



## **Terms of Reference**

**Position Title:** Consultant (Design and Install an integrated data management system and database for migration data in Lesotho)

**Type of Contract:** Consultancy service (Local Consultant or firm)

**Duration of Assignment:** December 2021 to June 2022 (240 working days)

### **1. BACKGROUND:**

Migration data has become increasingly crucial for planning, monitoring and implementation of national, regional and whole of Africa migration action plans. This requires a harmonized approach and SADC has initiated regional harmonization initiatives aligned with the 2019 Migration Dialogue for Southern Africa (MIDSA) including the SADC harmonization roadmap validated in March 2021, which encourages the Member States to collect, analyse and disseminate comparable, reliable, and disaggregated migration data. Furthermore, The Government has recently adopted Labour Migration and Diaspora Engagement Policies in 2019 and 2020, respectively and currently revising the overarching Migration and Development Policy. The development process of these policies has revealed that there is lack of reliable up to date data to inform migration management and effective implementation of these policies will be hampered by existing data gaps identified in previous assessments (IOM 2018).

The Government of Lesotho has sought support from IOM to strengthen the country's migration data management practices and to develop a methodology for migration data collection, sharing and analysis (which includes guidance on gender-sensitive data collection and analysis) and compile existing information into a migration profile report that can serve as a baseline for further reporting. The Government of Lesotho received support from IOM Development Fund (IDF) in 2020 for a project to start the process of developing the country's first migration profile. The funding was intended to implement the first phase of the project which was completed in July 2021. In the first phase of the project, the Bureau of Statistics (BOS)' s coordination role was strengthened by establishing a Migration Data Working Group (MDWG) that will be pivotal in collecting and analyzing data to develop migration profile report. The working group was trained on data literacy and utilization of migration data in planning and reporting. In this first phase, standardized migration related data collection tools and indicators were developed to facilitate data collection and mainstreaming migration into national planning processes. A data ecosystem and situation analysis of migration data was also done to identify persisting data gaps identified in previous assessments.

Implementation of the first phase of the project, identified lack of a harmonized approach to administrative data management as a priority area to be addressed to fast-track alignment to regional migration data harmonization processes and to provide much needed information for sectoral migration management planning. Funding for the second phase to develop MP has been received and the second phase of the project resumed in August 2021. The aim of this initiative is to develop a methodology for a harmonized migration data collection, sharing, analysis (which includes guidance on gender-sensitive data collection and analysis) and compile existing information into a migration profile report that can serve as a baseline for Lesotho's migration profile and consecutive periodic updates.

It is against this background that IOM Lesotho country offices seeks to recruit a consultant to develop an integrated, centralized migration data management system that will enable an interface of automated systems that store migration data, aggregate the data and structure that data a logical and methodical database that supports sound analysis and smart reporting for migration policy planning and decision making.

## **2. OBJECTIVE:**

The overall purpose of this consultancy is to establish a system for management and sharing of migration data, through the design and development of an integrated online (web-enabled) Data Management System (IDMS). More specifically, the objectives of this consultancy are:

1. To define requirements for an integrated online (web-based) Data Management System accessible to identified stakeholders with varying levels of access for timely data;
2. To design and develop the system as a common tool for capturing administrative data, reporting and sharing data;
3. Clearly define roles and responsibilities for the system users; and
4. To build the capacity of the relevant staff to manage the system on a sustainable basis through specific training, help documents and tutorials.

## **3. SCOPE**

The consultant will be responsible for defining the requirements of the desired system in consultation with all key stakeholders. The assignment can be broken down into four main components as discussed below. It should be noted that the terms outlined within this document are a high-level description. It will be the role of the consultant to propose the specific and comprehensive low-level technical requirements for each of the components of the assignment.

### **A: Designing Phase**

- Establish requirements of the system based on the objective and purpose of the system in consultation with all key stakeholders including IOM Regional Office, Bureau of Statistics, MDWG and focal points of identified key Government ministries
- Identify possible linkages with administrative data collected and managed at ministry level and available IT infrastructure and facilitate a discussion on realizing the links
- Facilitate consultations on internet connectivity requirements
- Define roles and responsibilities for the system administrators and users; and
- Develop, code, test, implement, and deploy the Database System together with the required APIs (Connectors) to third party, related information Systems,
- Create standard data submission Forms for Agencies that do not have MIS systems storing migration data (where connectors don't apply)
- Support and maintain the system over three (3) years following service launch and go-live

### **B: Implementation Phase**

The consultant will assist in developing a user-friendly IDMS, accessible to designated stakeholders and with varying levels of access and authority. The system should also allow necessary data entry or importing of data from other information systems and data sources. The system should work both offline and online.

More specifically, the IDMS should have the following functionality:

- **Planning** - data entry and notifications system

- **Monitoring** – data entry, export in various formats
- **Reporting** – reports, graphs and ad-hoc custom reporting capability
- **Role-based user dashboards** that cumulate data, for easy-to-use data visualization and highlighting projects and tasks that require attentions; and

### C: Training Phase

Sustainability is an important aspect of the assignment, and it is important that MDWG focal points are fully trained and engaged with the system developed. The consultant will be expected to hold multiple planning and review dialogues with key stakeholders to ensure that the system is both relevant and useful to partners and that a sustainability plan is in place. All installation steps and steps for linking database systems to the IDMS must be documented and communicated to staff clearly.

Further to this, the consultant will be expected to

- Develop training manual
- Design and print out user/admin manuals
- Conduct specific training to relevant staff and partners on each area of the assignment; and
- Ensure relevant staff at the Bureau of Statistics can manage all components of the system upon inception and modify them as needs arise

### D: System Maintenance

The consultant will provide support and maintain the system over three (3) years following system launch and go-live.

## 4. DELIVERABLES

The followings are the expected deliverables from this assignment.

- **Inception report:** The consultant should produce an Inception Report within 7 days after the contract is signed. The report should provide a clear picture of how the consultant understands the ToRs and intends to achieve the expected tasks. It should identify stakeholders that will be consulted and should propose methodology for the assignment, including specific questions that will be researched to carry out the required assessments. The report should also include a work plan with timelines for all the tasks that the consultant will undertake during the assignment.
- **System design report** – The consultant should submit a report determining the requirements for an Integrated Migration Data Management System and, deriving
  - System Requirements Specifications, and
  - Detailed System Designs (Blueprint),
- **Establish integrated data management system**
  - deploy the Database System together with the required APIs (Connectors) to third party, related information Systems
  - Create standard data submission Forms for Agencies that do not have MIS systems storing migration data (where connectors don't apply)
- **Two days IMDS user training** for designated focal points and development of System

user/administrator and **training manuals**

- **System Maintenance** and Support over three (3) years following service launch and go-live and a **completion report** that outlines work undertaken including characteristics of the system and recommendations for sustainability and expansion of the system for additional data producers

	Deliverables	Duration
1	Desk review and Submit the inception report for the assignment	15 December 2021
2	Develop and Submit the system design report to IOM and BOS	15 January 2022
3	Install integrated data management system	30 April 2022
4	Develop and submit the user / administrator manuals of the system and training to IMDS user training conducted	15 May 2022
5	Submit the completion report and system launch	June 2022
6	Submit the Evaluation report of the system and customer services provided to the stakeholders	December 2022

***The receipt and approval of each deliverable is subject to approval from IOM.***

## 6. Qualifications and Experience

The successful consultant should have the following qualifications and experience:

- a. At least a Master's degree in IT, Information management, or another related discipline
- Experience: Interested individual consultants/consulting firms should have
- b. At least seven years' experience in developing IT solutions and providing IT support and maintenance services
- c. Proven professional experience in developing and managing databases within private and public sector
- d. Proven professional experience in web technologies, including their development and deployment, and development of web-based information systems

## 7. Payment Schedule

Total fee, inclusive of all travel and related costs, not subject to any deductions, will be paid to the consultant as follows;

- 20 % upon submission of the Deliverable 1
- 40% upon submission of the Deliverable 2
- 30 % upon the satisfactory completion of Deliverable 3 and 4
- 10 % upon satisfactory completion of the Deliverable 5 and 6

## 8. How to apply

Applications must be sent to [iomlesothoadmin@iom.int](mailto:iomlesothoadmin@iom.int) by **30<sup>th</sup> October 2021**. Applications should contain:

- Letter of Motivation
- Technical Proposal
- Financial Proposal
- Detailed Curriculum Vitae
- Proof of previous related work