

**TERMS OF REFERENCE FOR INTERNATIONAL CONSULTANCY FIRM FOR THE DEVELOPMENT OF
NATIONAL GBV DATABASE IN SOUTH SUDAN**

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA, South Sudan
Purpose of consultancy:	<p>UNFPA South Sudan proposes to recruit an International Technical Expert for the development of the National GBV Data Base in South Sudan. Under the overall guidance of the UNFPA and Ministry of Gender, Child, and Social Welfare (MGCSW), the international consultant is responsible for:</p> <ul style="list-style-type: none"> • Support the establishment and operationalization of a comprehensive, dedicated, and flexible customized DHIS platform to collect, track, record and share data on GBV, networking with all existing sectoral and decentralized databases including the MOH DHIS • Establish a comprehensive integrated data hub and portal on different GBV, and promote a culture of open data, with the development of a user-friendly web-based database accessible to users, including decision makers at all levels Support national capacity building to produce GBV data that is Government of South Sudan owned
Background Information	<p>Currently, South Sudan lacks a National Gender Based Violence database owned and management by Government. The purpose of this consultancy is to design a national GBV database to collect, store and analyze GBV data in development settings. The database aim to collect GBV incident data to facilitate evidence-based decision making at all levels especially at the point of collection. It will enable all actors in South Sudan who are responding to GBV to safely collect, store and generate analyzed reports in real time.</p> <p>The National GBV database will be hosted and managed by MGCSW. This will be a crucial step towards a multi-sectoral and coordinated effort towards elimination of Gender Based Violence under the Government leadership.</p> <p>UNFPA in partnership with Ministry of Health and Ministry of Gender, Child and Social Welfare established the Family Protection Centre often referred as One Stop Centre (OSC) since late 2017. OSC is a multi-sectoral gender-based violence (GBV) facility that supports the survivors of GBV with integrated medical, psychological support, legal aid and referral services based on the survivors' needs in the situation, and her/his choices.</p> <p>Currently the OSCs have been operational in 13 locations and 1 safe house across South Sudan in collaboration with the State Ministry of Gender, Child and Social Welfare, Ministry of Health, and GBV response civil society organizations.</p> <p>UNFPA as the led UN agency on GBV prevention and response is committed to support the Government of Republic of South Sudan under the leadership of MGCSW in fully harnessing the power of data revolution to efficiently monitor key indicators of development and enable informed and timely decision-making to reduce the country's vulnerabilities, accelerate the achievement of the Zero GBV including child marriage</p>

by 2030.

Scope of work:

(Description of services, activities, or outputs)

Scope of work

The International Consultant is expected to:

Overall objective: To lead the development and rollout out MGCSW owned Gender Based Violence National Database

1. Domain analysis:

- Conduct a baseline assessment of the current parallel data system in South Sudan I then governments and the NNGOS,NGO, UN
- Identify the data requirements, structure, and sources and revise the data capture tool
- Identify any relevant existing platforms, web portals and systems, as well as their development platform and hosting institution
- Identify the detailed requirements for the implementation of the platform and portal, (identification of inputs to develop a conceptual GBV data model) and User requirement specifications(URS)

2. Development of the system

- Administrative section: For the administrative management of the portal (configuration of users and management of their privileges, management of indicators/fields, questions, metadata, thematic space, catalogue, Password at diff levels
- Data dashboard section: a page containing the collection, listing and sources of all data on GBV for privileged and public users, pivot, and visualizations'
- Form Builder: a section for preparing a data collection form
- Data Collection and Tracking Section: a section where users can list one or more agencies from which they can obtain data and track the progress of the data collected.
- Data Sharing /Management Section: where users can list one or more agencies with whom they wish to share data, or make data public, or indicate the level of data to be shared.
- Monitoring section: section for monitoring access rate, frequency, system load, etc.
- Security section: section for information system security(User and Admin)
- Create data quality entry checks to ensure quality data.
- Assign passwords for the user level and admin level rights
- Lead the review of the final output with the Government and partner level stakeholders
- Server specifications for storage and backup of data

Continuous internet support to ensure the system runs uninterrupted.3. Training

	<ul style="list-style-type: none"> • Prepare training materials and support in reviewing • Facilitate training (ToT) of 30 Staff drawn from NBS, Ministry of Gender, Child, and Social Welfare from and stakeholders on the use of the data platform • Develop a training plan for trainers, Conduct training of trainers in data check, data entry data processing, data bases and data techniques • Support training in information systems security • Support means of storage/Data backup • Support the availability of internet for access
Duration and working schedule:	<p>The consultancy firm is expected to fulfil the above tasks over a period of two months. Within the scope of work as outlined above, the firm is expected to deliver relevant activities on timely basis, reliably and accurately throughout the consultancy period.</p> <p>The firm will work hand in hand with two staff dominated by NBS, National Ministry of Gender, Child, and Social Welfare to oversee the establishment and the running of the National GBV Data Base.</p>
Place where services are to be delivered:	Juba South Sudan
Delivery dates and how work will be delivered (e.g., electronic, hard copy etc.):	<p>All reports to be submitted to Undersecretary of MGCSW and UNFPA Gender Specialist and Gender Analyst in soft copies for authorization Assessment to be completed by 31st December 2022)</p> <ol style="list-style-type: none"> 1. Desktop review and assessment of existing platforms 2. Development of the Data Base anchored on DHIS platform 3. Database Customization and institutionalisation of the DHIS platform at the MGCSW 4. Development of GBV capacity building strategy and plan for the utilization of GBV information management system. 5. Facilitation of ToT 6. Inception Report 7. Draft Report 8. Validation workshop 9. Final Report Report writing and handing over to MGCSW 10. Maintenance and databased roll-out support in 2023
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The final deliverables will be approved by MGCSW and UNFPA before final payment
Supervisory arrangements:	Undersecretary of MGCSW and UNFPA Gender Specialist
Expected travel:	Juba, South Sudan
Required expertise,	

<p>qualifications, and competencies, including language requirements:</p>	<p>Desired background and experience</p> <ol style="list-style-type: none"> 1. Knowledge on computer engineering information and communication technology (ICT), Informatics, Biostatistics or other related discipline is required. 2. Previous experience in development of GBV Databased in coordination with government line ministries 3. Strong experience in documentation, including manuals, of online products, User Experience (UX) and user interface (UI) design of web applications and system support 4. Knowledge of GBV information management system including data management and monitoring, secondary data reviews, 5W reporting, gap analysis, etc. <p><u>Languages:</u></p> <ul style="list-style-type: none"> ● Fluency in English.
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Return ticket from country of origin to Juba South Sudan and DSA for days in South Sudan</p>
<p>Other relevant information or special conditions, if any:</p>	
	<p>How to Apply</p> <p>Applicants are kindly requested to send their application to southsudan.procurement@unfpa.org by COB 07 October 2022.</p> <p>Applications received after this date will not be taken into consideration. All applications should be clearly marked with Subject Line “International Technical Expert for the development of the National GBV Data Base in South Sudan”</p> <p>Applicants will be short-listed based on their qualifications and work experience. Only the short-listed candidates will be invited for interviews.</p> <p>IMPORTANT: There is NO application processing or other fee at any stage of UNFPA application processes</p>