

Terms of Reference

INTERNATIONAL/LOCAL CONSULTANT

**Develop and strengthen ACTED Libya
Information Management systems, data usage,
and general digitalization capabilities for
working with vulnerable populations**

ACTED Libya

*Providing multi-sectoral humanitarian response to persons
of concern and facilitate evidence-based planning and
programming through information management in Libya*

March 2022



<p>Background relevant to the mission</p>	<p>ACTED has been operating in Libya since 2011, responding to the needs of the most vulnerable populations and providing them with access to basic services, while supporting the recovery and development of those affected. ACTED delivers in-kind assistance to vulnerable, conflict-affected populations, as well as financial support through cash assistance, for households to meet their most urgent needs.</p> <p>Within the framework of responding to conflict-affected populations in the East and South of Libya and strengthening the basic services available to all vulnerable populations of concern, ACTED aims to work with and directly support an estimated number of 17,689 individuals, throughout the course of 2022.</p> <p>To support the management of ACTED’s data collection, flow and analysis, ACTED requires an information management consultant to develop an operational IM system for ongoing beneficiary data collection, to support better monitoring and information of our programmes in the East and South of Libya.</p> <p>A consultant is tentatively required for up to 30 days between March - April 2022, in Tunis.</p>
<p>Objectives of the assignment</p>	<p>ACTED is looking for an experienced information management consultant who demonstrates previous professional experience with humanitarian or development organisations working with conflict-affected vulnerable populations (UN, NGOs), with skills and/ a relevant educational background in database design, data processing and analysis, to inform decision making, project/programme monitoring and reporting for ACTED’s humanitarian programmes in Libya.</p> <p>Throughout the duration of the service contract, he/she is expected to:</p> <ul style="list-style-type: none"> a) Conduct an internal evaluation of current data collection processes, data storage and analysis processes and consult with ACTED on the needs for a consolidated database, with the support of ACTED; b) Advise and develop an IM system to consolidate the data collected by data collection teams in ACTED, which allows adequate data analysis and visualization features, with emphasis on data protection for processing large scale personal data. c) Pilot the system, and use results to enhance design (if needed); d) Submit a detailed SOP to ensure sustainability of the IM system; e) Support IM capacity building of ACTED staff through a detailed training on the operationalization of the IM system and relevant software’s (i.e PowerBi/Microsoft 365).

	The consultant shall be available to travel and stay in Tunis for the duration of the service contract in early 2022. Travel to Benghazi Libya would also be preferable if visa terms and conditions allow.
Scope of Work	<ol style="list-style-type: none"> 1. Conduct Assessment: Consult with relevant ACTED focal points on the needs and requirements for a mission level Information Management System for beneficiary data flow and analysis. 2. Scope and Develop IM system: Design the structure/format and set up a relevant functioning Information Management System and database for beneficiary data flow, across several programmes in Libya (Namely, our protection monitoring and referral programme and cash assistance programme, which should feed into one larger database), to improve organizational efficiency and effectiveness in database management for ACTED's programmes. 3. Demo IM system and incorporate feedback: Pilot the Information Management System and make relevant modifications if required, ensuring it corresponds to protection, cash and AME needs. 4. Train focal points on IM system: Provide a detailed training to relevant data management focal points to ensure continuity of the Information Management System. 5. Validate developed IM system SOPs: Review, provide feedback and validate SOPs on the Information Management System developed by ACTED.
Key deliverables	<ul style="list-style-type: none"> - The development of an operational IM system and data analysis process for all ACTED programmatic data collected. This should include consideration to data backup, data validation and security procedures to ensure data integrity and protection. - Training delivered to relevant ACTED IM focal points on the developed IM system and its software's. - Review and validation of ACTED SOPs on the Information Management System developed. - Short written handover report to summarize the scope of work provided during the consultancy period.
Time schedule	<ul style="list-style-type: none"> • March 2022 – The consultant will sign the service contract • March - April 2022 (30 working days maximum) – The consultant will travel to Tunis to hold consultations with relevant programme focal points, develop an operational IM system and train relevant data management focal points on the use of the system.

Location of the mission	Tunis, Tunisia.
Support provided by the Project team (ACTED) to the Expert	<p>ACTED team in Libya and Tunis will provide full support to the information management expert, particularly in coordinating with relevant focal points in the office. Accommodation and travel costs shall be included in the quotations, if required. However, arrangement of office space and stationery required will be provided by ACTED.</p> <p>Furthermore, the expert will be guided by ACTED on the content of trainings and information management requirements, to support the development and improvement of the information management system.</p> <p>ACTED will also take responsibility for the development of written SOPs on the Information Management System, which will be validated by the consultant.</p>
Language	The consultant should be fluent in English, Arabic is also preferable. The brief report should be written in English only.
Profile of the expert	<p><u>Essential</u></p> <ul style="list-style-type: none"> - Relevant Educational experience or training in Information Management, Statistics, Social Sciences, or a related area. - Demonstrated experience in database creation and visualization tools (PowerBi, Microsoft Access etc.) - Understanding of data protection principles. - Working knowledge of English <p><u>Preferred</u></p> <ul style="list-style-type: none"> - Demonstrated knowledge of data collection and information management competencies in humanitarian contexts. - Understanding of KOBO data collection tool. - Experience in facilitating workshops and trainings. - Spoken and written Arabic skills are desirable.
Documents required by expert	<ul style="list-style-type: none"> - A detailed CV with relevant experience explained. - A detailed assignment proposal (1-2 pages max), which outlines a clear workplan in line with the assignment and the related timeline in order to achieve the objectives set in the ToR. - A detailed financial proposal, with a clear justification for service and travel costs. - Verified copies of relevant education diplomas and training certificates. - 2 references providing evidence of the previous relevant work and qualifications relevant for this assignment.

Name of the Trainer:

Signature : _____

Date:

Verified by ACTED

Name of ACTED staff:

Signature : _____

Date: XX-02-2022