ADVERTISEMENT

MINISTRY OF SOCIAL DEVELOPMENT (MoSD)
LESOTHO BASIC EDUCATION STRENTHENING PROJECT (P175065)

TERMS OF REFERENCE (TORS) – DATA AND INFORMTION SYSTEM OFFICER

1.0   Project Background

The government government of the Kingdom of Lesotho through the Ministry of Social Development (MoSD) has secured credit from the World Bank in the amount equivalent to US$7.1 million towards the cost of Lesotho Basic Education Strenthening Projects (BESP) for three (3) years period up to 2025.

The Ministry intends to use portion of this credit for an individual consultant to act as a Data and Information System officer (DISO) as part of the Project Facilitation Unit (PFU) (to be recruited) in the Ministry of Social Development. The DISO for processing data collected for the project in accordance with the guidelines, rules and procedures provided in the Project Financing Agreement.

2.0   Objectives

The assignment is to support the improvement of the efficiency of social assistance schemes for learners from poor households under Component 1 of the Project. Specifically, the Data and Information System Officer will support the Senior Bursary Administrator by checking for quality and consistency of data collected from districts. He/She will analyze data and ensure that data collected from districts is reconciled with data gathered and entered into the MISs, and if there are any inconsistency, he/she should research the cause of such and rectify them. He/she is also responsible for linking the OVC-B database with the CGP database to identify the students in the 16 selected BESP councils who will be eligible to receive the CGP top-up for transitioning to the first year of secondary school.

3.0   Scope of Services

Under the supervision of the Senior Bursary Administrator, the Data and Information System Officer is responsible for;

   i.   Liaise with data entry clerks to ensure data is available at agreed time.

a. The Data and Information System officer will collect OVC-B data from across the entire country (Data clerks at district level), consolidate it and ensures that is uploaded into the Social Assistance MIS.

b. Post importation of the data, ensure that data is aligned with the database and table structures.

ii. Review data errors and resolve inconsistency by using standard data entry procedures.

    a. Ensure that data will be structured that will be acceptable to the MIS

    b. Ensure fixation of the errors from data collected from district levels

    c. Develop data validation rules to minimize data inconsistencies

iii. Quality-check national data to promote data completeness and quality.

    a. Develop tools to verify the quality of OVC-B data.

iv. Support data entry clerks to rectify data gaps and problems in general.

    a. Close supervision of data entry clerks at district level

    b. Support data entry clerks with identifying OVC-B data irregularities

v. Link the OVC-B database with the CGP database (using matching or merging of information) to serve as basis for the BESP Project to identify the students in the selected 16 councils who will be selected to receive the CGP top up for transitioning to the first year of secondary school.

vi. Maintain and organize national records and files.

    a. Work closely with the contracted firm to align the OVC-B data with the system data

vii. Maintain a registry and storage of back-up information for future reference by management and other stakeholders

    a. Ensure the regular data back-ups are maintained

    b. Retrieval and generation of data to be utilized for management decision making

viii. Ensure hard-copy records and data storage in the system remains confidential and accessible to approved individual.

    a. Maintain confidentiality and secure access to data

    b. Recommend systems and data protection protocols

    c. Implement the system and data protection mechanisms

ix. Liaise with the district bursary administrators to ensure that ICT equipment under the project is always maintained and in working condition.

x. Train school management on the data collection tools.

    a. Draft MIS decentralization plan

    b. Train users on system (web application and mobile application) usage

4.0 Qualifications and Experience

- Bachelor's degree in information technology (IS), Statistics or Computer Science.

- Two years of experience with processing, cleaning and organizing data in digital databases.

- Demonstrated experience merging and linking databases and quantitative data analysis and processing.

- Demonstrated Experience in using at least one statistical software package.

- Ability to work under pressure according to tight deadlines.

- Ability to work long hours and to remain focused.

- Knowledge of English and local language(s) is essential.

- Demonstrated ability to work with people of different cultural and religious backgrounds, different gender and diverse political views, while maintaining impartiality and objectivity.

5.0   Duration of Assignment

The assignment shall be for a period of twelve (12) months renewable upon satisfactory performance.

6.0   Submissions of Applications
The Principal Secretary
Ministry of Social Development
P/Bag A222
Maseru
Lesotho

Interested candidates shall submit their applications, Educational Certificates and transcripts, Curriculum Vitae with two names of the referees with their contact details on or before 14 November 2022 during working hours to the following address: tankisomasao@gmail.com