

TERMS OF REFERENCE
Expert consultant in data management

I. Mission background

The World Organisation Against Torture (OMCT) is an international non-profit organisation. Today, it is the leading international coalition of non-governmental organizations (NGOs) fighting against torture, summary executions, enforced disappearances and other cruel, inhuman or degrading treatment. Since September 2011, OMCT's office in Tunisia has been working to prevent torture and ill-treatment in Tunisia through: (1) direct multidisciplinary assistance to victims of torture and institutional violence (SANAD), (2) advocacy for legislative and institutional reforms, and (3) raising public awareness.

SANAD is OMCT's direct assistance program in Tunisia. Since its creation in 2013, a professional and committed team has been accompanying victims on their road to recovery. In order to improve the quality of its interventions, SANAD aims to develop its existing data collection system with a robust statistical data collection and analysis system needed to monitor beneficiaries and legal, social, psychological and medical assistance activities, thus enabling better monitoring of program impact and guiding decision-making.

This requires the intervention of a data management specialist with knowledge of case management and existing databases to assess current needs, propose appropriate solutions and implement an effective data exploitation strategy in compliance with quality, security and confidentiality standards.

II. Mission objectives

The aim of this mission is to strengthen the organization's capacity to collect and analyze statistical data relating to the multidisciplinary assistance provided by SANAD to its beneficiaries.

III. Consultant's responsibility

The Data Management Consultant will work closely with the SANAD team and will be responsible for the following tasks as part of this assignment:

- Conduct interviews with SANAD team members involved in multidisciplinary assistance, data collection and analysis, and reporting in order to :
 - o identify the main shortcomings in current management of intake data
 - o identify needs in terms of collecting and analyzing quantitative data relating to the different types of assistance within the SANAD program.
- Propose technical and operational solutions to improve the collection, management and analysis of statistical data.

Deliverable:

The consultant will draw up a final report summarizing the diagnosis and proposed solutions.

IV. Profile required

The database consultant must have the following qualifications and skills:

1. Engineering degree or equivalent in statistics, computer science, applied mathematics or a related field.
2. Significant experience in data management and information systems in an associative environment is desirable.
3. Knowledge of security standards and data protection.
4. Ability to analyze and solve complex problems.
5. Good writing and teaching skills in French and/or English.
6. Ability to work independently and as part of a team.

V. Place of employment:

Tunis

VI. Mission duration

The mission will last 7 working days, with ongoing progress assessment.

VII. Application

We invite you to submit your proposal by e-mail to nes@omct.org, copying hl@omct.org with the subject line "Data management consultancy offer".

The submission must include the following attachments in PDF format:

- Curriculum Vitae (CV)
- Offer for the contract: detailing the following elements (maximum 2 pages)