# Terms of Reference – Data Coordinator Consultancy

*The consultancy will be based in one of the following countries:* **Burundi, Cameroun, Rwanda**

1. **Consultancy assignment background**

The Internal Displacement Monitoring Centre (IDMC) is the world’s authoritative source of data and analysis on internal displacement. Since our establishment in 1998 as part of the Norwegian Refugee Council (NRC/IDMC), we offer a rigorous, transparent and independent service to the international community, and inform policy and operational decisions to improve the lives of people living in, or at risk of, internal displacement.

With a team of around 25 people in Geneva and an annual budget of over 5 million USD, we monitor more than 130 countries in the world for which we provide verified, consolidated and multi-sourced estimates of the number of people internally displaced or at risk of becoming displaced by conflict, violence, disasters and development projects.

We complement this global data with interdisciplinary research into the drivers, patterns and impacts of internal displacement. Using this evidence, we provide tailor-made advice and support to inform global, regional and national policy-making.

Our data and evidence are published on our website and via our Global Internal Displacement Database: <http://www.internal-displacement.org/database/displacement-data>

Our flagship report, the Global Report on Internal Displacement (<https://www.internal-displacement.org/publications/2024-global-report-on-internal-displacement-grid/>) published every year in May, is the world reference on IDP statistics, featuring trends and thematic analyses, country and regional spotlights.

1. **Role and responsibilities**

The role of a Data Coordinator consultant is to implement IDMC’s methodologies for monitoring internal displacement related to conflict and disaster for the sub-region to which they are assigned, to maintain and build partnerships, and to act as the organisation’s focal point for contextual information and analysis on that sub-region.

Generic responsibilities:

* Monitor and analyse internal displacement by conflict, violence and disasters in a sub-region
* Upload data on internal displacement into IDMC database in strict adherence to IDMC’s standards for frequency, consistency and accuracy
* Contribute to the analyses of displacement trends in the sub-region
* Contribute to the technical development of IDMC’s monitoring tools
* Maintain and expand IDMC’s network of partners in the sub-region
* Support efforts to strengthen partners’ capacities to monitor and analyse internal displacement
* Support institutional projects when necessary

Specific responsibilities:

Data and analysis

* Detect internal displacement events for the sub-region by conducting thorough monitoring of all displacement situations reported by different sources, including national and local government institutions, UN agencies, regional organisations, national and international NGOs, research institutes, media, etc.
* Collect, triangulate and curate data and information related to events triggering displacement.
* Upload all data collected onto IDMC’s database, adhering to the standards agreed upon within the Monitoring Team, and propose recommended estimates for each event.
* Ensure that caveats and limitations of a figure or a source are clearly documented.
* Identify displacement trends and analysis including documenting data gaps and challenges.
* Provide weekly updates on the key situations driving internal displacement in the sub-region.
* Connect and engage with data providers and other data partners to assess the method and validity of the data obtained.
* Contribute to the drafting and review of a range of IDMC reporting products, such as the Global Report on Internal Displacement (GRID), Mid-Year Update, regional reports, Quarterly Snapshots, Figures Analyses, country profiles, blogs, research reports, technical papers, talking points, etc.
* Identify gaps, trends and questions in the region that may require further research, partner engagement or capacity strengthening.

Partner engagement

* Act as IDMC’s sub-regional expert and lead on displacement data-related engagement with governments, UN agencies, civil society, and academia.
* Support the peer review of reporting products by in-country and regional partners.
* Identify opportunities to increase the visibility of partners’ data and work – e.g., through IDUs, Global Repository of Good Practices, or participation in IDMC research.
* Support the dissemination of findings and analysis with relevant actors in the sub-region.

Capacity strengthening

* Identify opportunities and support efforts to strengthen governments and other partners’’ capacities in view of addressing data gaps and/or improving the quality of available data. This may involve providing feedback to data collection tools; advocating for the collection or reporting of certain displacement metrics or indicators; preparing capacity strengthening materials; supporting the organisation of capacity strengthening workshops; and/or facilitating peer learning opportunities between partners.
* Work in close collaboration with the capacity strengthening team in implementation of any capacity strengthening-related activities to ensure alignment with strategic priorities, consistency of delivery of services and monitoring, evaluation of these services.
* Support capacity strengthening team in in-depth capacity strengthening activities in the sub-region as relevant.

Other responsibilities

* Provide user feedback on information management tools and processes.
* Where appropriate, travel to support projects, capacity strengthening, or partner engagement.

Critical interfaces

* Other Data Coordinators
* Global Monitoring Manager
* Capacity Strengthening team
* Global Insight Manager
* Government Relations Adviser
* Information Management Systems Coordinator

1. **Institutional and organisational arrangements**

The consultant shall be based in one of the following countries -**Burundi, Cameroun, Rwanda**- and will report to the Global Monitoring Manager, based in Geneva. The consultant must be resident and registered in one of the aforementioned countries and provide proof of registration.

The consultant will be self-employed and fully responsible for complying with all applicable tax and social security laws in their country of residence. They will also be responsible for arranging and covering the cost of any insurance required in connection with the services provided under this consultancy.

IDMC will own the intellectual property rights to all materials submitted by the consultants under the contract. The consultants must therefore ensure that they have possession of any materials provided to IDMC as a part of the deliverable. The rights to reproduce the reports will fall to IDMC and its contracted agents. IDMC will be free to reproduce the materials at will and to grant reproduction rights.

Everything submitted to IDMC must be the original work of the consultants. Any plagiarism in any form, or any other breach of intellectual property rights, will automatically disqualify the consultant from receiving any further payments under the contract by IDMC, and IDMC will seek to recover any payments already made.

The consultant will follow [Ethical Research Involving Children](https://childethics.com/ethical-guidance/) (https://childethics.com/) guidance on the ethical participation of children. In addition, all participants in any study or other interaction will be fully informed about the nature and purpose of the interaction and their requested involvement. Informed consent must be obtained for any photographs, audio or video recordings, etc., in accordance with NRC/IDMC’s policy on consent.

1. **Qualifications of the consultant**

Generic professional competencies:

* Master’s degree in international affairs, social sciences, displacement, migration, humanitarian or development studies, information science, statistics or related field
* At least 3-5 years of experience in research, data collection and quantitative data analysis
* Demonstrated experience working with databases and information management systems
* Demonstrated skills and experience in processing, reviewing and uploading large amounts of data
* Highly organised and rigorous information curator, with demonstrated ability to organise and identify relevant information, and to conduct desk reviews of secondary literature
* Attentive to detail and thoroughness in day-to-day work
* Significant experience brokering and maintaining relationships with various types of institutions and technical sectors
* Collaborative working style and a strong team player
* Solutions-oriented with positive attitude towards resolving problems
* Political acumen
* Excellent presentation and communication skills
* Organisational and time management skills - can perform well under pressure and ability to deliver under tight deadlines when necessary

Context related skills, knowledge and experience:

* Solid understanding of the sub-region and operational experience working on either conflict or disastersrelated displacement
* Understanding of normative and operational frameworks related to internal displacement and response challenges in the context of conflict, violence, and disasters
* Experience working on data standards, databases and information management systems
* Strong skills and experience in analysing and reviewing data to produce concise analytical products
* Competence in the use of Word, Excel, databases and online research tools for the collection, organisation and analysis of information
* Knowledge of Python, R and other statistical softwares an asset.
* Fluent and excellent communication skills in English, both written and verbal
* **Fluency in French is required.**

1. **How to apply**

Qualified consultants who are legally registered and residing in Burundi, Cameroun or Rwanda are invited to submit a complete application on or before 23:59 (Geneva time) 31 July 2025, through the email address ch.gvatenders@nrc.no. The bid application should be titled ‘2025\_19 IDMC Data Coordinator’ and include the following information:

* Curriculum vitae or company profile;
* Cover letter / Expression of Interest;
* If relevant: Writing sample in English and French of previous or current work
* List of references that can be contacted to verify the quality of services;
* Proof of registration as a sole trader or registered consultant in their country of residence (Burundi, Cameroon, or Rwanda), or in accordance with the legal requirements for consultancy registration applicable in that country

Any request for clarification must be received by NRC in writing at least 5 working days before the deadline for submission of tenders. Questions regarding the assignment, can be addressed to Ivana Hajzmanova at [ivana.hajzmanova@idmc.ch](mailto:ivana.hajzmanova@idmc.ch)

Please note: All service providers/consultants working with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards. Consultants doing business with NRC will be screened on anti-corruption due diligence before NRC confirms a contract.

Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation and donor regulations require NRC to screen contractors against various international lists to ensure due diligence. Submission of the quotation constitutes acceptance of these screening practices.

NRC reserves the right to accept or reject the whole or part of your offer based on the information provided. Incomplete offers which do not comply with our conditions will not be considered.

We look forward to receiving your application!