**UN-Habitat Afghanistan**

**TERMS OF REFERENCE (Annex 1)**

16 March 2021

<table>
<thead>
<tr>
<th>Functional Title: Information Management System Developer Associate</th>
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<tbody>
<tr>
<td>Project: Sustainable Human settlements in Urban areas for Reintegration Afghanistan (SHURA)</td>
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<tr>
<td>Coding Block (WBSE): SB-001111.50.27.08 and SB-001111.55.27.08</td>
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<td>Number of Positions: 1</td>
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<td>Duty Station: Kabul, Afghanistan</td>
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<td>Contract Duration: 4 Months</td>
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<td>Level of Contract: UNOPS IICA – 1 (REGULAR CONSULTANCY)</td>
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<td>Start date: From: 15-APR-2021 To: 14-AUG-2021</td>
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<td>Deadline of application: 30 March 2021</td>
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**Organizational Setting and Reporting Relationships:**

The position for Information Management System Developer associate is located with the Regional Office for Asia and the Pacific of the Regional Programmes Division and based in Kabul, Afghanistan.

This is temporary job opening located with the Regional Office for Asia and the Pacific of the Regional Programmes Division and deliverables are for Kabul, Afghanistan, the deliverables are to be co-managed with an independent software development firm. The Regional Programmes Division is responsible for consolidating and enhancing the linkages between UN Habitat’s activities in the field with the Strategic Plan, the 2030 Agenda, and the UN-Habitat’s overall future priorities and to make sure that they are appropriate to the country context.

UN-Habitat’s Regional Office for Asia and the Pacific manages U-Habitat’s project portfolio in the Asia and Pacific region. It ensures that country priorities are in alignment with the UN-Habitat’s organizational policies and strategic objectives and brings through its Regional Representative to the attention of the Executive Management Committee (EMC) opportunities and challenges in the region, allowing for timely feedback and responses to urgent demands and requests from the Member States.

The Afghanistan Programme is a strategic partner of the Government of the Islamic Republic of Afghanistan in promoting sustainable urban development. Since 1992, UN-Habitat has worked closely with the government, municipal and local authorities, especially Afghan communities, contributing to the physical and social reconstruction of the country. Our work has focused on assisting the government in the development of urban policies and regulations; strategic urban planning; increasing municipal revenue; establishing community-based organizations; addressing the land and housing needs of IDPs and returnees, supporting technology based information management for evidence based targeting and contributing to the provision of basic urban services. The position reports to the SHURA, program manager.

**Responsibilities:**

Information Management System Development for Biometric Data hosting and web-based mobile friendly AI solutions for:

1. Biometric Profiling Registration of Assistance applicants at Registration Centre’s located at Ministry of Refugee and Repatriation (MORR)
2. Biometric based vulnerability profiling and field dependency assessment of eligible Returnees and applicant IDPs at the Household (HH), pre-profiled at the RIC and channeled through secure network system.
3. Predictive Data Analysis for applicant Scoring and eligibility determination as per Presidential Decree (PD)305
4. Link of Returnee and IDP registration database to other databases (IOM, UNHCR, NSIA, ANDC, WB, CFA, ARAZI)
5. Data processing for generation of eligible applicants’ manifest reports for selection processing.
6. RIC Database link to ARAZI Geospatial database for Land allocation indexing and deed issuances.
7. Link to SHURA/MORR/MUDL/GoIRA websites, executive dashboard for transparency and information dissemination.
8. Data sharing agreements development, Security protocols deployment and Regular penetration testing.
10. Technology based registry systems maintenance, usage and upgrade capacity development and training for Government registration staff.
11. Handover of the Registry Network systems, the Database Server system and Configured Machine learning Database to government for Scale-up at national level.

**Work implies frequent interaction with the following:**
1. Collaboration with independent Machine learning developer
2. Ministry of Refugees and Repatriation (MORR) tech teams
3. National statistics and Information Agency (NSIA)
4. Ministry of Urban Development and Lands (MUDL)
5. Afghanistan Lands Authority (ARAZI)
6. UN-Habitat MIS officers in the provinces
7. UNHCR, WORLDANK, IOM, ANDC, UNICEF and PMT Working groups

**Results Expected:**
1. Review of Biometric Profiling Registration system development (The SHURA App)
   a. Front-end development
   b. Back-end development
   c. Bug fixing and testing
   d. Remote Deployment support
2. Review of Biometric-based vulnerability profiling and field dependency assessment network system.
   a. Biometric Data Security (in-transit and Storage)
   b. Biometric data uploading and Storage
   c. Vulnerability Rules Management
   d. Vulnerability Profiling & Dashboard
   e. Vulnerability Assessment & Dashboard
3. Predictive Data Analysis for applicant Scoring and eligibility Interphase
   a. Applicant Scoring Rules Management
   b. Applicant Scoring Calculation Engine
   c. Eligibility Rules management
   d. Data Analytics Engine for mapping Scoring and Eligibility
   e. Data Analytics Dashboard
4. Database systems integration System Link
   a. Returnee and IDP registration database
| b. | other databases (IOM, UNHCR, NSIA, ANDC, WB, CFA, ARAZI) |
| c. | Cadastral land index |
| d. | Data Security |
| e. | Business Intelligence Reports |
| f. | Database to government for scale-up at National level |

5. **Common components**
   a. Privileges and roles management
   b. User management
   c. Logging and Alerts
   d. Security
   e. Database Server System

6. **Information Data processing Interphase**
   a. Eligible applicants’ manifest reports: RIC Database link to ARAZI Geospatial database
   b. Data Security.
   c. Land allocation indexing and deed issuances.
   d. Link to SHURA/MORR/MUDL/GoIR website,
   e. Executive dashboard for transparency and information dissemination.
   f. Liaising with NSIA and MORR and other UN Stakeholders for data sharing agreements.
   g. Liaising with NSIA and MORR and other UN Stakeholders for System Security protocols deployment.
   h. Regular penetration testing on the System and generating test results.

7. **Technology Systems Registry maintenance system**
   a. Usage and upgrade: Capacity development and training for Government registration staff
   b. Capacity development and training for Government registration staff.

8. **Handover of the Registry Network systems**
   a. Database Server system: RIC Database link to ARAZI Geospatial database
   c. Database to the government for Scale-up at the National level.

**Competencies (Select 3 Maximum)**

- **Professionalism:** Ability to identify and resolve budgetary problems and identify sources for data collection. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
Qualifications (seek PMO guidance)

a) **Education:**
   First Degree (Bachelor) in computer science, Information Management, statistics, social sciences research, or related field or other relevant qualifications

b) **Experience:**
   1. Minimum of 2 years of relevant experience in the implementation of technology development projects,
   2. Experience in Technology Project Formulation and Implementation at scale in built environment, with Monitoring and Evaluation abilities will be an added advantage.
   3. Experience in managing complex urban development research programs, including in fragile states, providing policy and technical assistance to governments

c) **Language:**
   Fluency in written and spoken English is required

d) **Other:**
   1. Ability to think analytically, and present technical concepts clearly
   2. Ability to plan work, set priorities and complete workload under pressure
   3. Good communication skills (verbal and written)

How to Apply:
The application should comprise:

- Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org
- A Statement of Interest (cover letter) for the position
- Summary CV (maximum 2 pages), indicating the following information:
  1. Educational Background (incl. dates)
  2. Professional Experience (assignments, tasks, achievements, duration by years/months)
  3. Other Experience and Expertise (e.g. Internships/voluntary work, etc.)
  4. Expertise and preferences regarding location of potential assignments
  5. Expectations regarding remuneration

All applications should be submitted to:
UN-Habitat Regional Office for Asia and the Pacific
ACROS Fukuoka, 8th Floor
1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan
habitat.fukuoka@un.org

Please indicate the Post Title: “AFG VA 2. IM System Developer Associate” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

**Deadline for applications:** 30 March 2021

Due to a large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations-Chapter 3, article 8).