



**UN MOZAMBIQUE**

Delivering as One

## VACANCY ANNOUNCEMENT- CONSULTANT

In the context of the UN Joint Programme on “*Strengthening Disaster Risk Reduction and Emergency Preparedness*”, the UN system is recruiting a consultant to support the improvement of the national information management system for Disaster Risk Reduction. The consultant will work mainly with INGC, with strong emphasis on strengthening the capacity of staff of INGC/ CENOE.

- Location: **Maputo, Moçambique**
- Duration: **9 months**
- Start Date: **September 2011**
- Languages: **Fluent Portuguese and English**
- Type of contract: **National or International Consultant**

### Principal Functions

The consultant contracted will develop activities in two major phases, with the following expected results:

#### **1st Phase (3-6 months)**

- Prepare a baseline study/ needs assessment with an overall vision of the existing information management system to include sectoral needs.
- Identify immediate needs requiring prompt specialist intervention/ inputs.
- Ensure the development of a database with a structured information flow (central to the provincial level and vice versa) considering the possibility of using the existing system (IRIS) or a new system.
- Undertake review and adjustment of the protocols / forms for collecting data and sector information in emergency situations. These instruments should be efficient and simple to use.

#### **2nd Phase<sup>a</sup> (6-12 months)**

Following the recommendations of the baseline study and needs assessment, the focus of this phase will be on:

- Development of a comprehensive information management system. The system should take into account existing initiatives such as GRIP (Global Risk Information System) and other databases relevant to emergencies.
- Given the continuous integration system of the Government's Information Management System, the information management system should be aligned with the procedures/protocols of the Ministry of Science and Technology (MCT);

### Requirements:

- Advanced University Degree (Masters). A combination of relevant academic background (at least undergraduate degree- bachelors or equivalent) plus extensive professional experience in a relevant area will be accepted in lieu of an advanced university degree.
- At least five (5) years of progressively responsible experience in information management or relevant area; experience at national and international level in large organizations with dispersed operations and/or in the public and private sector preferred.
- Experience developing capacity building activities.
- Spoken and written fluency in Portuguese and English.

### Advantageous

- Experience in the design and successful implementation of new processes and systems.
- Experience in application of development standards and use of information management systems.
- Experience in an operational agency of the United Nations in an emergency situation.
- Experience in the application of information management in humanitarian response (complex emergencies and / or natural disasters).
- Experience in change management, preferably in the introduction of new systems of information management in large organizations.
- Qualifications and / or industry certification and / or proven experience in project management.
- Knowledge and experience in developing and managing databases
- Knowledge of GIS and Knowledge of Content Management Systems.

Candidates should forward the following to [orlando.baguandji@undp.org](mailto:orlando.baguandji@undp.org) or send to UNDP Mozambique - Procurement unit, Av.Kenneth Kaunda, 931 –Att.: Mr. Goneshell Masendeke, submitting the following documentation:

- CV and cover letter
- Financial<sup>1</sup> and technical proposal for the consultancy, based on the above terms of reference
- P11

Only candidates considered for interviews will be contacted. Submissions close on September 2, 2011.

<sup>1</sup> Kindly note that UNDP does not pay upfront as a matter of policy unless there are start up costs related with the consultancy, however, any such payments shall not exceed 20% of the consultancy cost