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1. **Purpose of the Consultancy**

The Department of Maternal, Newborn, Child and Adolescent Health (MCA) of the World Health Organization (WHO) seeks a consultant to support the Epidemiology, Monitoring and Evaluation (EME) team to:

- Coordinate and update the MCA data portal for maternal, newborn, child and adolescent health and the Every Woman, Every Child data portal;
- Assist the WHO MCA Epidemiology, Monitoring and Evaluation team in other data management related activities, including managing RMNCAH policy survey databases, country-level MNCH Quality of Care datasets, fulfilling data requests and preparing databases for analysis.

The objectives and deliverables are described in greater detail below; they are intended to be accomplished between 1 February 2019 and 31 July 2019 with a possible extension.

2. **Background**

The Epidemiology, Monitoring and Evaluation Team in the Maternal Newborn Child and Adolescent Health Department of Family Women and Children Cluster (EME/MCA/FWC) is responsible for collating and updating maternal, newborn, child and adolescent health data for WHO. It is critically important to ensure that the most up-to-date data are publicly available and to provide data of high quality for analysis and monitoring trends. Specifically, EME updates data for the Every Women Every Child data portal for the Global Strategy on Women’s, Children’s and Adolescents’ Health (GSWCAH) 2016 – 2030 every year. In addition, EME will be updating data twice a year for the MCA data portal, the World Health Statistics report, and other reports as needed. Furthermore, datasets based on a set of common indicators are also expected on a regular basis from 10 countries which are part of the Network for Improving Quality of Care for MNCH and will be managed and analysed centrally to prepare periodic monitoring reports for the Network. Finally, to conduct epidemiological analysis, it is necessary to create common databases with multiple data elements from different sources.

The task of collating, cleaning and updating data and creating databases is very time consuming. To ensure that MCA has the most up to date, high quality, collated data, we require the assistance of a data manager, to work with our current full-time data manager, to process such updates and create databases twice a year.

**Terms of reference**

In support of the WHO Department of Maternal, Newborn, Child and Adolescent Health and reporting to the Coordinator and Data Manager of the Epidemiology, Monitoring and Evaluation team, the consultant will be responsible for:
1. Updating the MCA data portal content, including
   • Assessing which indicators require updated data and documenting the process/status
   • Working with WHO Global Health Observatory (GHO) to correct XMart database structure for MCA data portal and aligning with GHO indicators
   • Preparing updated data and metadata and loading it into XMart

2. Coordinating with the WHO Global Health Observatory (GHO) for the update of the GSWCAH data portal, which entails
   • Collecting updated data and submitting it to GHO in the recommended format
   • Reviewing the metadata for each indicator and updating it if necessary by submitting the changes in the recommended format
   • Updating the one-line description, data resources, and visualization for each indicator in the portal

3. Supporting the EME team in various data management and analysis tasks, such as
   • RMNCAH policy survey – creation of compiled database from past rounds of data collection; preparation of data requests; contribute to analysis/reporting/visualization of data
   • Creating databases for analysis; preparing datasets for requests or reporting

4. Supporting the MNCH Quality, Equity, Dignity (QED) Network secretariat to manage monitoring datasets, by:
   • Working with the Network Measurement Focal Point to develop analytical scripts (R, Stata, SAS, Python, etc) for checking the quality of data for indicators reported from health facilities which are part of the QED network,
   • Checking the quality of data, with a specific focus on:
     ▪ Determining the extent of missing data (conduct data imputation if possible)
     ▪ Running diagnostic tests to detect incongruencies in datasets
     ▪ Querying problematic data elements that need follow up at country level
     ▪ Writing summary reports on data quality based on the above
     ▪ Incorporating feedback received from countries on data quality issues into the data
     ▪ Merging the final datasets from facilities into Excel databases, each with the following attributes:
       • All indicators, each linked to pre-defined facility, district and country codes, as well as time of data collection and data collection period
       • Imbedded Microsoft Excel Query to extract smaller datasets as needed

3. Technical Supervision

The incumbent will work under the supervision of the Coordinator of the EME team, Theresa Diaz and Data Manager of EME team, Elizabeth Katwan of MCA on data management tasks. The incumbent will also require direct supervision from the MNCAH QoC Measurement focal point, Moise Muzigaba for related tasks.

4. Timelines
   Start date: 1 February 2019  End date: 31 July 2019 (with possible extension)

Milestones:
   For the EWEC GSWCAH portal
   February 15: assessment and documentation of indicators needing updates; meeting with GHO to review data submission template and format for other GHO deliverables (metadata, visualizations, texts); contact with various focal points for data updates;
March 15: submission of formatted data, metadata, and other required deliverables collected up to date to GHO; follow-up with focal points for outstanding indicators; update of indicator documentation tracking

April 1: submission of formatted data, metadata, and other required deliverables collected up to date to GHO; follow-up with focal points for outstanding indicators; update of indicator documentation tracking

April 30: submission of formatted data, metadata, and other required deliverables for remaining indicators to GHO; update of indicator documentation tracking

For the Quality of Care network monitoring
February 15: development of analytical scripts for data quality checks
March 5: write and submit the first data quality summary report for each reporting country

For the MCA data portal
May 1: review of indicators in MCA data portal with documentation of which data need to be updated and if any new indicators should be added (or others deleted); for data not available publicly, contact with focal point for update
June 1: begin loading data into XMart central database and update any indicator mapping where necessary
July 31: completed update of MCA data portal update

5. Work effort
The work requires expertise at P3 level. The work effort corresponds to 120 working days over the contractual period.

6. Specific requirements

Qualifications required:
Master degree in public health, epidemiology, biostatistics, or health informatics

Experience required:
At least 5 years of experience in data management with a focus on public health data; proven capacity to work with large data sets and knowledge of public health data sources

Skills/Technical skills and knowledge:
– Demonstrated expertise in management and analysis of large data sets, focusing on public health data
– Excellent attention to detail
– Strong communication and organizational skills
– Ability to function effectively in team settings and willingness to work on multiple tasks simultaneously
– Language requirements: English

7. Place of assignment
Geneva, Switzerland
8. Travel
None

9. Remuneration
The daily rate will be calculated according to complexity of the tasks and seniority of the consultant, but not exceed US$ 350. The duration of the assignment is 120 working days that can be distributed over the time period in a flexible manner but with a minimum of 100% FTE per month between 1 February 2019 and 31 July 2019, with possible extension at a part-time or full-time rate after this date.

10. Closing date for submission: 8th January 2019
Interested candidates are invited to send a letter of intent and CV to mncah@who.int including “Data Manager Consultancy” in the subject.