

NORCAP CONSULTANCY IN SUPPORT OF EOSG

Terms of Reference

Job Title	:	Consultant, Data and Digital Solutions
General Expertise	:	Programme Management / Category: Programme Management
Department/ Office	:	Executive Office of the Secretary-General, New York
Organizational Unit	:	Strategic Planning and Monitoring Unit

JOB DESCRIPTION

(1) Duties and Responsibilities

- 1. Data Management:** Design, implement and optimize data management solutions using Microsoft 365 technologies, such as Dynamics 365, Forms and Power BI, applying data engineering approaches, such as Python, SQL, R and PowerQuery, to streamline workflows.
- 2. Digital Solutions Development and Implementation:** Collaborate with business units to develop, test and deploy analytical tools and digital solutions, such as dashboard, workflows and data visualization platforms, using Microsoft 365 technologies and content management systems.
- 3. Solution Deployment and User Support:** Oversee the deployment, maintenance and version management of digital solutions, ensuring data integrity, recover procedures and user support mechanisms are in place.
- 4. Project Administration and Coordination:** Support project implementation by facilitating training, procurement and administrative processes, resolving related challenges as needed.
- 5. Continuous Improvement and Innovation:** Research available emerging data analytics and digital technologies, keep abreast of developments in the field and support testing and evaluation as requested.

(2) Contract Duration

Explain the duration of the contract and the total remuneration budgeted for the purpose as well as terms of payment for the satisfactory completion of the contract.

- **Overall contract duration:** 6 months; in-person (New York), part-time 70% / ~28 hours per week
 - **Estimated amount of actual time to work (days, weeks, months):** part-time 70% / ~28 hours per week, 4 weeks per month for 6 months
- **Payment:** A fee of \$3,500 is payable in monthly installments after activities and deliverables have been cleared.

(2) Ultimate result of service

The consultant will enhance data management and digital analytics capabilities within the Office of the Secretary-General by developing and optimizing data-driven solutions using Microsoft 365 technologies and advanced analytics tools. By the end of the six-month assignment, the consultant will have successfully delivered strategic data management frameworks, digital solutions and analytical products that improve data accessibility, integration and visualization.

ADDITIONAL TERMS OF REFERENCE

(4) Purpose

In September 2023, the Secretary-General launched his vision for a UN 2.0, as part of his proposals for Our Common Agenda – his agenda for more networked, inclusive and effective multilateralism.

Building on major structural reforms since 2017, UN 2.0 encapsulates the SG's vision of a modern United Nations system, rejuvenated by a forward-thinking culture, and empowered by cutting-edge skills fit for the twenty-first century.

In response to the release of the UN 2.0 Policy Brief, the United Nations is prioritizing the development of data, digital, innovation, foresight and behavioral science capabilities, collectively known as the "quintet of change," to thrive in the 21st century, better serve Member States and accelerate SDG progress.

The Data and Digital Solutions Consultant will play a key role in shaping and optimizing the digital architecture that supports data-driven decision-making within the Executive Office of the Secretary-General. This includes designing and implementing solutions that enhance the integration, accessibility and usability of data across key business processes. The consultant will contribute to the development of scalable data management frameworks, analytics tools and digital workflows that improve operational efficiency, strategic insights and overall performance of the Office.

ADDITIONAL JOB SPECIFICATIONS

(5) Years of Work Experience required

At least 3 years

(6) Minimum Level of Education required

At least a first-level degree in management, business, analytics, computer science, information systems, public administration, political science, international relations, or other related social sciences.

(7) Required and Desirable Work Experience

- At least 3 years of experience in project management, data management, analytics, digital workflow and solutions design, or similar is required.
- Demonstrated experience in data management and engineering approaches (e.g. Python, SQL, R, PowerQuery) is required.
- Demonstrated experience in Microsoft workflow and knowledge management technologies (e.g. SharePoint, Power Automate, Power Apps, Forms, Excel) is required.
- Demonstrated experience with self-service analytics applications (e.g. Power BI) is desirable.
- Demonstrated experience in efficient slide deck production (e.g. PowerPoint, ThinkCell) is desirable.

(8) Languages

Fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

(9) Supervisor

The Consultant will work under the overall supervision of:

Mr. Kersten Jauer
Deputy Director, Strategic Planning and Monitoring Unit
Executive Office of the Secretary-General
Email: jauer@un.org

APPLICATION DEADLINE & PROCESS

Qualified candidates are encouraged to submit their CV and confirmation of their availability for this assignment by **Wednesday 17 September to norcap.bids@nrc.no**. The consultant must be self-employed or provided by a limited liability company (Ltd). Consultants are self-employed and work independently from NRC/NORCAP. They are liable for their own tax, VAT to local authority, social security payments, health insurance, sick pay etc