



CONSULTANCY
(Short term assignment)

Information Technology Services (ITS) PROGRAMME

ANNOUNCEMENT NO:	13/CON07/ITS
PUBLICATION DATE:	22 October 2013
DEADLINE FOR APPLICATION:	07 November 2013
CONSULTANCY:	Business analysis to reach a decision on a coherent implementation strategy for electronic and physical records management
DURATION OF CONSULTANCY:	45 days, starting as soon as possible
DUTY STATION:	Bonn, Germany

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Information Technology Services programme is a central service provider for information and communication technology infrastructure and user support services, as well as for information systems development, maintenance and application support within the UNFCCC.

Objective

The UNFCCC secretariat has embarked upon a Collaboration Platform (CP) project to put a platform in place to support its collaboration, electronic document management and contacts management requirements. The CP is standardizing on a Microsoft suite of office tools, including SharePoint 2010, Dynamics CRM and the .NET Framework.

The organization at the same time is in the process of determining the most appropriate tools for both electronic records management (eRM) and physical records management (pRM).

Activities & Scope

Business requirements for both eRM and pRM have been developed at UNFCCC. In addition, two eRM implementations currently exist in parts of the secretariat: one based upon Microsoft SharePoint 2010 and one based upon IBM FileNet.

The final objective of this work package is to reach a decision on a coherent implementation strategy for eRM and pRM at the secretariat. The key deliverable will be a recommendation of which tool(s) and vendor(s) shall be implemented to most closely meet the overall business requirements.

The Senior Business Analyst (Records Management) will:

- Review the existing UNFCCC business requirements for an electronic Records Management (eRM) system and, if necessary, identify gaps in the requirements
- Review the current business requirements for an physical Records Management (pRM) system and, if necessary, identify gaps in the requirements
- Conduct, with support from UNFCCC's Information Technology Services (ITS), the evaluation of major RM tools and provide a benefits/drawbacks analysis for each in meeting the requirements, based on a "holistic" view of:

- The complete set of eRM and pRM requirements
- UNFCCC's architecture standards
- UNFCCC's existing tools and infrastructure capacity
- Existing commercial tools being used for eRM and/or pRM
- Secretariat budgetary constraints
- Recommend RM tool(s) for implementation to fulfil UNFCCC eRM and pRM requirements

Expected Deliverables

- Validated eRM and pRM Business Requirements Document (BRD)
- Request for Information (RFI) developed and released to major vendors
- Evaluation of RFI responses mapped to UNFCCC's coherent eRM and pRM Requirements, as a decision matrix with an analysis report
- eRM and pRM Tool(s) and Vendor(s) recommendation report

Requirements and qualification

- Proven experience analysing business requirements for eRM/pRM systems and evaluating eRM/pRM solutions
- Proven experience designing and implementing electronic Records Management (eRM) and/or physical Records Management (pRM) systems
- Expert knowledge of international Records Management standards, such as DoD 5015.2, MoReq 2010 and/or ISO 16175
- Strong and demonstrable SharePoint 2010 experience
- Practical experience with 3rd party add-ons to SharePoint for RM, such as Gimmalsoft Compliance Suite
- Practical experience with enterprise RM tools, such as IBM FileNet or HP Trim
- Fluency in written and spoken English
- Excellent technical writing skills. Ability to document complex business processes and requirements for both technical and non-technical audiences.
- Be a self-starter, able to manage his/her own time and dependencies effectively to deliver high quality documents according to the time frames agreed with UNFCCC and escalating issues to the responsible project manager as appropriate.

To apply

Candidates whose qualifications and experience match the requirements for this consultancy should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.