**Terms of Reference**

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| **Title** | Education Cluster Information Management Specialist |
| **Type of Contract** | Standby Partner |
| **Supervision** | Education Cluster Coordinator |
| **Level** | P3 |
| **Location** | Juba, South Sudan |
| **Duration** | 3 months |
| **Start Date** | 1st August 2021 |

**Background/Rationale for the Assignment**

This is an interim role advertised to cover the absence of current Education Cluster Information Officer who will be away on extended leave for the period of three months effective from 01 August 2021. South Sudan is facing many varying humanitarian crises ranges from conflict to acute food insecurity and recurrence of floods. The support of the Education Cluster Management Specialist is very crucial to ensure leadership in data management, analysis and provision of information, predictability, and accountability to humanitarian emergencies by providing technical assistance to the cluster coordinators. The Education Cluster is in a high demand of an information manager to efficiently utilize available data/information for humanitarian emergency response. During this period, the education cluster coordination team will be undertaking nation-wide education needs assessment throughout South Sudan, Humanitarian Needs Overview analysis by collating and collecting primary, secondary, FSNMS+ REACH Neighborhood and SAMs’ data, and humanitarian response plan. These activities require support of Information Management Specialist in the absence of the education cluster’s information manager. The appointment of temporary IM Specialist is to oversee the cluster data management and provide evidence-based information to the cluster coordinators to inform decision.

**Purpose/task & Expected Results**

The Interim Information Management Officer will be a key member of the Education Cluster Coordinatin team and play a vital role in supporting data management, undertake inter-cluster FSNMS+assessment, nation-wide education needs assessement and process Humanitarian Needs Overview (HNO). The role will also enable Cluster Coordination team to collate and analysis education data on a monthly basis.

**Qualifications and Competencies**

**Qualifications**

* University degree, preferably at an advanced level, in a subject area relevant to education and/or information management. Extensive work experience relevant to this post may be considered as a replacement for formal qualifications. Formal training in cluster information management an advantage

**Experience**

* Have a minimum of 3/4 years of progressively responsible in humanitarian work experience with UN and/or NGO, particularly in information management in the first phase of a major emergency response relevant to the education cluster.
* Extensive work experience outside the humanitarian sector which is relevant to this post may be considered as a replacement for humanitarian experience

**Knowledge and Skills**

* Have adequate understanding of cluster-specific information management needs and the key technical issues to be able to engage with cluster partners.
* Excellent knowledge of Microsoft Office Suite (e.g. Excel, Word, PowerPoint, MS Access and pivot tables and functions);
* Proven technical expertise for managing data capture and storage, analysing diverse datasets, and presenting information in understandable tables, charts, maps, graphs and reports;
* Knowledge of managing websites (example UNOCHA’s Humanitarian Response Platform) and Proven skills in using GIS and map-making packages is a plus
* Understand key technical issues for the cluster sufficiently well enough to be able to: engage with cluster participants; understand their cluster-specific information management needs.
* Skill in using GIS or map-making packages (ArcGIS, Mapinfo, QGIS, Adobe creative suite) is a plus.

**Languages**

* Fluency in English required
* Ability to communicate effectively, both orally and in writing to varied audiences

**Other requirements**

1. Ability to work in a multi-cultural environment
2. The incumbent is expected to perform the above functions under difficult working conditions in conflict affected areas, related to office accommodation, procedures, workload, and institutional and personal safety. There is limited access to health care and recreational facilities and this is compounded by long working hours and potentially stressful conditions.

**Accountability**

The post holder is accountable to:

* Education Cluster Coordinator who will in turn ensure that the post holder is provided with all necessary support and guidance;
* Education Cluster members, who will in turn ensure that they deliver on their agreed minimum commitments;
* Information management team members who will in turn support the post holder in line with their terms of reference;
* Inter-cluster coordination bodies established by the HCT/UNOCHA;
* Affected populations through agreed mechanisms.

Accountability to the Cluster Coordinator, cluster members, information management team members and inter-cluster coordination bodies will be expressed in regular review meetings.

**COMPETENCIES**

**Core competencies:**

* Understands the rationale behind Humanitarian Reform, its main components and recent developments including the Transformative Agenda;
* Understands, uses and adapts the tools, mechanisms and processes developed as part of Humanitarian Reform;
* Demonstrates commitment to Humanitarian
* Demonstrates commitment to Principles of Partnership
* Communicates, works and networks effectively with a wide range of people to reach broad consensus on a well-coordinated response, and demonstrates leadership where required.
* Thinks and acts strategically and ensures that cluster activities are prioritised and aligned within an agreed strategy.
* Demonstrates commitment to the cluster and independence from employing organisation.
* Builds, motivates, and leads information management team.

**Deliverables**

* 1. In coordination with the consultant, conclude nation-wide education needs assessment and share final report with clear findings endorsed by the Ministry of Education.
  2. Develop Humanitarian Needs Overview (Draft) for 2022HRP.
  3. Undertake and report analysis of education findings from inter-cluster FSNMS+ assessment in close coordination with OCHA and REACH teams.
  4. Process monthly 5Ws data: Prepare and submit inputs for monthly SitRep and quarterly dashboard
  5. Support to 10 county response scaleup Programme.

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| Deliverables | Duration  (Estimated # of Days) | Deadline |
| 1. In coordination with the consultant, conclude nation-wide education needs assessment and share final report with clear findings endorsed by the Ministry of Education. | First two months of assignment. | 30th September 2021 |
| Develop Humanitarian Needs Overview for 2022 HRP. | Throughout contract duration | 30th October 2021 |
| 1. Undertake and report analysis of education findings from inter-cluster FSNMS+ assessment in close coordination with OCHA and REACH teams. | First two months of assignment. | 30th September 2021 |
| 1. Process monthly 5Ws data: Prepare and submit inputs for monthly SitRep and quarterly dashboard. | Throughout contract duration | 30th October 2021 |
| 1. Support to 10 county response scaleup. | Throughout contract duration | 30th October 2021 |
| Total | 3 Month |  |

**Estimated Duration of the Contract**

3 months

**Duty Station and Official Travel**

**The position is home-based and do not require field travel.**

**Estimated Cost of the Consultancy**

Standby partner – the cost will be covered by supporting agency

**Payment Schedule**

As per rules of contracting agency.

**UNICEF Supervisor**

Position reports to the Education Cluster Coordinator

**Travel Clause**

* All UNICEF rules and regulations related to travel of Consultants/ Individual Contractors apply.
* All travels shall be undertaken only upon the prior written approval by UNICEF.
* The eligible maximum amount for travel is specified in the contract.
* The consultant is responsible for his/her for travel arrangements. The most economic and direct route is authorized.
* Travel costs will be reimbursed after the completion of mission. UNICEF will pay the applicable DSA rate and other travel related expenses upon submission of the invoice together with the supporting documentation.

**Nature of Penalty Clause in Contract**

* Not applicable