



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Terms of Reference

Regional Microdata Curation Specialist, International Specialist IICA I (UNOPS)

Statistics Unit, Field Information and Coordination Support Section (FICSS), UNHCR Copenhagen

UNHCR, the UN Refugee Agency, is recruiting for an International Specialist position in our Copenhagen, Denmark office, to deliver on its open data vision of publicly available survey and disaggregated data and statistics through the implementation of the UNHCR microdata library, including data identification, cleaning, curation, anonymization, benefit/risk assessment of sharing data, and completion of appropriate metadata according to agreed standards.

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. We are in over 125 countries, using our expertise to protect and care for millions.

Title: Regional Microdata Curation Specialist

Duty Station: Copenhagen, Denmark (possibility home-based)

Duration: 1st June 2019 through 31st December 2019, with possibility of extension

Contract Type: International Consultant

Closing date: 22th May 2019

Background and Organizational context

UNHCR's **Field Information and Coordination Support Section (FICSS)** is the focal point in UNHCR for the collection, analysis and dissemination of operational data and statistics, and for technical support, including training, on related methodologies and activities. The effective management and analysis of operational data is a prerequisite for successful interventions that have an impact on the well-being of UNHCR's beneficiaries. It is the goal of FICSS to support all UNHCR offices, at Headquarters and in the Field, to better manage operational data.

FICSS routinely supports a number of household survey data level collections each year, conducted directly by UNHCR or implemented by partners. Traditionally this data has not been retained in formats and locations that make it available for future use, either in country, by UNHCR globally, independent researchers, or by partners such as the soon-to-be-established UNHCR-WB data center.

Consistently with the drive towards open data, UNHCR is, therefore, in the process of creating an internal data library (RIDL) and the Microdata library, an online open repository which will allow public and/or licensed access to anonymized data collected in these surveys, and users to perform directly their own analysis. The UNHCR Data Curation project will collect, index, process, store and make available some of these datasets for use by others. The goals are to improve institutional memory and to improve efficiency by re-using existing datasets. Doing this will also make UNHCR a more predictable source of data at regional and global levels, and with partners, both development and humanitarian. Making anonymized microdata publicly available ensures that maximum use is made of the data, improves data quality and credibility and may prevent duplication of surveys and thereby reduce the costs for humanitarian and development organizations that are in need of data to inform their programming.

The first priority for the Regional Microdata Curator Specialist is to retain, clean, index, document and anonymize microdata from surveys or censuses and, to a lesser extent, administrative registers. The data may be available for all or a subset of variables covered by the data collection exercise. The second priority for the Regional Microdata Curator is to source, retain, clean, index and anonymize microdata from protection monitoring systems, programme monitoring systems, needs assessments, shape files for mapping and other data systems that relate to the population of concern.

Duties and responsibilities

The Regional Microdata Curator Specialist will be responsible for:

- assisting with data selection and assessing the suitability of the data for publication,
- cleaning data,
- identifying and addressing missing data,
- applying imputation methods as needed,

- anonymizing personally identifiable data,
- populating the microdata library with datasets and corresponding metadata.

The Regional Microdata Curator Specialist will more specifically perform the following activities:

- Liaise with prioritized country operations within the region to identify and obtain historical datasets suitable for sharing.
- Work with country offices to have data stored within RIDL according to data security and data protection protocols.
- Work with field offices and partners to ensure relevant metadata is provided along with the data.
- Develop instructions and guidance documents to evaluate the quality of the selected datasets and assess suitability for publication, removing and correcting errors if necessary, and work with field locations as relevant.
- Apply statistical disclosure control (SDC) techniques used to anonymize all datasets ensuring that no person or household is identifiable from the results of an analysis of survey data (at an appropriate level of risk), or in the release of microdata, utilizing the R-based sdcMicro package. This will be done in consultation with the data producer that will guide in the determination of key and sensitive variables. Such anonymization will be performed both at the household level and individual level, and applying different methods for public use and licensed use files. Perform statistical analysis on pre vs post anonymization utility variables to verify anonymized data maintains validity and should be recommended for sharing.
- Generate the appropriate metadata according to the Data Documentation Initiative (DDI) metadata standard and any other documentation needed to catalogue, record and communicate to users all the salient characteristics of the micro-datasets shared on the MicroData Library. Where applicable, the Regional Microdata Curator will apply HXL tags to microdata.
- Support with administrative work on the organization and delivery of regional training workshops on data curation and anonymization, and on the use of the platforms in all UNHCR regional offices, including participants travel and securing of appropriate venues.
- Support in the development of global training materials to be used in the regional workshops.
- Travel to regional offices, especially the Middle East and North Africa region, may be required.

Essential minimum qualifications and professional experience required

- Advanced University Degree (Master's or PhD equivalent) in Statistics, Economics, or related field.
- At least 2 years of relevant work experience,
- Previous demonstrated experience manipulating large household datasets;
- Previous demonstrated experience with social research methods, including data and collection, anonymization, analysis.
- Proficiency in R (preferred) or any other equivalent statistical package;
- Good self-management skills to work both independently and as part of a team, including remotely.
- Excellent communication skills, including the ability to liaise efficiently with operations and communicate and disseminate information effectively to a broad range of stakeholders.
- Work experience in international environment and in refugee/migration substantive issues is an asset.
- Excellent writing skills.
- Excellent knowledge of English and working knowledge of another UN language. Knowledge of Arabic and /or French is an asset.

Location and conditions

The successful candidate will be based with the UNHCR team in Copenhagen, Denmark. The possibility of remote work will be considered.

It is a full-time role with working hours from 8.30am to 5pm, Monday to Friday (40 hours per week, with a half-hour break for lunch).

To apply

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV to hqdpmsrmr.@unhcr.org indicating "*Regional Microdata Curation Specialist*" in the subject of the email.

P11 forms are available at www.unhcr.org/recruit/unhcr-phf.docm

Closing date for receipt of applications: Wednesday 22 May 2019 Midnight

Female candidates are encouraged to apply. Issued on 14 may 2019