

## Terms of Reference for Individual Contracts

(Individual Contractors, Consultants and Fellows)

(This work assignment description forms an integral part of the individual contract)

### I. PROJECT DETAILS

Requesting office (hiring office): Azerbaijan Country Office

Title of project: Data solution for IDP return and technical capacity support for the state IDP Committee in Azerbaijan

Purpose of project (summary):

UNHCR and its international expert partner Joint IDP Profiling Service (JIPS) have been implementing a project to strengthen the data management and analysis capacity of the State IDP Committee of Azerbaijan since 2023 aiming at facilitating informed and data-driven policy decision and state program operationalization. Based on the assessment and information landscape mapping conducted by JIPS experts and the use cases for administrative data to IDP solutions presented to the State IDP Committee, the project enters to the phase of developing a statistical bulletin describing the scale and the nature of the returns process.

Fund:

Cost centre: 21041

PTEO/Account code: NAZC00910N/B64A

Budget category: OPS

Interfund: N/A

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### II. ASSIGNMENT DETAILS

#### 1. Contract type:

Individual Consultant ☐

(An expert who is a recognized authority or specialist in a specific field area engaged by UNHCR under an individual contract in an advisory or consultative capacity)

Individual Contractor ☒

(a person engaged by UNHCR under a short-term contract to provide skills or knowledge for the performance of a specific task or piece of work)

Fellow ☐

(a student or post-graduate student engaged under an individual contract including learning components, who required to undertake an assignment as part or in addition to their studies)

#### 2. Engagement via Partnership

Yes ☐ No ☒

If yes, name of Funding Partner

Memorandum of Understanding signed with Partner Yes ☐ No ☐

Type of partner: government ☐ university ☐ private sector ☐ NGO ☐

Funding through Partnership: fully ☐ partial ☐ no funding ☐

Additional relevant details / comments:

Although the individual contractor will be engaged contractually by UNHCR, the individual contractor is expected to work under technical supervision of UNHCR's partner organizations including Joint IDP Profile Service as well as its government counterpart, the State IDP Committee of Azerbaijan.

### 3. Engagement type

|  |
|--|
| <b>Regular</b> <input checked="" type="checkbox"/>   |
| (Working hours applicable, monthly regular payment of fees as per ICSC NET equivalent)   |
| Suggested Monthly Fee and currency: 6,400 AZN  |
| Note: The monthly salary is gross total therefore the individual contractor will be responsible to pay tax and relevant social security cost including pension and health insurance as per the laws of Azerbaijan.   |
| Work 100% (fulltime) during above-mentioned period: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |
| If part-time, indicate percentage or number of working hours per week:   |
| For individual contractors and Fellows:  |
| <input type="checkbox"/> Entry Level Support <input type="checkbox"/> Mid-Level Support <input type="checkbox"/> Senior Level Support <input checked="" type="checkbox"/> Local Professional Level <input type="checkbox"/> Junior Level Professional <input type="checkbox"/> Senior Level Professional |

|  |
|--|
| <b>Retainer</b> <input type="checkbox"/>                     |
| (Contractor on stand-by basis, working hours not applicable) |
| Unit Price as per contract and currency:                     |
| Maximum amount of fees per contract:                         |

|   |
|---|
| <b>Lump-Sum</b> <input type="checkbox"/>                                      |
| (Contractor works on a well-defined product against an agreed lump-sum price) |
| Lump-Sum amount and currency:   |
| Proposed instalment schedule:   |

### 4. Pro Bono Assignment

Yes (NIL) ☐

(Individuals under a NIL contract may receive Daily Subsistence Allowance (DSA) for missions away from the place of assignment but do not receive remuneration from UNHCR)

Yes (NIL/NIL) ☐

(Individuals under a NIL/NIL contract receive no remuneration at all from UNHCR, including DSA.)

No ☒

### 5. Assignment and/or Mission travel

|  |                                     |   |
|--|-------------------------------------|---|
| Applicable to High or Very High-Risk d/s | <input type="checkbox"/>            | Specify destination(s), period(s) and allocated amounts |
| Applicable to non-High-Risk d/s          | <input type="checkbox"/>            | Specify destination(s), period(s) and allocated amounts |
| Not Applicable                           | <input checked="" type="checkbox"/> | n/a   |

**6. Total budgetary amount allocated for individual contract** including fees, travel, DSA, any other costs (indicate currency) (for NIL/NIL type 'Not applicable'):

AZN 25,600

Note: This is gross total therefore the individual contractor will be responsible to pay tax and relevant social security cost including pension and health insurance as per the laws of Azerbaijan.

**7. Duration and dates of the contract:**

From: 10 Nov 2024

To: 09 March 2025

**8. Position Location (duty station):**

Is the assignment home-based? Yes ☐ No ☒

If yes, specify location, duration and other relevant factors:

**II. DESCRIPTION OF ASSIGNMENT, DUTIES AND RESPONSIBILITIES OF THE ENGAGED INDIVIDUAL CONTRACT HOLDER**

**9. General Background of Project or Assignment, Operational Context:**

The contract of the National Technical Expert will be facilitated by UNHCR. The National Technical Expert will directly support and implement pilot technical functions at the State Committee of the Republic of Azerbaijan for Affairs of Refugees and IDPs (IDP-C) under the joint project between the IDP-C, the Joint Internal Displacement Service (JIPS) and UNHCR. The National Technical Expert will be supported by Deputy Chief of Staff of the IDP-C and will be supervised and report to dedicated JIPS staff in all technical questions and obligations related to the project. The National Technical Expert is accountable to perform their duties as reflected in their job description.

**10. Occupational Safety and Health Considerations**

To view occupational safety and health considerations for specific duty stations, please visit this link:

<https://wwwnc.cdc.gov/travel>

Specific Occupational Safety and Health Considerations to this assignment (if applicable):

**11. Purpose and Scope of Assignment:**

Concise and detailed description of activities, including measurable outputs and delivery dates, impact indicators (what qualitative and quantitative results would be achieved upon completion of individual contract), performance indicators (timelines, value of the service rendered in relation to the cost, timeliness) and work plan:

- Maintain project rapport with the IDP-C on behalf of JIPS;
- Together with the IDP-C, establish a technical working group between IDP-C and IDDA

- Implement the analysis and tabulation plan of the Statistical Bulletin and the Durable Solution Progress Measure under remote supervision of JIPS by developing the analysis syntax and running queries on the databases of the IDP-C;
- If possible, generate an automated workflow to implement the tabulation plan syntax;
- Conduct an exploratory analysis of the IDP-C databases to enrich the analysis plan of the Statistical Bulletin and the Durable Solution Progress Measure;
- Understanding and providing an overview on the technical applications used by the IDP-C to interrogate their databases;
- Developing an overview of the data management workflows within the IDP-C;
- Compiling an overview of all metadata existing on the various databases administered by JIPS;
- Providing periodical debriefs to UNHCR.

The national expert is requested to follow IDP-C data collection, storage and protection regulations when collecting, processing and dealing with personal or sensitive data of programme beneficiaries and partner institutions as well as any information on activities in the frame of the contract. All information and data, project, personnel and beneficiary-related will be handled confidentially and will not be shared with any third party, whether an individual or an organization without the consent of the IDP-C. The national expert is not permitted to provide information for external public communication purposes, including media, press and interview. Any such intension should first be raised and discussed with the IDP-C. The expert is responsible to safely and securely store data during the contract period, handover the required data after the contract ends and securely delete all data collected and stored that is not required.

### III. CANDIDATE MINIMUM REQUIREMENTS, SELECTION CRITERIA

#### 12. Required qualifications, language(s) and work experience:

Degree:

Required ☒

Specify: DataScience, Information Technology, Statistics, Demography or other relevant fields

Not required ☐

Field of expertise, competencies:

Required/mandatory:

Proven track record of applying analysis softwares and syntax to utilise databases for analysis. Ability to formulate IM-related technical requirements and Operating Procedures. Experience with handling confidential data and demonstrated understanding of different data collection methodologies. Experience with relevant software such as ArcGIS, Mapinfo, SPSS, EpilInfo6, SQL Server, and/or proGres is essential.

Desirable:

- Successful participation in the Operational Data management Learning Programme is desirable
- Experience in web design and software development is an asset. Experience with HTML, PHP, ASP and/or Java is an asset.
- Experience in working with multi-stakeholder settings involving government entities and/or international organizations

Language: Required: Azerbaijani and English

Desirable: N/A

**13. Minimum years of work experience** (NOTE: candidates with less years of experience cannot be short-listed or recommended):

5 years of relevant professional experience

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**IV. EVALUATION, MONITORING, SUPERVISION**

**14. Monitoring and Progress Controls**

(Measures put in place to ensure the quality of work the individual contract holder delivers, e.g. report requirements, periodicity, format, deadlines, performance indicators, milestone discussions, survey completed, data collected, workshop conducted, research documents produced specify etc.)

The technical performance of the National Technical Expert will be monitored by dedicated JIPS staff, while attendance and administrative/contractual compliance to be monitored by UNHCR Azerbaijan country office Programme Unit. The National Technical Expert will submit below listed monthly reports to JIPS/UNHCR.

- Monthly attendance sheet
- Monthly Progress summary report

**15. Supervisor / Hiring Manager:**

Name: Takako Hashimoto

Title: Programme Officer

Signature: \_\_\_\_\_

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**16. Authorized by** (in accordance with UNHCR/AI/2019/07/Rev.3 Resource Allocation Framework, Section 7):

Name:

BIK LUM

Title:

REPRESENTATIVE

Signature: \_\_\_\_\_



