

**INTERNATIONAL YOUTH
FOUNDATION**

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iyfglobal.org/

TERMS OF REFERENCE

**Consultant or Consulting Firm for the Development of an
Interactive Job Vacancy Dashboard**

PROGRAM

Multiple

PURPOSE OF THE CONSULTANCY

The International Youth Foundation (IYF) seeks an individual or consulting firm to develop an interactive dashboard using job vacancy data provided by IYF. The databases include over 300 CSV files, each containing about 100,000 records, covering historical information on more than 30 million job vacancies in 20 countries.

REQUIREMENTS

IYF requires an individual, firm, or organization with the capability and experience in:

- **Interactive Dashboard Development:** Experience in creating interactive dashboards using tools like Tableau, PowerBI, or similar.
- **Big Data Management:** Ability to manage and analyse large volumes of data.
- **Secure Cloud Storage:** Implementation of secure cloud storage solutions for large datasets.
- **Data Visualization:** Advanced knowledge in data visualization and dynamic report generation.
- **Data Analysis:** Experience in data analysis to identify trends, patterns, and correlations.
- **Programming Skills:** Proficiency in programming languages and data analysis tools such as Python, R, SQL, etc.

SCOPE OF WORK

The individual or consulting firm will undertake the following activities:

- **Initial Meetings:** Participate in meetings with the IYF team to understand the dashboard requirements and project expectations. During these meetings, IYF will explain the need and technical aspects required by the foundation regarding the available data; the consulting firm or individual will develop a technical proposal that addresses this need under the established criteria of

efficiency, resources, and certainty.

- **Data Integration:** Integrate and consolidate data from multiple CSV sources into a centralized database.
- **Dashboard Design and Development:** Create an interactive dashboard with historical information and variables, including but not limited to country, year, entity/municipality/locality/district, economic sector, position, experience, average salary, required skills, minimum education level, among others. The final variables will be decided in agreement with IYF, based on interests, availability, and quality of the data.
- **Storage Solutions Implementation:** Develop and implement a secure cloud storage solution for the databases.
- **Testing and Validation:** Conduct thorough testing of the dashboard to ensure its functionality and accuracy.
- **Training:** Provide training to the IYF team on the use and maintenance of the dashboard.
- **Technical Support:** Offer technical support for an agreed period post-implementation.

ACTIVITY SCHEDULE

| Activity | Date |
|--|------------------------|
| Initial meetings with the IYF team | August 19-23 |
| Data reception and review | August 26-30 |
| Data integration and consolidation | September 2-20 |
| Dashboard design | September 23-October 4 |
| Storage solutions implementation | October 7-18 |
| Dashboard testing and validation | October 21-November 8 |
| Training and initial technical support | November 11-15 |

MATERIALS

Upon signing the agreement, IYF will provide the consulting firm with:

- Access to the CSV databases.
- Documentation of the variables of interest and their format.
- Guidelines and criteria for the dashboard design.

COORDINATION AND SUPERVISION

The activities assigned to the selected consulting firm will be coordinated by the Senior MERL Manager.

DURATION OF THE CONSULTANCY

The consultancy will start on August 19,2024 and conclude on November 15,2024.

NEXT STEPS

Send the following materials to Lucía Hernández at l.hernandez@iyfglobal.org with the subject "Job Vacancy Dashboard Consultancy" by July 26,2024:

- Technical proposal
- Financial proposal

Questions or Comments on the Terms of Reference:

For questions about this consultancy, please contact Lucía Hernández at l.hernandez@iyfglobal.org by July 17. Answers to questions will be provided by July 22.

BACKGROUND

The International Youth Foundation (IYF®) is a global nonprofit organization whose operations have spanned over 100 countries and whose programs have directly benefited 77 million young people. Together with local community organizations and a network of businesses, foundations, and multilateral partners, we connect youth with opportunities to transform their lives. We believe that young people, through education, employment, and engaged citizenship, have the power to solve the world's toughest problems, and we focus our efforts on achieving three closely linked objectives: promoting participation, advancing economic opportunities, and fostering systemic inclusion. Our vision centers on achieving an inspired youth equipped with the necessary tools to attain the future they desire.