | * Discussion with key informants
* Develop possible alternatives/solutions
 | 1. Regular progress updates.
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| ***Week 7-9*** | * Testing of possible alternatives /solutions
* Finalization of report
 |  4. Final report with main findings and recommendations |

The final report should include:

* Main findings in relation to the questions raised with a set of recommendations including suggestions on systems, personnel and structure required to sustain the implementation of the recommendations

**7. Qualifications**

Selection of the external evaluation consultant will be based on the qualifications outlined below:

* A university degree in Business Administration (Information Management), Disaster and

Emergency Management, Geographic Information Systems (GIS), Information Management,

Statistics, Social Sciences, Development studies or a related area.

* At least 5-years practical experience in their field of expertise with a minimum of 1 year

experience in emergency response, humanitarian relief context or experience in a

development context.

* High level of computer literacy is essential; knowledge of GIS and databases is highly

desirable.

* Excellent communication, presentation, interpersonal and networking skills.
* Ability to multi-task, manage workflows and exercise strong initiative to obtain key

information.

* Understanding of basic statistics and ability to analyze information.
* Good command of English. Knowledge of another language (French, Spanish or

Arabic) is desirable.

* Strong cross-cultural communication skills are very important.

8. Application procedures

Interested candidates should submit their application material by 31 March 2014 to the following email: misgana.ghebreberhan@ifrc.org. Application material is non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process.

Application materials should include:

1. **Curriculum Vitae** (CV)
2. **Coverletter** clearly summarizing your experience as it pertains to this consultancy, your daily rate, and three professional references.