**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

**National Consultant (Cyber Security Expert) to support the 2021 Population and Housing Census in Bangladesh**

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| **TERMS OF REFERENCE (to be completed by Hiring Office)** | |
| Hiring Office: | Population Planning and Research (PPR) Unit, CO Bangladesh |
| Background of the assignment | The Bangladesh Bureau of Statistics (BBS) of the Statistics and Informatics Division (SID) is the National Statistical Organization (NSO) in [Bangladesh](about:blank) responsible for collecting and disseminating of statistics on population, demographics, the economic, and other social indicators. Conducting of Population and Housing Census is one of the core activities of BBS. BBS will conduct the 6th decennial census of the country in 2021.  A core mandate of UNFPA, since its inception, is to strengthen national capacity to ensure high quality censuses that meet international standards and wide dissemination and use of census data for development planning, implementation and monitoring. With programme presence in 155 countries, UNFPA is committed to strengthening national capacity for the production and use of population and housing census data, including for monitoring changes in population dynamics and spatial and social inequalities, in line with the Sustainable Development Goals (SDGs) and the Programme of Action of the International Conference on Population and Development (ICPD) beyond 2014. During the 2010 census round (censuses conducted between 2005 and 2014), UNFPA provided support to 135 countries, including 122 developing countries through, inter alia: technical assistance for census project implementation; capacity development; procurement of equipment or services; financial support; coordination and management of financial resources for the census on behalf of partner governments; and facilitation of South-South cooperation.  Like many National Statistical Offices (NSOs) in developing countries, BBS is planning to introduce web and mobile applications as a data collection method in Population and Housing Census 2021 that will provide an opportunity to improve the quality, cost-effectiveness and timeliness of the census operation. However, uses the technological solution in such a mega census operation may pose a cyber-threat and compromise with the data protection system. Therefore, in order to protect organizations from data breaches and attacks, the demand of cybersecurity professional is growing at breakneck needs. Since BBS has embarked wide range of technological solution in the upcoming Population and Housing Census 2021 thus, a Cyber Security Expert is essential because it encompasses everything that pertains to protecting sensitive data, personal identifiable information, protected health information, intellectual property, data, government, and industry information system from theft and damage attempted by criminal and adversaries.  UNFPA Bangladesh Country Office will deploy a national consultant to the Bangladesh Bureau of Statistics (BBS) for providing technical support to BBS related to examine and evaluate security strategies and defence of the 2021 Population and Housing Census in Bangladesh. |
| Purpose of consultancy: | In line with UN/UNFPA policies and guidelines, and in full harmonization with internationally established standards and recommendations for census undertaking, the consultant will provide technical support to keep safe software, system, network and servers located in the BBS from any potential threat or attempted breach by closing off the security vulnerability. |
| The scope of work:  *(Description of services, activities, or outputs)* | Under the overall guidance of UNFPA Deputy Representative and direct supervision of the Acting Chief, Population Planning and Research (PPR) component of UNFPA Bangladesh, the consultant will carry out the following activities:   * The Cyber Security Expert takes care of the day-to-day operations and data structures by overseeing the operational performance; * Configure anti-virus systems and consoles, conduct software upgrades and explains performance criteria, documents configurations, and systems specifications; * Manage the PPC system from threats, identifies, manages incidents, and mitigate risks. * Conducts threat and risk analysis, provides essential suggestions, and resolves security issues and other data-related problems. They take care of network traffic and internet connectivity data and report on risks. * Conduct risk assessments and business impact analysis on new systems and technologies; * Defines security requirements for computer systems such as mainframes, workstation, and personal computers, and suggest various solutions and implement them to meet the security requirements; * Develop unique strategies for software systems, networks, data centre, and hardware, develop firewall to secure the network infrastructure and keep an eye for external intrusions, attacks, and hacks; * Develop new layers of protection and update the security systems. The professional has to grant permissions and privileges to authorized users and prevents any attacks to access information without proper credentials; * Provide security during the development stages of software systems, networks and Servers located in the Bangladesh Bureau of Statistics; * Tracks vulnerabilities and collaborates with internal network teams to ensure closure of vulnerabilities; * Create new defensive systems and protocols and also examine the defensive systems and provide reports based on test results; * Forster teamwork and communication among BBS officials. |
| Duration and working schedule: | Six months starting from July 2021 to December 2021, with a possibility of extension in 2022 based on need and performance. |
| Delivery dates and how work will be delivered (*e.g.* electronic, hard copy etc.): | * The consultant will act as per mentioned scope of work and all deliverables will be delivered within the contract period. * The priority tasks and timeline will be discussed and planned with the supervisor weekly/bi-weekly basis. * All the work will be preserved in electronic format and handed over to the supervisor at the end of the contract upon her approval. |
| Place where services are to be delivered: | The UNFPA Bangladesh Country Office, in accordance with UNFPA contract procedures, will issue an Individual Consultant (IC) contract. UNFPA will pay consulting fees following UNFPA's procedures and standard fee schedule, subject to final consultations with the expert. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant shall maintain close contact with the Project Director, Population and Housing Census 2021 and Stat4Dev project with BBS. S/he will be provided with working space in the BBS office at Parishankhyan Bhaban, Agargaon. The consultant will bring/use her/his own laptop computer. |
| Supervisory arrangements: | The consultant will report directly to the Acting Unit Chief – PPR, UNFPA. |
| Expected travel: | The consultant will adopt the same work modality as the UNFPA staff members. Because of COVID19 pandemic, in person field mission is discouraged during the contract period. However, if needed the field mission can be conducted as per UNFPA policy and procedures. |
| Required expertise, qualifications and competencies, including language requirements: | Consultants will be expected to have qualifications and competency appropriate to the requirements of government, donor and United Nations standards of analysis and presentation.   * The Cyber Security Expert must have a bachelor’s degree in Computer Science, IT, Telecommunications, Electronics & Electrical or Masters in any related field. * The Cyber Security Expert should have at least 3 years of experience progressively in any reputed Offices * Ability to work independently and collaboratively within a team. Good understanding of laws and policies, specific to official statistics and data; * Proven ability to write on technical subjects in clear and well-structured English. * The age of the Cyber Security Expert should be between 28 and 55 years.   **Certifications (at least 2 of the certifications)**   * CompTIA Security+ * Cisco Certified Entry Networking Technician (CCENT) * Cisco Certified Network Associate – Routing and Switching (CCNA) * Cisco Certified Network Associate – Security (CCNA-Security) * Microsoft Technology Associate (MTA) – Windows Server Administration Fundamentals |
| Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | The consultant will have the possibility to organize regular meetings with the UNFPA management and if necessary, with other relevant stakeholders. |
| Payment Instruction: | The payment for the work of the consultant will be made in accordance with the UNFPA policy and pay scale based on time sheet. |
| Level of the Consultant: | Recommended level is equivalent to SB4/NOA. |
| COA | BGD09D4D- PROCU12PBBSFPA-FPA90-60500-PU0074 |
| Other relevant information or special conditions, if any: | The UNFPA Bangladesh, in accordance with UNFPA contract procedures, will issue an Individual Consultant (IC) contract and will pay consulting fees in accordance with UNFPA's procedures and standard fee schedule. |
| **Application instruction:**  Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.  Please send your application electronically to dedicated email addresses of: [marahman@unfpa.org](mailto:marahman@unfpa.org)  Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.  **Female candidates are encouraged to apply.**  The application deadline is **20 June 2021**. | |
| Signature of Requesting Officer in Hiring Office:  E:\MEAlam_all_UNFPA\MEAlam_UNFPA\Mahboob E Alam_eSignature.jpg  **Mahboob E Alam**, Programme Analyst & Chief a.i. - PPR  Date: 01 June 2021 | |
| Signature of Head of Programme:    **Eiko Narita (PhD)**, Deputy Representative, UNFPA Bangladesh  Date: 1 June 2021 | |
| Signature of Approving Manager in Hiring Office:    **Dr. Asa Torkelsson**, Representative, UNFPA Bangladesh  Date: 6 June 2021 | |