**Job description and person specification template**

**Consultants title:** Business Analyst; Information Management System (IMS)

**Location:** Remote; Meetings can be arranged in the Bristol, UK, office

**Duration:** +/- 15 days

**Salary:** based on agreed contract with successful applicant

**Start date:** as soon as possible

**Responsible to:** Monitoring & Evaluation Advisor / Programme Manager

**Overall aim:**

Develop a “Business Requirements” document for the Operations Team, which will help Tree Aid better understand what the current Information Management needs are within ‘Programmes’ and ‘M&E’ and what options there are in terms of meeting those needs.

**Key objectives:**

1. Develop a “Business Requirements” document for the Operations Team, which will help Tree Aid better understand what the current Information Management needs are within ‘Programmes’ and ‘M&E’ and what options there are in terms of meeting those needs.
2. We would ask the consultant to document a few examples of how similar, peer organisations have developed their Information Management Systems (IMS). This could include a comparison with a larger INGO, and an INGO of similar size; or perhaps a comparison with a highly agile and decentralized INGO compared to a centralized and HQ heavy INGO. The precise parameters of this output to be agreed with the successful applicant.

**Key roles/ tasks:**

* Review current organisational information systems and processes.
* Review organisational information needs.
* What does the Tree Aid “Information Management System” (IMS) need to do, how could it do it?
* Help define requirements and prioritize these
* Which are our most mature business processes?
* Identify and prioritise technical and functional requirements; considering IT and databases, data management, and knowledge management (KM) systems (i.e. dashboards) currently being used.
* Get feedback and approval on requirements
* Focus on ‘Process consistency’.
* Provide a summary of emerging findings for Tree Aid (presentation)
* Address comments/feedback from Tree Aid
* Prepare a draft “Business Requirements” document
* Address comments/feedback from Tree Aid
* Submit final “Business Requirements” document

**Person specification:**

**Essential:**

* *Experience of business analysis and / or a qualification in the subject or related methodology.*
* *Good working knowledge of electronic case management systems and management information systems within an international development setting.*
* *Knowledge and understanding of how business processes can be improved.*
* *Understanding of current and general International Development issues.*
* *Understanding of business goals, resource effectiveness and operational efficiency in relation to International Development NGOs.*
* *Excellent communication and interpersonal skills.*
* *Attention to detail and strong focus on accuracy.*
* *Sound knowledge of issues relating to information security and data protection.*
* *Committed to equal opportunities and anti-discrimination practice in employment and service delivery.*
* *High level of IT literacy.*
* *Strong facilitation and presentation skills.*
* *Spoken and written fluency in English.*

**Desirable:**

* Experience of project management and / or a qualification in a project management methodology.
* Experience and / or a qualification in Monitoring, Evaluation and Learning (MEL) frameworks.
* Spoken and written fluency in French.