

## **Data Visualization Specialist: Creation of the ReliefEU Expert Platform**

### **Organization**

iMAP Inc. is an international nonprofit organization that provides information management services to humanitarian and development organizations. Through information management, we help our partners target assistance to the world's most vulnerable populations. Our core philosophy is that better data leads to better decisions and that better decisions lead to better outcomes. iMAP Inc.'s critical support to information value chains helps to solve operational and strategic challenges of our partners in both emergency and development contexts by enabling evidence-based decision-making for better outcomes.

### **Background**

ReliefEU – creation of a surge capacity for experts to support humanitarian partners – is a joint project between NORCAP, iMAP Inc. and the European Commission – DG ECHO. The project aims to enhance the capacity of UN agencies, the cluster system, NGOs, local actors and the broader humanitarian community to respond rapidly and reliably to crises through coordinated, harmonized, and efficient surge processes.

The project seeks to increase operational capacity by improving coordination and efficiency in responding to surge needs and by enhancing access to suitable expertise to address operational, technical and coordination gaps. Surge deployments are intended to support humanitarian actors in rapidly evolving emergency contexts.

The project is aligned with the ReliefEU Capacities (the team representing the European Commission – DG ECHO) objective to support humanitarian partners with services and operational capabilities, facilitating the rapid delivery of humanitarian assistance while ensuring effectiveness, complementarity and added value. This EU lead initiative contributes to strengthening humanitarian response capacity and enhancing the EU's leadership and visibility.

### **Objective**

#### **Creation of the ReliefEU Expert Platform**

The objective of the ReliefEU expert platform is to improve the overall management of surge deployment processes by enabling partners to monitor incoming deployment requests, track different stages of surge processes, and analyze timelines and performance across deployments.

The dashboard will also provide structured insights for donors and the general public on ReliefEU deployments and activities. In addition, it will support internal analysis of the



duration and effectiveness of different steps in the surge processes, helping partners identify bottlenecks and improve overall efficiency and performance.

NORCAP and iMAP Inc. will gather data on the achievement of assignments through multiple sources and data collection tools. This information will be visualized through the dashboard for joint oversight, analysis, and reporting purposes.

### **Scope of Work**

The Data Visualization Specialist will be responsible for the following phases:

#### **Step 1: Define Objectives and Requirements**

- Define the purpose and intended use of the dashboard
- Engage with key stakeholders to capture functional needs and expectations
- Identify and assess data sources (e.g. ToRs, expert reports, performance evaluations, surveys, debriefs, monitoring visits)
- Define / inventory indicators
- Integrate user feedback

#### **Step 2: Design the Dashboard**

- Design user-friendly layout and interface (UI/UX)
- Select appropriate visualizations (maps, charts, graphs, tables)
- Prepare wireframes and prototypes for validation
- Integrate user feedback

#### **Step 3: Develop the Dashboard**

- The dashboard will be developed in Power BI. Excellent knowledge of Power BI is essential, including demonstrated experience in hosting, automating, and maintaining dashboards using data stored on SharePoint and/or Google-based platforms.
- Design automated data pipelines using data hosted on SharePoint and/or Google-based platforms
- Ensure accurate data processing, validation, and integration
- Develop interactive visualizations and user functionality

#### **Step 4: Interactivity and User Management**



- Implement filters, drill-down features, and interactive controls
- Configure user access and permissions, including restricted internal versions and a public-facing version
- Ensure appropriate data protection and access governance

#### **Step 5: Testing and Quality Assurance**

- Conduct functionality, performance, and usability testing
- Integrate user feedback and address technical issues

#### **Step 6: Deployment and Capacity Building**

- Deploy the dashboard on an appropriate hosting environment
- Produce user guides and technical documentation, including instructions on maintenance, automation, access management and sustainability
- Provide user orientation or training sessions as required

**Deliverables** (approved by the Project Management Team and the Joint Project Group as a detailed timeline with weekly milestones)

- Fully functional Power BI dashboard (internal and public versions)
- Automated data integration and refresh mechanisms
- User access and permission structure: Demonstrated ability to configure and manage user access and permissions, including maintaining restricted internal dashboard versions while simultaneously publishing a public-facing version.
- User guides and technical documentation: The consultant is expected to develop comprehensive user guides and technical documentation, including instructions on dashboard maintenance, automation processes, access management, and long-term sustainability.
- Final handover package

#### **Assignment Modality**

This is a part-time assignment and is open to both individual consultants and consulting firms.

#### **Qualifications**

##### **Education**

Master's Degree (or equivalent) in Information Management, Statistics, Economics, Computer Science, Software Engineering, Monitoring and Evaluation, or a related field.

##### **Experience and Technical Skills**



- Minimum 3 years of experience in data visualization and dashboard development
- Strong experience developing Power BI dashboards, including automation and hosting
- Demonstrated experience managing data stored on SharePoint and/or Google-based platforms
- Experience managing dashboard user access and maintaining restricted and public versions
- Experience with data collection platforms (e.g. KoboToolbox or similar)
- Experience working in humanitarian or development contexts

### **Soft Skills**

- Strong coordination and communication skills
- Ability to work independently and under pressure
- Flexibility and adaptability in complex operational environments

### **Guiding Principles**

Personnel is expected to conduct itself in a professional manner and respect local laws, customs and iMMAP's policies, procedures, and values at all times and in all Countries.

iMMAP has zero-tolerance for sexual harassment, exploitation and abuse, human trafficking, child abuse and exploitation. Any violations of these principles and policies will be treated as serious misconduct.

iMMAP is an Equal Opportunity Employer regardless of background.

