



**Organization of American States
Department for Effective Public Management
Universal Civil Identity Program in the Americas (PUICA)**

Terms of Reference

Type of contract: Consultancy

Department: Department for Effective Public Management (DEPM)

Start date: To be determined

Duration: 10 months

Remuneration: final remuneration will be based on skills and experience

Duty station: Port-au-Prince, Haiti

Description

The Organization of American States (OAS) is a regional intergovernmental organization aimed at strengthening democracy and cooperation in the Americas. Its member states work together to promote human rights, defend their common interests, and discuss other significant issues in the region. Civil identity is a key aspect of the Organization's work, as defined in the Democracy Pillar of the OAS Strategic Plan, Strategic Area 4, "Promote transparent and effective public institutions," Objective 4.4 "Develop and implement strategies that promote access that promote access to civil identity as a crucial prerequisite for citizen participation and exercise of their rights." As part of this effort, the OAS, through its office in Haiti and the Universal Civil Identity Program in the Americas (PUICA), will support the National Identification Office (ONI), the national institution that provides adult identification services throughout the country.

The project aims to bolster the technical capabilities of Haiti's ONI, particularly towards expediting the registration, issuance, and distribution process of the updated biometric national identification cards introduced in 2019, aligning with international benchmarks. This will be done through various capacity building initiatives for ONI and the enhancement of the existing national identification cards registration and distribution systems, particularly through the use of mobile units in the field.

As part of the capacity-building efforts, the project aims to upgrade ONI's data management capabilities toward heightened accuracy, efficiency, and effectiveness in the execution of its mandate. This includes optimizing data storage, monitoring, and reporting capabilities, ultimately contributing to more reliable and precise operations within the organization.

CONSULTANCY

General Objective

To strengthen the data management capacity of the Office of National Identification of Haiti (ONI) by enhancing data quality for the ONI/OAS Project, including the streamlining of internal data management processes within ONI. This goal also entails conducting a thorough assessment to enhance data sharing between government agencies while eliminating overlaps and addressing inconsistencies across the various systems. Additionally, it requires tailoring and developing specialized data management tools in collaboration with the Database Developer and providing relevant trainings for ONI technical staff. Under the supervision of the PUICA Haiti project managers and the Chief of the Civil Registry Section, and in collaboration with relevant technical areas of ONI, the consultant will serve as a Data Management Expert.

Specific Objectives:

1. Engage in and oversee the management and optimization of data for the ONI/OAS Haiti Program.
2. Develop and implement strategies to streamline data management processes within ONI.
3. Conduct a thorough assessment to identify opportunities for optimizing data sharing and reducing inconsistencies across government systems.
4. Maintain a mirror database of registration and card issuance efforts, including those done within the ONI/OAS Haiti National Identification Card Program.
5. Tailor and develop data management tools for ONI in cooperation with the Database Developer.
6. Design and conduct training sessions for ONI technical staff in the effective use of data management tools and the newly developed civil identification databases in collaboration with the Database Developer.

Expected Deliverables:

1. Inception report, including a situational and needs assessment for data management and relevant action plan which includes a strategy for streamlining data management processes within ONI.
2. Assessment report outlining opportunities for optimizing data sharing and addressing inconsistencies across government institutions working on civil registration and identity.
3. Monthly reports on the registration and card issuance status.
4. Monthly data optimization reports.
5. Data management tools aligned with the civil identification database functionalities.

6. Database utilization and management training module for ONI technical staff.
7. Training sessions conducted for ONI technical staff on database utilization and management.

Qualifications and Experience:

- Master's degree in data management, computer science, or related field.
- At least 5 years of experience in data management and related assignments.
- Proficiency in data management tools and platforms.
- Experience in developing and delivering training modules.
- Fluency in French, working proficiency in English.
- Familiarity with multidisciplinary teams.

Method of Application:

Interested and qualified candidates should submit a CV and a cover letter to romana@oas.org and jminetto@oas.org before March 29, 2024.

The GS/OAS embraces equality, diversity and inclusion. Thus, the GS/OAS, in accordance with its rules and regulations, is committed to providing equal opportunities in employment, achieving a diverse staff, and will take into account a wide geographic representation, as well as gender equity and equality, in the selection of candidates.