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

Terms of Reference

Type of contract: Consultancy – Database Developer

Department: Department for Effective Public Management (DEPM)

Start date: June 1 2024

Duration: 6 months

Remuneration: final remuneration will be based on skills and experience

Duty station: Port-au-Prince, Haiti

1. 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 existing database to meet international standards and improve operational efficiency. This upgrade will enable ONI to appropriately store and access accurate data and share information with other government entities and organizations, including those involved in disaster management.

CONSULTANCY

General Objective

To facilitate essential support for the Office of National Identification of Haiti (ONI) in establishing a central civil identification database and a relevant public online database. Under the supervision of the PUICA Haiti project manager and the Chief of the Civil Registry Section, and in collaboration with relevant ONI staff and General Director, the consultant will serve as a Database Developer.

Specific Objectives:

1. Design and develop a comprehensive and secure civil identification database for Office of National Identification of Haiti (ONI).

2. Create a corresponding online public database that is interoperable with existing databases and available for public use.

Scope of Work:

Database Development:

1. Assess existing ONI databases and systems, focusing on the level of accuracy, consistency, and comparability of data and metadata.

2. Engage with government and humanitarian data contributors and consumers to identify opportunities for data integration.

3. Based on assessments, design a central ONI database with a robust data functionality system, integrating with existing data.

4. Develop/enhance the ONI online public database with data manipulation functions and interoperability.

5. Create tools enabling field operators to promptly input data directly into the central database, implementing layers of verification and validation to ensure data accuracy and integrity.

6. Make timely presentations of the databases and tools to the ONI technical working group/OAS during the development process for approval.

7. Install the databases and provide training with demonstrations on their functionality to the ONI technical working group.

Consultancy Duration: 6 months.

Expected Deliverables:

1. Inception report including a situational and needs assessment concerning the ONI central and online databases and relevant action plan.

2. Draft civil identification database for ONI.

3. Final civil identification database for ONI.

4. An interactive user-friendly online database with the following capabilities.

   - A secure system with access level controls.
   - Reporting and analysis modules with manipulation and retrieval capabilities.
   - User-friendly navigation.
   - Data integration with other databases, ensuring interoperability.

5. Tools for field data entry and instant transmission to central database, with verification and validation layers.

6. A manual for the operationalization of the ONI central and online databases (hardcopy and digital formats).

7. Training materials for technical staff on database utilization and management, developed in coordination with the Data Management Expert.

Qualifications and Experience:

- Master's degree in Computer Science, Information Technology, GIS, or Software Engineering from a recognized institution.

- At least 5 years of experience in similar assignments related to database development or web applications.

- Experience in working with population data systems.

- Proficiency in database management platforms and programming languages, such as Hadoop, MapReduce, HTML, and Java.

- Working proficiency of English and French.

- Experience working with a multidisciplinary team of experts.

Method of Application:

Interested and qualified candidates should submit their CV and Cover letter to romana@oas.org and jminetto@oas.org by March 29, 2024.

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