



CONSULTANCY ADVERTISEMENT

MIS Enhancement Short Term Technical Assistant (STTA) -

Legal Aid, Advocacy, Research and
Institutional Strengthening (LAARIS)

Part-time consultancy position, based in Jerusalem.

April 2021



HRO-272

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

LAARIS Project Background

1. Background to this Assignment

Integrity is leading a consortium with the Norwegian Refugee Council (NRC) to deliver the LAARIS project, which builds on the previous iteration of the project by continuing to deliver legal aid but also providing advocacy, research and institutional strengthening to NRC's downstream strategic partners. As part of the institutional strengthening component Integrity is responsible for providing demand driven direct support interventions to NRC's downstream partners. Integrity has conducted capacity assessments with all five NRC partners to identify priority direct support interventions.

MIS Enhancement Short Term Technical Assistant (STTA) - Scope of Work

As part of the capacity assessment process multiple partners identified the development of their existing database as a priority area for Integrity to provide direct support. The MIS Enhancement STTA will be responsible for supporting one of these direct support interventions.

The intervention will consist of four phases:

1. Scoping/Assessment Phase

The MIS Enhancement STTA will work with Integrity's in-house Data and Knowledge Management Expert to conduct a series of consultations with key stakeholders to understand the current MIS architecture and dataflow, and the ambitions for an enhanced MIS. In particular, the MIS Enhancement STTA will be responsible for conducting a detailed assessment of the current database and recording key features or nuances that should be transferred across to a new MIS.

As an outcome of these consultations the STTA will work with Integrity's in-house Data and Knowledge Management Expert to develop a short assessment report that outlines key gaps and opportunities to expand existing capabilities and streamline workflow.

2. Planning and Design Phase

Following the assessment, the STTA will work with Integrity's in-house Data and Knowledge Management Expert to develop a design report including a recommended specification for the enhanced MIS and a scope of work and phased workplan for implementing the identified enhancements.

3. Implementation Phase

The technical implementation of the scope of work and specification will be led by the partner organisation. However, the STTA may be required to support the implementation process and ensure that the enhancements are implemented in line with the agreed design and scope of work. A testing period will take place after each phase of the workplan is implemented to ensure any errors, bugs or amendments are rectified. A final testing period will take place once all enhancements have been implemented.

4. Training and Guidance

During the final phase of this intervention the STTA will support trainings with the partner organisation on how to use the enhanced features.

Terms of Reference

A. MIS Scoping/ Assessment (30%)

- Conduct consultations to assess the current status of the MIS;
- Develop an assessment report highlighting the key functionality gaps in the current MIS and opportunities to develop functionality.

B. MIS enhancement Planning/ Design (30%)

- Design a specification for the MIS enhancements, including a workplan for implementation.
- Support with the identification of the appropriate resource to implement the design.

C. Implementation (20%)

- Oversee and support the development of the MIS, ensuring that sufficient testing takes place at each stage of development.

D. Training and Guidance (20%)

- Conduct a series of trainings on the enhanced MIS.
- Develop a manual for the MIS to ensure new and existing users can access the enhanced functionality.

Languages:

- Written and oral fluency in English, with the ability to write clear and compelling narrative;
- Written and oral fluency in Hebrew.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **30 April 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



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RECOMMEND**