

**CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
CONSULTANCY ANNOUNCEMENT****TERMS OF REFERENCE**

POSITION TITLE	: Information Management Systems Developer Consultant
ORGANIZATION	: United Nations Office on Drugs and Crime
TYPE OF CONTRACT	: Individual Contract (National)
REGIONAL OFFICE	: Maputo, Mozambique
DUTY STATION	: Home-based (with the possibility of in-person meetings after travel restrictions)
PROPOSE PERIOD	: 14 June – 30 July 2021
ACTUAL WORK TIME	: 30 working days
FEE RANGE	: B

1. BACKGROUND OF THE ASSIGNMENT:

This document specifies the terms of reference for the comprehensive assessment of information systems used by the Mozambique Central Office for Drug Prevention and Combat (GCPCD). These terms of reference outline the necessary scope of the services of an expert to make an assessment on the development of an information system for effective intra and out-communications, information sharing and data management.

An essential component for strengthening government institutions to better prevent and fight criminal activities relies on its ability to process sensitive information in a confidential and reliable manner. There is also a requirement to accessed and share basic information, captured data, evaluation reports, management plans, maps, and links to sources of information on reports with seizures, and other details.

Building on the Maputo Roadmap of UNODC's Engagement in Mozambique, which is composed of 4 main pillars and the light of Pillar 1 “Improving the response of criminal justice in the fight against organized crimes to increase the capacity and exchange of information between law enforcement entities to raise as rates of detention and interdiction”; point (g): “Institutional support, and provision of adequate resources to relevant entities such as the GCPCD, SERNIC, ANAC, GCCC is provided to enhance their capacities to increase their interdiction, investigation skills and prosecution rates, as well as handling, recording, storing and disposal of seized and confiscated materials”;

In response to a request from the GCPCD in which it clearly expresses the need for an integrated, centralized, simple-to-use, information management and communication system of the institutions' activities, UNODC is intended to support the initial phase consisting of an independent assessment of the current infrastructure, needs and sustainability of a communication platform and information management database. In this regard, UNODC will hire a consultant which will undertake an assessment and will produce a report which will be review by UNODC Information and Technology Section (ITS), before being presented to GCPCD.

The overall objective of this consultancy is to assess a system that can be used to manage and provide a simple way of sharing/using data. The information system will allow to centralize information, as well as to facilitate informed decision-making. This information system will specifically be housed in the office of GCPCD in Maputo with adequate empowered human resources that can ensure that as information can be regularly updated, stored, displayed, retrieved, and shared.

2. THE SPECIFIC OBJECTIVES OF THE INFORMATION MANAGEMENT SYSTEMS DEVELOPER ARE TO:

- Assess a communication system needs of with intranet and e-mail systems for GCPCD of all staff of the country.
- Assess the feasibility and requirements for an information system aimed at an efficient and sustainable information storage, how information can be stored, displayed, easily retrieved and easily accessible to help and support informed decision-making.
- Assess the capacity and needs for a centralized storage system to minimize information loss and integration of related information.
- Assess and propose how such system can store multimedia information.
- Propose a process of dissemination of information.
- Assess the training needs to be provided to cabinet staff for sustained maintenance and use of the system.

3. SPECIFIC TASKS TO BE PERFORMED BY THE CONSULTANT:

In particular, the consultant will provide general assessment of the needs and conditions for an information system in the following areas:

- Assess as needs to identify the type of system (hardware and software) to be installed based on the needs of the institution. Produce a Software Architecture and Infrastructure Architecture documents.
- Propose viable options for information management systems and procedures, including advantages/disadvantages of each option, full costs for running the system; considering such internet charges, hardware and software purchases and any other associated expenses.
- Propose a workflow including an information flow diagram on how information to be collected, stored, and shared through secured procedures and communications
- Define the relevant data classification and security compliance requirements in sync with the GCPD standards
- Propose commensurate back-up and disaster recovery processes
- Assess the required human resources to maintain and support of the information system

Deliverable	Output	Days Worked	To be accomplished by
A	<ul style="list-style-type: none"> Prepare a preliminary report on the assessment of the needs, system options and costs of each option, proposed workflow, security compliance requirements, back-up and disaster recovery processes to be reviewed by UNODC. 	26 days	21 July 2021
B	<ul style="list-style-type: none"> Review preliminary report and complete a final report to be presented to GCPCD 	4 days	31 July 2021
	Total Working Days	30 Days	

4. METHODOLOGY

An outline of the proposed method should be included in the proposal by the consultant in response to these Terms of Reference. The successful candidate to comply with the GCPCD Code of Conduct, to perform as their functions in a professional, transparent, participatory, and culturally appropriate manner. In addition, it should also function in accordance with all such laws, regulations, and procedures.

GCPCD will nominate a focal point to interact with the consultant and provide the necessary information and accesses and contacts for the consultant to accomplish the objectives set out in these TORs. The consultant would have to consult with other relevant institutions to determine the flow of information between entities, existing platforms already in use by other institutions, and acquire an understanding of the national resources available to implement realistically the recommendations included in the final report.

5. PERFORMANCE STANDARDS

The consultant is expected to have a knowledge of information systems, database development, and some notion of GCPCD's work in the fight against drugs and crime.

A clear understanding of how best to achieve as key deliveries, provide clear and simple advice on what this information system is intended to be for the program, stakeholders, and communities. Experiment in consultation meetings with ministries, government workers, and stakeholders.

6. THE PAYMENT FEE WILL BE PAID AS PER THE COMMON UN RULES AND PROCEDURES AND IN TWO INSTALMENTS:

- The first instalment or 70% of the total cost of the contract will be paid after the delivery of the preliminary report (Deliverables A)
- The second and final instalment or 30% of the total cost of the contract will be paid after the submission of final report and presentation (Deliverables B)

EVALUATION CRITERIA/EXPERTISE SOUGHT (REQUIRED EDUCATIONAL BACKGROUND, YEARS OF RELEVANT WORK EXPERIENCE, OTHER SPECIAL SKILLS OR KNOWLEDGE REQUIRED):

- **Academic qualifications:** Advanced university degree (Master's degree or equivalent) in information systems, computer science, mathematics, statistics or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- **Experience:** A minimum of five (5) years of progressively responsible experience in IT Software and System Architecture, and the planning, design, development, implementation and maintenance of computer information systems or related area.
- Proven experience in the development of a database/information system.
- Proven experience in designing web-based applications with the focus of information sharing.
- Comprehensive understanding of the database systems associated with the equipment.
- Experience in developing an efficient and effective system.
- A good understanding of the information/communication technologies in the office and the current challenges that are being faced.
- **Languages:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written Portuguese and English is a requirement. Knowledge of another official United Nations language is an advantage.

METHOD OF APPLICATION AND ENQUIRIES

Qualified and interested candidates are invited to submit their consultancy's profile, p11 form, as well as technical and financial proposal with the subject line **"Information Management Systems Developer Consultancy"** to unodc-rosaf.procurement@un on or before the 1 June 2021. Use the same email address for any technical inquiries without copying any email.

Any incomplete proposals or proposals received after the deadline will not be considered in the recruitment process.

These ToRs will also be available on the UNODC website:

<https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html>

Correspondence will be limited to shortlisted candidates only.

UNODC reserves the right not to make an appointment.

Disclaimer: UNODC will bear no responsibility regarding the conclusions of the consultant and subsequent implementation of the recommendations outline in the report produces by the Consultant.

UNODC and UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous group and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNODC and UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigours reference and background checks.