UNFPA Timor-Leste is looking for a consultant to design, develop and set up a database system for the Secretariat of State for Youth and Sports to monitor in real-time activities implemented everywhere in the country for or with young people, as well as train its users.

Background:

The Secretariat of State for Youth and Sports (SSYS) is responsible for youth development and wellbeing in Timor-Leste. It implements its own programmes for young people but also coordinates the actions of others in the sector. It has a special link with youth centers and other youth groups and organizations in the country which are often the place for youth activities implementation.

In 2015, SSYS started implementing a One Gate policy whereby it wants any activities implemented for and with young people to be known to them. The purpose of the policy is to better coordinate efforts and actors' interventions avoid gaps and overlaps, redirect plans to better meet the needs in the fields, etc.

At the same time, a new Youth Policy is has been approved by the Council of Ministers. It is cross-sectoral and every Ministry will play a part in implementing it. SSYS will be required to monitor its implementation, following up on who does what for young people in the country. This means monitoring activities of every actor of the youth sector: United Nations Agencies, international and national NGOs, government ministries and institutions.

Information gathering, analysis and use have therefore become central for SSYS to be able to deliver on its mandate.

Scope of work:

A specific tool needs to be designed that allows SSYS to monitor activities implemented in the country for young people. The system needs to be a repository of all activities conducted (a database); it needs to be updated in real-time every time a new activity is implemented; and it needs to be "searchable" when SSYS staff need to extract information from the database.

Requirements of the database system:
- ➢ Inputting: inputting data into the database needs to be easy for people who are not familiar with statistics, databases, software or technology. People tasked with inputting into the database will be by definition people for which this is an added task and are requested to contribute to the database out of their free time. It needs to be quick and cheap for them. No extended training should be required beyond a simple presentation.

   The system can either be designed so that anyone implementing an activity for youth is able to send the information directly to the database or so that designated focal points (Youth centers in each district? SSYS district staff? CNJTL?) Input into the database having been informed of the activity implementation.

   Connectivity is an issue in the districts and people don't always have access to internet by lack of money, network or computer. This should be factored in when designing the inputting system.
- ➢ Database: all the information inputted needs to be kept in a database year after year.
- ➢ "Search engine": the database needs to be "searchable" so that the end user (staff at SSYS) can query it to find number of activities implemented in a given location, number of beneficiaries reached, list of actors implementing in a given district, etc. Results of the queries need to be printable or exportable to excel.

Specific tasks of the consultant:
- ✓ Assess the needs of the end users and the capacity of the inputers (consultation, workshop)
- ✓ Design the system to meet the requirements: what software to use? What part needs to be specifically developed?
- ✓ Develop the programme needed (in Tetum)
- ✓ Set up the system
- ✓ Train the inputters and the end users

Duration and working schedule:

Duration depends on the system design, programme development required and amount of training needed.
Work should be done in the second quarter of 2016

Place where services are to be delivered:
End users are in Dili.
Inputters are all over the country but training can be organized in Dili only. A visit to 2 or 3 sample districts might be necessary to assess the situation (Connectivity, hardware available, set up, etc.)

Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.):
The first deliverable is a concept note explaining the design chosen and reasons for choosing it (software choices, programme development required, etc).
The end deliverable is a database system that meets the requirements of SSYS, is installed and ready to use and that end-users and inputters are able to use.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:
Regular control over progress should be made possible with the developer throughout the process
The developer will still be responsible for a period of up to 12 months after setting up the system to ensure the smooth implementation of the programme until it is fully operating, allowing for solving problems, fixing the system or potentially adjusting the software.

Required expertise, qualifications and competencies, including language requirements:
- Advanced university degree in information technology or other relevant field;
- Minimum three years of development work experience in developing and managing information management systems;
- Excellent written and spoken Tetum and English; fluent in Tetum is desirable
- Good and diverse knowledge of information management systems;
- Excellent facilitation and communication skills;
- Good understanding and practice of information systems design and management
- Cultural sensitivity with the environment in government institution

HOW TO APPLY

Interested candidates should submit a Cover Letter, clearly mentioning the post applied for, a P11 form and short proposal presenting the technical solution proposed, attention to: UNFPA Office, UN Agency House, Caicoli Street, Dili, Timor Leste, Phone: +670 3312618 with deadline for application is 11 April 2016 at 17.00.

Women and men are encouraged to apply. Only short listed candidates will be notified.