REPÚBLICA DEMOCRÁTICA DE TIMOR-LESTE

MINISTÉRIO DA EDUCAÇÃO

TERMS OF REFERENCE AND SCOPE OF SERVICES

HUMAN RESOURCES MANAGEMENT DATABASE SPECIALIST FOR MINISTRY OF EDUCATION, TIMOR-LESTE

I. GENERAL INFORMATION

Position Title: **Human Resources Management Database Specialist**
Unit: **National Directorate of Human Resources of the Ministry of Education (DNRH)**
Reporting to: **Director of DNRH**
Location: **DNRH, Ministry of Education (ME)**
Duration: **Up to 29 July 2015**
Desired start date: **As soon as possible**

II.   General Introduction

In 2011 the Ministry of Education (MoE) in Timor Leste developed and approved a **National Education Strategic Plan (NESP), 2011-2030,** which is now in its third year of implementation. The NESP has a detailed list of activities for all sub sectors (pre-school, basic education, secondary general, secondary technical and vocational, higher and recurrent education) and several cross cutting issues such as teacher training, social action/equity and management reforms for the period 2011-2015. The NESP is a longer term, sector wide plan which includes detailed project activities and cost projections for the first 5 years. It prioritizes 7 specific education sub sector programs, 5 programs for management reform and organization change and 1 program for improved donor coordination. One program is specifically designed to strengthen Human Resources Management (program 9). As part of the overall organization reform of the education sector, the Ministry needs the assistance from a **Human Resources Database Consultant** to assist the Directorate in task of the Directorate for Human Resources in the Ministry to oversee the process of data reconciliation between Human Resources and other relevant line directorates, as well as produce a detailed assessment of the current HR Management Database System (data set and excel tables) and to develop recommendations and prepare work plans for the improvement of the existing database or the design of a replacement database that will meet the needs for an accurate and reliable HR database management.

III.   Objective of the Assignment

The objective of this is assignment is to assist the National Directorate of Human Resources to: (i) Do a situation assessment and make recommendations to address current database issues for the Ministry of Education, including the reconciliation of PMIS/Payroll/EMIS and (ii) oversee and ensure the reconciliation of PMIS/Payroll/EMIS

IV.   Supervision and Responsibility

The consultant will work in the National Directorate of Human Resources (DNRH) under the lead of National Director of DNRH and contracted by Management Strengthening Project (MSP) funded by the World Bank (**EFT FTI Grant Agreement Number TF 01495).** The consultant will therefore report to the Director of DNRU and the MSP/SCEP Project Coordinator**.**

The consultant should also work together with the MoE IT and EMIS Departments to ensure compliance with the government IT policy, established MoE rules and practices and MoE IT development strategy; and compatibility of the proposed options for improvement of the existing HR database management system with the MoE IT infrastructure and applications being used by the MOE.

V.   Scope of Work

5.1 Specific Responsibilities

Human Resources Management Database Specialist is required to undertake the following:

a)   Prepare step by step work plan of the assignment, including a list of those to interview, coordination with IT, EMIS, etc., visits to MoF payroll and civil service commission, presentations, wrap ups, and etc.

b)   Perform necessary comprehensive analysis of the existing HR database system which includes the organisational structure, data sets, roles of relevant parties inside and outside ME, the communication system among all concerned parties, procedures for data collection and entry, IT environment, database users and resources;

c)   Oversee the reconciliation of data between PMIS, EMIS, Payroll and relevant directorates (i.e. Basic Education, Secondary Education, etc.), including showing MoE staff how to do this and ensuring its validity;

d)   Develop recommendations on options to expand or replace the current database system that will meet the needs for accurate, reliable and sustainable HR database management and analysis of the commercial off-the-shelf HR software and applications available on the market and suitable for the use by the MoE. The recommendations should also include necessary resources (IT, costs and human resources), required access and roles of relevant parties inside and outside DNRH and ME, communication system with other MoE systems/sub-systems (i.e. PMIS run by the Civil Service Commission, EMIS and Payroll) and future expansion;

e)   Develop terms of reference for the development of new HR database as recommended in the options provided through comprehensive analysis as mentioned in para "b" above;

f)   Prepare monthly reports to be approved by the Director of DNRH and submitted to MSP Coordinator;

g)   Prepare final report to be approved by the Director of DNRH and submitted to MSP Coordinator;

h)   Perform any other tasks/responsibilities in relation to the database development assignment as instructed by the Director of DNRH.

VI.   Deliverables

1. An Approved work plan
2. A report on the findings of comprehensive database analysis and recommendation for improvement of the database management system;
3. Data reconciliation;
4. Elaboration of Terms of reference for the development of relevant HR database system recommended through comprehensive analysis;
5. Approved monthly reports
6. Approved final report

VII.   Qualifications/Skills

It is expected that the consultant will have the following qualifications and experience:
a) Masters in IT or in Business Information Management System other or equivalent degree;
b) Proven records of assisting in the design and development of customized database system for public administration, preferably in the area of education;
c) Minimum of 5 years of experience in the area of database development and Information management Systems preferably in education;
d) Strong experience of HR database development, and statistical program would be an asset;
e) Experience working in developing countries;
f) High level of analytical and problem-solving skills;
g) Strong interpersonal, oral and written communication skills;
h) Strong facilitation and organization skills;
i) Experienced in training and mentoring staff;
j) Experienced in developing and maintaining effective partnerships and networks with key stakeholders; and
k) Proficient in English; knowledge of Tetun, Bahasa Indonesia or Portuguese would be an advantage.

VIII.   Timing

The assignment is expected to start in May 2015 and completed in July 29, 2015.