

TERMS OF REFERENCE FOR AN INTERNATIONAL INDIVIDUAL CONSULTANT, SSA

Position title: Consultancy to support Burundi's National Statistics Institute (ISTEEBU) to update and operationalize BurundInfo
Fee: (to be determined by HR Unit)
Location: Burundi Country Office (to be operating from ISTEEBU offices, Bujumbura, Burundi)
Level: P2
Duration: 12 weeks
Start date: 4th July – 23rd September 2011
Reporting to: M&E Specialist

1. Background and rationale

BurundInfo is a database of socioeconomic indicators which is used by the Government of Burundi to track progress towards the MDGs and other national development objectives. The current version of BurundInfo is based on DevInfo technology and is managed by the National Institute of Statistics and Economic Research (ISTEEBU) with technical and financial support by development partners, in particular UNICEF. In November 2004, ISTEEBU launched the first version of BurundInfo, which was known as the "Socioeconomic Database of Burundi" (BDSEB)¹ at that time. The second version of BurundInfo was then updated based on DevInfo technology (version 5)².

ISTEEBU is aiming to produce a new version of BurundInfo which will include updated data on development indicators emerging from recent surveys and studies. It will be based on the latest DevInfo technology (version 6). The new version of BurundInfo will contain indicators that will enable monitoring of the second generation of the Poverty Reduction Strategy Paper (PRSP) which is currently under development as well as progress towards the MDGs.

In order to accelerate the process and reinforce the capacity of BurundInfo team at ISTEEBU, UNICEF intends to support ISTEEBU by recruiting an international expert who will work directly with the BurundInfo team at ISTEEBU. The consultancy will also include a significant capacity-building and promotion component so as to foster a sense of ownership within the BurundInfo team

¹ This database was born out of the fusion of two databases: the Sustainable Human Development database managed by ISTEEBU with the support of UNDP and ChildInfo, UNICEF's internal database to monitor indicators relating to the situation of children in accordance with the National Plan of Action.

² The United Nations adopted DevInfo as a database to allow governments to monitor progress towards the MDGs. DevInfo allows users to produce tables to analyse different indicators as a basis for appropriate decision-making, visualise trends over time with the help of graphs and highlight disparities through geographical maps.

at ISTEERBU as well as other institutions that use statistics in Burundi. The expert will be based at ISTEERBU for a period of approximately 3 months.

2. Expected results

The main results expected from this consultancy are the following:

- (i) The BurundInfo is updated (up-to-date indicators with definition of metadata), fully operational and internet-based;
- (ii) The BurundInfo team at ISTEERBU is able to update and manage the BurundInfo database independently;
- (iii) The institutions and agencies working in different sectors that contribute to poverty reduction and progress towards the MDGs know and use BurundInfo as a source of socioeconomic data according to their needs.

3. Tasks of the Consultant

The Consultant will support a team at ISTEERBU to accomplish the following main activities but not limited to:

- Data collection and definition of metadata for each indicator;
- Development of a manual for the BurundInfo team at ISTEERBU which includes instructions for the management and updating of the database;
- Transfer of BurundInfo to the internet;
- Organisation of workshops to train trainers among ISTEERBU staff;
- Organisation of a workshop to validate the updated BurundInfo;
- Organisation of a dissemination workshop for the representatives of institutions and agencies that use statistics in Burundi.

4. Deadlines and timeline

- The consultancy should cover the period from 4th July to 23rd September 2011.
- The mission will be conducted at ISTEERBU under the direct supervision of the DG/ISTEERBU and the general supervision of the M&E Specialist at UNICEF in Bujumbura, Burundi;
- After having completed an initial assessment, the consultant will develop a detailed work plan and timeline of activities;
- A technical meeting will be held twice a month with the Consultant, ISTEERBU and UNICEF to assess progress of the consultant work;
- The consultant will submit monthly progress reports as well as a final mission report to UNICEF;
- The Consultant will receive formal feedback on monthly and final reports as well as all outputs from the supervisor.

5. Qualifications and key competencies

Candidates should fulfill the following requirements:

- Masters' degree in Statistics, Economics and/or Information Technology;
- 4 years' work experience in supporting national statistics systems with proven experience in development and management of national databases;
- Good command of data manipulation software;
- Good capacity for and experience in knowledge transfer and adult education;
- Proven capacity as a workshop facilitator;
- Good command of written and spoken French as well as practical knowledge of English;
- Knowledge of DevInfo is an asset.

6. Consultancy fee

The consultancy fee will be negotiated at P2 level. In the case of unsatisfactory performance or a significant delay in delivering the outputs, UNICEF reserves the right to withhold payment of the fee normally due upon completion of work.

7. How to apply

To apply, please send your CV, P11 and cover letter to Jeanne D'Arc Kantengwa (HR Officer): jakantengwa@unicef.org by 8th June 2011.