

**RE-ISSUED
TERMS OF REFERENCE
VACANCY ANNOUNCEMENT
VN NUMBER: DRS/2018/009**

Organisation : U.N.H.C.R.

Job Title : Data Analyst Consultant

Duty Station : Home Based

Duration : 01 August 2018 – 31 December 2018

Contract Type : Individual Consultant

Contract Level : Level B

Closing date : [Wednesday, 4th July 2018](#)

GENERAL BACKGROUND OF PROJECT OR ASSIGNMENT:

As part of UNHCR’s effort to improve the systematic production and use of socio-economic data, the Data Analyst Consultant will work with the DRS/Research-Analytics-Knowledge Management-Strategy Unit Senior Economist (P4) and Economist (P3) to establish a process for the cleaning, documentation and removal of personal information from an anticipated 25 country-level microdata sets. On a selection of these datasets, the Consultant will also complete analytical work on the key determinants of socio-economic status among the population of the forcibly displaced.

GENERAL BACKGROUND:

UNHCR’s mandated responsibility for finding solutions to refugee situations has long required stronger cooperation with development partners and the inclusion of refugees within national development programmes. Despite UNHCR’s efforts over many decades, the proportion of refugees and internally displaced persons in protracted displacement situations remains high. Moreover, the diminishing number of people who have found durable solutions constitutes a worrying trend that has persisted in recent years. In addition, the increasing scale of irregular migration, large scale refugee movements and the costs of responding to humanitarian situations have also placed forced displacement high on

the global agenda. These elements have further driven the realization that humanitarian support alone is insufficient to lift displaced populations out of poverty, enable solutions to their situations or assist them to realize their development potential.

Broadening strategic partnerships with development and private sector actors requires better data and standardized information about refugees and host community households. Currently, the data that UNHCR holds globally on refugee populations is not comprehensive. The main source of quantitative data is the registration system, proGres and localized socio-economic assessments. It is supplemented by other forms of qualitative data, mostly derived from sectoral assessments generated by programming requirements. However, coverage remains patchy and data collection is insufficiently standardised, while guidance to field operations on how to collect, record and analyse it is inconsistent. In addition, there is an increasing demand for accurate socio-economic data for the programming and targeting purposes (cash, food security, livelihoods) as well as by investment by development and private sector. The establishment of accurate socio-economic baselines for refugees and surrounding host communities is a pre-requisite for measuring changes in welfare required to inform medium term programming with development partners and national governors.

To fill this gap, the UNHCR Division of Resilience and Solutions - Research Analytics Knowledge Management and Strategy Unit has committed to generate data for establishing socio-economic baselines for refugees and asylum seekers. This project will be coordinated with the World Bank-UNHCR Joint Data Centre (JDC) and internally with the UNHCR relevant technical sectors, registration data and PRIMES team in Copenhagen. A key step in this process is to document and prepare existing recent household data files for further analysis and sharing. The audience for this data includes researchers, partner agencies and the forthcoming UNHCR MicroData Library. Preparation will follow best international practices as established, for example, by the Data Documentation Initiative (<http://www.ddialliance.org/>).

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PURPOSE AND SCOPE OF ASSIGNMENT:

Under the direct supervision of the Economist, and in coordination with other members of the Solutions Unit, the Data Analyst Consultant will have the following responsibilities as it relates to preparing (cleaning), anonymizing, and preparing documentation (DDI files) for existing socio-economic datasets for 25 countries:

1. Data cleaning and management
 - Develop procedures for efficiently cleaning and structuring UNHCR socio-economic datasets using econometric software Stata;

- Apply and adapt procedures for approximately 25 sets of microdata using statistical software (Stata);

- Generate the appropriate metadata and other documentation (e.g. codebooks) needed to catalogue and share this data on the forthcoming UNHCR MicroData Library

2. Data anonymization

- Adapt and implement procedures for the anonymization of this data through the removal of personally identifiable information, using Statistical Disclosure Control (free open source sdc micro software).

3. Data analysis

- In addition, for at least one country conduct determinant of welfare analysis using stepwise regression techniques.

4. Support the Solutions Unit with any related additional tasks, as needed.

MONITORING AND DURATION:

The consultant will work under the direct supervision of the Economist (Division of Resilience and Solutions). This assignment is home-based for a period of 5 months from 01.08. 2018 to 31.12 2018.

MONITORING AND PROGRESS CONTROLS:

- a. The final product: 25 microdata surveys documented in line with international standards and anonymized.
- b. Delivery Periodicity, as applicable: Ongoing submission of completed deliverables
- c. Work on the basis of time employed: Yes No
- d. If it is to result in a written product specify:
 - a. Number of pages:
 - b. Language(s):
 - c. Number of copies:

QUALIFICATIONS AND EXPERIENCE REQUIRED:

Education:

- Advanced University Degree (Master's or PhD equivalent) in Economics, Public Health or relevant field.

Work Experience:

- Minimum 6 years of relevant professional or research experience is required;
- Previous experience using large household datasets for econometric regression analysis is required;
- Previous experience using Stata for microdata analysis is required (other software experience, LaTeX, R, Zotero is an asset);
- Previous experience with data documentation and/or anonymization is an asset;
- Previous exposure to both humanitarian and development professional contexts is an asset;
- Previous exposure working on remote teams is an asset.

COMPETENCIES:

- Excellent data management skills (in Stata), including the ability to clean and catalogue data.
- Excellent data analysis skills (in Stata) undertaking regression analysis.
- Excellent writing skills and ability to draft reports and develop materials for documentation purposes.
- Good prioritizing and self-management skills to work both independently and as part of a team, including remotely.
- Excellent communication skills, including the ability to communicate and disseminate information effectively and creatively to a broad range of stakeholders.
- Excellent knowledge of household data survey data and practices of the analysis of socio-economic data.
- Knowledge of development related challenges, including understanding of solutions, with a comprehensive and complementary view on existing solutions opportunities as well as capacity to capitalize on innovative approaches.
- Previous experience with a research or multilateral institution (e.g. UNHCR, World Bank, etc.).
- Excellent knowledge of English and working knowledge of another UN language.

TO APPLY:

Interested applicants should submit the required documents listed below by e-mail to HQDRSVAC@unhcr.org indicating “Data Analyst Consultancy” DRS/2018/009 in the subject of the email at latest by Wednesday, 4th July 2018.

- Letter of motivation, addressing each of the personal requirements in the vacancy notice;
- Completed UN Personal History Form (P11) signed, including testimonials/degrees/certificates.
- The UN personal History Form is mandatory;
 - P 11 forms are available on www.unhcr.org/recruit/p11new.doc
 - **All application received without a P 11 will not be considered**

Geneva 14 June 2018