



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Database Consultant

Statistics Unit, Field Information and Coordination Section (FICCS)

UNHCR, the UN Refugee Agency, is offering a Consultancy position with FICCS within the *Division Programme Support and Management (DPSM)* in our *Copenhagen Headquarters in Denmark*.

The consultant will redesign and improve the user interface and backend of the PopStats database as central piece of UNHCR's published quantitative information on populations of concern.

UNHCR is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 135 countries, using our expertise to protect and care for millions of people.

Title:	Database Consultant
Duty Station:	Copenhagen, Denmark (possibility home-based)
Duration:	Six months
Contract Type:	Consultancy
Closing date:	24 July 2019, Mid-night (CEST)
Start date:	01 August 2019
End date:	31 January 2020

Organisational context

UNHCR's Field Information and Coordination Support Section (FICSS) is the focal point in UNHCR for the collection, analysis and dissemination of operational data and statistics, and for technical support, including training, on related methodologies and activities. The effective management and analysis of operational data is a prerequisite for successful interventions that have an impact on the well-being of UNHCR's beneficiaries. It is the goal of FICSS to support all UNHCR offices, at Headquarters and in the Field, to better manage operational data.

The Population Statistics Database is an openly accessible web-interface that contains data on UNHCR's populations of concern covering the years 1951 up to 2017. It allows users to query, visualise and download data and offers disaggregation by group (refugee, asylum-seeker, IDP, stateless etc.) and by demographics.

Duties and responsibilities

Under the overall supervision of the Information Management Officer, the Consultant will be responsible of redesigning the user interface as well as systematically synchronising the database with other data publications such as the Global Trends and Mid-Year Trends.

- Support FICSS in improving the usability of the Population Statistics Database as well as its consistency with other data sources within UNHCR
- Redesign the user interface of the database
- Implement new table views, query interfaces and visualisations and improve existing elements of the data base
- Implement consistent data storage and data checking processes in the database.
- Develop mechanisms to synchronise the database with other data publications in UNHCR
- Test the new version of the database
- Help develop definitions of statistical terms and guidelines for the new version of the database

Essential minimum qualifications and professional experience required

The ideal candidate will have:

- A successfully completed first university degree (Bachelor's level) in IT, Statistics, Demography, Social Sciences or related field
- Four years of work or research experience in statistics, quantitative research or similar area required
- Skills in data cleaning, data management as well as knowledge of different data formats required
- Knowledge of programming languages such as MySQL, Java or R is an asset
- Previous work experience in data visualisation is an asset

- Previous work experience in international organisations and in refugee/migration substantive issues is an asset
- Good self-management skills to work independently and as part of a team required
- Excellent knowledge of English required. Working proficiency in another UN language is an asset

Monitoring and Progress Controls

- Concept note on design and data consistency mechanisms of PopStats Database to be drafted by 2 September
- Detailed workplan for programming tasks required for redesigned PopStats Database to be drafted by 2 September
- First version of redesigned PopStats Database for testing to be developed by 30 November
- Final, tested and quality assured redesigned PopStats Database for roll-out with a re-designed user interface, updated definitions and guidelines, and consistent data management and storage processes to be developed by 17 January

Location and Conditions

The successful candidate will be based with the UNHCR team in the UN City in Copenhagen, Denmark. The possibility of remote work for candidates located outside the duty station will be considered. The salary is in line with the UNHCR 'A' Level Consultancy fee.

To apply

Interested applicants should submit their letter of motivation, Personal History Form (PHF) and CV to DENCOCMUHR@UNHCR.ORG indicating '**Database Consultant**' in the subject of the email. Personal History Forms are available at [PHF Form](#) / [Supplementary Sheet](#).

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

Closing date for receipt of applications: 24 July 2019 – Copenhagen (CEST)