

Terms of Reference

Consultant specialist in relational data bases with mapping

Background

In April 2010 donors supporting the HIV response in Central America met in Guatemala City to coordinate their interventions in the areas of Strategic Information and Monitoring & Evaluation of the HIV epidemic.

It was decided to set up an ad hoc interagency group on HIV surveillance and Monitoring & Evaluation to coordinate, advice and harmonize technical cooperation in Central America. Coordination mechanisms were established among which a secretariat, communication through e mailing, teleconferences, and the development of a tool to map out key areas supported by donors in order to identify gaps, duplication and need for additional support or research. UNAIDS regional Support team for Latin America has been designated to coordinate the group and report on progress. UNAIDS was requested to develop a tool to collect information on donors (whom, what where, when, budget, capacities,...), donors will provide information and UNAIDS would provide summary reports.

UNAIDS decided to set up a web based relational data bank with mapping to provide the service requested by the interagency ad hoc group.

Objective

To develop a web based relational data bank with mapping to produce reports responding to the demands of the ad hoc coordination group.

Specific activities of the consultant

1. Support the UNAIDS Strategic Information focal point in developing data bank underlying forms, sheets and tables in coordination with other donors focal points.
2. Discuss with UNAIDS Strategic Information focal point the conceptual design behind the data bank, queries' and reports expected prior to configuration of the data bank.
3. Develop the web based relational data bank with mapping
4. Share Beta model with UNAIDS Strategic Information focal point and collaborators for review.
5. Introduce sample donor data provided by the collaborators and pilot the Beta model.
6. Finalize the web based relational data bank with mapping
7. Set up the web based relational data bank with mapping on the UNAIDS RST web site
8. Train UNAIDS Strategic Information focal point in the management of the data bank (ability to up date, edit, and delete information, to add fields and produce new reports as needed). Provide capacity to expand data base use.

Products

1. Conceptual model developed
2. Data base underlying forms, sheets and tables developed
3. Web based data bank with mapping B model
4. Web based data bank with mapping final model
5. Web based data bank with mapping Administrator and Editor guidelines available

Duration of the consultancy:

4 weeks starting 1 of August 2010

Minimum qualifications and experience required

- Excellent understanding of web based data base design, development and management

- Proven ability to translate technical needs into database specifications and to develop a fully functional and user friendly database application, including appropriate reports with maps and web-based interaction
- Good understanding of multiple actors with diverse agenda in multiples location needs for coordination and synthetic reports
- Excellent communications skills
- Knowledge and experience with Web based applications development and languages, MS Access and MS Excel, also mapping tools
- Based in Panama or Guatemala (desirable)
- Languages: Excellent level of written and oral English. Spanish an asset.

Supervision and Reporting

The consultant will report to the UNAIDS regional strategic information adviser

Ownership

All data base tools and information products will belong to UNAIDS Regional Support Team Latin America.

Fees

Fees will be determined based on the level of experience of the selected consultant.

25% of the fees will be paid upon presentation of products 1 and 2

50% of the fees will be paid upon presentation of the products 3 and 4

25% of the fees will be presented upon presentation of product 5.

How to apply

To submit an application for this consultancy position, please send your CV, including 3 references, to mappingtoolrstla@unaid.org by July 26, 2010. Only the short-listed candidates will be contacted.