

OPENING FOR PROVISION OF CONSULTANCY SERVICES

Job Title: IAU – Cost Researcher Assistant

Location: Amman-JORDAN

Organization: UNFPA/Interagency Information and Analysis Unit

Closing Date: 12 August 2010 (5:00 p.m, New York time)

BACKGROUND:

The Interagency Information and Analysis Unit (IAU) is an integral part of the Office of the Resident Coordinator/Humanitarian Coordinator for Iraq. It was established to support the UN Country Team (UNCT) in evidence based programming, advocacy, and policy advice in line with the needs and priorities of the Government and the people of Iraq. The IAU is an inter-agency unit seeking to improve effectiveness of programming, advocacy, policy and coordination of the international response. The IAU ensures a coordinated and over-arching analysis on key issues in Iraq including both humanitarian and development aspects.

The UN Iraq country team and UNAMI have identified the disputed internal boundaries (DIBs) as a priority area for integration, aiming to provide a coherent response where the UN's political and developmental assistance priorities overlap. The IAU participates in the integrated task force established to address this priority area, and will work in conjunction with UNDP to produce a conflict-related development analysis (CDA) in support of the work of the task force.

In addition, the IAU is continuously updating its governorate profiles, both in print-out format and on its online information portal. As new data is published, the analytical overview provided for each governorate as part of the profiles needs to be updated.

The IAU will also be working in conjunction with UN agencies to produce factsheets for key international advocacy events, including sixteen days of activism for no violence against women (25 November-10 December).

Finally, the IAU is continuously updating its situational presentations, and is looking to convert the presentation into videos with voice-overs.

Under the overall guidance of the UNFPA Representative and direct supervision of an Information Management Officer, the Research Assistant consultant will lead the preparation of analytical papers on

the priority areas for integration and provide updated governorate-level analysis for key IAU information products.

TASKS:

General

The consultant will be based in the IAU's office in Amman, with travel to Iraq as necessary. In general the consultant will:

- Serve as the IAU focal point for the DIBs task force, leading the analysis in support of the work of these task forces. The consultant should work with UNDP to analyse vulnerability and qualitative data in order to produce a CDA report integrating and linking political and development issues in the DIBs. The consultant will then produce a presentation summarizing the findings of the report.
- Make one update for each of the governorate profiles by the end of the assignment.
- Work in consultation with the inter-agency advocacy working group and IAU staff to produce factsheets.
- Work with IAU technical staff and the Office of the Deputy Special Representative of the Secretary-General to convert the IAU's presentations and key messages into videos.

Monitoring & Progress Controls

- Successive drafts of CDA document
- Draft updates of governorate profiles
- Successive drafts of factsheets for World Humanitarian Day and sixteen days of no violence against women
- Successive drafts of video format of presentations

Milestones

Along with the general tasks listed above, the consultant will be responsible for the following key deliverables by their respective dates:

Deliverable	Date
Final video version of presentation on Iraq's transition including major issues and priorities posted on IAU website	September 15
Final video version of IAU's pre-CCA/UNDAF presentation posted on IAU website	September 30
IAU presentation posted on IAU website	October 21
Final version of factsheet for sixteen days of activism for no violence against women posted on IAU website	November 16
Updated text for governorate profiles for print-out and online versions	December 31
Final draft and presentation of CDA report	January 31

DURATION:

The consultancy will be from the second half of August 2010 to January 31, 2011. The final output should be submitted to the Head of the IAU by January 31, 2011.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Masters degree in social sciences, humanities, middle-eastern studies or related field.
- A minimum of two years of relevant work experience including writing, analysis and data management.
- Excellent written and verbal communication skills in English; knowledge of Arabic is recommended
- Ability to visualize and animate complex concepts in PowerPoint.
- Experience in Iraq preferred.
- Initiative and sound judgment and demonstrated ability to work in harmony with persons of different national and cultural backgrounds.

HOW TO APPLY

Prospective consultants should submit a CV and a 1-2 page technical/financial note describing the proposed methodology and approach for delivering the above outputs, proposed total fee for the consultancy and fee per output, and the schedule of delivery. The proposal and CV should be sent directly to email address vacancy-IRQ@unfpa.org indicating the Job Title, by close of business 12 August, 2010. The vacancy is also available on: <http://www.reliefweb.int>; and <http://www.uniraq.org/noticeboard/vacancies.asp>

In addition, applicants are encouraged to submit one or two samples of recent work.