

TERMS OF REFERENCE**IT DATA ANALYST (DIGITAL GRAPHICS DESIGNER)****FOR THE NATIONAL DEINSTITUTIONALIZATION REFORM OFFICE**

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Due Date for Applications:	Apr 07, 2017

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM: **Selects initiatives** based on clearly defined links to reform initiatives

- Ensures transparent **recruitment** of human resources
- Manages the **contracting** and payment of human resources
- Provides financial **reports** for donors
- **Monitors** initiatives for results.

Reform Initiative

Within the framework of the National Strategy for Institutional Children’s Care System Reform the Ombudsman has initiated to establish the National Deinstitutionalization (DI) Reform office that will act as an independent donor-funded non-government office with certain mandate from the Presidential Administration to coordinate, monitor and build up cooperation and interaction between executive authorities and local authorities regarding the implementation of the Reform.

The office will be supervised by the Steering Committee to plan, implement, communicate, coordinate and monitor stakeholders for the Institutional Children’s Care System Reform.

Based on the reform framework, it is planned the National DI Reform Office will cover three sectors:

1. DI-transition planning policy development.
2. Responsible community concept implementation and piloting.
3. Intersectoral supportive division.

Position Summary:

IT Data Analyst (Digital Graphics Designer) is responsible for supporting the DI reform process through bringing the DI to life across online channels in new ways that appeal to the conscious citizen. He will define the online visual language for our growing mission, all-Ukrainian impact to increase awareness of the Ombudsman's initiative.

Preferred Qualifications and Skills:

- Minimum 5 years of experience with design and development of web applications;
- Experience implementing data visualizations;
- 3-5 years of professional digital design work, either in-house or at an agency;
- Fluency with Adobe Creative Suite and Sketch;
- Ability to create functional product with a proved portfolio;
- A strong sense of visual design and creative problem solving;
- Solid, foundational knowledge of design principles, in theory and practice, including but not limited to composition, typography, and photography;
- Experience working with user experience designers, content strategists and front-end web developers;
- Ability to work in a fast-paced, evolving, collaborative environment and on multiple projects at once;
- Can take feedback and direction well but also be self-motivated and take initiative;
- Strong relationship-building skills, ability to work with a variety of people across various disciplines;
- A detailed understanding of the importance of proper research, data collection and organization of information so it is readily accessible in order to support the National DI Reform team and reform process.

Indicative duties and responsibilities:Management:

Set up formal systems of data gathering and analysis to provide accurate and up-to-date factual information to guide and shape the planning and reform process, and ensure that these systems remain a permanent part of planning and continuous quality improvement.

Key activities and areas of focus include:

- a. Maintain and update all relevant Data & Statistics including:
 - a) **Census data** about children and families in all regions of Ukraine, sorted by oblast, rayon, large city, and/or community;
 - b) An **inventory of orphanages in Ukraine**; their locations and detailed information about their operations.
- b. Maintain all relevant information relevant to all NGO's active in Ukraine including: contact information, projects planned and underway;
- c. Maintain an **inventory of service providers in each geographic region**, including government providers, NGOs, local community organizations, and private providers; what services are offered; patterns of service use; and total numbers of children and families receiving services;
- d. Build and maintain performance management data and reporting;

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

- e. Build and maintain all data required to support the Interactive Institutional Information Map working in tandem with website designers;
- f. Build and maintain all data and information required to support National Services Register working in tandem with website designers;
- g. Maintain style guides for our digital and social channels to guide single executions and larger campaigns;
- h. Establish an elevated, consistent online visual language;
- i. Manage relationships with technology partners and internal IT resources;
- j. Work with supervisor for data analysis and prepare documentation and graphs of data set;
- k. Take corrective action as directed by supervisor in order to retrieve data and provide cleaned versions to supervisor.

Operation:

- a. Spread development of, and ultimately manage technology and innovation strategy (including collection, storage, and management systems);
- b. Prepare graphs/slides for reports and presentations;
- c. Download data periodically received from the field;
- d. Oversee the develop/design the software for data entry related works;
- e. Oversee the development of a code plan;
- f. Design and oversee data Application Programming Interfaces (APIs);
- g. Other complementary and necessary duties as assigned by project management.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 3 months, with possible extension, based in Kyiv.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on April 07, 2017 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state **IT Data Analyst** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after April 10, 2017.