

Terms of reference

Part-time Data Management Consultant

National Commission for Lebanese Women (NCLW)

Job title	Part-time Data Management Consultant
Organization	National Commission for Lebanese Women (NCLW)
Project title	Support the National Women's machinery (NCLW) in coordinating and monitoring the implementation of the 1325 NAP
Purpose	Supporting NCLW in the data management process related to the implementation of the 1325NAP
Objectives	<ul style="list-style-type: none">• Overseeing the overall data management process• Providing support on data collection and reporting processes• Collecting, managing, exporting, analyzing, cleaning and documenting the data
Location	Beirut, Lebanon
Duration	August 2023 - December 2023
Total Budget	5,000 USD
Reporting to	Technical consultant, NCLW Projects Development Coordinator, and NCLW Executive Director

About NCLW

The National Commission for Lebanese Women (NCLW) is an official institution affiliated with the Presidency of the Council of Ministers. Established by law in 1998, NCLW works to promote women's rights in Lebanese society and enhance gender mainstreaming in public institutions.

As the National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women in Lebanon. NCLW serves as a consultative body for the government and national councils and institutions on women's issues, including gender-based concerns.

NCLW is to enhance its role in coordinating, monitoring and implementing the Women, Peace, and Security agenda.

As a part of the NAP implementation, NCLW is collaborating with UN Women to efficiently monitor and assess the NAP's progress through the online reporting platform already developed.

Therefore, NCLW seeks to hire a part-time Data Management consultant who will be responsible for overseeing the data management process.

Objective

The Data Management Consultant will work closely with the Technical Consultant, NCLW team and various national stakeholders and partners to ensure accurate, relevant and timely data collection and reporting through the online platform.

He/She will be responsible for the data extraction, tracking, exporting, and cleaning.

Duties and responsibilities

Under the supervision of NCLW's Executive Director, NCLW Projects Development Coordinator and the Technical Consultant, the Data Management Consultant will have the following responsibilities:

1- Coordination, Data Collection and Reporting:

- Update the online reporting platform if deemed necessary by NCLW team
- Collaborate and maintain regular communication with relevant national and international stakeholders and partners to ensure timely and accurate data submission through the online reporting platform (ActivityInfo)
- Create users accounts and adding the stakeholders to the ActivityInfo platform to access the database
- Provide training sessions to the intended users if deemed necessary by NCLW team
- Assist stakeholders in understanding the reporting requirements and provide necessary one-on-one technical support in data collection processes
- Ensure data is collected in a standardized and consistent manner to facilitate analysis and reporting
- Cross-verify data from different sources to ensure consistency and reliability

2- Data Management

- Oversee the overall data management process and ensure the collected data is properly documented, organized and stored securely
- Perform data quality checks to identify and resolve discrepancies or errors
- Establish a feedback mechanism with stakeholders to gather their input on data collection and reporting in order to improve data quality and reporting efficiency

3- Data Analysis and Reporting

- Prepare comprehensive reports and visualizations to effectively communicate findings
- Collaborate with NCLW team in preparing reports and identifying trends, patterns and insights relevant to the NAP's implementation

4- Continuous Improvement

- Identify opportunities for process improvement in data collection, management, and analysis
- Proactively suggest enhancements to the reporting platform to improve user experience and data accuracy

Deliverables

- Monthly Progress Report
- Timesheet

Reporting

Periodical meetings are to be held between the Data Management Consultant, and the Technical Consultant, the Projects Development Coordinator, and Executive Director at NCLW to keep them updated on workflow and challenges.

NCLW will ensure support as follows:

- Provide consultant with needed information and tools
- Provide consultant with NCLW and UN Women branding guidelines and high-quality logo

Payment Methods

Monthly Payment upon submission of the timesheet and progress report

Expected background and experience

Qualification

A university degree (Bachelor Level) in Data Science, Data Management, MIS, Computer Science, Information management or any other related field.

Professional Experience

- Minimum 5 years' experiences in Information Management, data management, IT and software development, preferably in the context of monitoring and evaluation of development programs or projects.

- Experience with humanitarian organizations in similar assignments.
- Familiarity with data collection tools and platforms, particularly ActivityInfo or similar online reporting systems.
- Demonstrated experience in developing and managing databases or applications
- Proficiency in data analysis software (e.g. Excel, SPSS or similar tools).
- Strong communication and interpersonal skills to effectively engage with stakeholders and partners.
- Attention to details and high level of accuracy in data handling and documentation.

Submission guidelines

Interested candidates must submit the following documents to demonstrate their qualifications:

- A cover letter explaining your suitability for the work and previous work portfolio, and ability to meet the requirements
- Updated and relevant Personal CV
- A separate financial offer in US dollars (detailed breakdown of all estimated costs and clear total cost for the final product).

Interested candidates should apply and submit the above-mentioned documents to the email address info@nclw.gov.lb no later than August 6, 2023, ensuring the subject line is denoted with the heading: NCLW I 1325 I Data Management Consultant

Incomplete submissions can be a ground for disqualification.

Only shortlisted candidates will be contacted.